



REGULAR COUNCIL AGENDA

For the Corporation of the Town of
Espanola

Council Meeting

To Be Held On

Tuesday, October 30, 2018
Council Chambers

100 Tudhope Street
7:30 pm



Espanola Council AGENDA

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

- 7:15 P.M. SPECIAL IN CAMERA MEETING OF COUNCIL
Council Chambers, 100 Tudhope Street
- 7:30 P.M. REGULAR MEETING OF COUNCIL
Council Chambers, 100 Tudhope Street
- SPECIAL IN CAMERA MEETING OF COUNCIL
FOLLOWING THE REGULAR MEETING OF COUNCIL
Council Chambers, 100 Tudhope Street

Please note this meeting will be streamed.

Disclosure of Pecuniary Interest and General Nature Thereof

PUBLIC HEARINGS

None

DELEGATIONS

None

QUESTION PERIOD

PART 1 - CONSENT AGENDA

Resolution Prepared Adopting Resolutions for
Items **A1** to **F5** inclusive contained in the Consent Agenda

- CA-017-18 Be It Resolved That: Items A1 to F5 inclusive contained in Part 1, Consent Agenda be adopted.

Adoption of Minutes

A1 Regular Meeting of Council of October 9, 2018

A2 Special Meeting of Council of October 9, 2018

- 18-167 Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of October 9, 2018; Special Meeting of Council of October 9, 2018

Board and Committee Reports

B1 Leisure Services Advisory Committee Meeting of September 17, 2018

B2 Community Services Committee Meeting of October 16, 2018

- 18-168 Be It Resolved That: The following Minutes are hereby received; Community Services Committee Meeting Minutes of October 16, 2018; Leisure Services Advisory Committee Meeting of September 17, 2018.

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Community Services Committee Meeting of October 16, 2018

D1 Recommendation regarding Sherwood Park Pathway

- 18-169 Be It Resolved That: As Recommended by the Community Services Committee That: Bylaw and signage in effect in the Sherwood Park trail area remain in place.

Bylaws and Resolutions

The following bylaws will be read and passed.

E1 Bylaw No. 2882/18

- 18-170 Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of October 9, 2018.

E2 Bylaw No 2881/18

- 18-171 Being a Bylaw of the Town of Espanola to Appoint a Municipal Law Enforcement Officer for the Corporation of the Town of Espanola.

E3 Bylaw No 2883/18

- 18-172 Being a Bylaw of the Town of Espanola to execute an Agreement with 2628927 Ontario Limited/OLIVADEL DEVELOPMENTS.

Reports

F1 Public Works Department Departmental Report for September 2018

F2 Leisure Services Department Departmental Report for September 2018

F3 Fire Department Departmental Report for September 2018

F4 Building Department Departmental Report for August and September 2018

F5 Manitoulin-Sudbury District Services Board Meeting Minutes of September 27, 2018 – Unapproved.

- 18-173 Be It Resolved That: The following reports are hereby received; Public Works Department Departmental Report for September 2018; Leisure Services Department Departmental Report for September 2018; Fire Department Departmental Report for September 2018; Building Department Departmental Report for August and September 2018; Manitoulin-Sudbury District Services Board Meeting Minutes of September 27, 2018 – Unapproved.

PART II - REGULAR AGENDA

Bylaws and Resolutions

G1 Recommendation regarding the Integrity Commissioner Report

- 18-174 BE IT RESOLVED THAT: WHEREAS Council has received and considered the recommendations of the Integrity Commissioner, Jan Parnega of Shearer Parnega dated August 23, 2018;

AND WHEREAS Council has an obligation to deal with these recommendations by resolution;

AND WHEREAS Council believes that a more comprehensive, fundamental go-forward plan will be much more effective at resolving behaviour issues and healing the relationship between Council and Staff;

Council hereby resolves that it will not impose suspensions of Councillors' remuneration in accordance with the Integrity Commissioner's recommendations. Instead, Council will support and implement a comprehensive plan entitled "Council's New Vision" which is designed to implement real change in the Town of Espanola.

G2 Bylaw No 2880/18

- 18-175 Be It Resolved That: Bylaw No 2880/18 be adopted; Being a Bylaw of the Town of Espanola for Council to receive and adopt the comprehensive plan entitled "Council's New Vision" dated October 30, 2018.

Correspondence For Information Only

None

Information

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

September Cheque Register

Conference and Conventions

None

Mayor and Councillor Reports and Announcements

Future Council/Committee Meetings

Corporate Services Committee Meeting of November 6, 2018 @ 3:00 pm
Regular Meeting of Council of November 13, 2018 @ 7:30 pm

Adjournment

Closed Meeting (if required)



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

**Council Chambers
Municipal Office**

**October 9, 2018
7:30 pm**

His Worship Mayor Piche presided over the meeting.

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

Absent: Councillor B Yocom

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

The Mayor stated that this meeting will be recorded.

Public Hearing None

Delegations/Petitions None

Question Period None

CONSENT AGENDA

CA-016-18 R. Duplessis – R. Dufour

Be It Resolved That: Items A1 to F3 excluding D2 and E3
contained in Part 1 Consent Agenda be adopted.

Carried

Mayor Piche asked Council if there were any items that they would like severed from the
Consent Agenda. Councillor R. Duplessis stated he would like item D2 severed; Councillor
Dufour stated he would like to have item E3 severed.

**Items A1-A2
Council Minutes**

18-155 R. Dufour – R. Duplessis

Be It Resolved That: The following Minutes are hereby
accepted; Regular Meeting of Council of September 25, 2018;
Special Meeting of Council of September 28, 2018.

Carried

Board and Committee Reports

**Item B1
Committee Minutes**

18-156 R. Duplessis – R Dufour

Be It Resolved That: The following Minutes are hereby received;
Corporate Services Committee Meeting Minutes of October 2,
2018.

Carried

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Health and Safety Committee Meeting of January 4, 2018

**Item D1
Substance Abuse
Policy**

18-157 R. Duplessis – R. Dufour

Be It Resolved That: As Recommended by the Community Services Committee That: Council endorse the pilot project at the ski hill by waiving the metered fees and costs associated to the municipal staff component.

Carried

Corporate Services Committee Meeting of October 2, 2018

Item D2

Item Severed. See Regular Agenda

**Item D3
Budget Policy**

18-159 B. Foster – K. Duplessis

Be It Resolved That: As Recommended by the Corporate Services Committee That: The Budget Policy be amended as presented.

Carried

Bylaws and Resolutions

**Item E1
Confirmatory Bylaw**

18-160 H. Malott – B. Foster

Be It Resolved That: Bylaw No 2876/18, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of September 25, 2018.

Carried

**Item E2
Lease Renewal**

18-161 K. Duplessis – H. Malott

Be It Resolved That: Bylaw No 2875/18 be adopted, being a Bylaw of the Town of Espanola to execute an Agreement with Her Majesty the Queen in Right of Ontario Represented by the Minister of Infrastructure for a lease renewal for the Ontario Court of Justice at 100 Tudhope Street.

Carried

Item E3

Item Severed. See Regular Agenda

Item E4

**Securities
Agreement for Sale
of Hydro**

18-163 B. Foster – K. Duplessis

Being a Bylaw to execute a Securities Agreement Between the Corporation of the Town of Espanola and The Corporation of the Township of Sables-Spanish Rivers and North Bay Hydro (Espanola) Acquisition Inc.

Carried

Reports

Item F1-F3

18-164 K. Duplessis – B. Foster

Be It Resolved That: The following reports are hereby received; Public Health Sudbury & Districts Meeting Minutes of September 20, 2018; Q3 Budget Variance Report; Joint Health and Safety Meeting Minutes of September 8, 2018.

Carried

PART II

REGULAR AGENDA

Bylaws and Resolutions

Item D2

**Bylaw Enforcement
Services**

18-158 K. Duplessis – R. Dufour

Be It Resolved That: As Recommended by the Corporate Services Committee That: Rainbow District Animal Control be appointed to provide bylaw endorsement services for the remainder of 2018 and 2019.

Carried

Councillor R. Duplessis explained that due to the disbandment of the Espanola Police Services this Agreement was needed to handle the Town's Bylaw Enforcement.

Councillor Dufour questioned if Council could ask the OPP to provide this service. The Mayor stated that would drive the cost up; Councillor Foster agreed, stating they would charge officer rate for this service.

Item E3

Escrow Agreement

18-162 H. Malott – K. Duplessis

Be It Resolved That: Bylaw No 2878/18 be adopted, being Bylaw to execute and Escrow Agreement between the Corporation of the Township of Sables-Spanish Rivers and North Bay Acquisition Inc and Borden Ladner Gervais LLP.

Carried

A discussion ensued.

Councillor Dufour asked if we were the ones to collect the money because this is an Escrow Agreement and that is a third party of some sort. The CAO explained that both items E3 and E4 go together and the money would be held in escrow until the Agreement is final, which could take up to a year.

Councillor Dufour then questioned if we were going to collect a

fee for doing this. The CAO explained that this was just part of the sale and a deposit will be paid and held there until it's final.

Item G1
Northern
Communications

18-165 B. Foster – H. Malott

Be It Resolved That: Be It Resolved That: Bylaw No 2877/18 be adopted, being a Bylaw of the Town of Espanola to execute an Agreement with Northern Communications Services Inc for After Hours Answering Services for Public Works Emergencies.

Carried

It was explained that this Agreement is needed due to the disbandment of the Espanola Police Services. Councillor Dufour questioned who would receive the call from Northern Communications. The CAO explained that there is a list of employees who are on call. Councillor Dufour stated he was trying to get at maybe using a pager instead. Councillor Foster explained that this type of Agreement is common practice.

Item G2
Reschedule of
Regular Council
Meeting

18-166 H. Mallot – B. Foster

Be It Resolved That: the Regular Meeting of Council of October 23rd is rescheduled to October 30th, 2018.

Carried

Correspondence For Information Only

H1 2019 Budget Challenges

Information

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

Cheque Register
Parry Sound Resolution re: Film Industry in Northern Ontario
FONOM correspondence re: FONOM Board Election & Meetings at AMO

Conference and Conventions

None

Mayor and Councillors Reports and Announcements

None

Future Council Meetings

Community Services Committee Meeting of October 16th @ 3:00 pm
Regular Meeting of Council of October 30th @ 7:30 pm - **RESCHEDULED**

Adjournment

B. Foster – R. Duplessis

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 7:45 pm

Carried

Ron Piche
Mayor

Paula Roque
Clerk

Unapproved

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

**Council Chambers
Municipal Office**

**October 9, 2018
7:45 pm**

His worship Mayor Piche presided over the meeting.

Disclosure of pecuniary interest and general nature thereof.

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

Absent: Councillor B. Yocom

In Camera

R. Duplessis – R. Dufour

Be It Resolved That: Under authority of Section 26.1.3 of Bylaw No. 2062/08, Council goes into an "in camera" session for the purpose stated in Section 239.2 of the Municipal Act.

- a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- A proposed or pending acquisition or disposition of land by the municipality or local board;

Time: 7:45 pm

Carried

**Resume Special
Meeting**

R. Dufour – R. Duplessis

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

Time: 7:55 pm

Carried

The Developer and Contractor for this Project entered Council Chambers to hear the following resolution.

**Development
Agreement**

H. Malott – R. Duplessis

The Development Agreement with 2628927 Ontario Limited/OLIVADEL DEVELOPMENTS be adopted as presented and a Bylaw be prepared.

Carried

Adjournment

K. Duplessis – H. Malott

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

Time: 8:00 pm

Carried

R. Piche
Mayor

P. Roque
Clerk

**Community Services Committee Meeting
Tuesday, October 16, 2018
3:00 pm
Main Level Boardroom
Municipal Building**

Chair Bob Yocom presided over the meeting

Present:

Municipal Officials: Mayor Piche; Councillor R. Dufour; H. Malott

P. Roque, Clerk; C. Townsend, CAO/Treasurer; J. Yusko, Manager of Public Works & Manager of Leisure Services; D. Parker, Assistant Manager of Public Works; D. Rivet, CBO, M. Pichor, Fire Chief; T. Denault-Roque, Recording Secretary

Departmental Reports

The Committee received the following reports; Public Works Department Departmental Report for September 2018; Leisure Services Department Departmental Report for September 2018; Fire Department Departmental Report for September 2018; Building Services Department Departmental Report for August & September 2018.

A discussion ensued.

Clarification was provided on the Public Works Departmental Report regarding equipment breakdown and vandalism; an update was provided on the Hwy 6 work being completed. Clarification was provided on the Leisure Services Departmental Report regarding the repairs to the doors to the Fitness Gym that had been vandalized.

A discussion ensued regarding the recent calls that were dispatched through Northern 911.

Sherwood Park Pathway

A discussion ensued.

The Clerk explained the Committee's options regarding this item.

1. R Piche – H. Malott

Be It Resolved That: As Recommended by the Community Services Committee That: Bylaw and signage in effect in the Sherwood Park trail area remain in place.

Carried

Waste Oil

A discussion ensued.

It was the consensus of the Committee to continue receiving waste oil through the Hazardous Waste program that is held on a yearly basis.

Adjournment

R. Piche – H. Malott

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

Time: 3:27 pm.

Bob Yocom
Chair

Paula Roque
Clerk ✓

Unapproved

**ESPANOLA LEISURE SERVICES ADVISORY COMMITTEE
Meeting Minutes**

**Monday, September 17th, 2018
7:00 p.m.
Recreation Complex**

**Disclosure of Pecuniary
Interest and the General
Nature Thereof:**

None

Delegations:

None

Present:

Committee Members: Mark Bond, Jacqueline Rivet, Harcharan Singh Issar, Ron Duplessis, Jaymie Muncaster, Daphne Allen, Aimee Belanger

Staff: C. Kennelly, Recording Secretary, J. Yusko, Manager of Leisure Services, Rosemary Rae, Chief Librarian

Regrets:

Kelly Paradis, Brian Riche, Claudia Hutchinson

Adoption of Minutes

1. R. Duplessis

Motioned to accept the minutes of Aug 20th, 2018 meeting

Carried

**Business Arising from the
Minutes
Indoor Usage of Facility**

1. Ron Duplessis - Mark Bond

**Be it Resolved that: As Recommended by the Recreation &
Culture Advisory Committee that:**

Full consideration has been given to Recommendation #40 of the Recreation Master Plan:

"Explore opportunities to facilitate the use of the arena floor in the summer for community-led/driven activities such as cheerleading camp and/or the temporary conversion of the space for use as an indoor skate/BMX Park."

The committee is satisfied that alternative usage of the facility to include the arena floor in the summer, the squash courts and the auditorium space has been extensively explored. The committee and staff will remain open to reviewing all future potential opportunities.

Carried

**Clear Lake Beach –
2019 Program Planning**

Committee was provided the following for consideration:

Shelley Newton Memorial Fund

- used to fund the pilot beach front program July of 2018 with special permission from the Newton family.
- fund is sustained by community donations with, approx. \$2,000 contributed to the fund per year.
- 2018 programming funded by the Fund included the 4 week program at clear lake beach and 12 free indoor pool swims.
- fund can only sustain one more year based on the annual average donations to the current level of programming, that include both the outdoor and indoor opportunities
- anticipated that the Fund can only sustain the indoor pool programming in 2020.
- continuance of Clear Lake Beach programming would rely on Council's approval of funding
- any increase of programming hours at Clear lake Beach will require Council approval of funding

When considering sustainable beach front program options and opportunities please note:

- Staffing requires 3 guards per shift as per the Ontario Waterfront Operational Standards.
- The exploration of options like paddle boarding or lessons and/or the supervision of water features such as aquatic inflatables i.e. slides, trampolines, water logs will present additional challenges.
- The table below outlines five program options which include a half hour of "setup" (pulling equipment from storage, raking and cleaning beach) and a half hour of "takedown" each shift

	Program	Total Cost w/benefits	Shelly Newton Fund	Council Portion
original	4 week, 3 days/week. 12pm- 4pm	\$4,410.00	\$3,500.00	\$910.00
1	4 week, 3 days/week. 12pm- 5pm	\$5,290.00	\$3,500.00	\$1,790.00
2	4 week, 5 days/week. 12pm- 4pm	\$6,930.00	\$3,500.00	\$3,430.00
3	4 week, 5 days/week. 12pm- 5pm	\$8,320.00	\$3,500.00	\$4,820.00
4	6 week, 3 days/week. 12pm- 5pm	\$7,940.00	\$3,500.00	\$4,440.00
5	6 week, 5 days/week.	\$12,480.00	\$3,500.00	\$8,980.00

	12pm- 5pm		
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Water Feature Options for Beach & Pool

Any investment consideration of a capital water feature should primarily be driven by its suitability to also enhance the program delivery for the indoor aquatic programs from September to June.

Staff has been researching inflatable water feature options that provide dual enhancement

The challenge is to select a feature to meet diverse restrictions

*Most aquatic features require at minimum a depth of 3 feet 11 inches of water.

The committee agreed it was important to plan to incrementally develop the program and recommended a 4 day, per week program Monday – Thursday 12pm – 4pm for Council consideration.

1. Harcharan Singh - Ron Duplessis

Be It Resolved That: As Recommended by the Recreation & Culture Advisory Committee that:

Leisure Services present to Council options for program enhancement at Clear Lake Beach for the summer of 2019.

Carried

The committee is recommending an incremental build on the success of the 2018 program to include the addition of one more afternoon. The program proposed would run 4 weeks next July, Monday to Thursday afternoons. Cost of the proposed program & details to be included in a staff report.

Committee asked for information and costs on matting to cover weeds.

Committee discussed the possibility of summer grant opportunities to offset the cost of program delivery

Committee asked that staff verify that there would be no additional insurance costs to run the outdoor beach program

Aimee Belanger recounted a history of trail development initiatives by the Espanola Safety Coalition and Heart Health. Obstacles have thwarted development initiatives.

Cycle Trail discussion will continue once they've reviewed the final Cycle Plan Report from Sari Liem Consultants

Trails

Splash Park

Discussion is deferred to the October meeting.

Volunteer Opportunities for Pumpkin & Fibre Arts Festivals

Committee was given a list of some identified opportunities to volunteer at the respective festivals

Contractor Rental Fees

- to discuss contractor rental fees at an upcoming meeting to explore how best to support fitness classes struggling to sustain themselves

Information Sharing

Free Skate Exchange – Public Health Sudbury & Districts
Gives out previously used and donated skates with new laces and

skate guards

This program is available to all. Needs skate donations to sustain.

Summer of 2019 Bike Exchange

bikes were collected and are being refurbished

Any donations can be dropped off at Family Health Team

Tickets now on sale for Beer, Beans & Brats and Somethin' Pumpkin

Boot Camp at the Complex 5 -6pm is a great program offered by Al Secord's nephew.

New members wanted for Lumbago Hockey Wed & or Sun evenings

Espanola Public Library to offer a puzzle themed Escape Room on September 29th

Also coming at the library in October is story time Monday mornings
Babies Books and Bubbles Tuesdays – these programs run just before
the pool programs so parents can package the activities

Book Club starts Thurs Sept 27th

ADJOURNMENT

Meeting adjourned 8:35pm

Next Meeting Mon Oct 15 @ 6:30 pm in Library Conference room

Aimee Belanger
Vice Chair

Joel Yusko
Manager of Leisure Services

COMMUNITY SERVICES COMMITTEE

Moved By: [Signature]

Date: October 16, 2018

Seconded By: [Signature]

Motion No 1

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

By law and signage in effect in the
Sherwood Park trail area remain
in place.

CARRIED X DEFEATED

[Signature]
Chair

RECORDED VOTE
INTEREST

	For	Against
Mayor R. Piche	<u> </u>	<u> </u>
R. Dufour	<u> </u>	<u> </u>
R. Yocom	<u> </u>	<u> </u>

DECLARATION OF PECUNIARY

Mayor R. Piche	<u> </u>
R. Dufour	<u> </u>
R. Yocom	<u> </u>

AGENDA #



Community Services Committee Meeting

Tuesday, September 19, 2018

3:00 pm

Main Level Boardroom

Municipal Building

Chair Bob Yocom presided over the meeting

Present:

Municipal Officials: Mayor Piche; Councillor H. Malott

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

Absent:

Councillor Dufour

Departmental Reports

The Committee received the following reports; Public Works Department Departmental Report for August 2018; Leisure Services Department Departmental Report for August 2018; Fire Department Departmental Report for August 2018.

A discussion ensued. Mr. Yusko provided updates and clarification on the water meters, bio solids as well as the swabbing and flushing projects.

Further discussion ensued regarding the positive comments noted in the Leisure Services Report.

Ms. Townsend advised that emergency dispatch services are now being managed by Northern 911.

Ski Hill Snow Making

1. H. Malott – R. Piche

Be It Resolved That: As Recommended by the Community Services Committee That: Council endorse the pilot project at the ski hill by waiving the metered fees and costs associated to the municipal staff component.

Carried

A discussion ensued. All Committee members were in favour of supporting this initiative. Councillor Malott stated that this is done in several other municipalities and will help the ski hill get up and going for the Christmas season.

NSSAR

2. H. Malott – R. Piche

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 17, 2018 from 9:00 am and 5:00 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

Dedicated Taxi Parking at Complex

1. R. Piche – H. Malott

Be It Resolved That: As Recommended by the Community Services Committee That: Bylaw 2863/18 be adopted, being a Bylaw to designate Taxi Only Parking in the Espanola Regional Recreation Complex parking lot. That spot to be the first sport in the lot outside the pool area.

Carried

A discussion ensued.

Councillor Malott stated this was a benefit for both taxi companies and would be treated as a first come first serve basis. It was also stated that this Bylaw would need to be enforced by the Bylaw Enforcement Officer, once appointed.

Sherwood Park Pathway

A discussion ensued.

The Clerk explained to the Committee that the Espanola Snowmobile Club has advised that their trails must be a minimum of 14 feet wide. Ms. Roque further advised that if this area is placed on the snowmobile route the areas that link this portion to the snowmobile trail would also need to be looked at.

Councillor Malott advised she was not in support of this request due to the safety risks. Mayor Piche stated that while campaigning he has heard on different occasions that the residents in this area are opposed to it as well.

Staff was directed to contact the residents that live on the proposed route to verify whether they are opposed or in support and report back to the Committee.

Community Safety Zones

A discussion ensued. Councillor Yocom stated that this item was brought to the Committee to review because there were concerns that fines could be doubled if speeders were caught in this area; and it was becoming known as a speed trap. The Committee agreed that the zone should stay as is and further suggested that it would be a deterrent to those speeding.

The Clerk advised that a resolution should be prepared for Council from the Committee.

3. H. Malott – R Piche

Be It Resolved That: As Recommended by the Community Services Committee That: The Community Safety Zone remain the same.

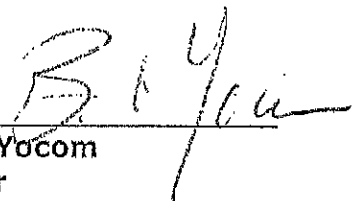
Carried

Adjournment

R. Piche – H. Malott

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

Time: 3:38 pm.



Bob Yocom
Chair



Paula Roque
Clerk

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

STAFF REPORT

DEPARTMENT: Administration	DATE: September 12, 2018
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ITEM: Sherwood Park pathway

RECOMMENDATION: For Discussion and Direction

BACKGROUND: This item was discussed at the June 2018 Community Services Committee Meeting. Staff provided the Committee with information obtained from the Town's Insurance provider and a Solicitor with respect to risk management and liability considerations. Staff was directed to contact the Snowmobile Club to determine if they would be interested in incorporating this area into their trail system. See attached minutes and previous Staff Report.

ANALYSIS: The Snowmobile Club advised that the width required for a trail is 14'. With some tree removal and landscaping, there is sufficient width from Second to Barber and Barber through to Young Place. There is no exit point from the trail on to Bois Street as OCWA equipment is located adjacent to Bois in this area.

If the Committee / Council is interested in pursuing turning this trail into an official snowmobile trail and prior to the Club President bringing this opportunity for trail expansion to the Club, the Committee / Council may want to consider contacting property owners adjacent to the trail for feedback.

Also, attached to this Staff Report is correspondence received from an area resident with respect to this issue.

EXISTING POLICY: Council Direction

STRATEGIC GOAL: Safe and Healthy Community, Excellence in Government

FINANCIAL COMMITMENT: NA

BUDGETED: NA	Yes	No
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Prepared By: Paula Roque

CAO / Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ___ No ___

Comments: _____

AUG 29 2018

Greg Schraeder
32 Young Place
Espanola, ON
P5E 1A5

August 29, 2018

Mayor and Council
Town of Espanola

To Mayor and Council,

I am submitting this letter in response to the presentation made by Yves Carriere at the June 26th, 2018 Council Meeting and the formal complaint I raised in January 2018.

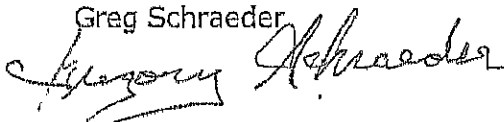
In January 2018 I brought my concerns to the Mayor and then to Staff regarding dangerous conditions at Sherwood Park and the trails accessing and travelling through it. Snowmachines were creating a dangerous situation in the cul de sac accessing the trail through the park and when exiting on Barber and there were a couple of close calls. At that time I expressed my concerns as a resident in the area with the risk to pedestrians, to children playing, to vehicular traffic and to the municipality. I requested that something be done about this. I was advised that Staff would review the area, look in to it and get back to me. After quite some time I received a call from the Clerk that there was a Bylaw in place, there had never been issues in this area so it had not been enforced, she advised that signs were ordered and they would be put up prohibiting motorized vehicles on the trail. It took a couple of months for the signs to go up but they did. I thought the problem was solved until I read in the Around and About and saw online that Mr. Carriere had made a presentation to Council opposing the restrictions on the trails in the Sherwood Park area.

I am definitely opposed to motorized vehicle traffic in this trail as are other property owners in the area. I want to address Mr. Carriere's statement that one complaint does not justify closing off this trail to motorized vehicles and that the Town should not be concerned with liability. One close call is one too many. The Town has a responsibility to address safety concerns when they are brought to their attention. This is what I did.

If you have a snowmachine and you live in an area that is not accessible directly to the snowmobile trail then it is that person's responsibility to purchase a trailer to transport it or transport the snowmachine in a truck to the snowmobile trail.

Sincerely,

Greg Schraeder



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: June 12, 2018
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ITEM: Sherwood Park pathway

RECOMMENDATION: For Discussion and Direction

BACKGROUND: Last year complaints were received regarding ATVs in the travel pathway through Sherwood Park area. As this was a safety concern for pedestrians, cyclists and children accessing and playing in Sherwood Park, signs were erected at the access points to the park prohibiting ATVs. Bylaw 751/84 section 13 c) and 14 a) provides the authority for this.

This winter Staff and some members of Council received complaints with respect to safety and noise concerns regarding snowmobiles travelling through this area. In reviewing the municipalities obligations with respect to risk management and identified safety concerns and authority under the same bylaw and sections referred to above, signs were erected prohibiting all motorized vehicles and advising of an unmaintained trail, use at own risk. See attached picture of signage.

The municipality received complaints from two residents regarding the new prohibition of all motorized vehicles, specifically snowmobiles on this trail. One complainant met with Staff and made a presentation at Regular Council Meeting of May 8, 2018 requesting that Council prohibit ATVs only in this area.

The Town has an Off-Road Vehicle (ORV)/Motorized Snow Vehicle Bylaw in place for the Town of Espanola which prohibits these types of vehicles on most municipal parkland and recognized travel pathways, however Sherwood Park is not included in this Bylaw but perhaps should be.

ANALYSIS:

The previous off road vehicle bylaw included a provision that prohibited ORVs in all parks and playgrounds including the recognized travel pathways. In 2015 when the new provincial legislation for side by side vehicles was introduced our ORV Bylaw and Motorized Snow Vehicle Bylaws were revised and combined, this provision was obviously missed in the revision however it was recently confirmed by a solicitor that provisions of Bylaw 751/84 are valid and enforceable. However, he does recommend that the existing ORV Bylaw be amended to include the clause from the bylaw that was in place prior to 2015:

- 5. No person shall operate an off-road vehicle or motorized snow vehicle:
- 5.1 Over or upon the following areas, namely
- 5.1.4 All parks and playground, including the recognized travel pathway.

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

In discussions with the municipality's insurance broker regarding this area, he advised that when the municipality is aware of safety concerns, the situation should be mitigated as much as possible. In this particular case he reinforced that signage is appropriate. He also advised that if Council chooses to permit motorized vehicles in this area the trail should be designated as such and some type of barrier should be erected to designate the trail for ORV use and separate it from the park area. Regardless, of whether the playground is closed in the winter months or not, the park is open space, known to be playground area where children go to play.

If Council is interested in designating the trail as a snowmobile trail only, they could direct Staff to contact the local snowmobile club to find out if they are interested in extending their trail system through this area which would transfer the liability from the municipality to the association and accommodate the residents in this area accessing the OFSC trails. If this was the direction of Council, consideration should be given to hold a public consultation with neighbouring residents.

Council should consider the presentation and letter received from local residents when considering this matter as well as the municipalities risk management responsibilities.

EXISTING POLICY: Council Direction

STRATEGIC GOAL: Safe and Healthy Community, Excellence in Government

FINANCIAL COMMITMENT: NA

BUDGETED: NA

Yes

No

IMPLEMENTATION:

Prepared By:

Paula Roque

Department Manager:

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes

No

Comments:



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2882/18

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

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

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

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

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1st, 2014, held on: October 9, 2018 and the same are hereby adopted.
2. That the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof and the exercise of any powers by the Council or Committees by the said minutes be and the same are hereby ratified, authorized and confirmed.
3. That where no individual bylaw has been or is passed with respect to the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof or with respect to the exercise of any powers by the Council or Committees in the above mentioned Minutes, then this bylaw shall be deemed for all purposes to be the bylaw required for approving and authorizing the taking of any action authorized therein or thereby or required for the exercise of any power therein by the Council or Committees.
4. That the Mayor and proper officers of the Corporation of the Town of Espanola are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council or Committees as evidenced by the above mentioned Minutes in Section 1 and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of the Corporation of the Town of Espanola and to affix the seal of the Corporation thereto.

Read a First, Second and Third Time and Passed this 30th day of October 2018.

R. Piche
Mayor

Paula Roque
Clerk

The Corporation of the Town of Espanola

Bylaw No. 2881/18

**BEING A BYLAW TO APPOINT A MUNICIPAL LAW ENFORCEMENT OFFICER
FOR THE CORPORATION OF THE TOWN OF ESPANOLA**

WHEREAS Section 15 of the Police Services Act, R.S.O. 1990, c. P. 15, authorizes Council of any municipality to appoint Municipal Law Enforcement Officers who shall be peace officers for the purposes of enforcing the bylaws of the municipality;

AND WHEREAS Section 227 of the Municipal Act, 2001, S.O. 2001, c. 25, authorizes Councils to pass bylaws for appointing such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any bylaw of the Council;

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

1. THAT RAINBOW DISTRICT ANIMAL SERVICES BYLAW ENFORCEMENT be hereby appointed as a Municipal Law Enforcement Officer for the Corporation of the Town of Espanola effective October 1, 2018;
2. THAT Rainbow District Animal Services Bylaw Enforcement's proposal dated September 17, 2018 shall be attached to and become part of the Bylaw.
3. THAT this Bylaw shall come into full force and effect on the date of final passage hereof at which time all Bylaws and/or resolutions that are inconsistent with the provisions of this Bylaw and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this Bylaw.

ENACTED AND PASSED this 30th day of October 1, 2018.

Ron Piche
Mayor

Paula Roque
Clerk



REGULAR MEETING OF COUNCIL

Moved By: R. Dufour Date: October 9, 2018

Seconded By: R. Dufour Motion No. 18-158

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

Rainbow District Animal Control be appointed to provide bylaw enforcement
services for the remainder of 2018 and 2019,

CARRIED ✓ DEFEATED

DEFERRED

R. Dufour
Chair

RECORDED VOTE

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

**DECLARATION OF
PECUNIARY INTEREST**

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

Proposal for By-Law Enforcement

Town of Espanola

Wenrick Kennels Inc.

Operating as:



411 St. Agnes Street West

**P.O. Box 640
Azilda, Ontario
P0M 1B0**

1-800-836-6661

www.rdshelter.ca

September 17th, 2018

Rainbow District Animal Services and By-Law Enforcement (RDAS) would like to express our interest in fulfilling your By-Law Enforcement needs by submitting the following proposal, for the delivery of By-law Enforcement services on behalf of the Municipality.

By-Law Enforcement

By-Law Enforcement is the front line in bringing Council's will to fruition. By-Law Enforcement is third only to police and fire protection as it is an important component in providing a safe environment to live in. By-Laws are rules by which community peace and order are kept in neighbourhoods. By-Law Enforcement provides an effective, neutral way of imposing restrictions on people's tendency not to respect shared public space and the way their activities may infringe on someone else's property or rights.

RDAS is prepared to enter into general By-Law Enforcement contracts for the enforcement of any and all Municipal By-Laws under the same fixed cost model as we have provided for animal services. RDAS has the existing infrastructure, including marked and unmarked patrol vehicles and trained and experienced officers in place to provide this service and is ready to assume these additional responsibilities immediately.

RDAS' long term business strategy is to build toward enough service agreements on the North Shore, Manitoulin and in the Sudbury East area to be able to fully support 3 full time officers in order to more equitably cover our 24-7 availability requirements for Animal Services and Winter Control operations, the required vehicles, Animal Shelter facility and other business infrastructure necessary to offer a consistent, professional, uniformed presence in the communities we service. Expanding the scope of your Municipalities' participation in this endeavor will help ensure that we will be able to continue to offer a professional and high level of service for years to come.



Wenrick Kennels Inc., Operating as Rainbow District Animal Services and By-Law Enforcement
411 St Agnes Street West, Box 640 Azilda ON P0M 1B0
1-800-836-6661
www.rdshelter.ca rdshelter@gmail.com

Pricing

Rainbow District Animal Services and By-Law Enforcement would like to offer the following pricing option:

General By-Law Enforcement: \$20,000/yr adjusted annually for the change in the CPI.

Includes the proactive and reactive enforcement of existing By-Laws including Noise, Parking including Winter Control, Garbage and the enforcement of any and all By-Laws council sees fit to adopt within the realm of Council's powers under the Municipal Act (quotation does not include Property Standards Enforcement). RDAS requests that we be consulted on the content of any new By-Laws to ensure they are crafted in a manner that makes them enforceable with the resources we have at our disposal. RDAS proposes a flat rate contract, similar to the service agreement the Town has in place for Animal Services. Proactive and reactive enforcement will be provided on a 24-7 basis based on demand for service as directed by staff and complaints from residents.

Background

RDAS has over 30 years of direct organizational experience and over 60 years of combined staff experience in the delivery of Animal Services and By-Law Enforcement. RDAS currently provides various levels of service for both dogs and cats in 11 other small Municipalities and First Nation communities across the "Rainbow District". RDAS provides full By-Law Enforcement, including Property Standards for the Township of the North Shore and has provided general By-Law Enforcement services to former Municipalities that make up the City of Greater Sudbury.

RDAS has made significant investments in certification and training for the assumption of these responsibilities since being awarded the By-Law Enforcement contract for the Township of the North Shore in July of 2017. Richard L. Paquette, our Chief Officer, has been an Animal Control Officer for over 20 years. Paquette recently completed the Municipal Law Enforcement Officers Association of Ontario (MLEOA) Part 1, Foundations, Part 2, Advanced Training and the Ministry of Municipal Affairs and Housing training for the assumption of Municipal responsibilities under the Residential Tenancy Act. Paquette has also completed Certificate courses in Parking Enforcement and Court Testimony through the MLEOA.

RDAS provides Animal Services for:

The Town of Espanola,
The Township of Sables-Spanish Rivers (Massey, Webwood, Walford),
The Town of Nairn-Hyman,
The Township of Baldwin (McKerrow),
The Town of Spanish,
The Town of Northeastern Manitoulin and the Islands (Little Current, Sheguiandah),
The Municipality of Killarney,
The Township of the North Shore, (Algoma Mills, Spragg, Serpent River),
The Municipality of Markstay-Warren,
Wahnapitae First Nation,
Atikameksheng Anishnawbek (Whitefish Lake First Nation),
Whitefish River First Nation (Birch Island).

Conclusion

RDAS strives to ensure that our clients are provided with consistent, efficient and cost effective Animal Services and By-Law Enforcement for years to come. If you have any questions or would like to further discuss options and opportunities to fulfill your Municipalities' service delivery requirements, please feel free to contact us. The Team at Wenrick Kennels Inc. look forward to the opportunity and would be proud to continue to serve and protect the residents of your Community.

Sincerely,



Richard L. Paquette
Wenrick Kennels Inc., Operating as Rainbow District Animal Services and By-Law Enforcement
Office: 1-800-836-6661
Cell: 705-698-7443

References:

Mary Lynn Duguay, Clerk/Treasurer: Township of the North Shore
(705) 849-2213
twpons@ontera.net

Pam Lortie, Clerk: Town of Spanish
(705) 844-2886
pamlortie@townofspanish.com

Tracy Lapping, Inspector: Ontario Society for the Prevention of Cruelty to Animals
705-566-9582
tlapping@ospca.on.ca

Craig Richardson, Inspector, OMAFRA - Animal Health and Welfare Branch
613-294-4458
craig.richardson@ontario.ca



SPECIAL MEETING OF COUNCIL

Moved By:

Helen Malott

Date: October 9, 2018

Seconded By:

Ken Duplessis (K. Duplessis)

Motion No.: 3

Be It Resolved That:

The Development Agreement with 2628927 Ontario Limited/OLIVADEL DEVELOPMENTS be adopted as presented and a Bylaw be prepared.

CARRIED ✓

DEFEATED _____

Randy Piche

Chair

RECORDED VOTE

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

DECLARATION OF PECUNIARY INTEREST

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

AGENDA _____



The Corporation of the Town of Espanola

Bylaw No. 2883/18

**Being a Bylaw to execute an Agreement
Between the Corporation of the Town of Espanola
and 2628927 Ontario Limited/OLIVADEL DEVELOPMENTS**

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

1. That the Mayor and Clerk Treasurer/Administrator are hereby authorized to execute an agreement between the Corporation of the Town of Espanola and 2628927 Ontario Limited/OLIVADEL DEVELOPMENTS
2. That the agreement shall be attached to and become part of the bylaw.

**Read a first, second and third time in open Council on this 30th day of
October 2018.**

Ron Piche
Mayor

Paula 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: Public Works

MONTH: September 2018

PROJECT STATUS:

- **Bio-Solids:** Expecting final report late November.
- **Water Meters:** Review of rates ongoing.
- **Asset Management:** Ongoing.
- **Hwy 6/Centre St.:** Water main installation is complete on the West side. Service extensions to the East remain to be completed. Curb and gutter, sidewalk and asphalt are complete on the West side plus centre lane. Project is approximately 2 weeks behind schedule.
- **IRP Phase 2A:** New water main put into service. All residents removed from the bib system. Granular road building and base asphalt complete. Surface asphalt, top soil and sod as well as most property restoration to be completed in 2019.

TRANSPORTATION:

- Public Works continued with regular maintenance of town streets and back roads including patching, sign installations and repairs, street sweeping, brushing & tree removal, shouldering, grading, garbage/debris pick-up, and repairing culverts & washouts.
- Many tree issues required clean-up after the storm on Sept. 21, 2018.

EQUIPMENT:

- #30 Vactor was down August 28 and was repaired by September 4th.

ENVIRONMENTAL:

- Yard Waste Depot continues to be open for use. Area also being used as granular material laydown area for the Phase 2A Project.
- Replaced burnt garbage can near Complex.

BEAUTIFICATION:

- Watered, weeded and fertilized flowers.
- Blew out sprinklers.
- Shut water off at community gardens for the winter.

- Removed large planters around town.

CEMETERY:

- Continued with burials, monument layouts and maintenance.

BALL FIELDS/PARKS/CLEAR LAKE BEACH:

- Prepared and maintained fields.
- Continued to remove stumps near D field. Top soiled and seeded area.
- Completed Clear Lake Beach Accessibility Improvements.
- Added infield mix to B field.
- Added sand to long jumps at track.
- Repairs picnic table at Clear Lake Beach that was vandalised.
- Rotor-tilled playgrounds.
- Repaired boards at outdoor rink.

WATER & SEWER:

- Swabbing took place September 17-20th, 2018. Not all streets planned were completed.
- Fall Flushing began on September 24th and will go on until approximately October 5, 2018.
- Repaired catch basins.
- Isolated a broken water main on Hwy 6 that Garson Pipe repaired under our supervision.
- Repaired water valves.
- Set up hydrant for pool fill-up at cost recovery.
- Repaired bleeder line on Duplessis Rd.
- Two containers of iron remover were requested by residents as a result of the flushing program.
- There was one complaint of dirty water that was a result of a bleeder line being shut off.
- There were more than 15 complaints of dirty water on September 12 & 13, 2018. These were caused by disruption in the system due to the second pump coming on at the water plant.
- There was one complaint of cloudy water.
- There were two complaints of no water. Both were due to a piece of swab getting stuck in their valve during the swabbing program.
- There were two other complaints of no water. These were due to the connection of the Phase 2A water system.
- There were three complaints regarding sewer backups. One was due to a lift station not operating correctly and the other two were in the homeowner's services so they were advised to contact a plumber.

INTER DEPARTMENTAL:

- Maintained vehicles and equipment for other departments.
- Removed scrap steel at Police Station.
- Changed flags at Town Hall.

COMPLAINTS/COMPLIMENTS:

- There was one compliment regarding sign installation.
- There was one compliment regarding the tree & stump removal at D field.

EMPLOYEE STATUS:

- A Public Works employee is off on long term disability since March and another was off on short term disability for 3 weeks.
- A Public Works employee was transferred to the Complex to fill a temporary vacancy involving ice-making/refrigeration.
- Two employees attended Working at Heights training on September 11, 2018 in Sudbury.
- Two employees attended Genie training on September 26, 2018 in Sudbury.

VISITORS:

- Four blue boxes were issued during the month of September.

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 2018
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Building

- The doors to the fitness gym required significant repairs due to vandalism

Pool

- Notice of pending resignations of two daytime casual positions threatens the sustainability of our current schedule. Department is working on solutions to mitigate closures to our pool due to staff shortages.
- There are currently 192 children registered in swim lessons and 9 registered in private swim lessons. These numbers are historically consistent.
- The Shelley Newton Memorial PD Swim was not well attended (32) despite sending a newsletter to each of the primary schools listing the free opportunity.

Arena

- Complex bookings continues to proactively attract out of town teams to rent the ice for "Meet in the Middle" games resulting in an increase to bookings for the 2018/2019 season.
- Minor hockey practises commenced late September.

Events

- Planning for the Pumpkin festival & the facilitation of the Fibre Arts Festival is ongoing.
- Attracting food vendors to the festival has proved challenging this year as we do not yet have the audience capacity to make it lucrative for mobile food trucks.
- Received 14 submissions to the Street Banner Contest. The submissions that meet the criteria will be voted on by the community at the Pumpkin Festival for the replacement of the support local banners on highway 6.
- Secured Little Red Theatre Company to perform during March Break in partnership with the Library.
- Received our first two inquiries about the Santa Claus Parade – parade preparations will get into gear following the pumpkin festival.

- Department packaged the PD events into a block with the Library to offer a free swim, puzzles and games followed by a skate. Department will duplicate this format for the rest of the 2018/2019 PD days.

Project updates

- Met with the new principal of the high school to explore opportunities for youth and class engagement under the new reciprocal agreement.
- Working with Pickle Ball players and the Rainbow School board to secure indoor space for the program during the winter.
- Staff represented the Corporation and the Community at the North Eastern Ontario Recreation Association annual conference.

Economic Development - Other Consulting

- Department plays a supportive role as a resource for the developers of Brentwood Village.
- Department has explored the operational structures of Economic Development Corporations with some of our community comparators to position the Corporation for future development

Economic Development – Advertising

- No changes

Economic Development – Sign

- No changes

Complaints / Compliments:

- Camp Quality "our reunion at the complex was wonderful on Saturday. Facilities was very accommodating of all of our needs so I just wanted to say a big thank you to everyone who contributed"
- One patron complaint about the shower floor being slippery
- One patron complaint about the family change room being too crowded
- One patron complaint about the volume of the TV in the gym being too loud as well as a suggestion to turn the TV to an alternate news channel

Employee Status:

- Notice of the loss of two casual positions in the pool.
- Notice of the loss of one casual position for customer service.

Visitors:

SEPTEMBER 2018

DROP INS

SEPTEMBER 2017

DROP INS

Aquafit	3
Fitness Centre	51
Public Skate	64
Shinny	193
Squash	3
Swim	309
TOTAL	623

Memberships - RESIDENT	
Aquafit	96
Bronze Pool	88
Fitness	848
Squash	2
Silver	38
Gold	109
Pool Pass	70
Private Swim Lessons	0
TOTAL	1251

Memberships - NON RESIDENT	
Aquafit	64
Bronze Pool	21
Fitness	182
Squash	1
Silver	33
Gold	0
Pool Pass	16
Private Swim Lessons	4
TOTAL	321

Lion's Club Free Swim	
September 1	62
September 8	51
September 15	38
September 22	39
September 29	99
TOTAL	289

Aquafit	8
Fitness Centre	64
Public Skate	80
Shinny	43
Squash	7
Swim	256
TOTAL	458

Memberships - RESIDENT	
Aquafit	44
Bronze Pool	66
Fitness	840
Squash	17
Silver	68
Gold	82
Pool Pass	16
Private Swim Lessons	2
TOTAL	1135

Memberships - NON RESIDENT	
Aquafit	34
Bronze Pool	20
Fitness	174
Squash	5
Silver	36
Gold	0
Pool Pass	14
Private Swim Lessons	2
TOTAL	285

Lion's Club Free Swim	
September 16	35
September 23	30
September 30	54
TOTAL	119

SHELLEY NEWTON

SWIM Sept 29 62

PD DAY SKATE Sept. 28 21

PD DAY SWIM Sept. 28 38

Department Manager:

Submitted on:

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 2018
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Inspection Orders Completed:

- 2 – New Inspections
- 3 – Follow-up Inspections
- 1 – Final Inspection

Other:

- met with a representative from Technical Standards & Safety Authority
- met with the Electrical Safety Authority representative concerning the recent house fire

Inter-Departmental:

- Review of the new fire hall information with the building committee.

Fire Prevention:

Other:

The Fire Chief:

- completed agreement with Northern911;
- worked on the paging system information and required changes;
- chaired the Emergency Management Committee Meeting;
- attended the Espanola & Area Safety Coalition Meeting;
- hosted the Mutual Aid Chief's Meeting;
- continues to work on a Mutual Aid Plan.

Fifteen firefighters trained on the new SCBAs

Fire Permits Issued:

DEPT. CALLS:

Number of Calls: September, 2018 -- 10

Fires - 4
False Alarms - 2
Medical Assist - 2
Authorized Burning - Complaint - 1
Open Air Burning/unauthorized Burning - 1

TOTAL CALLS TO DATE: 74

Number of Calls: September, 2017 -- 15

Fires - 5
Natural Gas Leak - 3
Medical Assist - 1
CO Call - no CO - 2
False Alarm - 3
Other (pre fire conditions - no fire) - 1

TOTAL CALLS TO DATE: 88

FIREFIGHTER TRAINING – September

F/F Weekly Training – Hours for the Month: - Practices for September -	219 Hours (per firefighter/per practice x4 practices for the month)
F/F Extra Training for the Month: Not during regular weekly practice	28 Hours - Training on new SCBA (15 firefighters)
Total Hours of Training for the Month:	247 Hours
Training Topics:	Bunker gear check, fill station training, demonstrations on new scott packs; SCBA's cascade refill bottle training; hoseline/extend hoseline training; operating and training of engines/motors on equipment
Number of Firefighters in attendance at weekly training:	Sept 15 – 21 Sept 12 – 20 Sept 19 – 24 Sept 26 – 17
Employee Status:	
Visitors: 39	

Department Manager: M. Pichor Submitted on: October 10th, 2018

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 2018
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Project Status: Building Permits

Total Permit Applications:	163
Total Residential Starts to Date:	9
Zoning Request to Date:	\$2,462.00

AUGUST 2018 BP REPORT

	# of Permits Issued	BP Value	BP FEE
Total BP for AUGUST 2018	19	\$145,800.00	\$3,127.00
Total BP for AUGUST 2017	17	\$172,900.00	\$2,739.00

New Construction:	1	Outstanding: 22 in total – some waiting on contractors, weather, financial aid from insurance companies
Renovations/Alterations:	18	
Permits Closed:	18	
Orders to Comply:	16	
Stop Work Issued:	1	
Unsafe order to comply:	1	
Sign Permit	1	

Property Standard Hours:	16
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Complaints/Compliments:	See Attached
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Employee Status:

Visitors:	56
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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:	
By/Law No:		Version #:	

COMPLAINT, COMPLIMENTS, COMMENTS RECORD BOOK

DATE	NAME AND TELEPHONE #	NATURE OF ISSUE / COMPLAINT	ACTION TAKEN	INITIALS
Aug. 7/18		Advised that the grounds at the Queensway Motel are looking pretty bad. Needs to be cleaned up since the entire lot is quite an eye sore	Advised PSO Owner will cut on Friday Aug 10	AK
Aug. 7/18		Pathetic the way that the grounds at the Queensway Motel are looking. Our town in generally kept in a very appealing fashion and this is a complete disgrace. They should be forced to clean it up immediately	Advised PSO Owner will cut on Friday Aug 10	AK
Aug 08/18		i - cockroaches and leading ceiling causing mould and unsafe conditions	Joe Took Call Will be on site Aug 09 @ 9:00am.	JW
Aug 10/18		Black Chev truck. Derliect.	Joe Took Call	
Aug 13/18		Called concerning his neighbour on running a generator because their power was cut off because of non-payment. Police of no help last night and he is upset because of the noise and smell of the gas run engine. It keeps him up at night and he cannot enjoy his yard due to the noise and the fumes.	Dan took Call	SLC
Aug 14/18		People are parking and selling vegetables/fruit on property between Tim Hortons and Queensway - municipal property. Leaving garbage and lots of traffic	Forward to PSO Farmers will clean up after themselves	AK
Aug 17/18		Light form the storage units are lighting up back yard and into the bedroom windows from mothers property	JW took, night visit- only 3 of the 8 lights were working. None close to residential	jw

[illegible]

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 2018
-------------------------------	-----------------------

Project Status: Building Permits

Total Permit Applications:	181
Total Residential Starts to Date:	9
Zoning Request to Date:	\$2,462.00

SEPTEMBER 2018 BP REPORT

	# of Permits Issued	BP Value	BP Fee
Total BP for SEPTEMBER 2018	26	\$175,308.00	\$3,979.00
Total BP for SEPTEMBER 2017	14	\$267,300.00	\$4,909.00

New Construction:	1	Outstanding: 22 in total – some waiting on contractors, weather, financial aid from Insurance companies
Renovations/Alterations:	18	
Permits Closed:	3	
Orders to Comply:	36	
Stop Work Issued:	1	
Unsafe order to comply:	1	
Sign Permit	1	

Property Standard Hours:	4.5
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Complaints/Compliments:	See Attached
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Employee Status:	
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Visitors:	49
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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 10/18		has Vehicle in front yard and piles of garbage in the rear.	Joe took call	JW
Sept 11/18		Neighbour @ is a scrapyard – motors, cars, car parts, sku uos – looks terrible. The dump is cleaner	Forward to PSO	AK
Sept 12/18		Resident has trailers parked on Town property right beside his and is dumping brush from his property on to Town property. Wants the trailers moved off of Town property and wants him to use the yard and waste depot.	Clerk / PSO	PR
Sept 14/18		Commented that the whole town is a junk pile. Finds that many lots in town are unkempt and full of garbage – disappointed in the cleanliness of peoples yards and vacant property	Forwarded to Clerk	AK
Sept 18/19		Neighbour on was suppose to remove fence by today's date and nothing has happened yet	Advised CBO and PSO Sept 23/18 Fence has been removed.	JS



Conseil des Services du District de
Manitoulin-Sudbury
District Services Board

Draft Minutes
of the September 27, 2018
MANITOULIN-SUDBURY DSB BOARD MEETING
held in Espanola's 210 Mead Blvd. DSB Boardroom

Present: Bill Baker, Vern Gorham, Les Gamble, David Leonard, Al MacNevin, Ken Duplessis, Eric Russell, Dean Wenborne, Ted Lovelace, Michael Levesque, Ray Dufour, Jim Rook, Paul Schoppmann

Regrets : Bruce Killah

Staff : Fern Dominelli, Donna Stewart, Connie Morphet, Melody Ouellette, Robert Smith

Media: Alicia McCutcheon, the Manitoulin Expositor

1.0 Chair, Les Gamble, called the meeting to order at 10:00 a.m.

2.0 Adoption of Agenda

Resolution No. 18-64

Moved by: Al MacNevin

Seconded by: Vern Gorham

BE IT RESOLVED THAT the agenda be adopted.

Carried

3.0 Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4.0 Homelessness Enumeration

Carol Kauppi, Director, Centre for Research in Social Justice and Policy of Laurentian University, walked the Board through a presentation of her findings from the Homelessness in Manitoulin-Sudbury: 2018 Enumeration Report.

5.0 Commercial Bioenergy Inc.

Allan Reid, Evan Lennon & Robert Manseau from Commercial Bioenergy Inc., presented a conceptual overview of the company's creation of Biomass Utilities and the potential benefits to DSB properties.

6.0 Closed Session

Resolution 18-65

Moved by: David Leonard

Seconded by: Michael Levesque

BE IT RESOLVED THAT the Board move into closed session at 10:50 a.m.

Carried

Resolution 18-66

Moved by: Bill Baker

Seconded by: Eric Russell

BE IT RESOLVED THAT the Board adjourn this closed session at 11:00 a.m.

Carried

7.0 Business Arising from Closed Session

During its Closed Session, the Board discussed Legal and Human Resources Issues.

8.0 Adoption of Minutes

Resolution No. 18-67

Moved by: Ken Duplessis

Seconded by: Ray Dufour

BE IT RESOLVED THAT the Minutes of the June 28, 2018 Board meeting be approved.

Carried

9.0 Committee Reports

Program Planning Committee

David Leonard, Program Planning Committee Chair, gave the Board a brief update on items discussed at the September 26, 2018 meeting.

9.1 Paramedic Services Technology Advancement

Rob Smith, Chief of Paramedic Services, walked the Board through the Paramedic Services Technology Advancement – Issue Report.

Paramedic Services involves a heavily regulated system that is dependent on quality assurance to ensure legislative compliance. The service has benefited from the introduction of technology solutions including vehicle GPS tracking, Driver Behaviour Modification programs, electronic patient records systems, and remote wireless connectivity. The development and future evolution of technology will allow even greater opportunities.

Paramedic Services has implemented technology solutions since inception and has done so in a measured manner. Investments have been attached to other programs, or cost centers. As such, a clear direction of technology evolution has been unclear. Paramedic Services is proposing that technology system solutions be managed in a specific cost center that can evolve based on emerging needs and can also be brought forward as part of the annual budget process.

Resolution No. 18-68**Moved by:** David Leonard**Seconded by:** Al MacNevin

WHEREAS the Manitoulin-Sudbury DSB Program Planning Committee has reviewed the Paramedic Services Technology Advancement - Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the Paramedic Services Technology Advancement - Issue Report and directs staff to action the recommendations contained within the report.

Carried**9.2 Vulnerable Persons Registry**

Rob Smith, Chief of Paramedic Services, walked the Board through the Vulnerable Persons Registry – Issue Report.

Vulnerable persons throughout society are of risk during and following any emergency event. Inclusion into the vulnerable subset of our citizens can be defined by several factors, including socioeconomic status, health status and age.

The response to Parry Sound 033 involved a significant amount of work by municipal and DSB staff to identify vulnerable persons to effect mandatory and preparatory evacuations. Efforts to identify this population required outreach to several Municipal and Provincial agencies, as multiple agencies were responsible for different clients. Each of these agencies then had to confirm if they could share client names. This process took multiple days and included nearly 60 clients who were clients of Manitoulin-Sudbury DSB or ODSP.

This Issue Report proposes a partnership with the Innovation Center in Sault Ste Marie (SSMIC) to develop a vulnerable person's registry. The SSMIC registry was borne out of a tragedy in the wake of the 2003 power outage, where a gentleman who was unable to self-regulate his body temperature, passed away, alone. The power outage resulted in loss of air conditioning and loss of telephone communications. The registry is voluntary, but it aims to improve both disaster planning and response capacity by providing key information to authorized response agencies during emergency events.

Manitoulin-Sudbury DSB residents who are at greater risk during emergencies and who have registered as vulnerable, will have their key information placed into Computer Aided Dispatch systems of emergency response agencies. This information would be disseminated to agency personnel during either an emergency incident, or an extended/widespread community event such as electrical outage, flooding or forest fires.

Designation as a vulnerable person for purposes of this registry would include those with mobility, vision/hearing challenges, or those with cognitive challenges, and who do not benefit from 24-hour support. Additionally, anyone who requires Electricity for life-sustaining equipment such as life support, oxygen, dialysis, etc.

Once placed on the vulnerable persons registry, registrants/Legal guardians will be contacted every six months to update/confirm information.

The Manitoulin-Sudbury DSB is exploring the implementation of a vulnerable person's registry study that will be piloted in Baldwin, Espanola, Nairn and Hyman, Sable – Spanish Rivers, part of Sudbury Unorganized (Whitefish Falls) in 2018, then implemented in Chapleau, Sudbury Unorganized (Cartier, Gogama, Foleyet) Markstay-Warren, St. Charles, French River, Killarney, Sudbury Unorganized (Estaire) in 2019, and on Manitoulin Island in 2020.

There is a growing number of vulnerable citizens who, through the deinstitutionalization model for health care in Ontario, can continue living in their homes with support such as personal support workers, meals-on-wheels and family or friends. The VPR system is another link of support and in Sault Ste Marie has proven to be very successful and the Manitoulin-Sudbury DSB would like to initiate this same pilot in the DSB jurisdiction, phased in over a 3-year period.

Resolution No. 18-69

Moved by: David Leonard

Seconded by: Dean Wenborne

WHEREAS the Manitoulin-Sudbury DSB Program Planning Committee has reviewed the Vulnerable Persons Registry - Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the Vulnerable Persons Registry - Issue Report and directs staff to action the recommendations contained within the report.

Carried

9.3 Social Housing Portfolio Renewal

Connie Morphet, Director of Finance and Administration walked the Board through the Social Housing Portfolio Renewal – Issue Report.

Operating costs for Social Housing buildings continue to rise due to many factors including aging infrastructure. Due to these concerns and the changing demand for social housing units, it is important to review the portfolio to ensure that supply meets demand and that the supply is financially affordable to operate. The infrastructure costs were considered by assessing the 5-year capital plan for the properties based on current Building Condition Assessments.

Staff will create a list of properties that identify as challenging or excessive in operational cost, and bring these properties back to the Board with a plan to declare them surplus in accordance with DSB policy B.3.14 Sale of Surplus Buildings and Lands.

In looking at potential properties for sale, it will be taken into consideration the current waitlist which demonstrates the demand in each community as well as the 10 Year Housing and Homelessness Plan.

Resolution 18-70

Moved by: David Leonard

Seconded by: Jim Rook

WHEREAS the Manitoulin-Sudbury DSB Program Planning Committee has reviewed the Social Housing Portfolio Renewal - Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the Social Housing Portfolio Renewal - Issue Report and directs staff to action the recommendations contained within the report.

Carried

9.4 Alternative Energy

Connie Morphet, Director of Finance and Administration walked the Board through the Alternative Energy – Issue Report.

As a follow-up to the presentation made today; Commercial Bioenergy Inc. is an alternative biofuels company providing energy solutions to reduce heating and electricity costs in institution, commercial and residential settings. Supported by state-of-the-art technology, Bioenergy seeks to implement projects where a net cost benefit is realized against current incurred utility costs, being, heat and/or electricity.

Manitoulin-Sudbury DSB and Bioenergy seek to explore a mutually beneficial Memorandum of Understanding that would evaluate, plan and effectively implement biomass as their primary fuel source in DSB owned properties where this is feasible and where cost savings to the DSB can be demonstrated and proven. Bioenergy aims to build a long-term biomass energy industry in Northern Ontario

The energy source is considered environmentally friendly and carbon neutral. This is accurate based on several factors including if pellet shipping is a significantly short distance.

Staff are recommending that the DSB sign the Memorandum of Understanding to proceed with feasibility studies. Staff will bring any legal agreements that need to be ratified to the Board before proceeding with any projects.

Resolution 18-71

Moved by: David Leonard

Seconded by: Paul Schoppmann

WHEREAS the Manitoulin-Sudbury DSB Program Planning Committee has reviewed the Alternative Energy - Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the Alternative Energy - Issue Report and directs staff to action the recommendations contained within the report.

Carried

9.5 Ontario Renovates Policy Revision

Connie Morphet, Director of Finance and Administration walked the Board through the revisions to the Ontario Renovates Policy.

Asset and Infrastructure Staff and the Integrated Social Services staff will work together to get the work accomplished. More specifically, the ISS staff will have most of the contact with the client seeing as though they are versed in a variety of other programs that could be also useful in this process.

The Manitoulin-Sudbury DSB's procedure for emergency home repairs is to fast-track unplanned, urgent repairs. The funding will be provided through the Ontario Renovates Program Revolving Loan Fund. The Ontario Renovates Revolving Loan Fund is the source of funds to support this homelessness prevention.

This is for homes that require urgent repairs necessary to maintain the safety of the home and the health of its residents at risk of imminent homelessness. These repairs are intended to prevent a household from becoming homeless and assisting households at risk of becoming homeless retain their housing.

Resolution 18-72**Moved by:** David Leonard**Seconded by:** Eric Russell

WHEREAS the Program Planning Committee has reviewed the revision to the Ontario Renovates Policy and recommends approval to the Board.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the changes to the Ontario Renovates Policy contained within the Social Housing Policy Manual effective October 1, 2018.

Carried**9.6 PSW-ECE Recruitment & Retention Initiative**

Lori Clark, Supervisor of Children's Services, walked the Board through the Personal Support Worker & Early Childhood Educators Recruitment and Retention Initiative – Issue Report.

The Community Development Department from the City of Greater Sudbury (CGS) met with the Manitoulin-Sudbury District Services Board staff on January 8, 2018 to discuss areas of common interest.

From this meeting, a common concern from sector partners was the need for additional Personal Support Workers (PSW) and Early Childhood Educators (ECE).

Both organizations agreed to create a Recruitment and Retention Initiative Project Charter. This work would build on other job specific skills programs that are offered through the Social Services.

The Community Development Department and the Manitoulin-Sudbury DSB are in the process of setting up meetings with representatives from Cambrian College and Collège Boréal to explore more about local strategies in these two fields of employment. Further partnerships may be formed with both institutions to increase recruitment for skills training. Local partners that have been working in both geographical areas will also be consulted for best practices to be implemented.

Resolution 18-73**Moved by:** David Leonard**Seconded by:** Bill Baker

WHEREAS the Manitoulin-Sudbury DSB Program Planning Committee has reviewed the Personal Support Worker & Early Childhood Educators Recruitment and Retention Initiative - Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the Personal Support Worker & Early Childhood Educators Recruitment and Retention Initiative - Issue Report and directs staff to action the recommendations contained within the report.

Carried

10.0 New Business

10.1 CAO Second Quarter Activity Report

Fern Dominelli, CAO, walked the board through the CAO Quarterly Report. This report will be shared with member municipalities who are encouraged to add it to Council agenda packages.

Resolution 18-74

Moved by: Dean Wenborne

Seconded by: Bill Baker

BE IT RESOLVED THAT the 2018 CAO Second Quarter Activity Report be approved as presented.

Carried

10.2 2018 Second Quarter Unaudited Financial Report

Connie Morphet, Director of Finance & Administration, walked the Board through the 2018 2nd Quarter Unaudited Financial Report, which is forecasting a year-end deficit of \$108,559.

Resolution 18-75

Moved by: Ken Duplessis

Seconded by: Ray Dufour

BE IT RESOLVED THAT the 2018 Second Quarter Unaudited Financial Report be approved as presented.

Carried

10.3 Wiikwemkoong Paramedic Service

Connie Morphet, Director of Finance & Administration, walked the Board through the Wiikwemkoong Paramedic Service Audited Statement.

The total expenses of \$2,176,704 were within budget and are 100% funded by the Ministry of Health and Long-Term Care.

Resolution 18-76

Moved by: Bill Baker

Seconded by: Eric Russell

BE IT RESOLVED THAT the Wiikwemkoong Paramedic Service Audited Financial Statement be approved as presented.

Carried

10.4 Ministry of Education

Lori Clark, Children's Services Supervisor, walked the Board through the updates on the 2018 Child Care Allocations and Transfer Payment Agreements.

On August 17, 2018, DSB staff received confirmation from the Ministry of Education that the 2018 child care allocations and guidelines had been amended.

The updated allocations continue to provide investments in the general allocation, child care expansion, base funding for licensed home child care agencies, the Canada-Ontario Early Learning and Child Care Agreement funding, Fee Stabilization Support funding, and ongoing Wage Enhancement/Home Child Care Enhancement Grant funding.

A new 2018 Transfer Payment Agreement will be issued and replaces all previously issued 2018 agreements. Transfer payment agreements will now be in the form of a multi-year agreement, with an annual budgeting process.

Child Care Expansion Plan allocations are prorated for the period of September to December 2018. The Manitoulin-Sudbury child care allocation has been increased from our initial estimates from \$6,065,607 to \$6,424,465 (mainly due to the addition of the prorated year two expansion funding and slight increases to general purpose funding and fee stabilization support).

Fee stabilization funding has been streamlined and may now be used to support cost pressures associated with general compensation for licensed child care staff such as vacation and sick leave. This change provides greater flexibility to service system managers in efficiently utilizing funding allocations.

Allocations for LHCC Base Funding for each CMSM and DSSAB are calculated based on an annual amount of \$6,900 per active home in licensed home child care agencies (as reported in the Ministry's 2017 Licensed Child Care Survey). Amounts have been prorated for 2018 to \$5,175 per home for the period of April-December 2018. Local policy will be developed to support planning for base funding.

10.5 TWOMO Election

Fern Dominelli, CAO, gave the Board an update on the upcoming TWOMO Election process.

The vote by mail ballots have been mailed and the DSB is ready for the election.

The transition period following the election was also reviewed with the Board.

During the period following the election and prior to the beginning of the new Term of Office (January 1), the existing Board continues to govern. However, some restrictions to the Board's actions will apply. The following activities should not be undertaken by the Board during this period:

- appointment or removal from office of any member of the board;
- hiring or dismissal of any employee of the board;
- disposition of any real or personal property of the DSSAB which had a value exceeding \$50,000 when it was acquired by the DSSAB (unless the disposition was included in the most recent budget adopted by the DSSAB before nomination day);
- making any expenditures or incurring any other liability which exceeds \$50,000 (unless the liability was included in the most recent budget adopted by the DSSAB before nomination day), excluding normal day to day business expenditures e.g. Ontario Works.

10.6 Employment Ontario

Fern Dominelli, CAO gave the Board an update on correspondence regarding Service System Management between the DSB and the Ministry.

On July 26, 2018, our Chair, Les Gamble submitted a letter to Honourable Merrilee Fullerton from the Ministry of Training, Colleges and Universities, formerly known as the Ministry of Advanced Education and Skills Development indicating the cookie cutter approach to establishing and setting targets in the rural, remote and Northern communities does not bode well.

He went on to say that it appears that there are considerable gaps, disconnects and duplications within the employment services network. The existing system is fragmented, and not fiscally efficient. Other barriers, such as access to transportation, only serve to exacerbate these challenges within the existing Employment Ontario strategy.

While her Ministry has tried to deal with these issues by reducing the number of delivery agencies from over 700 to just over 400, there is still a long way to go. We believe the 47 Consolidated Municipal Services Managers (CMSM) and District Social Services Administration Boards (DSSAB) are in the best position to take responsibility for the Service System Management of Employment programs.

The letter further indicated that we understand our community's needs, when we make decisions at a board level, all 14 duly elected board members ensure we put the people who live in our communities first.

The Manitoulin-Sudbury District Services Board, through this letter, requested Service System Management for all Employment Services within the Manitoulin-Sudbury District Services Board jurisdiction.

On September 7, 2018, Mr. Gamble received a response from the Regional Director, Andrew Irvine, indicating that see as though the Service System Manager model was brought forward during the Association of Municipalities Conference by the Northern Ontario Service Deliverers Association delegates and that the recommendations are under review, the Minister will not be meeting with the DSB Chair or the staff.

10.7 AMO Conference

At the 2018 AMO conference the DSB Chair and CAO participated in 10 delegations with Ministers and Parliamentary Assistants, 2 of which were DSB related.

The new government made it clear there was no new money and they were looking to work with us to make the best use the current dollars within the system.

In the 2 DSB specific delegations the following issues were discussed:

Ministry of Health & Long-Term Care

The DSB Chair and CAO raised the issue of the NELHIN RFP for a Non-Urgent Patient Transfer Service. We made it clear to the PA that the DSB has been running an Uber like system for almost 6 years now and the NE-LHIN is looking to install a bus route system which will not work because of the distances to hospitals. A return trip from Elliot Lake or Mindemoya using the bus model would take at least 7 hours making 2 trips a day practically impossible.

Ministry of Municipal Affairs & Housing

The DSB Chair and CAO raised the issue of the calculation used for the Portable Housing benefit and that the new calculation would adversely affect 126 or 70 of the families receiving the Direct Shelter Subsidy within the DSB.

NOSDA Delegations

Minister MacLeod announced a 100-day review of the Social Assistance System and asked NOSDA to come up with recommendation for the review.

The 100 days ends November 8 and the NOSDA recommendations will be submitted by the end this week.

11.0 Other Business

12.0 Next Meeting – October 25, 2018

13.0 Adjournment

Resolution 18-77

Moved by: Al MacNevin

Seconded by: Vern Gorham

BE IT RESOLVED THAT we do now adjourn at 11:50 a.m. until the next regular meeting to be held, in the DSB's Espanola Mead Boulevard Board Room on October 25, 2018.

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)

REGULAR MEETING OF COUNCIL

Moved By: _____ **Date:** October 30, 2018

Seconded By: _____ **Motion No.** 18-174

BE IT RESOLVED THAT:

WHEREAS Council has received and considered the recommendations of the Integrity Commissioner, Jan Parnega of Shearer Parnega dated August 23, 2018;

AND WHEREAS Council has an obligation to deal with these recommendations by resolution;

AND WHEREAS Council believes that a more comprehensive, fundamental go-forward plan will be much more effective at resolving behaviour issues and healing the relationship between Council and Staff;

Council hereby resolves that it will not impose suspensions of Councillors' remuneration in accordance with the Integrity Commissioner's recommendations. Instead, Council will support and implement a comprehensive plan entitled "Council's New Vision" which is designed to implement real change in the Town of Espanola.

CARRIED _____ **DEFEATED** _____

DEFERRED _____

Chair

RECORDED VOTE

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

DECLARATION OF PECUNIARY INTEREST

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



The Corporation of the Town of Espanola

Bylaw No. 2880/18

Being a Bylaw to Adopt "Council's New Vision"

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

1. That Council hereby receives and adopts the comprehensive plan entitled "Council's New Vision" dated October 30, 2018 and attached hereto.

Read a first, second and third time in open Council on this 30th day of October, 2018

Ron Piche
Mayor

Paula Roque
Clerk

Council's New Vision

Corporation of the Town of Espanola

October 30, 2018

By: Paul Cassan
in Collaboration with Council



1. PURPOSE

This report has been prepared jointly by Wishart Municipal Law Group (WMG) and Council for the Corporation of the Town of Espanola (the Municipality), upon Council's request, to provide advice and/or guidance on ways to rebuild confidence and an operational working relationship between the members of Council, the municipal staff and the public.

2. BACKGROUND

Current Situation

Over the past term of Council, considerable dissention has arisen between the Council and staff and to a limited extent, to the public. It appears this has resulted from Council's dissatisfaction with information from staff combined with criticism of, and comments about staff, personally, in open public meetings. This has resulted in complaints from the management team about treatment of staff by Council and has resulted in findings of the Integrity Commissioner that at least five (5) members of the seven (7) person council have breached the Municipality's *Code of Conduct*.

Council understands that this conflict is highly detrimental to the operation and reputation of the Municipality and has decided that rather than looking backward and spending time on assigning blame and fault, it is more effective to develop and adopt a forward looking action plan to improve staff and Council relations and thereby improve both the work environment at the Municipality and the operation of the Municipality as a whole. Council desires to make Espanola an excellent place to work, live and play and is eager to move forward with a plan to make it so.

It is also apparent that a divide has been created in the community. A large portion of ratepayers seem to be largely apathetic to Council and the municipal operation but a small contingent are vocal to Councillors and negative to staff to the point of causing concern about staff in the workplace. This plan incorporates a significant improvement in Council/Staff relations which will better equip Councillors individually to deal with negative public comments.

Current Challenges

The following is a summary of some of the key challenges that are problematic for the municipality today

- Trust/Respect relationship between individual members of Council and between Council and Staff
- Level of trust between Council and Staff in the decision-making process
 - The relationship between professional recommendations of staff and staff and Council roles
 - The provision of Information to Council by Staff
 - The communication of both expectations and direction from Council to Staff
 - The "pace" of issues being dealt with by Council

- Misunderstanding of Conflict of Interest both regarding Councillors and Staff

What makes an effective Municipal Government?

- ✓ Healthy, strong and vital communities work as a “team” toward a common vision for the future. They have developed community plans and implementation strategies.
- ✓ The public expresses their opinion in an organized but open public forum. Everyone is treated with respect and has an opportunity to express their opinion without fear of being ostracized, criticized or humiliated. Personal attacks are not tolerated.
- ✓ The municipal government operates in an accountable and transparent manner. Members of Council understand that they have a responsibility to act within their statutory role and make decisions that are in the best interest of the Municipality, not for a single person or interest group.
- ✓ The public is seen as a valuable resource with a wide array of skills, experiences and opinions. They are consulted often, including those individuals who may have opposing views. Opposing views are sought to ensure that all points have been considered in the decision-making process on potentially contentious issues.
- ✓ The head of council provides leadership guiding the decision-making process, acting as referee if necessary to ensure that established principles of procedure (decorum) are adhered to. The head of council provides strong leadership during meetings to ensure they are run respectfully and that each party follows their “role” (Councillors, Staff and Public).
- ✓ Municipal staff are seen as professionals. They are not targets of ridicule or finger pointing. Staff follow direction/policy as established by Council and treat all members of Council the same. They act in a professional and unbiased manner providing the best advice/information to Council.
- ✓ Staff understand that when Council makes a decision contrary to their recommendation, it is not a personal affront; some decisions are political in nature.
- ✓ The public understands it is the role of staff to provide advice/recommendations to Council, not to make the decisions themselves or advance a personal agenda.
- ✓ The community is successful and a desired place to live and work.

A Path to Move Forward

After reviewing material that was provided to give background and further understanding of the matter, we find the following to be the key areas to be addressed by the strategy. While we

understand that this is election time, it is still prudent to begin a process to help the Municipality to move forward. The foundation of our approach is to:

- Build a Culture of Trust– Establish and follow the Rules
- Improve Decision-Making Processes – Examine all the Angles
- Strengthen Leadership -
- Develop the “Team”

3. BUILD A CULTURE OF TRUST – ESTABLISH AND FOLLOW THE RULES

A municipal government is a statutory government and is the level of government that is closest to its constituents. Members of the public interact, often on a daily basis, with elected officials and staff in both a professional and a personal capacity. It is actually the most scrutinized level of government due both to the fact that it is required to have open meetings with few exceptions and that it is run by Councillors and Staff who often live in the community. We often refer to it as living in a “fish bowl”. It certainly can be a challenging environment to work within when you are constantly bombarded with ridicule and threats.

Being an elected official is often a thankless and challenging position. It can also be highly rewarding once you understand that it is impossible to keep everyone happy all of the time and that your role is to act in good faith and carry out the responsibilities assigned to councils under various pieces of legislation. Council needs to understand and remind itself that its role is primarily to set policy and levels of service, not to operate the municipality. This is often a challenge for Councillors who run for Council in an effort to perform a specific task or project or who want to become involved in the municipal operations.

An employee of a Municipality often has too many “supervisors”. It is extremely important that Council and the public understand that Council only supervises one employee – the CAO. When members of the public and/or council attempt to direct staff to carry out specific work they are going outside of their role. This frequently creates problems and uncertainty in the workplace. Council only has legal “power” while sitting at the council table at a properly constituted meeting. No individual member of council has authority to act on behalf of council unless directed by by-law/resolution. Further, a quorum of Councillors are prohibited from meeting to move the business of the municipality forward apart from at a proper Council meeting.

Decisions a Council makes, the actions of individual members of Council in the community as well as the actions of staff shape the public’s perception of their municipal government. If the public understand the roles of Council and of Staff, and Council provides strong and consistent leadership to staff who then carry out instructions from Council which are provided in written, accessible resolutions or by-laws, all members of the “team” understand and largely support the municipal government. Where decisions are made and remade, are challenged by Councillors after they are made, are not made in writing, are made in improper meetings or where staff do not follow and support the decisions of Council, the public loses faith in their local government.

Tools to help build a Culture of Trust.....

- Strategic Plan – strategic plan that is developed by the community provides Council with an understanding of where and how the community(ies) want to develop. It also acts as a reference point so that decisions made conform with the principles of the plan. This is a long-term planning document that assists Council, Staff and the Public to understand where the Municipality is going and what short, medium and long term goals are in place.
- Term of Council Plan – in accordance with the Strategic Plan, but sets out the issues Council wants to achieve within the 2018-2022 term. Staff then prepares an operations plan demonstrating to Council how the goals will be achieved from an operational perspective.
- Code of Conduct – Council's promise to the public about how they can expect them to behave. Changes to the *Municipal Act* require municipalities to have a compliant code of conduct and appoint an Integrity Commissioner by March 1, 2019. WMG has provided a draft policy for Council's consideration.
- Staff Council Relations Policy. This policy lays out how and with whom Council communicates to obtain information and vice versa. Changes to the *Municipal Act* require this policy to be in place by March 1, 2019. WMG has provided a draft policy for Council's consideration.
- Staff Code of Conduct – Council's direction to staff about how they are expected to behave. While not required under the *Municipal Act* it is an excellent idea for municipalities to have a staff Code of Conduct.
- Workplace Violence & Harassment Policy – Municipalities were required by the Bill 132 Amendments to the Occupational Health and Safety Act to have an updated policy by September of 2016. Currently the Municipality's policy should be updated to better comply with the OHSA. WMG has provided a draft policy for Council's consideration.
- Procedural By-law – Section 238 of the *Municipal Act* requires each municipality to prepare a Procedural By-law. This is an important document for any municipality as it advises everyone how Council will function. A Procedural By-law sets out the rules by which meetings are conducted. It specifically contains the definition of a meeting, provisions for calling meetings, public meetings, conduct of Council, staff and members of the public at meetings, reporting, the order of business, how to become a delegation and how minutes are taken and posted. Most procedural by-laws follow Parliamentary Procedure/Robert's Rules of Order. This makes them extremely formal. A municipality's procedural by-law should be a reflection of how it functions and conversely, Council should function as dictated by its Procedural By-law
- Accountability and Transparency by-law – The *Municipal Act* requires municipalities to adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the

municipality will try to ensure that its actions are transparent to the public. It is important for Council to understand what is meant by "Transparency" per your policy. It does not mean that confidential information or in-camera information is disseminated to the public. Rather it means that the decision-making process is open to scrutiny and understanding. It means that decisions are discussed and debated in proper meetings and that confidential meetings are advertised and held in accordance with the requirements of s.239 of the *Municipal Act, 2001*.

- Education on all of the above for Council, Staff and public
 - Both documentary and in person

Some of these documents are already in place. Our plan is that they be reviewed, updated and amended as required then that Council, staff and the public are provided training on what they contain, what they do and how to use them.

4. IMPROVE DECISION-MAKING PROCESSES – EXAMINE ALL THE ANGLES

Individuals who sit on council, and staff who work for a municipality, typically do so because they want to make their community a better place to live, work and play. They achieve this by acting within their roles and by making informed decisions.

It is a fact of government that not all decisions will be popular, nor will they please all ratepayers.

The role of council is to set policy and establish levels of service. To make these decisions, they rely on information that they have available to them. This information often comes from staff reports, public meetings/letters/petitions and the debate process at a council meeting. From time to time, members of council also do their own research by speaking with constituents. Each Council member should have access to the same information that every other Councillor has. In other words, it is important that information be shared and considered at Council meetings equally.

The role of staff is to carry out the direction of Council. When Council direction is not clear and decisive, staff have to make decisions on how to interpret Council's wishes. Sometimes, staff do nothing because they do not believe that they have been given direction from Council. Often this leads to Council feeling like staff are not doing their job properly.

A significant decision-making challenge, primarily in small municipalities, is that they don't have accountants, engineers, land use planners or lawyers on staff. Advice from these professionals is often costly and many small municipalities are unwilling to pay these costs, so they rely on staff to provide them with the 'legal interpretation', 'land use planning advice' etc. and what we have seen is that these communities are saving themselves into crisis. By this we mean that rather than spend a thousand dollars today on professional advice they end up paying tens of thousands tomorrow to correct problems that have been created by not getting the proper advice in the first place. This is not the fault of staff. They are doing the best they can with the resources, skills, knowledge and experience they have.

It is also important for Council to make and then support decisions, and not revisit or discuss past decisions except in accordance with Procedural by-law. Failure to do so results in poor relationships between and among Council, staff and the public. It also strongly undermines Council's reputation and integrity in the Community.

Tools to help Improve the Decision-making Process.....

- Standardize an approach to decision making – Not everyone thinks the same way, nor do they approach decision-making the same way. This is actually a significant benefit to the Council type of government. Decision-making is a process that can be clearly defined. It is useful to establish a clear process on how Council will make decisions. This assists staff in preparing reports and ensuring Council has the appropriate information for the type of decision that they are making. It will also help to streamline the work of Council as well as improve accountability to the public.
- Policy on the use of petitions in decision making – It is important for Council to determine rules around the use of petitions in their decision-making process. A clear policy will allow the public to put forward appropriate petitions and decrease the potential animosity that arises when one petition is considered and another is not. While worthy of consideration, Council should not believe they are bound by petitions.
- Policy on community engagement – A strategic plan is an excellent guide to help Council make decisions for the large majority of topics. From time to time issues arise that may not have been contemplated when the strategic plan was developed. In some of these circumstances Council would benefit from public input. A policy outlining the strategy that will be used to engage the community will provide guidance to Council members and staff on when, and in what manner they are to approach the public for input/feedback on issues/matters being decided upon.
- Standardized Staff reports – the content of staff reports should be in keeping with the decision-making standard. At a minimum staff reports should contain
 - Consistent format
 - References to applicable legislation
 - References to applicable municipal by-laws/policies/previous resolutions
 - Options to consider
 - Staff recommendation(s)

5. STRENGTHEN LEADERSHIP

Leadership is multi-layered in the municipal context.

- Council as a whole provides leadership to the community
- The head of council provides leadership to Council
- The CAO provides leadership to staff, provides advice to Council and is a liaison with the public. (Prof Seigel, Brock University)

This is one area that is often forgotten. Leadership is not a skill that everyone innately has. It is a critical skill that councils should consciously develop. Strong leadership is necessary to

function effectively and efficiently within the geographical borders of the Municipality as well as to navigate the political tides of the Province. Leadership is different than management. Leadership in this context is largely based on what is known as political acuity. Political acuity can be summarized as follows:

- a) Understanding the formal process by which decisions are made:
Each organization/municipality will make decisions differently based on the formal policies and procedures that have been adopted by Council. These formal processes drive the interactions between Council, staff and the public. It is important for leaders to know and follow these processes. This includes how decisions are made at the County and Provincial levels as decisions made by both bodies can have a direct impact on the municipality/municipal organization. This involves:
 - Knowing who the key players are
 - Legislative framework - formal sources of power
 - Policies and procedures
 - Organizational structure/chain of command
- b) Understanding the informal process that impact decision-making
Informal processes:
The informal process is driven by people with influence rather than necessarily positions of "power". These can be individuals, groups of individuals, organizations and/or businesses. Informal networks or alliances are important to understand. Capitalizing on these resources within and external to the Municipality will enable Council to make informed decisions by understanding the originating perspectives and motives from which the influence comes.
- c) Understanding the environmental factors that are at play (political climate/community culture):
Every organization has a political culture. Every community has its own culture. Without knowing this about your organization or community it will be a challenge for decision-makers to find middle ground and achieve win-win outcomes. In essence, understanding your political culture is necessary to determine what is indeed in the best interest of the municipality as a whole.
- d) Understanding how personalities, as well as organizational/community politics and how the dynamic nature of both, can negatively or positively play a role in relationships:
Recognizing and respecting that each individual has a unique personality, skill-set and experiences and capitalizing on these to assist making decisions, mobilizing community participation, and minimizing conflict is a skill of good leaders. By this we do not mean manipulating people, we mean understanding what strong suits people have and using these skill resources appropriately. This is especially critical for the head of council, the CAO as well as committee and board chairs. It is not in the best interest of the Municipality to set people up to fail. This is often done by placing individuals in a position that they are not capable of. This not only does a disservice to the individual it also impacts the effectiveness and perception of the Municipality by the public and outside agencies. Taking advantage of personnel strengths, rather than focusing on weaknesses leads to individual effectiveness and therefore a more productive team player and thereafter, team.
- e) Understanding the difference between internal and external forces and their impacts:

There are many forces that impact Municipalities. It is important for leaders to know what is going on within the community and outside of the community, to recognize/analyze the trends and determine how they will impact the Municipality. These are consistent and non-static. It is important to always be aware and forward thinking. Many Municipalities find difficulty when they do things "because we have always done them that way". Often, this fact is precisely the trigger to look at a particular task, practice or policy to determine whether it is effective or whether organizational improvement can be achieved.

Leaders that have political acuity are able to mobilize people, build capacity and direct energies/resources on the most important activities to achieve an outcome proactively – not wait until something becomes a crisis before they act. This could include lobbying neighbouring communities, the County, Provincial or Federal governments.

Tools to Strengthen Leadership.....

- Community Engagement best practices
- Conflict Resolution training
- Community Directories
- Council and Staff team building exercises and "strength inventories".

6. DEVELOP THE "TEAM"

In order to develop the "Team", it is important that the team members start on the same page. To do this, each member needs to understand his or her role as well as how each role participates in the municipal process. The team works best when each member acts within their role and follows the appropriate rules. It is important that Council members and new staff receive proper orientation, so they understand what their role is and what is expected of them.

Also, it is important that all team members recognize that knowledge and information is meant to be shared within the team and not used as a weapon against one another. Disparity in knowledge can lead to misunderstanding and friction. Any information given to a single member of council should be shared with all members of council. It is cliché, but there is no "I" in team. The municipal "team" is a group made up of staff, council(lors) and the public, all with vital, yet distinct roles. It is inappropriate for staff to treat some Councillors differently than they treat others. This is extremely important when there are prior personal connections with a member of Council. In small municipalities this is a common occurrence where family members or friends are on Council. A perception of favouritism can weaken the relationship between and among team members. While often inevitable, this perception can be combatted by ensuring an open and equal sharing of information and strictly restricting discussion of municipal business to Council /Committee meetings

Information sharing should also be done, as appropriate, with the public. This leads to a transparent organization. Confidential information should never be shared. The integrity of the closed session should never be breached by members of Council or staff. In fact, to legally release confidential Council information, a formal decision of Council is required. This decision cannot be made by any one individual, either staff or Council. Failure to maintain confidentiality is a significant breach of trust and can lead to disciplinary action or civil litigation and liability for the Municipality or individuals.

The Council members, staff and the public have a responsibility to seek/disseminate the appropriate, accurate knowledge/information. By this we mean that perception is not always fact and it is important that facts, not gossip or misinformation, is circulated within and outside of the community. Nothing works against a community more than turmoil and inaccurate information being captured in the media or on social media. A strong media relations policy and a strong social media policy are recommended.

Our approach to build team involves Council training, staff training and public education. By understanding roles, the legislative framework and what is acceptable behaviour strong working/trust relationships can be built between and among Council, staff and the public.

Tools to Develop the Team include.....

- Council orientation
- Public education – conflict of Interest/candidate training/others as the need arises
- Workplace harassment training
- Complaint process/policy
- Communication/media policy

7. ACTION PLAN

Foundation	Tool	Action	Time
	Code of Conduct Sanctions	Council needs to formally deal with the specific individual recommendations from the IC.	October 30, 2018
	Retreat with Council		November – December 2018
	Individual Interviews	Understand Councillors individual roles and ideas Understand Sr. Staff issues and roles	November – December 2018
	Sr. Team Job Descriptions	Council needs to understand roles of management team	November – December 2018
	Council Term Plan	What does Council want in term. THEN staff provide operational plan	November – December 2018
	Staff operational Plan	Staff put forward operational plan for four year plan. Multi-step process – how Staff will report to Council, in what segments and timelines	January – February 2019 – TBD (staff updates as plan is developed for both analysis and operations plan)
	Decision Making	Report procedure/process.	December

	Process/Plan	This will be part of WMG procedural by-law	2018/January 2019 Review Annually
	Municipal Calendar of Events	Calendar showing Staff/Council commitments for term of Council – updated	November 2018
	Council and Senior Staff Team Meeting (consider after plans are made)	Out of office – heal relationship	February 2019
Building Trust	Strategic Plan	Prepare a long-term community development strategic plan	January 2019 to September 2019
	Code of Conduct for Council	Review/Adopt Code of Conduct/ Integrity Commissioner Protocols - Appoint Integrity Commissioner - documents received by Clerk after attending drafting workshop put on by WMG - Council to Review/be trained on - Council to Adopt - shared with public	1 st reading November Then training, then 2 nd 3 rd later – December or January November/December 2018 November/December 2018
	Staff Council Relations Policy	Review/update and adopt - add definition of conflict of interest	Same as Code of Conduct
	Workplace Violence and Harassment Policy	Compliant policy provided with WMG membership Review Adopt Train Council/Staff/Public	1 st in January 2019 Training February 2019 2 nd and 3 rd reading March 2019
	Procedural By-law	Update for compliance with Bill 68 Amendments to the <i>Municipal Act</i> - revise to ensure “user friendliness” - include <i>in-camera</i> process and information package – sometimes last minute - Confidential documents policy	December 2018, January 2019
	Accountability & Transparency By-law	Review & update as appropriate ensure there	April 2019

		is consideration of MFIPPA and closed session confidentiality.	
Improve Decision Making Processes			
	Policy on petitions	Draft and adopt a policy on when petitions are acceptable and how they will augment the decision-making process	February/March 2019
	Policy on community engagement	Draft and adopt a policy on when and how the community will be engaged in the decision-making process. Develop a resource that identifies the Municipality's best practices for engaging the public (surveys, newsletters, public meetings) what works?	May - September 2019
	Standardized staff reports	Review existing staff report template and revise to address decision-making model	December 2018 / January 2019
Strengthen Leadership			
	Conflict Resolution Training	Research and find appropriate training, budget and hold training	Spring 2019
	Community directories	Update existing directories Determine other useful directories to have and build. Consent to publish.	On-going
	Team building exercises and "strength inventories"	Conduct team building with the new Council/ Committees and continue the practice throughout the term of Council Create a strength inventory	On-going after election Start after the election/maintain and update on an on-going basis
Building "Team"	Council orientation	In house and with external providers	December 2018
		Build the orientation package	Prior to election day

	WMG	Repeat/update January 2020
Public Education - conflict of interest	Training on what conflict of interest is and is not	May, 2019
- Role of Council/Municipal Government	Training on what is involved in being on council	On-going
-IC Public Education	Be aware of other areas requiring public awareness/training, provide as appropriate – develop an annual training schedule	
- others as the need arises		
Complaint process/policy	Review existing policy, update to include code of conduct complaint process as well as to provide a definition of what harassment is and how vexatious complaints become harassment Adopt policy	June 2019
Communications/Media policy/Social Media Policy	Review/update and draft as necessary. Both what should not be put on media and what should and how they should be managed.	January 2019

