



# **REGULAR COUNCIL AGENDA**

For the Corporation of the Town of  
Espanola

Council Meeting

To Be Held On

**Tuesday, October 9, 2018**  
**Council Chambers**

100 Tudhope Street  
**7:30 pm**



## **Espanola Council AGENDA**

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*For the Regular Meeting of the Town of Espanola  
To Be Held On **Tuesday, October 9, 2018** at 7:30 p.m.  
In The Council Chambers, Municipal Building*

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7:30 P.M.

REGULAR MEETING OF COUNCIL  
Council Chambers, 100 Tudhope Street

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 **F3** inclusive contained in the Consent Agenda

- CA-016-18 Be It Resolved That: Items A1 to F3 inclusive contained in Part 1, Consent Agenda be adopted.

**Adoption of Minutes**

**A1 Regular Meeting of Council of September 25, 2018**

**A2 Special Meeting of Council of September 28, 2018**

- 18-155 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

**Board and Committee Reports**

**B1 Corporate Services Committee Meeting of October 2, 2018**

- 18-156 Be It Resolved That: The following Minutes are hereby received; Corporate Services Committee Meeting Minutes of October 2, 2018.

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

None

**Business Arising from Board and Committees**

**Joint Health and Safety Committee Meeting of January 4, 2018**

**D1 Recommendation regarding Substance Abuse Policy**

- 18-157 Be It Resolved That: As Recommended by the Health and Safety Committee That: Policy H04-01868, being a Substance Abuse Policy be adopted as amended.

**Corporate Services Committee Meeting of October 2, 2018**

**D2 Recommendation Bylaw Enforcement Services**

- 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.

**D3 Recommendation regarding Budget Policy**

- 18-159 Be It Resolved That: As Recommended by the Corporate Services Committee That: The Budget Policy be amended as presented.

**Bylaws and Resolutions**

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

**E1 Bylaw No. 2876/18**

- 18-160 Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of September 25, 2018.

**E2 Bylaw No 2875/18**

- 18-161 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.

**E3 Bylaw No 2878/18**

- 18-162 Being a Bylaw to execute an Escrow Agreement Between the Corporation of the Town of Espanola and The Corporation of the Township of Sables-Spanish Rivers and North Bay Acquisition Inc and Borden Ladner Gervais LLP

**E4 Bylaw No 2879/18**

- 18-163 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.

## **Reports**

- F1 Public Health Sudbury & Districts Meeting Minutes of September 20, 2018**
- F2 Q3 Budget Variance Report**
- F3 Joint Health and Safety Meeting Minutes of September 6, 2018**
  - 18-164 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.

## **PART II - REGULAR AGENDA**

### **Bylaws and Resolutions**

- G1 Bylaw No 2877/18**
  - 18-165 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.
- G2 Recommendation regarding Rescheduling Regular Meeting of Council**
  - 18-166 Be It Resolved That: The Regular Meeting of Council of October 23<sup>rd</sup> is rescheduled to October 30<sup>th</sup>, 2018.

### **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.**

Town of Hearst correspondence re: Transforming Ontario's North Summit  
FONOM correspondence re: Development of Ontario's Provincial Forestry Strategy  
Stewardship Ontario correspondence re: Blue Box Funding

**Conference and Conventions**

None

**Mayor and Councillor Reports and Announcements**

**Future Council/Committee Meetings**

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

**Adjournment**

**Closed Meeting (if required)**



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

**Council Chambers  
Municipal Office**

**September 25, 2018  
7:30 pm**

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

**Present:**

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

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

The Mayor stated that this meeting will not be live streamed. It will be recorded and posted as soon as possible.

**Public Hearing**

The purpose of this public meeting is to consider a proposed Zoning Bylaw Amendment under Section 34 of the *Planning Act* for the property located on Merritt Con 5 LOT 8 PCL 20554 PLAN M77 LOT 142 153 Barber Street, Town of Espanola.

The effect of the proposed Zoning Bylaw Amendment is to rezone the affected property from Residential Third Density (R3) to Residential Third Density Special Exception Six (R3-6) in order to permit a clinical psychologist office as the main use of the property.

The Applicant was present. There were no written or verbal comments received.

This portion of the meeting closed at 7:32 pm.

**Delegations/Petitions    None**

**Question Period**

Mr. Yves Carriere, local resident, asked Council why direction has been given to staff to contact residents in the area of Sherwood Park area to see if they are in support of having a snowmobile trail in that area. He advised that it has been identified that there is not enough space required to accommodate a trail and therefore would be a waste of time and resources for staff to proceed.

The Mayor stated that that was the direction and his comments would be taken into consideration.

Councillor R. Duplessis requested Item D4 be severed. Councillor R. Dufour requested Item D3 be severed.

**CONSENT AGENDA**

**CA-015-18 R. Dufour – R. Yocom**

Be It Resolved That: Items A1 to F5, with exception of items D3 and D4, contained in Part 1 Consent Agenda be adopted.

**Carried**

**Items A1**

**Council Minutes**

**18-141 R. Duplessis – R. Dufour**

Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of September 11, 2018.

**Carried**

**Board and Committee Reports**

**Item B1 – B2**

**Committee Minutes**

**18-142 R. Yocom – R. Dufour**

Be It Resolved That: The following Minutes are hereby received; Espanola Leisure Services Advisory Committee Meeting Minutes of August 20, 2018; Corporate Services Committee Meeting Minutes of September 4, 2018.

**Carried**

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

**None**

**Business Arising from Board and Committees**

**Item D1**

**Ski Hill Pilot Project**

**18-143 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**

**Item D2**

**NSSAR Road Toll**

**18-144 R. Duplessis – R. Dufour**

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**

**Item D3**

**Item Severed. See Regular Agenda**

**Item D4**

**Item Severed. See Regular Agenda**



**Bylaws and Resolutions**

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

**18-147 R. Yocom – B. Foster**

Be It Resolved That: Bylaw No 2873/18, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of September 11, 2018.

**Carried**

**Item E2**  
**Northern 911 for  
Fire Dispatch**

**18-148 B. Foster – H. Malott**

Be It Resolved That: Bylaw No 2874/18 be adopted, being a Bylaw of the Town of Espanola to execute an Agreement with Northern 911 for Fire Dispatch.

**Carried**

A discussion ensued.

The CAO clarified that this Agreement is for Fire Dispatch only and a separate agreement for PWD Dispatch will be coming to Council in the future.

**Reports**  
**Item F1-F5**

**18-149 K. Duplessis – B. Foster**

Be It Resolved That: The following reports are hereby received; Fire Department Departmental Report for August 2018; Leisure Services Department Departmental Report for August 2018; Public Works Department Departmental Report for August 2018; Joint Health and Safety Meeting Minutes of June 7, 2018; Espanola Police Services Board Meeting Minutes of July 19, 2018.

**Carried**

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

**Item D3**  
**Taxi Only Parking**

**18-145 R. Yocom – R. Duplessis**

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 spot in the lot outside the pool area.

**Carried**

Councillor Dufour and Councillor R. Duplessis advised that they do not see an issue with having the spot located near the drop off and pick up area of the front entrance of the Complex as a taxi would only be parked there for a couple of minutes. Councillor Yocom stated the issue that brought this item

forward was that a ticket was issued when a taxi was parked in the loading and drop off spot for quite some time while the driver was inside the building, which could be an issue for those requiring accommodation or should emergency response be needed; Mayor Piche agreed.

A discussion ensued regarding the location of the parking spot.

**Item D4  
Community Safety  
Zones**

**18-146 B. Foster – R. Dufour**

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

**Carried**

A discussion ensued.

Councillor R. Duplessis stated he felt that having the Community Safety Zone run through town defeats its purpose, Councillor Dufour agreed. Both Councillors stated areas where they felt the zone should be in place.

Councillor Yocom stated that this item was discussed at the Community Services Committee Meeting where Councillor Malott raised very good points and he encouraged her to share them. Councillor Malott advised of the safety issues that a driver faces when pulling into Clear Lake Dr. especially during the winter months and further suggested that having the community safety zone in place is a safety enhancement. A recorded vote was requested.

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

**Carried**

**Item G1  
Zoning Bylaw  
Amendment**

**18-150 B. Foster – K. Duplessis**

Be It Resolved That: Bylaw 2872/18 be adopted, being a bylaw to rezone the property located on, MERRITT CON 5 LOT 8 PCL 20554 PLAN M77 LOT 142, 153 Barber St, Town of Espanola zoned as Residential Third Density (R3) to Residential Third Density Special Exception Six (R3-6) in order to permit a clinical psychologist office as the main use of the property.

**Carried**

**Item G2  
Integrity  
Commissioner's  
Recommendations**

**18-151 H. Malott – K. Duplessis**

Be It Resolved That: The Integrity Commissioner's recommendations regarding the Code of Conduct and Workplace Harassment Investigation be accepted.

**Deferred**

Councillor K. Duplessis advised that he would like Council to meet with lawyer, Paul Cassan to have questions answered prior to making a decision on this resolution. It was stated that Mr. Cassan was not available until September 27<sup>th</sup>.

**Item G3  
Police Services Board  
Disbandment**

**18-152 B. Foster – H. Malott**

Be It Resolved That: Effective October 11, 2018 the Espanola Police Services Board is hereby disbanded under Section 31 and reinstated as a Section 10 Board, with all terms and conditions of members being the same.

**Carried**

Councillor Foster explained that keeping the same Terms and Conditions will allow for 5 representatives to sit on the Board and not reduce it to 3 as the Legislation allows. He suggested having more members will make it easier to form a quorum as well as allow for better in put on the decision making process.

**Item G4  
Front Desk  
Employees**

**18-153 H. Malott – R. Duplessis**

Be It Resolved That: Council support the hiring of 2 casual front desk employees.

**Carried**

Councillor R. Duplessis suggested that when filling these positions special consideration be given to those employees that have been recently displaced.

**Item G5  
Hiring of Rink  
Attendant**

**18-154 H. Malott – B. Foster**

Be It Resolved That: The Leisure Services advertise for the replacement of a rink attendant.

**Carried**

Councillor R. Duplessis suggested that special consideration be given to those employees that have been recently displaced.

**Correspondence For Information Only**

**None**

**Information**

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

Cheque Register

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**

**Oil Collection  
Program**

Councillor R. Duplessis followed up with his request to have a used oil drop off location discussed at the Community Services Committee Meeting.

**Apsey Lake Levels**

Councillor R. Duplessis advised he was out at Apsey Lake and the water levels are quite low, considerations for water use in the future not just after the Bylaw is advertised should be made.

**Future Council Meetings**

Corporate Services Committee Meeting of October 2nd @ 3:00 pm

Regular Meeting of Council of October 9th @ 7:30 pm

**Adjournment**

**K. Duplessis – H. Malott**

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 8:05 pm

**Carried**

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Ron Piche  
Mayor

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Paula Roque  
Clerk

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

**Council Chambers  
Municipal Office**

**September 28, 2018  
11:00 am**

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**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

**Absent:** Councillor B. Yocom; H. Malott

**In Camera**

**Be It Resolved That: R. Duplessis – R. Piche**

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

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

Time: 11:00 am

**Carried**

**Resume Special  
Meeting**

**K. Duplessis – R. Piche**

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

Time: 12:56 pm

**Carried**

**Adjournment**

**R. Dufour – B. Foster**

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

Time: 12:58 pm

**Carried**

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R. Piche  
Mayor

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P. Cassan  
CAO Delegate

**CORPORATE SERVICES COMMITTEE MEETING****Tuesday, October 2, 2018****3:00 pm****Council Chambers****Municipal Building****Chair K. Duplessis presided over the meeting.****Disclosure of pecuniary interest and general nature thereof.****Present:**

Mayor Piche, Councillor B. Foster; Councillor R. Duplessis  
Municipal Officials, P. Roque, Clerk/Manager of Planning Services;  
C. Townsend, CAO; C. Tessier, Manager of Financial Services; T.  
Denault-Roque, Recording Secretary

**Departmental Report**

None

**Consent Agenda**

A discussion ensued regarding efficient ways to handle items that were being severed from the consent agenda during a Regular Meeting of Council.

The Committee agreed that the Chair will follow the Procedural Bylaw and ask Council if there are any items to be severed from the Consent Agenda at the beginning of the meeting.

**Tender Process**

A discussion ensued regarding how tenders are specified, where they are posted and how those interested in bidding would be aware of the tender. Councillor Foster suggested Staff conduct a comparison of other communities to determine best practices. Staff explained the process as well as the different ways a tender is made public. It was then the consensus of the Committee that the municipality's practices will stand as is and no further action is required.

**Bylaw Enforcement****B. Foster – R. Duplessis**

Be It Resolved That: Rainbow District Animal Control be appointed to provide bylaw enforcement services for the remainder of 2018 and 2019.

**Carried**

A discussion ensued regarding the times and amount of hours per week that would be dedicated for Bylaw enforcement. Further discussions took place regarding the normal practices that could be expected from Rainbow District Animal Services Bylaw Enforcement.

**Correspondence**

A discussion ensued. The Committee directed Staff to incorporate how confidential information to Council should be distributed. Staff advised the Policy will be updated and brought back to the next Committee meeting.

**Budget Policy**

**R. Duplessis – B. Foster**

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

**Carried**

**Q3 Budget Variance  
Report and 2019 Budget  
Challenges**

A discussion ensued regarding different ways of fine tuning the report.

The CAO spoke of the 2019 challenges and advised that a Staff report regarding Council remuneration will be forth coming.

**Adjournment**

**B. Foster – R. Duplessis**

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

Time: 3:50 pm

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K. Duplessis  
Chair

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P. Roque  
Clerk

Unapproved

**Joint Health & Safety Meeting**

Moved By: Dan Massicotte

Date: Jan. 4, 2018

Seconded By: Debbie Sokolesski

Motion: 2

Be It Resolved That: As Recommended by the Joint Health and Safety Committee That: Policy H04-01868, being a Drug and Alcohol Policy be adopted. *as amended.*

CARRIED ✓

DEFEATED       

  
Chair



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:** All Departments

**DATE:** December 18, 2017

**ITEM:** Drug and Alcohol Policy

**RECOMMENDATION:** Be It Resolved That: As Recommended by the Joint Health and Safety Committee That: Policy H04-01868, being a Drug and Alcohol Policy be adopted.

## BACKGROUND:

Substance use can affect on-the-job performance in many ways. Co-ordination becomes difficult, motor skills are impaired, and psychosocial skills differ from the norm. Developing a workplace alcohol and other drugs policy will help to protect the health and safety of employees and minimize employer/employee liability.

## Benefits of a Workplace Alcohol and Other Drugs Policy:

- Improve workplace health and safety
- Decrease WSIB costs
- Reduce legal liability
- Reduce absenteeism and production error
- Demonstrate a supportive and healthy environment where both employees and management will have a clear understanding of how the organization deals with substance use in the workplace

## ANALYSIS:

Policy H04-01868 was drafted by staff and reviewed by the Town's Human Resource consultant. It was prepared on their advice.

**EXISTING POLICY:** Employee Discipline Policy

**STRATEGIC GOAL:** Excellence in Government

**FINANCIAL COMMITMENT:** \$0

**BUDGETED:** NA

Yes

No

**Prepared By:**

Paula Roque

**CAO / Treasurer:**

**Approval of Recommendation:**

Yes

No

**Comments:**

Department:	Human Resource	Policy Number:	H04-01868
Subject:	Substance Abuse	Effective Date:	??
Bylaw No:		Revision Date:	
		Version #:	1

## **Substance Abuse Policy**

### **Intent**

The Corporation of the Town of Espanola is committed to the health and safety of its employees and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse and abuse.

### **Guidelines**

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks; both to themselves and to their fellow employees. In order to help ensure a safe and healthy workplace, the Town of Espanola reserves the right to prohibit certain items and substances from being brought to, or used on, corporate premises.

### **Expectations**

The following expectations apply to employees and management alike. These expectations apply whenever work is being done on behalf of the Corporation, regardless of whether said work is being done on corporate property:

- Employees are expected to arrive to work fit for duty; that is to say, able to perform their work safely and to the accepted standard. Employees must remain fit for duty for the duration of their shift.
- Use, possession, distribution or sale of illegal or non-prescribed drugs or alcohol during work hours (including paid and unpaid breaks) is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of non-prescribed drugs or alcohol; and
- Employees taking prescription medication must communicate to management any potential risk, limitation, or restriction that may inhibit their ability to work safely. Should the need arise, the employee and the employer will discuss accommodations appropriate to the limitations; this may include modification of regular job duties, temporary reassignment, or other measures. No employee will ever be punished for disclosing the need for accommodation in the face of prescription medication.

### **Roles and Responsibilities**

#### **The Corporation will:**

- Clearly communicate expectations surrounding alcohol and drug use and substance abuse;
- Maintain a program of employee health and awareness;
- Provide a safe work environment; and

- Review and update this policy on a regular basis.

Management will:

- Identify any and all factors that impact an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

Employees must:

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work fit for duty, and remain as such for the duration of shift;
- Perform work in a safe manner in accordance with the Corporation's established safe work practices;
- Refrain from the consumption, possession, sale, or distribution of drugs or alcohol during the course of their duties; both on and off corporate property;
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and accommodations required as a result of prescription medication;
- Report unfit co-workers to management;
- Seek advice and/or appropriate treatment, where required;
- Communicate dependency or emerging dependency; and
- Follow the after-care program, where established.

**Suspicion of Impairment**

The following procedure will be enacted if there is reasonable belief that an employee is impaired during work:

1. Where possible, the employee's manager/supervisor will first seek another manager/supervisor's opinion to confirm the employee's status.
2. Next, the manager/supervisor will consult privately with the employee to determine whether substance abuse has occurred. Suspicion of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour (including, but not limited to: slurred speech, difficulty with balance, watery and/or red eyes, dilated pupils, and/or an odour of alcohol) the employee should not be permitted to return to their assigned duties.
3. The determination that an employee is impaired and unfit for work is based on the judgement of management personnel and, where possible, requires the consensus of two members of the management. This decision does **not** require a breathalyzer or blood test. The employee will then be provided with a corporate-paid taxi or shuttle to either transport them home or to a medical facility, as the situation warrants. The employee may be accompanied by a corporate representative if necessary.

4. An impaired employee will not be allowed to drive under any circumstances. The employee should be advised that if they choose to refuse corporate-provided transportation and make the decision to drive their personal vehicle, the Corporation will fulfill its legal obligations and contact the police.

5. A meeting will be scheduled for the following work day to review the incident and determine an appropriate course of action. This may include a monitored referral program as part of a treatment plan.

### **Substance Dependency**

The Corporation understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. The Corporation promotes early diagnosis. Any employee who suspects that he/she might have an emerging drug or alcohol problem is expected to seek the appropriate treatment, and to do so promptly.

### **Voluntary Identification**

Employees are encouraged to communicate if they have a dependency (or have had a dependency) so that their rights are protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

All medical information shall be kept confidential by the Corporation, unless otherwise authorized by law.

### **Agreement for the Continuation of Employment**

The Corporation reserves the right to invoke an *Agreement for the Continuation of Employment* in accordance with an employee's commitment to become, and remain alcohol and drug-free. The Agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions.

*An Agreement for the Continuation of Employment may include a requirement for drug and alcohol testing.*

### **Disciplinary Action**

Employees will be subject to disciplinary action, up to and including termination of employment, for failure to adhere to the provisions of this policy. Violations may include, but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol and/or drugs;
- Engaging in illegal activities (e.g. selling drugs and/or alcohol while on premises).

## Acknowledgment and Agreement

I, (Employee Name), acknowledge that I have read and understand the Substance Abuse Policy of the Corporation of the Town of Espanola. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

DRAFT



CORPORATE SERVICES COMMITTEE

Moved By: Bill Foster

Date: October 2, 2018

Seconded By: [Signature]

Motion No.: 1

**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       

[Signature]  
Chair

**RECORDED VOTE  
INTEREST**

For      Against

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

**DECLARATION OF PECUNIARY**

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

AGENDA #3

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

# STAFF REPORT

**DEPARTMENT:** Administration

**DATE:** September 25, 2018

**ITEM:** Bylaw Enforcement

**RECOMMENDATION:** Be it resolved that:

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

## **BACKGROUND:**

Historically, the local police have provided bylaw enforcement services, with the OPP transition occurring October 11<sup>th</sup> the municipality is left to enforce several bylaws such as parking, noise, stoop & scoop, watering bylaw and many others. The transition is somewhat sooner than what was originally anticipated. OPP has stated that they will contact our bylaw enforcement as required but they will not do bylaw enforcement under the transition contract.

## **ANALYSIS:**

The financial projections prepared in the police costing provided for 1 full-time bylaw enforcement officer, the 2019 expected costs were \$83,230. This was based on a similar position from another community. This quote represents anticipated savings of more than \$60,000.

In the past we have not had a significant amount of bylaw tickets, in the past 5 years revenues have been less than \$2,000. It should be noted that bylaw enforcement is a service to the community to ensure quality of life by our residents and is not intended to generate profits.

The municipality would continue to enforce property standards but has no one trained as a bylaw enforcement officer in other areas. The probability of attracting a qualified applicant willing to do this work on a part time basis is low.

The Town has been in receipt of a proposal from Rainbow District Animal Services and By-Law Enforcement (RDAS) to provide By-Law Enforcement services on behalf of the Municipality. RDAS has provided Animal Control Services for the Town of Espanola and surrounding communities for nearly 10 years; performing satisfactorily in this role. RDAS is also approaching their other clients with similar proposals to fulfill their By-Law Enforcement needs as part of their ongoing efforts to offer a consistent,

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professional, uniformed presence in the communities they service. Expanding the scope of the Town of Espanola's participation in this endeavor, according to RDAS, will help ensure that they are able to continue to offer a professional and high level of service for years to come.

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 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, their Chief Enforcement officer has over 20 years of experience as an Enforcement Officer and has 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.

An additional benefit to RDAS's proposal is it will increase officer presence in the community for Animal Control Services, meaning there will be more opportunities for enforcement of the Animal Control By-Law.

RDAS is proposing 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.

Administration is recommending we enter into this contract on a trial basis and re-evaluate after a one year time period.

**EXISTING POLICY:** n/a

**STRATEGIC GOAL:**

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

**FINANCIAL COMMITMENT:** \$20,000/year

**IMPLEMENTATION:** N/A

**Prepared By:**

Cynthia Townsend

**Department Manager:**



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**Clerk Treasurer/Administrator:**

Cynthia Townsend

**Approval of Recommendation:**

Yes ☒ No ☐

**Comments:**

\_\_\_\_\_

**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](http://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.



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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](http://www.rdshelter.ca) [rdshelter@gmail.com](mailto: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,  
Wahnapiitae First Nation,  
Atikameksheng Anishnawbek (Whitefish Lake First Nation),  
Whitefish River First Nation (Birch Island).

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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](http://www.rdshelter.ca) [rdshelter@gmail.com](mailto:rdshelter@gmail.com)

## 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

[twpns@ontera.net](mailto:twpns@ontera.net)

Pam Lortie, Clerk: Town of Spanish

(705) 844-2886

[pamlortie@townofspanish.com](mailto:pamlortie@townofspanish.com)

Tracy Lapping, Inspector: Ontario Society for the Prevention of Cruelty to Animals

705-566-9582

[tlapping@ospca.on.ca](mailto:tlapping@ospca.on.ca)

Craig Richardson, Inspector, OMAFRA - Animal Health and Welfare Branch

613-294-4458

[craig.richardson@ontario.ca](mailto:craig.richardson@ontario.ca)

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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.rdshester.ca](http://www.rdshester.ca) [rdshester@gmail.com](mailto:rdshester@gmail.com)

**CORPORATE SERVICES COMMITTEE**

Moved By: [Signature]

Date: October 2, 2018

Seconded By: Bill Foster

Motion No.: 2

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

CARRIED ✓      DEFEATED \_\_\_\_\_

DEFERRED \_\_\_\_\_

[Signature]  
Chair

**RECORDED VOTE  
INTEREST**

	For	Against
Mayor R. Piche	_____	_____
B. Foster	_____	_____
K. Duplessis	_____	_____
R. Duplessis	_____	_____

**DECLARATION OF PECUNIARY**

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

Department:	General Administration	Form Number:	A99-01370
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# STAFF REPORT

**DEPARTMENT:** Administration

**DATE:** September 27, 2018

**ITEM:** Budget Policy

**RECOMMENDATION:** Be it resolved that:

The Budget Policy be amended as presented.

## BACKGROUND:

At a previous meeting, it was suggested that the policy dates be reviewed as we have not been able to meet these in the past.

## ANALYSIS:

See proposed date changes on attached policy.

While it would be ideal to have the draft budget early before the year to which it relates, often the municipality does not receive enough notice on significant items such as the OMPF grant and the MSDSB apportionment. Estimates could be made if assessment remained constant, however that has not been the case for our municipality.

**EXISTING POLICY:** n/a

## STRATEGIC GOAL:

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

**FINANCIAL COMMITMENT:** N/A

**IMPLEMENTATION:** N/A

**Prepared By:**

Cynthia Townsend

**Department Manager:**





Department: Treasury	Policy Number: F05-01830
Subject: Budget Policy	Effective Date: 15/12/08
Bylaw No:	Revision Date:
	Version #: 12

### **Policy:**

The Town of Espanola recognizes the need to provide every service in the most efficient and effective way. The policy of the municipality is to establish an annual budget process which will result in achieving the strategic objectives in a fiscally responsible and sustainable manner.

### **Purpose:**

The purpose of this policy is:

1. Improve the efficiency of the budget setting process, making strategic use of Council's time in reviewing budgets and administration's time in preparing them;
2. Ensure that the budget is consistent with the goals set out by Council in its Strategic Plan;
3. Maintain the long-term financial stability of the Town with affordable taxation and user rates;
4. Establish a foundation for which the financial performance of service delivery can be measured against budget approvals;
5. To comply with legislation and regulation, including but not limited to the Municipal Act, the Police Services Act, Public Libraries Act, and the Chartered Professional Accountants of Canada, Public Sector Accounting Handbook.

### **Scope:**

This policy encompasses all municipal departments and agencies, boards and commissions for which Council is required to approve annual budget estimates or levies.

### **Policy Statements:**

1. It is the objective of Council to prepare and adopt a multi – year budget for a period of up to four years.
2. The Capital Levy shall be used for the following purposes:
  1. To fund capital expenditures
  2. To increase reserve balances in order to finance future capital expenditures
  3. To finance the annual costs associated with long-term debt issued in connection with capital projects

**Procedures:**

1. The Treasurer shall prepare a report, no later than ~~August 30<sup>th</sup>~~ September 30<sup>th</sup> of each year, to provide Council a report outlining an overview of the projected budget challenges.
2. That Council, no later than ~~September 30<sup>th</sup>~~ October 31<sup>st</sup> of each year, provide direction to staff regarding any changes in levels of service required for the following year and that this information be taken into account in the determination of the budget estimates.
3. The Treasurer, working in conjunction with other staff, is to develop and present a financial forecast to Council by ~~October 30<sup>th</sup>~~ November 30<sup>th</sup>, to establish the budget guideline outlining anticipated levy increases as well as the budget reporting format.
4. The Treasurer, will prepare and present a draft budget in accordance with the full accrual basis of accounting at the ~~December~~ first council meeting of the new year.
5. Departmental budgets will be presented to Council commencing the second week of January with weekly budget meetings being scheduled on Tuesdays, with the intention that the budget will be adopted by February each year.
6. Alternative means of service delivery will be evaluated to ensure that quality services are provided to residents at the most competitive and economical cost.
7. Operating variances will be monitored on a monthly basis by department managers with reports to Council as of June 30<sup>th</sup>, September 30<sup>th</sup> and December 31<sup>st</sup> of each year.

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## **Roles & Responsibilities:**

### **Municipal Council**

- Establish priorities through the Strategic Plan
- Approve guidelines in advance of detailed budget preparation
- Approve the proposed level of public communication and engagement
- Review the budget submission
- Adopt the budget by-law
- Approve the rates required for taxation and user fees by by-law

### **Chief Administrative Officer**

- Direct the preparation and presentation of the operating and capital budgets on an annual basis
- Prepare budget guideline for approval of council
- Ensure compliance with the revenue and expenditure budgets approved by council

### **Treasurer**

- Lead and coordinate the overall preparation and administration of the operating and capital budget
- Ensure adherence to budget policies and financial policies approved by council
- Provide management and strategic direction to the financing of the City

### **Senior Management Team(Department Managers)**

- Lead the development of realistic and responsible departmental budgets in accordance with the established guideline, timeline, and process
- Ensure that the resources and assets under their authority are effectively managed on an ongoing basis

## **Policy Review**

This policy shall be reviewed prior to the initiation of the budget process of the first year of each term of Council, or if deemed necessary by Council.

## **DEFINITIONS:**

**Capital Assets** – Roads, water and sewer systems, land, buildings, machinery, equipment and other items that provide benefits for several years.

**Capital Budget** – The annual plan for the purchase and financing of Tangible Capital Assets.

**Capital Expenditure** – Any significant expenditure incurred to acquire or improve land, buildings, engineering structures and machinery and equipment used in providing municipal services. It includes Capital Assets and appropriate professional studies, and confers benefit lasting beyond one year.

An expenditure on repair or maintenance designed to maintain an asset in its original state is not a Capital Expenditure.

**Operating Budget** – The annual plan for the purchase and financing of the Town's operations. It includes salaries, materials and supplies. After all revenues are matched (e.g. user fees), the Tax Levy is used to balance this budget.

**Operating Surplus/Deficit** – The difference between revenues and expenditures not allocated to the Capital Budget or Reserve Funds. An excess of revenue is a surplus. An excess of expenses is a deficit.

**PSAB (Public Sector Accounting Board)** – establishes accounting standards for the public sector. The CPA Canada Public Sector Accounting (PSA) Handbook contains accounting standards that apply to all public sector entities (governments, government components, government organizations and certain government partnerships) that issue general purpose financial statements unless specifically directed or permitted to use alternative standards by PSAB.

**Revenue** – Increases in economic resources realized through increases in assets or decreases in liabilities. They do not include proceeds from debt issues or transfers from other funds within the Town's reporting entity.



**THE CORPORATION OF THE TOWN OF ESPANOLA**

**BYLAW NO. 2876/18**

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

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

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

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

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1<sup>st</sup>, 2014, held on: September 25, 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 9th day of October 2018.

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

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



**The Corporation of the Town of Espanola**

**Bylaw No. 2875/18**

**Being a Bylaw to execute an Agreement  
Between the Corporation of the Town of Espanola  
and Her Majesty the Queen in Right of Ontario  
Represented by the Minister of Infrastructure**

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

1. That the Mayor and Clerk are hereby authorized to execute an agreement between the Corporation of the Town of Espanola and the Minister of Infrastructure. Being a lease renewal for the Ontario Court of Justice at 100 Tudhope Street.
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 9<sup>th</sup> day of  
October 2018.**

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**Ron Piche  
Mayor**

---

**Paula Roque  
Clerk**



**The Corporation of the Town of Espanola**

**Bylaw No. 2878/18**

**Being a Bylaw to execute an Agreement  
Between the Corporation of the Town of Espanola  
and The Corporation of the Township of Sables-Spanish Rivers and North  
Bay Acquisition Inc and Borden Ladner Gervais LLP**

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

That the Mayor and CAO/Treasurer are hereby authorized to execute an Escrow Agreement between the Corporation of the Town of Espanola and The Corporation of the Township of Sables-Spanish Rivers and North Bay Acquisition Inc and Borden Ladner Gervais LLP.

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 9<sup>th</sup> day of October 2018.**

---

Ron Piche  
Mayor

---

Paula Roque  
Clerk



**The Corporation of the Town of Espanola**

**Bylaw No. 2879/18**

**Being a Bylaw to execute an 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.**

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

That the Mayor and CAO/Treasurer are hereby authorized to execute a Securities Purchase 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.

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 9<sup>th</sup> day of October 2018.**

---

**Ron Piche**  
Mayor

---

**Paula Roque**  
Clerk





**UNAPPROVED MINUTES – SIXTH MEETING**  
**BOARD OF HEALTH**  
**PUBLIC HEALTH SUDBURY & DISTRICTS**  
**BOARDROOM, SECOND FLOOR**  
**THURSDAY, SEPTEMBER 20, 2018 – 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Maigan Bailey  
Janet Bradley  
James Crispo

Jeffery Huska  
Robert Kirwan  
Monica Loftus

Thoma Crabs  
Rita Pilon  
Carolyn Thain

**BOARD MEMBERS REGRETS**

René Lapierre  
Paul Myre

Ken Noland  
Mark Signoretti

Nicole Sykes

**STAFF MEMBERS PRESENT**

Sandra Laclé  
Stacey Laforest  
Rachel Quesnel

France Quirion  
Dr. Penny Sutcliffe  
Renée St. Onge

Dr. Ariella Zbar

**MEDIA PRESENT**

Sudbury Star

**J. HUSKA PRESIDING**

**1. CALL TO ORDER**

The meeting was called to order at 1:30 p.m.

**2. ROLL CALL**

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

There were no declarations of conflict of interest.

**4. DELEGATION/PRESENTATION**

**i) Public Health Update on Cannabis**

– Anik Proulx, Manager, Health Promotion Division

Dr. Sutcliffe indicated that both the Health Promotion and Health Protection staff will have responsibilities as it relates to cannabis; however, today's presentation will focus on health promotion's work as the provincial government has paused relevant legislation and is undergoing a review.

Health Promotion Manager, A. Proulx, was introduced and welcomed to provide the local context, outline health impacts of cannabis use, share legislation to date, and describe public health's approach.

Under the Ontario Public Health Standards, public health has a responsibility to prevent or delay substance use, to use a public health approach to strengthen community capacity and minimize the harms and negative health impacts associated with cannabis consumption, and to work with partners to address the impacts of substance use.

The Board was informed on the difference between recreational and medical cannabis, health effects, statistics of use (for which the data is considered to be underreported since cannabis is an illegal substance). It was noted that evidence shows that cannabis use carries significant health risks, especially for individuals who use it frequently, begin to use it at an early age or both. Regular use of cannabis during adolescence is associated with changes to brain structure and function which may limit a young person's educational, occupational and social potential.

The Ontario Cannabis Act will come into force on October 17, 2018, the same day that cannabis is legalized by the Federal government. The Smoke-Free Ontario Act (SFOA) 2017, to come into force July 1, 2018, was paused by the provincial government to review the new regulations related to vaping. The new SFOA was intended to regulate the smoking and vaping of medical cannabis. The province is also introducing legislation for a private retail model that, if passed, will be launched by April 1, 2019.

The public health approach to the legalization of cannabis has four areas of focus and the Public Health Sudbury & Districts work for each approach was outlined:

- 1) monitoring and surveillance
- 2) health protection
- 3) harm reduction
- 4) health promotion

Questions were entertained. A. Proulx described the health unit's work with community partners, including schools and post-secondary institutions. The use of medicinal versus recreational cannabis was further described. The public health's focus, as it relates to harm reduction and health promotion was clarified. A. Proulx was thanked for her presentation.

## **5. CONSENT AGENDA**

- i) **Minutes of Previous Meeting**
  - a. Fifth Meeting – June 21, 2018

- ii) **Business Arising From Minutes**
- iii) **Report of Standing Committees**
  - a. Board of Health Executive Committee Unapproved Minutes dated July 11, 2018
- iv) **Report of the Medical Officer of Health / Chief Executive Officer**
  - a. MOH/CEO Report, September 2018
- v) **Correspondence**
  - a. Repeal of Section 43 of the Criminal Code Refresh 2017
    - Letter from the Perth Board of Health to the Minister of Justice dated June 14, 2018
  - b. Cannabis Sales Taxation Revenue
    - Letter from the Grey Bruce Health Unit Acting Medical Officer of Health to the Premier-Elect dated June 18, 2018
  - c. Recommendation/Resolution Report – Oral Health Report Update 2018
    - Letter from the Grey Bruce Health Unit Acting Medical Officer of Health to the Windsor-Essex County Health Unit dated June 18, 2018
  - d. Youth Exposure to Smoking in Movies
    - Letter from the Grey Bruce Health Unit Acting Medical Officer of Health to the Ontario Film Review Board dated June 18, 2018
  - e. Cancellation of the Basic Income Research Project
    - Letter from the Public Health Sudbury & Districts Board Chair to the Premier of Ontario dated August 3, 2018
    - Email from the Premier of Ontario to the Public Health Sudbury & Districts Board Chair dated August 7, 2018
    - Letter from the Association of Local Public Health Agencies to the Minister of Children, Community and Social Services dated August 2, 2018
    - Letter from the Simcoe Muskoka Board of Health to the Minister of Children, Community and Social Services dated August 1, 2018
    - Letter from the Peterborough Public Health Board of Health to the Minister of Children, Community and Social Services dated August 3, 2018
    - Letter from the North Bay Parry Sound District Board of Health to the Premier of Ontario and the Minister of Children, Community and Social Services dated August 16, 2018
    - Letter from the Haliburton, Kawartha, Pine Ridge District Board of Health to the Minister of Children, Community and Social Services dated August 17, 2018
    - Letter from the Timiskaming Board of Health to the Premier of Ontario dated August 8, 2018
    - Letter from the Leeds, Grenville and Lanark District Board of Health to the Premier of Ontario dated August 30, 2018
    - Letter from the Huron County Board of Health to the Premier of Ontario dated September 6, 2018

f. Drug Policy Reform

- Letter from the Simcoe Muskoka District Board of Health to the Minister of Health and the Minister of Justice and Attorney General of Canada dated July 10, 2018
- Letters from the Toronto Board of Health to interested parties dated August 1, and August 3, 2018

g. Smoke-Free Ontario Act, 2017

- Letter from the President of the Association of Local Public Health Agencies to the Minister of Health and Long-Term Care dated July 4, 2018
- Letter from the Timiskaming Board of Health to the Minister of Health and Long Term Care dated July 12, 2018
- Letter from the Kingston, Frontenac and Lennox & Addington Board of Health to the Deputy Premier and Minister of Health and Long-Term Care dated July 16, 2018
- Letter from the Premier of Ontario to the Public Health Sudbury & Districts' Board Chair dated July 17, 2018
- Letter from the Windsor-Essex County Board of Health to the Premier of Ontario dated July 19, 2018
- Letter from the Middlesex-London Board of Health to the Minister of Health and Long-Term Care dated July 20, 2018
- Letter from the Chatham-Kent Board of Health to the Premier of Ontario dated July 23, 2018
- Letter from the Association of Local Public Health Agencies President to the Minister of Health and Long-Term Care dated July 24, 2018
- Letter from the Board of Health for the Grey Bruce Health Unit to the Premier of Ontario dated July 27, 2018

h. Supervised Consumption Facilities

- Letter from the Association of Local Public Health Agencies to the Minister of Health and Long-Term Care dated July 27, 2018

i. Health and Physical Education Curriculum

- Letter from the Ontario Physical and Health Education Association President and the Executive Director & CEO to Dr. Sutcliffe dated August 1, 2018

j. Literacy in Ontario Curriculum

- Letter from the Kingston, Frontenac and Lennox & Addington Board of Health to the Provincial Minister of Education/Minister Responsible for Early Years and Child Care dated April 26, 2018
- Letter from the Grey Bruce Health Unit Acting Medical Officer of Health to the Provincial Minister of Education/Minister Responsible for Early Years and Child Care dated June 18, 2018
- Letter from the Peterborough Public Health Board of Health to the Deputy Premier and Minister of Health and Long-Term Care and the Minister of Education dated July 16, 2018

vi) **Items of Information**

- a. Public Health Sudbury & Districts Workplace Health Newsletter, English and French 2018 Spring/Summer
- b. alPHa Information Break Newsletter July 24, 2018  
August 31, 2018
- c. 2018 alPHa Conference Proceedings, The Changing Face of Public Health June 10 to 12, 2018
- d. The Globe and Mail Article Delving into the health data shows that Canadian kids aren't all right By André Picard September 4, 2018
- e. Public Health must become a priority by Trevor Hancock and Sen. Art Eggleton September 12, 2018

It was clarified that the *Health Matters* municipal election primer will be shared with all municipal candidates of PHSD constituent municipalities. The primer from alPHa and the primer we had developed for the provincial election candidates were used for the development of the municipal primer. The municipal primer will outline PHSD priority public health issues. It will be posted to the PHSD website and promoted through social media.

Board members were pleased with the Chair's letter to the provincial government on Ontario Basic Income Research Project and the Reduction in the Scheduled Social Assistance Rate.

**27-18 APPROVAL OF CONSENT AGENDA**

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

**CARRIED**

**6. NEW BUSINESS**

i) **Annual Board of Health Self-Evaluation**

- 2018 Board Self-Evaluation Questionnaire  
(electronic survey is available to Board members in BoardEffect app)

Board members are asked to complete the 2018 Board of Health self-evaluation survey by Tuesday, October 23, 2018. The completion rate for the annual Board of Health member self-evaluation will be included as one of the indicators in the 2018–2022 Accountability Monitoring Plan.

One new survey question that aligns with BOH Manual Policy C-I-14 BOH Self-Evaluation invites comments that would be helpful for the Chair as part of continuous

improvement. The electronic survey can be completed in BoardEffect and responses are anonymous. Reminders will be sent to the Board.

**ii) 2018 Annual Service Plan and Budget Submission**

- Ministry of Health and Long-Term Care (MOHLTC) Overview and Feedback Slide Deck, August 2018

Dr. Sutcliffe clarified that although there is no action nor decisions related to this agenda item, it has been placed under New Business to recap the background and review the current status of these provincial reporting requirements.

A summary was provided regarding the MOHLTC directions to public health units since the release the first Annual Service Plan and Budget Submission template. The 2018 Annual Service Plan was the first MOHLTC template that required all public health units to describe the complete picture of programs and services being delivered, demonstrate that programs align with community priorities, and demonstrate the use of funding per program and service.

All Boards of Health have received specific feedback on their 2018 Annual Service Plan submission.

The MOHLTC has shared summaries from the 2018 public health unit submissions including total budget and FTEs by Ontario Public Health Standard, total FTEs by job categories, as well as the programs and interventions.

Due to the variation in the 2018 Annual Service Plan submissions, the templates were reviewed in depth and health units are being asked to review proposed changes in the 2019 templates. A draft risk management template to be completed annually by health units was also shared by the MOHLTC for feedback. The MOHLTC template was developed by the same individual with whom we had previously consulted on for risk management. Public Health Sudbury & Districts has a risk management plan in place and is well prepared to report to the Ministry on this topic.

It was concluded that, overall MOHLTC feedback regarding our 2018 Annual Service Plan was positive. A lot of internal program planning work is taking place for the upcoming 2019 Annual Service Plan. There are still unknowns regarding provincial direction on a number of public health files. The Northeast public health units continue to work on the collaboration initiative to look for opportunities to best work collaboratively. Further information will be shared with the Board as this project progresses.

## **7. ADDENDUM**

## 28-18 ADDENDUM

***MOVED BY CRISPO– LOFTUS: THAT this Board of Health deals with the items on the Addendum.***

**CARRIED**

### ii) Opioid Overdoses Data

- Statement from the Co-Chairs of the Special Advisory Committee dated September 18, 2018, Public Health Agency of Canada

Data has been released on apparent opioid-related deaths and suspected overdoses in Canada for the first quarter. Locally, work continues to address the opioid crisis through surveillance and working with local community partners and there is a desire to pursue a feasibility study for a supervised injection site or overdose prevention site.

### iii) Environmental Public Health Week

- Public Health Sudbury & Districts Poster *Over 100 years of distinction in public health protection*

Board members were informed that Environmental Public Health Week will be celebrated the week of September 24 to 28, 2018. The work of environmental public health practitioners is highlighted in the shared poster that will be made visible in the lobby of 1300 Paris Street next week as well as a new release and social media posts.

## 8. ANNOUNCEMENTS / ENQUIRIES

The Board Executive Committee will be meeting to review the draft Indigenous Engagement Strategy next Tuesday before it is tabled at the October 18, 2018, Board of Health meeting. Board members are invited to attend the launch of the Public Health Sudbury & Districts Indigenous Engagement Strategy on October 18, 2018, at 3 p.m. in the Ramsey Room. An evening presentation will also be held that evening at 7 p.m. at Laurentian University with special guest Ken Lamoureux and live streamed. An email with the *Save the Date* has been sent to Board members who are asked to RSVP. Meeting requests will also be sent.

A print of 2018 Board of Health group photo was provided to all Board members.

## 9. ADJOURNMENT

### 29-18 ADJOURNMENT

***MOVED BY LOFTUS – CRISPO: THAT we do now adjourn. Time: 2:16 p.m.***

**CARRIED**

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(Chair)

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(Secretary)

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

# STAFF REPORT

**DEPARTMENT:** Administration

**DATE:** September 27, 2018

**ITEM:** Q3 Budget Variance Report

**RECOMMENDATION:** Be it resolved that:

Information only.

**BACKGROUND:**

Budget to actual with variances are circulated quarterly.

**ANALYSIS:**

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

**TREASURY -**

**TAXATION** - Includes full year of revenue, Q4 school board payments outstanding. It should be noted that we have received approximately \$34k additional supplementary tax revenues as MPAC is getting caught up on several old building permit information.

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

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

**ADMINISTRATION -**

**Fees, Charges, Donations** - POA Administration fee \$25,000 billed at year end.

**COUNCIL** - This includes \$1,724,175 of transitional costs that have not yet occurred, positive variances reflects council travel- \$9,700, and offsetting negative variances of \$23,374 due to legal expenses. The one-time police costs are reflected here as a council initiative as the Police Services Board had already approved their agenda prior to budget being adopted.

**ADMINISTRATION EXPENSES** - Included are \$140,000 for building improvements which due to other factors have not yet moved forward and will most likely be deferred to next years budget.



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## **FIRE –**

VOLUNTEERS – honorariums paid semi-annually.

FACILITY MAINTENANCE – some anticipated work has been deferred in consideration of the new hall to be built.

VEHICLES & EQUIPMENT – includes budget for amortization of \$18,000 for Q3 to be recorded at year end.

**POLICE SERVICES** –Overall positive variance is 6%.

## **BUILDING SERVICES –**

PERMITS AND FEES - budget reflects permit for new school.

ANIMAL CONTROL – 4<sup>TH</sup> Quarter payment included. SERVICES – September invoices for services rendered invoiced in October.

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

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

## **TRANSPORTATION –**

OPERATIONS – Positive variance – approx. \$15,000 reflects improvement in allocating time to Water & Sewer services

MACHINERY, VEHICLES & EQUIPMENT – Positive variance due parts and labour.

ROADS, BRIDGES & CULVERTS, TRAFFIC OPERATIONS – all well below budget due to timing of work to be completed, gravelling & culvert work usually occurs in the fall. Also, the department was short 1 person for approximately 6 months.

STREETLIGHTS – hydro 2 months behind in billing

CAPITAL – Positive variance is due to timing of funding received and payments out to contractor.

## **WATER & SEWER SERVICES –**

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

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variance of \$280,602 and \$398,615 are a result of timing differences expect to meet budget at year end

OPERATIONS & DISTRIBUTION – Combined Budget for amortization approximately \$518,500 for 9 month period

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

CAPITAL – projects are on target, positive variances are expected as contract came in below budget.

#### **ENVIRONMENTAL –**

GARBAGE COLLECTION & LANDFILL – paid at the end of the month for the following month.

HOUSEHOLD HAZARDOUS WASTE DAY – event was on budget.

**HEALTH SERVICES** – SDHU Payments to are made in advance

CEMETERY – Revenues are \$8,400 higher than budget, \$2,700 allowance for Amortization to be booked at the end of the year.

**SOCIAL SERVICES** – MSDSB variances, refund of \$36,914.

CARE VAN- allowance of \$3,750 for amortization to be booked at year end, various other small variances.

#### **LEISURE SERVICES –**

BALL PARKS – seasonal item, therefore all revenue included, revenue up slightly, all expenditures were below budget generating the positive variance.

CLEAR LAKE BEACH – lots of work required due to increased usage and aging structures, new benches installed, change rooms upgraded, trees planted, more dragging of beach required however the wages were not budgeted here, the overage in wages is offset by positive variances in other areas of public works.

PROGRAMMING – negative variance due to vacation payments will be offset with year end reversal of accrual, transfer from reserves of \$25,000 will be done at year end to offset Master Plan costs.

OFFICE OPERATIONS – there was a change in staffing at the front desk creating a

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positive variance, other timing differences

**BUILDING & FACILITY** – Of the positive variance of \$272,500, Amortization to be recorded at year end, \$196,236 at Q3. Hydro 2 months in arrears in billing, currently show a \$38,000 positive variance, other small variances

**ARENA** – negative variance reflects maintenance work completed, but large portion of revenues to be captured in Q4.

**LIBRARY** – Overall negative variance is 4%.

**COMMUNITY EVENTS** – Small variances, dependent on timing of events, Pumpkin Festival in October.

**ECONOMIC DEVELOPMENT –**

Community Revitalization grant received and included in income, the municipality has 2 years to utilize this and some portion is to be applied to the Historical Site as well as to offset the cost of banners, these expenditures have not occurred.

**SIGNIFICANT BALANCE SHEET AMOUNTS:**

CASH - \$8,701,801

**TAXES RECEIVABLE**

For comparison:

Q3 Summary

	<u>2018</u>	<u>2017</u>
Current	1,208,550.07	1,127,726.85
1 year	188,741.63	176,437.04
2 years	89,561.90	90,332.38
3 years	55,442.48	28,745.24
	<u>1,542,296.08</u>	<u>1,423,241.51</u>

This increase of 8.365% is concerning, as there were the municipal levy stayed the same as last year. An increase in the current amount can be attributed to the increase in the number of PAP's that effectively spread their payments equally over the year.

There are currently 654 (2017 – 571) properties on pre-authorized monthly withdrawals, this represents approximately 36.5% of eligible properties.

We currently have 9 properties in the tax sale process, with one extension agreement in place.

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**EXISTING POLICY:** n/a

**STRATEGIC GOAL:**

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

**FINANCIAL COMMITMENT:** N/A

**IMPLEMENTATION:** N/A

**Prepared By:** Cynthia Townsend

**Department Manager:** \_\_\_\_\_

**Clerk Treasurer/Administrator:** Cynthia Townsend

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

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

# TOWN OF ESPANOLA COUNCIL SUMMARIZED

For Period Ending 30-Sep-2018



	BUDGET	BUDGET	ACTUAL	VARIANCE	VARIANCE
	2018	YEAR TO DATE	2018	TO DATE	PERCENTAGE
<b>TREASURY</b>					
TAXATION	(7,708,798.00)	(5,782,348.50)	(7,967,674.70)	(2,185,326.20)	0.38
GRANTS	(2,804,400.00)	(2,103,306.00)	(2,284,456.06)	(181,156.06)	0.09
OTHER	(150,000.00)	(112,500.00)	(100,787.00)	11,713.00	-0.10
RESERVES	(354,948.00)	(266,211.00)	0.00	266,211.00	-1.00
EXPENSES	120,500.00	90,375.00	61,702.70	(28,672.30)	-0.32
TRANSFER TO RESERVES	30,000.00	22,500.00	0.00	(22,500.00)	-1.00
<b>Total TREASURY</b>	<b>(10,868,646.00)</b>	<b>(8,151,484.50)</b>	<b>(10,281,215.06)</b>	<b>(2,139,720.56)</b>	<b>0.26</b>
<b>ADMINISTRATION</b>					
FEES, CHARGES, DONATIONS	(75,900.00)	(56,925.00)	(37,166.38)	19,759.62	-0.35
TRANSFER FROM RESERVES	(1,753,995.00)	(1,315,486.25)	0.00	1,315,486.25	-1.00
COUNCIL	1,934,575.00	1,450,931.25	151,107.01	(1,299,824.24)	-0.80
ADMINISTRATION	1,259,360.00	944,520.00	833,461.11	(111,058.89)	-0.12
CAPITAL	0.00	0.00	(6,637.17)	(6,637.17)	0.00
<b>Total ADMINISTRATION</b>	<b>1,364,040.00</b>	<b>1,023,030.00</b>	<b>940,765.57</b>	<b>(82,264.43)</b>	<b>-0.08</b>
<b>FIRE SERVICES</b>					
DISPATCH	10,200.00	7,650.00	7,695.00	45.00	0.01
REVENUE	0.00	0.00	(5,127.13)	(5,127.13)	0.00
OFFICE OPERATIONS	14,600.00	10,950.00	6,164.44	(4,765.56)	-0.44
ADMINISTRATION	159,660.00	119,745.00	116,828.44	(2,916.56)	-0.02
INSPECTIONS	5,100.00	3,825.00	5,509.75	1,684.75	0.44
VOLUNTEERS	117,080.00	87,810.00	66,566.67	(21,241.33)	-0.24
FACILITY MAINTENANCE	40,640.00	30,480.00	15,032.82	(15,447.08)	-0.51
OTHER	6,100.00	4,575.00	5,816.40	1,241.40	0.27
VEHICLES & EQUIP	40,110.00	30,082.50	8,602.52	(21,478.98)	-0.71
CAPITAL	1,728,000.00	1,293,750.00	118,128.26	(1,175,620.74)	-0.91
<b>Total FIRE SERVICES</b>	<b>2,118,490.00</b>	<b>1,598,867.50</b>	<b>345,210.27</b>	<b>(1,243,657.23)</b>	<b>-0.78</b>
<b>POLICE SERVICES</b>					
POLICE SERVICES BOARD	217,480.00	163,110.00	56,497.90	(107,612.10)	-0.66
OPERATIONS	2,473,424.00	1,855,068.00	1,855,601.65	3,533.65	0.00
CAPITAL	25,000.00	18,750.00	0.00	(18,750.00)	-1.00
<b>Total POLICE SERVICES</b>	<b>2,715,904.00</b>	<b>2,036,928.00</b>	<b>1,914,099.55</b>	<b>(122,828.45)</b>	<b>-0.06</b>
<b>BUILDING SERVICES</b>					
PERMITS AND FEES	(403,200.00)	(302,400.00)	(401,708.50)	(98,308.50)	0.33
BUILDING INSPECTION SERVICES	232,360.00	174,270.00	163,832.56	(10,437.44)	-0.06
PROPERTY STANDARDS	7,050.00	5,287.50	820.19	(4,667.31)	-0.88
ANIMAL CONTROL	28,760.00	21,670.00	28,744.11	7,174.11	0.33
ELECTRICAL INSPECTIONS	5,920.00	4,440.00	5,948.13	1,508.13	0.34

# TOWN OF ESPANOLA COUNCIL SUMMARIZED

For Period Ending 30-Sep-2018



	BUDGET	BUDGET	ACTUAL	VARIANCE	VARIANCE
	2018	YEAR TO DATE	2018	TO DATE	PERCENTAGE
General Operating Fund					
EMERGENCY PLANNING	12,650.00	9,487.50	1,047.11	(8,440.39)	-0.89
HEALTH & SAFETY	3,300.00	2,475.00	604.61	(1,870.39)	-0.76
911 EMERGENCY CALLING	11,600.00	8,700.00	5,793.12	(2,906.88)	-0.33
TRANSFER TO RESERVE	186,280.00	139,710.00	0.00	(139,710.00)	-1.00
SABLES-SPANISH RIVERS	(12,440.00)	(9,330.00)	(2,643.20)	8,686.80	-0.72
Total BUILDING SERVICES	72,280.00	54,210.00	(197,761.87)	(251,971.87)	-4.65
PROVINCIAL OFFENCES					
ESPANOLA FEES	(451,500.00)	(338,626.00)	(305,244.80)	33,350.20	-0.10
ESPANOLA EXPENDITURES	398,337.00	298,752.75	209,482.57	(89,270.18)	-0.30
ELLIOT LAKE & BLIND RIVER FEES	(384,000.00)	(288,000.00)	(247,770.89)	40,229.11	-0.14
ELLIOT LAKE & BLIND RIVER EXPENDITURES	384,000.00	288,000.00	162,651.34	(125,348.66)	-0.44
Total PROVINCIAL OFFENCES	(53,163.00)	(39,872.25)	(180,881.78)	(141,009.53)	3.54
TRANSPORTATION					
OPERATIONS	851,010.00	638,257.50	623,057.72	(15,198.78)	-0.02
MACHINERY, VEHICLES & EQUIPMENT	286,380.00	216,285.00	176,413.48	(39,871.54)	-0.18
SERVICES	0.00	0.00	(51.00)	(51.00)	0.00
ROADS - PAVED	258,650.00	193,987.50	178,827.33	(15,160.17)	-0.08
ROADS - UNPAVED	157,000.00	117,750.00	107,328.06	(10,428.94)	-0.09
BRIDGES & CULVERTS	47,250.00	35,437.50	20,288.98	(15,167.52)	-0.43
TRAFFIC OPERATIONS AND ROADSIDE	74,825.00	55,968.75	47,576.50	(8,392.25)	-0.15
SCHOOL CROSSING GUARDS	25,280.00	18,960.00	14,726.22	(4,238.78)	-0.22
WINTER CONTROL	354,500.00	266,875.00	256,181.64	(9,693.36)	-0.04
STREETLIGHTS	71,850.00	53,887.50	31,410.94	(22,476.56)	-0.42
CAPITAL	410,740.00	308,055.00	(166,728.94)	(474,778.94)	-1.54
Total TRANSPORTATION	2,539,285.00	1,904,463.75	1,239,008.91	(615,454.84)	-0.32
SEWER SERVICES					
FEES	(1,236,900.00)	(923,175.00)	(642,572.16)	280,602.84	-0.30
PLANT OPERATIONS	948,900.00	711,675.00	537,354.36	(174,290.64)	-0.24
DISTRIBUTION	85,000.00	63,750.00	64,303.00	(9,447.00)	-0.15
CAPITAL	0.00	0.00	33,946.59	33,946.59	0.00
STORM SEWER	85,500.00	64,125.00	45,400.53	(18,724.47)	-0.29
FINANCING	100,000.00	75,000.00	99,018.88	24,018.88	0.32
Total SEWER SERVICES	(11,500.00)	(8,625.00)	127,461.20	136,106.20	-15.78
WATER SERVICES					
FEES	(1,531,300.00)	(1,148,475.00)	(748,859.41)	388,615.59	-0.36
PLANT OPERATIONS	1,064,373.00	790,781.25	478,309.48	(314,471.77)	-0.40
DISTRIBUTION	330,900.00	248,175.00	81,678.36	(156,496.64)	-0.63
FINANCING	100,000.00	75,000.00	99,018.88	24,018.88	0.32
SERVICE LOCATES	14,750.00	11,082.50	6,730.48	(4,332.02)	-0.39

# TOWN OF ESPANOLA COUNCIL SUMMARIZED

For Period Ending 30-Sep-2018



	BUDGET	BUDGET	ACTUAL	VARIANCE	VARIANCE
	2018	YEAR TO DATE	2018	TO DATE	PERCENTAGE
<b>Water and Sewer Operating Fund</b>					
ELEVATED STORAGE CAPITAL	31,275.00	23,456.25	1,696.63	(21,760.62)	-0.83
	2,614,000.00	1,960,500.00	1,531,686.80	(428,810.20)	-0.22
<b>Total WATER SERVICES</b>	<b>2,614,000.00</b>	<b>1,960,500.00</b>	<b>1,457,263.22</b>	<b>(503,236.78)</b>	<b>-0.26</b>
<b>ENVIRONMENTAL SERVICES</b>					
GARBAGE COLLECTION AND DISPOSAL	23,200.00	17,400.00	13,805.10	(3,594.90)	-0.21
GARBAGE COLLECTION	136,100.00	118,575.00	130,951.50	12,376.50	0.10
LANDFILL	277,000.00	207,750.00	227,355.59	19,605.59	0.09
HOUSEHOLD HAZARDOUS WASTE DAY CLEAN UP	8,300.00	6,225.00	12,408.30	6,183.30	0.99
RECYCLING	12,250.00	9,187.50	1,794.20	(7,385.30)	-0.80
	58,675.00	44,006.25	33,420.26	(10,585.99)	-0.24
<b>Total ENVIRONMENTAL SERVICES</b>	<b>537,525.00</b>	<b>403,143.75</b>	<b>419,734.95</b>	<b>16,591.20</b>	<b>0.04</b>
<b>HEALTH SERVICES</b>					
SUDBURY & DISTRICT HEALTH UNIT	189,500.00	142,125.00	142,056.00	(69.00)	0.00
DOCTOR RECRUITMENT	20,000.00	15,000.00	20,000.00	5,000.00	0.33
MSDSB - LAND AMBULANCE	697,922.00	525,441.50	545,064.53	19,623.03	0.04
CEMETERY	25,130.00	18,847.50	3,061.45	(15,786.05)	-0.84
<b>Total HEALTH SERVICES</b>	<b>932,552.00</b>	<b>699,414.00</b>	<b>708,181.58</b>	<b>8,767.98</b>	<b>0.01</b>
<b>SOCIAL SERVICES</b>					
MSDSB - GEN ASSIST AND HOUSING	428,200.00	319,650.00	277,276.72	(42,373.28)	-0.13
CARE VAN	1,973.00	1,479.75	(15,463.54)	(16,943.29)	-11.45
SENIOR CITIZENS	7,225.00	5,418.75	3,836.06	(1,582.69)	-0.29
MSDSB - CHILDCARE	68,470.00	51,352.50	50,522.22	(830.28)	-0.02
<b>Total SOCIAL SERVICES</b>	<b>503,868.00</b>	<b>377,901.00</b>	<b>316,171.46</b>	<b>(61,728.54)</b>	<b>-0.16</b>
<b>LEISURE SERVICES</b>					
OUTDOOR RINK	11,400.00	8,550.00	2,593.02	(5,956.98)	-0.70
TENNIS COURTS	3,950.00	2,962.50	11,481.32	8,518.82	2.88
BALL PARKS	53,720.00	40,290.00	47,471.48	(22,818.52)	-0.57
TRACK & FIELD	7,050.00	5,287.50	6,030.83	743.33	0.14
PLAYGROUNDS	13,780.00	10,312.50	16,826.19	6,515.69	0.63
CLEAR LAKE BEACH	14,700.00	11,025.00	24,713.13	13,688.13	1.24
COMMUNITY PARKS	12,820.00	9,615.00	14,352.22	4,737.22	0.49
PROGRAMMING	228,900.00	171,675.00	155,536.12	(16,136.86)	-0.09
COMPLEX OFFICE OPERATIONS	128,420.00	96,315.00	87,566.48	(8,746.52)	-0.09
BUILDING & FACILITY	932,880.00	699,660.00	356,843.77	(342,816.23)	-0.49
POOL	100,380.00	75,285.00	75,018.67	(266.33)	0.00
FITNESS	(64,610.00)	(48,457.50)	(40,280.44)	8,177.06	-0.17
SQUASH	(3,100.00)	(2,325.00)	(1,706.82)	618.18	-0.27
ARENA	(57,120.00)	(42,840.00)	(40,535.46)	2,304.55	-0.05
FACILITY RENTALS	(15,710.00)	(11,782.50)	(18,182.31)	(6,399.81)	0.54

# TOWN OF ESPANOLA COUNCIL SUMMARIZED

For Period Ending 30-Sep-2018



	BUDGET	BUDGET	ACTUAL	VARIANCE	VARIANCE
	2018	YEAR TO DATE	2018	TO DATE	PERCENTAGE
<b>General Operating Fund</b>					
PARKS & REC EQUIPMENT CAPITAL	10,270.00	7,702.50	6,590.64	(1,111.86)	-0.14
	4,750.00	3,562.50	(13,536.62)	(17,099.12)	-4.80
Total LEISURE SERVICES	1,382,450.00	1,036,837.50	660,766.23	(376,051.27)	-0.36
<b>LIBRARY SERVICES</b>					
LIBRARY COLLECTIONS	270,960.00	203,220.00	200,888.81	(2,333.19)	-0.01
SUMMER STUDENTS	7,480.00	5,610.00	15,552.67	9,942.67	1.77
Total LIBRARY SERVICES	278,440.00	208,830.00	216,439.48	7,609.48	0.04
<b>COMMUNITY EVENTS</b>					
SANTA CLAUD PARADE	2,890.00	2,017.50	301.27	(1,718.23)	-0.85
WINTER CARNIVAL	5,900.00	4,425.00	2,402.15	(2,022.85)	-0.45
JULY 1ST	6,100.00	4,575.00	4,007.75	(567.25)	-0.12
COMMUNITY EVENTS	15,610.00	11,707.50	4,353.58	(7,358.92)	-0.63
BEAUTIFICATION	47,520.00	35,640.00	27,716.21	(7,923.79)	-0.22
Total COMMUNITY EVENTS	77,320.00	58,365.00	38,780.96	(19,584.04)	-0.34
<b>PLANNING AND DEVELOPMENT</b>					
PLANNING	8,630.00	6,472.50	13,904.65	7,432.15	1.15
ECONOMIC DEVELOPMENT	78,395.00	58,796.25	20,022.81	(38,773.44)	-0.66
Total PLANNING AND DEVELOPMENT	87,025.00	65,268.75	33,927.46	(31,341.29)	-0.48
<b>TRUST FUNDS</b>					
CEMETERY	0.00	0.00	(9,510.73)	(9,510.73)	0.00
OTHER	0.00	0.00	(697.49)	(697.49)	0.00
Total TRUST FUNDS	0.00	0.00	(10,148.22)	(10,148.22)	0.00
Surplus (-) / Deficit	4,290,370.00	3,217,777.50	(2,312,155.69)	(5,429,933.19)	-1.69

New accts. Fire Reserve t15f 1,725,000  
Police 40,000  
W-5 Capital 2,614,000  
Small balances 88,730



## JOINT HEALTH & SAFETY MEETING MINUTES

**Thursday, September 6<sup>th</sup>, 2018**

**9:00 a.m.**

**Upstairs – Fire Hall**

**Present:**

D. Parker	Manager Rep.
C. Tessier	Alt. Manager Rep.
D. Sokoloski	Worker Rep.
B. Stewart	Worker Rep.

**Absent:** A. Kelly Worker Rep.

**Recording Secretary:** A. Duguay

**Co-Chair D. Parker presided over the meeting. The meeting was called to order at 9:02 A.M.**

### Acceptance of Minutes:

#### 1. B. Stewart – D. Sokoloski

**THAT:** The Joint Health & Safety Committee hereby approves the minutes of the June 7<sup>th</sup>, 2018 meeting. Motion carried.

**Inspections:** June inspections were completed by the Recreation Department.  
July inspections were not completed.

August inspections were completed by the Public Works Department.

Dept.	Date Inspected	# of Hazards	Date Repaired
Fire	11-Jun-18	0	N/A
	22-Aug-18	0	N/A
Admin.	13-Jun-18	0	N/A
	28-Aug-18	0	N/A
Recreation	11-Jun-18	2	18-Jun-18
	28-Aug-18	0	N/A
Library	13-Jun-18	0	N/A
	27-Aug-18	0	N/A
PWD	11-Jun-18	3	13-Jun-18
	27-Aug-18	1	28-Aug-18

September inspections are to be completed by the Recreation Department.

**Other Reports:**

WSIB NEER Firm Report – Reviewed.

Leisure Services Investigation Report – Reviewed. Co-Chair to follow up and see if the area between the mat and wall has been filled.

Public Works Department Investigation Report – Reviewed. Co-Chair to order protective gloves/jacket for mechanics.

**Outstanding Issues:** Health & Safety Policy – Members to review policy and discuss at next meeting. Co-chair to speak with Clerk to go over and request direction on how to proceed. Plan to complete before the end of 2018.

MOL Ergonomics – Co-Chair was unable to attend webinar due to conflicting schedule.

**Any Other Business:**

**Recognition Sub-Committee:**

**New Business:**

**Next Meeting:** **Thursday October 4<sup>th</sup>, 2018 @ 9:00 A.M. – Fire Hall**

**Adjournment:** **2. D. Sokoloski**

**THAT:** The Joint Health & Safety Committee is hereby adjourned. Time: 9:28 A.M. Motion carried.

  
\_\_\_\_\_  
**D. Parker, Co-Chair**

  
\_\_\_\_\_  
**D. Sokoloski, Co-Chair**



**The Corporation of the Town of Espanola**

**Bylaw No. 2877/18**

**Being a Bylaw to execute an Agreement  
Between the Corporation of the Town of Espanola  
and Northern Communication Services Inc**

**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 Northern Communication Services Inc for After Hours Answering Services for PWD Emergencies.
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 9<sup>th</sup> day of  
October 2018.**

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**Ron Piche  
Mayor**

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**Paula Roque  
Clerk**



# Northern Communications

## Message Centre Service Agreement

Between

**NORTHERN COMMUNICATION SERVICES INC.**

Hereinafter known as the Company

E-mail: [info@northerncom.com](mailto:info@northerncom.com)

230 Alder Street, Sudbury, ON P3C 4J2

And

<b>Customer Name</b>	Town of Espanola		
<b>Street Address</b>	100 Tudhope Street, Suite 2		
<b>Mailing Address</b>	596 Second Avenue	<b>P.O.#</b>	
<b>City, Province</b>	Espanola, Ontario	<b>Postal Code</b>	P5E 1C4
<b>Contact Name</b>	Dave Parker	<b>Phone#</b>	705-869-1751
<b>Contact E-mail</b>	dparker@espanola.ca	<b>Fax#</b>	705-869-4294
<b>Contact E-mail</b>		<b>Cell#</b>	705-863-1752
<b>Tax Exempt</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No HST Exemption Form to be provided by customer.		
<b>Billing Email Address</b> (for emailing of invoices & receipts): pubworks@espanola.ca			
<b>Note that if an email is not provided above, a \$4.95 monthly Paper Invoice Fee will apply.</b>			

Hereinafter known as the Customer

### CONTRACT FEES AND BILLING INFORMATION

<b>Billing ID #</b>	<b>Amtelco #</b>	<b>DID #</b>	<b>Salesperson:</b> Bill Tannock
<b>Monthly Rates:</b>		<b>Monthly Minute Allowance:</b> 45 (included in base rate)	<b>Overage Per Minute Rate:</b> \$ 1.60 (after minute allowance)
<b>Answering Service Base Rate</b>	\$ 150.00	<b>Voicemail Base Rate:</b>	\$ 0.00
<b>Voicemail Base Rate:</b>	\$ 0.00	<b>Voicemail Minute Allowance:</b> 0	<b>VM Overage / Minute Rate:</b> \$ 0.00
<b>Telco / Line Fee</b>	\$ 4.82	<b>Per Minute Rate for Incoming Calls to Toll Free #:</b>	\$ 0.04
<b>E-mail Message Distribution:</b>	\$ 14.95	<b>Per Minute Rate for Outbound Long Distance:</b>	\$ 0.04
<b>Fax Message Distribution:</b>	\$ 0.00	<b>Description of Misc. Charges / Additional Information:</b>  After hours answering for Public Works emergencies	
<b>Extra Misc. Rate:</b>	\$ 0.00		
<b>Sub-total:</b>	\$ 169.77		
<b>HST -137731337</b>	\$ 22.07		
<b>Total Monthly Base Rate:</b>	\$ 191.84	<b>Prorate fees may apply on your first invoice.</b>	
<b>One Time Activation Fee:</b>	\$ 150.00		
<b>Payment Information:</b>	Pre-authorized payment <input type="checkbox"/> Existing Account <input checked="" type="checkbox"/>		
<b>Pre-Authorized Payment:</b>	Please fill out applicable form so that we may set-up service.		

Terms and Conditions (including terms on reverse or attached).

The Company shall provide the above services for a term of: **1 year**

I/We agree to the terms and conditions as contained in this agreement.

Dated: Sept. 27, 2018

Dated:

October 1, 2018

**Customer Signature**

**Company Signature**

Dave Parker - Asst. Manager of Public Works

**Name Printed - Title**

**Name Printed - Title**

### TERMS AND CONDITIONS

Customer & Company Initials: [Signature]

Last Modified January 2018 (SB)

Page 1 of 3

Agreement for message service as described attached or on the face hereof is subject to the following terms and conditions.

1. The Customer must provide the Company with pre-authorized payment information and a signed agreement prior to the Company providing service to the Customer.
2. The Company shall invoice the Customer on the first of every month. The invoice shall contain the applicable base rate for that month (first of the month to the last of the month) and shall account for any time charges that occurred in the previous month (1<sup>st</sup> to the last) that surpassed the monthly time allowance indicated in this agreement.
3. The Company shall invoice time charges subject to a per call minimum and standard call rounding. Other rates may apply depending on the services provided, or the time of day, or the date. Special rates apply for recognized Holidays. Chargeable minutes include but are not limited to all highlighted Call Taker time for inbound and outbound calls, disconnect time, patch time etc. Note that non-highlighted Hold time is not charged.
4. In the event that additional accounts are created for the Customer, the number of minutes per month shall be aggregated for all accounts under the Agreement to determine the monthly amount billed unless otherwise identified.
5. If the Customer disputes any portion of an invoice, the Customer must bring the dispute to the attention of the Company in writing within 30 days of the invoice date. The failure of the Customer to send a written notice of dispute within this time period shall be deemed a waiver by the Customer of the right to dispute any portion of the invoice. If the dispute relates to a portion of the invoice the Customer shall be required to make payment of the undisputed balance within the time period stated on the invoice.
6. Both parties agree to keep all information in this agreement confidential, unless either party has authorized that information to be shared with third parties, except as required by law. The Company shall treat all messages as confidential and shall not intentionally disclose any messages to any unauthorized person or organization. However, the Company shall not be responsible for any inadvertent disclosure and shall have the right to cooperate with all Law Enforcement agencies or organizations and may disclose to them whatever information is requested without prior notice to the Customer of such requests.
7. The Customer agrees that the Company may record all calls for quality control purposes and to verify information from callers as required and any such recordings shall remain the property of the Company.
8. The Company shall not be responsible for any loss, damage, or inconvenience suffered by the Customer arising out of any error of the Company, its employees or agents, in receiving, transmitting or failing to receive or transmit any message in the course of providing the message service(s) indicated in this agreement. Any such error shall not give rise to any liability for breach of contract, tort or otherwise on the Company's part, except to return to the Customer payment of a reasonable value of its Message Services not performed fixed at and limited to the return of not more than the monthly base rate of the month in which any such error occurs. The Company will not be liable under any circumstances, for any lost profit, economic or consequential damage or for any claim or demand against the Customer by any other person or company. Should the Company be found liable, the maximum amount payable will be \$250.00 or the monthly base rate, whichever is greater.
9. The Company shall not be liable for any interruption or failure in Service which may occur due to mechanical or technical difficulties, war, acts of God, fire, storms, accidents, government regulations, interference, labour disturbances (strikes or walkouts), or any other cause whatsoever beyond its reasonable control.
10. It is understood and agreed that, upon completion of the initial term, this contract will automatically be renewed on the same terms and conditions for a further term of the same length unless written notice of cancellation is provided at least thirty (30) days prior to the commencement of any automatic contract renewal date. Thereafter, this agreement shall be renewed automatically in the same manner and upon the same terms and conditions at the expiration of each renewal.
11. The Company reserves the right to adjust rates at any time, providing at least 30 days' notice is provided.
12. Automatic payments are typically processed by the Company on the first business day of the month. If a pre-authorized payment is rejected, the Customer must pay the applicable penalty fee and invoice amount 15 days from the date of invoice. The Customer agrees to pay penalty fees for late payments, returned payments, or contract cancellation for non-payment at the then current rate or as follows, whichever is greater: Late payment charges of 2% per month (24% per annum). A \$45.00 administrative fee will be charged to the account for any returned payments (cheques, credit cards, PAP, etc.). Contract cancellation before the expiration of the initial term or any renewal term is subject to the remaining basic monthly fees under the terms of this agreement. Therefore, the Customer shall continue to be obligated to pay for the cost of the services under this Agreement to the date of expiration of the initial term or subsequent renewal term.
13. Either party may assign or contract their responsibilities as contained in this agreement with the consent of the other party. Such consent not to be unreasonably withheld. In such event, the Customer shall deal with, look for the performance of this agreement to and have remedies for breach of this agreement against the assignee only and the Company shall, upon such assignment, be released from any obligation to the Customer hereunder.

14. This agreement constitutes the entire agreement between the parties and no changes can be made, save in writing and signed by both parties. There are no representations, conditions or understandings except those contained in this Agreement.
15. All notices required under this agreement will be in writing and will be emailed or mailed to the address of the party as shown in this Agreement. All notices so sent will be deemed to have been received by the recipient on the following business day following the emailing thereof or on the third business day following the mailing thereof. The address of either party may be changed by providing written notice.
16. This document, when signed by the Customer and accepted by an authorized Company representative, shall constitute a binding contract of purchase of the described services.
17. The Company may forthwith suspend or cancel service without notice if any payment is overdue or any cheque/PAP not honored, in addition to any other right or remedy it may have. The Company may also, at its discretion, charge the Customer the base rate for the months remaining on the contract. If the Company sends the account to a collection agency, it is understood and agreed that the Company is entitled to do so for the outstanding balance, plus the value remaining on the contract, plus interest, plus any collection costs it will incur.
18. Under no circumstances will the Company tolerate discrimination of any form against its personnel or verbal abuse in any form from the Customer or the Customer's personnel at any time. In such circumstances the Company shall, at its absolute discretion, have the right to terminate the Agreement with immediate effect.
19. Charges for outbound calls to International and special locations as well as Cellular and CLEC calls may vary by area and by the month.
20. All Message Service Customers are assigned at least one (1) DID (phone number) and agree to pay the standard Telco Fee which covers some of the telephone costs associated with handling your account.

**G2 Recommendation regarding Rescheduling Regular Meeting of Council**

- 18-166 Be It Resolved That: The Regular Meeting of Council of October 23<sup>rd</sup> is rescheduled to October 30<sup>th</sup>, 2018.



## MEMO

DATE: September 27, 2018  
TO: Mayor and Council  
FROM: Cynthia Townsend, CAO/Treasurer  
RE: 2019 Budget Challenges

The following are expected to be challenges as we enter the next budget cycle:

- Grants – The new Ford Government has announced the deficit is much larger than first anticipated and has already taken action in many sectors, we were fortunate in that we had already received our grant under the cycling program before this was withdrawn
  - In 2018, we received \$45,137 from the Provincial Gas Tax program to offset the operating cost of the Care Van, this could be negatively impacted both due from a decline in the population as noted by Stats Can and the nature of the program and its subjectivity to the allocations of the provincial government
  - The federal gas tax contributions have also decreased as a result of the lower census by \$35,400 – this has historically been utilized on capital projects
- OMPF – This is the largest regular operating grant the municipality receives and it has been declining 3-5%/year under the newly designed program. This could result in further declines of \$60,000 - \$100,000, which could range from \$26 – 44/household.
- Councillor Remuneration – this will be brought to council for decision, with the federal government changing the 1/3<sup>rd</sup> remuneration from being tax exempt councils are considering whether to accept less or increase their remuneration to keep the same take amount of take home pay after taxes

100 Tudhope Street • Suite 2, Espanola, Ontario P5E 1S6  
Telephone: (705) 869-1540 • Facsimile: (705) 869-0083  
Website: [www.espanola.ca](http://www.espanola.ca)



- Assessments – We currently have 4 significant property appeals outstanding for 2017 & 2018
- Gas – the Carbon Tax has been eliminated, so hopefully we will see reductions in fuel and natural gas, year over year we have had approximately a 16% increase
- CPI for 2018 is expected to be approximately 2.0% for the year, for 2019 it is expected to be 2.1%
- CUPE increases have been set at 1.2% - 1.5%

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