



REGULAR COUNCIL AGENDA

For the Corporation of the Town of
Espanola

Council Meeting

To Be Held On

Tuesday, September 12, 2017
Council Chambers
Municipal Building

100 Tudhope Street
7:30 pm



Espanola Council AGENDA

*For the Regular Meeting of the Town of Espanola
To Be Held On **Tuesday, September 12, 2017** at 7:30 p.m.
In The Council Chambers, Municipal Building*

7:30 P.M.

REGULAR MEETING OF COUNCIL
Council Chambers, 100 Tudhope Street

Please note this meeting will be live streamed.

Disclosure of Pecuniary Interest and General Nature Thereof

PUBLIC HEARINGS

1. Under Section 34 of the Planning Act, a public hearing is being held for the purpose of receiving comments on a Zoning Bylaw Amendment:

Applicant: Dorian Lacasse

Purpose: To rezone property located on MERRITT CON 6 LOT 10 PCL
27576 RP 53R9424 ART 1, 585 OLD WEBBWOOD RD, TOWN OF
ESPANOLA in part from rural (RU) to Rural Special Exception 4 (RU-4) in
order to permit automotive repair shop.

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

Meeting for the purpose of receiving comments on the following request from
Camp Quality Northern Ontario:

A temporary an exemption to the Bylaw 1966/07 Setting off Fireworks and Bylaw
1189/96 Noise Control Regulations be granted for the Camp Quality Reunion on
Saturday, September 23, 2017 to allow the Espanola Fire Department to set off
fireworks on the Track and Field.

DELEGATIONS

Mr. Yves Carriere, Local Resident

QUESTION PERIOD

PART 1 - CONSENT AGENDA

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

- CA-014-17 Be It Resolved That: Items A1 to F2 inclusive contained in Part 1, Consent Agenda be adopted.

Adoption of Minutes

A1 Regular Meeting of Council of August 8, 2017

A2 Special Meeting of Council of August 8, 2017

A3 Special Meeting of Council of August 17, 2017

- 17- 144 Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of August 8, 2017; Special Meeting of Council of August 8, 2017; Special Meeting of August 17, 2017.

Board and Committee Reports

B1 Corporate Services Committee Meeting of September 5, 2017

- 17- 145 Be It Resolved That: The following Board and Committee reports are hereby received: Corporate Services Committee Meeting of September 5, 2017.

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

None

Bylaws and Resolutions

The following bylaws will be read and passed.

E1 Bylaw No. 2805/17

- 17-146 Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of August 8, 2017.

E2 Bylaw No. 2759/17

- 17- 147 Being a Bylaw to execute an Agreement between the Town of Espanola and the Canadian Union of Public Employees and its Local 4705.

Reports

F1 Public Works Department Departmental Report for July 2017

F2 Fire Department Departmental Report for July 2017

- 17-148 Be It Resolved That: The following reports are hereby received; Public Works Department Departmental Report for July 2017; Fire Department Departmental Report for July 2017.

PART II - REGULAR AGENDA

Bylaws and Resolutions

G1 Recommendation regarding Zoning Bylaw Amendment

- 17-149 Be It Resolved That: Bylaw 2804/17 be adopted, being a bylaw to rezone 585 Old Webbwood Rd from RU – Rural to RU -4 – Rural Special Exception Four in order to permit an automotive repair shop accessory to an existing residential dwelling.

G2 Recommendation regarding Camp Quality

- 17-150 Be It Resolved That: An exemption to the Bylaw 1966/07 Setting off Fireworks and Bylaw 1189/96 Noise Control Regulations be granted for the Camp Quality Reunion on Saturday, September 23, 2017 to allow the Espanola Fire Department to set off fireworks on the Track and Field.

G3 Recommendation regarding NSSAR Road Toll

- 17- 151 Be It Resolved That: Council for the Town of Espanola permits the North Shore Search and Rescue to hold a voluntary road toll on November 18, 2017 from 9 am to 5 pm between the entrance of Home Hardware and the entrance to Canadian Tire on Hwy 6 providing the same security measures are followed as in previous years.

G4 DSSAB Governance and Accountability Review

- For Discussion

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 for July & August

Correspondence re: Bill 68 asking for feedback from Council

Correspondence re: POA modernization efforts

FONOM Correspondence re: Species at Risk Guide

Correspondence re: Joint and Several Liability

FONOM correspondence re: What you need to know regarding changes to the Blue Box program

Correspondence re: Heritage Conservation

Resolution from Oro Medonte re: Ontario's Wildlife Damage Compensation Program

FONOM Summer Newsletter 2017

Conference and Conventions

None

Mayor and Councillor Reports and Announcements

Verbal

Future Council/Committee Meetings

Special Meeting of Council of September 20th, 2017 @ 7:00 pm

Recreation Complex – Rink Side Auditorium

Community Services Committee Meeting of September 19th, 2017 @ 3:00 pm

Regular Meeting of Council of September 26th, 2017 @ 7:30 pm

Adjournment

Closed Meeting (if required)

Traci Denault-Roque

From: Yves Chantal [yccarriere@eastlink.ca]
Sent: Friday, September 01, 2017 3:41 PM
To: town copier user
Subject: New garbage pickup bylaw

I'm requesting to speak to council on this matter. This would take appropriately twenty minutes. Please let me know which meeting this would take place.

Kind regards
Yves Carriere
394 Bois ST

Sent from my iPhone This message is only intended for the use of the intended recipients and may contain information that is privileged proprietary and/or confidential.

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Traci Denault-Roque

To: Y & CCarriere
Subject: RE: New garbage pickup bylaw

From: Y & CCarriere [<mailto:yccarriere@EastLink.ca>]

Sent: Tuesday, September 05, 2017 9:03 PM

To: Traci Denault-Roque

Subject: RE: New garbage pickup bylaw

Hello Traci,

As per our conversation this morning I thought of a few questions.

Do we know what is the recovery (recycle) rate?

If so do we measure by weight or volume or estimate?

Is there a cost or saving to the tax payers and what is the estimate?

Who will determine that the clear garbage bag is in compliance and will be collected?

How will you let the home owner know the reason his garbage was not picked up?

How is the weight going to be determined?

How will you educate new residents?

How do you protect the privacy of personal hygiene if you have several bathrooms in your house?

Hope to get a response soon.

Kind regards

Yves Carriere

Traci Denault-Roque

To: Cynthia Townsend
Subject: RE: New garbage pickup bylaw

From: Cynthia Townsend
Sent: Wednesday, September 06, 2017 2:03 PM
To: yccarriere@EastLink.ca
Cc: Traci Denault-Roque
Subject: FW: New garbage pickup bylaw

Good afternoon Mr. Carriere,

In response to your questions below, please note:

- 1) We have conducted waste audits which suggest that 88% of households recycle, 12% do not. However, it has also been suggested by our contractor that there are still many recyclables going to the landfill, so maybe households are not recycling all of their items. This has not been quantified.
- 2) Our collection contractor measures recycling by weight and garbage by volume and we receive a report annually.
- 3) The cost saving to switching to clear bags and limiting the number of bags to 2, represents a small cost savings of only \$6,700. This reflects the fact that currently 96% of households already have an average of less than 2 bags/week. Increasing our waste diversion efforts will most likely assist in our recycling funding, however this amount cannot be determined. We receive between \$25,000 and \$33,000 annually for recycling, however this is a competitive process where funds are awarded based on points achieved in demonstrating various waste diversion efforts.
- 4) Riverside Enterprises will be responsible for leaving a tag on the garbage bag if it is not picked up because it contains recycling items.
- 5) Riverside will also determine weights, I will have to confirm with them that they will have a weigh scale on their truck.
- 6) We will be working on a pamphlet for new residents, which will be available at the Town office, which would contain important contact numbers as well as the garbage and recycling information. Any input you might have on what information would be useful would be greatly appreciated.
- 7) On a weekly basis, each household is allowed one privacy bag, multiple bags could be placed into this privacy bag provided it is the size of a small kitchen garbage or grocery bag. There will be provisions in the new bylaw to address medical waste.

The draft bylaw is being reviewed by staff and will be presented to council for their consideration on September 26th.

I tried to locate a phone number to call and discuss however I couldn't locate your number. If you have any other questions please do not hesitate to contact me.

Please advise if you would like to keep your delegation with council for next Tuesday.

Thank you,
Cynthia



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

**Council Chambers
Municipal Office**

**August 8, 2017
7:30pm**

His Worship Mayor Piche presided over the meeting.

Present:

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

Staff: P. Roque, Clerk; T. Denault-Roqué, Recording
Secretary

The Mayor stated that this meeting will be live streamed.

Disclosure of pecuniary interest and the general nature thereof.

Mayor Piche advised that he is declaring a conflict with item G1. He further advised that Councillor Foster will preside over this portion of the meeting.

Public Hearing

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

Meeting for the purpose of receiving comments on the following request from the Espanola Annual Mixed Slo-Pitch Committee;

A temporary exemption from Municipal Bylaw No. 1189/96, being a Noise Bylaw to permit the Espanola Annual Mixed Slo-Pitch Tournament to allow a Home Run Derby on Friday, August 11th, from 9:00 pm until 12:00 am on Saturday, August 12th, and music and live bands at the pavilion on Saturday, August, 12th from 7:00 pm until 2:00 am Sunday, August 13th, 2017. This event will take place at the Red McCarthy Memorial Ball Fields Pavilion.

The applicant was not present. There were not written or verbal comments received.

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

Delegations/Petitions

Mr. Albert Cormier, Local Resident addressed Council with his concerns regarding the new regulations coming into effect for garbage and recycling.

He explained that his household generates 1.5 to 2 bags of medical waste weekly in addition to the 2 bag limit.

Mr. Cormier was interested in receiving more information regarding the following questions:

1. Will a letter be required from a specialist to prove the need for additional garbage bags?
2. Who will notify Riverside that bags will contain medical waste?
3. Will there be an additional cost to purchase bags for these extra bags?

A discussion ensued.

Mayor Piche advised that Council is still working on all the details of this item but will take into consideration all comments to ensure all residents are being accommodated.

Question Period

None

CONSENT AGENDA

CA-013-17 R. Yocom – R. Duplessis

Be It Resolved That: Items A1 to F6 contained in Part 1 Consent Agenda be adopted.

Carried

Items A1-A2
Minutes

17-136 R. Duplessis – R. Yocom

Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of July 11, 2017; Special Meeting of Council of July 12, 2017.

Carried

Board and Committee Reports

Item B1
Board and
Committee Reports

17-137 R. Yocom – R. Duplessis

Be It Resolved That: The following Board and Committee reports are hereby received: Espanola Public Library Board Meeting Minutes of May 8, 2017.

Carried

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

None

Bylaws and Resolutions

Item E1

Confirmatory Bylaw

17-138 R. Dufour – R. Duplessis

Be It Resolved That: Bylaw No 2802/17 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of July 11, 2017.

Carried

Item E2

**Agreement for
Shared Building
Services**

17-139 R. Duplessis – R. Dufour

Be It Resolved That: Bylaw No 2800/17 be adopted, being a Bylaw to execute an Agreement between the Town of Espanola, the Township of Sables Spanish Rivers, the Township of Nairn Hyman and the Township of Baldwin for Building Inspection Services.

Carried

Reports

Items F1-F6

17-140 R. Duplessis – R. Dufour

Be It Resolved That: The following reports are hereby received; Building Department Departmental Report for June 2017; POA Department Departmental Report for May & June 2017; Public Works Department Departmental Report for June 2017; Fire Department Departmental Report for June 2017; Espanola Police Services Board Meeting Minutes of June 15, 2017; Manitoulin-Sudbury DSB Board Meeting Minutes of June 22, 2017.

Carried

Councillor R. Duplessis inquired as to which Bylaw charge was laid in 2017. Staff advised that information can be obtained and provided.

PART II

REGULAR AGENDA

Bylaws and Resolutions

Mayor Piche removed himself for the Council table and Councillor Foster presided over this portion of the meeting.

Item G1

**2017 Annual Slo
Pitch Tournament**

17-141 B. Foster – S. Meikleham

Be It Resolved That: Council hereby authorizes a temporary exemption from certain provisions of Noise Bylaw No 1189/96 during the 2017 Annual Slo-Pitch Tournament at the Red McCarthy Athletic Fields on Friday, August 11, 2017, from 8:00 pm until 12:00 am to host a homerun derby and Saturday, August 12, 2017 from 8:00 pm until 2:00 am Sunday, August 13, 2017 to hold a outdoor dance with a live band at the Red McCarthy Athletic Fields Pavilion, provided adequate security is provided.

Carried

Mayor Piche returned as Chair.

Item G2
**Changes to the
Employment
Standards Act**

17-142 S. Meikleham – B. Foster

Be It Resolved That: WHEREAS the Province of Ontario has recommended changes to the Employment Standards Act; and WHEREAS the Province of Ontario has many municipalities with differing and unique economic circumstances; and WHEREAS to protect jobs against unintended consequences that may come about as a result of implementing these changes; Council of the Town of Espanola supports the AMO recommendations and suggestions as attached; THEREFORE BE IT RESOLVED THAT Council for the Town of Espanola supports the Ontario Chamber of Commerce's request that an Economic Impact Analysis on the proposed reform be completed, while taking into consideration AMO's recommendations, prior to implementation.

Carried

Item G3
**FONOM Resolution
No 2017-12**
***Proposed Made-In-
Ontario ESA Species
at Risk Guide***

17-143 B. Foster – S. Meikleham

Be It Resolved That: Council for the Town of Espanola supports FONOM's resolution No 2017-12; Proposed Made-in-Ontario ESA Species at Risk Guide as attached.

Carried

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

Correspondence re: Ontario Ombudsman

Correspondence re: Stewardship Ontario

Correspondence re: Fair Deal for Canada's Forestry Workers Resolution

Conference and Conventions

AMO Conference - August 13th – 16th, Ottawa ON

Mayor and Councillors Reports and Announcements

Odours

Councillor R. Duplessis asked staff to contact Domtar to discuss the odours in the SW area of Town. He advised he has received several complaints from those area residents regarding the smell and burning eyes. Residents are not satisfied with the response they receive when contacting Domtar.

AMO Conference Councillor Foster advised that he will be meeting with the PA for MTO during the AMO conference to try and get information on how to ensure the municipality receives funding for work needed for Hwy 6.

Future Council Meetings

Special Meeting of Council of August 17th, 2017 @ 10:00 am
Corporate Services Meeting of September 5th, 2017 @ 3:00pm
Regular Meeting of Council of September 12th, 2017 @ 7:30 pm

Adjournment

K. Duplessis – B. Foster

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 8:50pm

Carried

Ron Piche
Mayor

Paula Roque
Clerk

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

**Council Chambers
Municipal Office**

**August 8, 2017
7:50 pm**

Mayor Piche presided over the meeting.

Present:

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

Staff: P. Roque, Clerk; T. Denault-Roque, Recording Secretary

In Camera

1. R. Yocom – B. Foster

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

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

Time: 7:50pm

Carried

Staff was directed to maintain the status quo.

**Resume Special
Meeting**

2. R. Dufour – R. Duplessis

Be It Resolved That: The Special Meeting of Council hereby resumes. Time 8:59pm

Carried

Adjournment

R. Duplessis – R. Dufour

Be It Resolved That: The Special Meeting of Council is hereby adjourned. Time: 8:00pm

Carried

Ron Piche
Mayor

Paula Roque
Clerk

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

**Council Chambers
Municipal Office**

**August 17, 2017
10:00 am**

His worship Mayor Piche presided over the meeting.

Disclosure of pecuniary interest and general nature thereof.

Present: Councillors R. Duplessis, K. Duplessis, B. Foster, B. Yocom
Staff: C. Townsend, CAO, Treasurer, P. Roque, Clerk, J. Yusko,
Manager of Public Works/Manager of Leisure Services, T. Denault-
Roque, Recording Secretary

Absent: Councillors R Dufour; S. Meikleham

**ERH Foundation
Road Toll**

K. Duplessis – R. Duplessis

Be It Resolved That: Council for the Town of Espanola permit the Espanola General Hospital Foundation to hold a voluntary road toll on September 4, 2017 from 10 am to 4 pm between Second Ave and Sime St, providing the same security measures are followed as in previous years.

Carried

2017 Gravel Tender B. Foster – K. Duplessis

Be It Resolved That: Council award the 2017 gravel tender to Carlyle Construction Ltd.

Carried

**Infrastructure
Upgrades**

K. Duplessis – B. Foster

Be It Resolved That: The engineering tender for "Espanola Infrastructure Upgrades" (Phase 2) be awarded to RV Anderson in the amount of \$420,265.00.

Carried

A discussion ensued.

Mr. Yusko advised Council what areas of Town engineering work would be done.

In Camera

B. Foster – R. Yocom

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

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

☒ personal matters about an identifiable individual, including

municipal or local board employees;

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

☐ labour relations or employee negotiations;

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

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

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

Time: 10:10 am

Carried

Staff was directed to obtain a legal opinion.

Resume Special Meeting

R. Yocom – B. Foster

Be It Resolved That: The Special Meeting of Council hereby resumes. Time: 10:29 am

Carried

Adjournment

B. Foster – R. Yocom

Be It Resolved That: The Special Meeting of Council is hereby adjourned. Time: 10:30 am

Carried

R. Piche
Mayor

P. Roque
Clerk

CORPORATE SERVICES COMMITTEE MEETING
Tuesday, September 5, 2017
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/Treasurer; C. Tessier, Manager of Financial Services; T.
Denault-Roque, Recording Secretary

The Chair of the Committee advised that information on the Ministry of the Attorney General's Provincial Offences Act (POA) modernization efforts was to be discussed during this meeting; however it will now be discussed during the next Corporate Services Meeting. This will allow for the Manager of POA to obtain information on the changes.

**Procedural Bylaw – Article
11, Consent Agenda**

For Discussion

A discussion ensued regarding the process of severing an item from the consent agenda to the regular agenda. The Chair stated that he felt in order to sever an item there shouldn't be a need for a mover and a seconder.

Staff was directed to research other municipalities practices and report back to the Committee.

**Process of Public
Presentations**

For Discussion

A discussion ensued on the process of public presentations during a Council Meeting. Specifically, Councillor Foster was interested in knowing if back up from the presenting group is provided; would it be placed in the agenda package? The Clerk advised of the process for Delegations on the agenda and what is done with any back up provided.

In Camera Sessions

For Discussion

Councillor Foster provided samples of other municipalities agendas and minutes. He stated that he would like to provide more information in the minutes of In Camera sessions. A discussion ensued.

Staff was directed to research what other municipalities are doing and report back to the Committee.

Zoning Bylaw Policy

For Discussion

A discussion ensued regarding the notification to residents of Public Hearings for Planning Applications.

The Clerk/Manager of Planning Svcs advised the Committee of the legislative requirements under the Ontario Planning Act and what her practice is. Further discussions took place with respect to advertising. Staff was directed to amend procedures to include the notice provision to include a mail out to properties within a 200m radius of the applicants property for Rural properties and the legislated radius in the urban area of Town in addition to advertising in the newspaper.

Q2 Budget Variance report For Information

Adjournment

B. Foster – R. Piche

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

Time: 3:30 pm

Carried

K. Duplessis
Chair

P. Roque
Clerk

Unapproved



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2805/17

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

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

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

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

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1st, 2014, held on: August 8, 2017 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 12th day of September 2017.

Ron Piche
Mayor

Paula Roque
Clerk



SPECIAL MEETING OF COUNCIL

Moved By: Ray Dufour

Date: December 13, 2016

Seconded By: Ray Dufour

Motion No.:

Be It Resolved That:

The Letter of Understanding between the Corporation of the Town of Espanola and the Canadian Union of Public Employees and its Local 4705 be accepted.

CARRIED ✓ DEFEATED

Ray Dufour
Chair

RECORDED VOTE

	For	Against
Mayor R. Piche	<u> </u>	<u> </u>
R. Dufour	<u> </u>	<u> </u>
K. Duplessis	<u> </u>	<u> </u>
R. Duplessis	<u> </u>	<u> </u>
B. Foster	<u> </u>	<u> </u>
S. Meikleham	<u> </u>	<u> </u>
B. Yocom	<u> </u>	<u> </u>

DECLARATION OF PECUNIARY INTEREST

Mayor R. Piche	<u> </u>
R. Dufour	<u> </u>
K. Duplessis	<u> </u>
R. Duplessis	<u> </u>
B. Foster	<u> </u>
S. Meikleham	<u> </u>
B. Yocom	<u> </u>

AGENDA #



The Corporation of the Town of Espanola

Bylaw No. 2759/17

Being A Bylaw To Authorize the Mayor and Clerk Treasurer/Administrator to Execute and Affix the Corporate Seal to the Employment Contract between the Corporation of the Town of Espanola and the Canadian Union of Public Employees, Local 4705

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

1. That the Mayor and Clerk Treasurer/Administrator are hereby authorized to execute and affix the Corporate Seal to the Employment Contract, dated the 1st Day of January, 2016 to December 31, 2019 between the Corporation of the Town of Espanola and The Canadian Union of Public Employees, Local 4705.
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 12th day of September 2017.

Ron Piche
Mayor

Paula Roque
Clerk

AUG 21 2017

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

DEPARTMENTAL REPORT

DEPARTMENT: Public Works

MONTH: July 2017

PROJECT STATUS:

- **Bio-Solids:** No changes.
- **Water Meters:** Letter mailed out July 31st to all water meter clients.
- **Asset Management:** On-going. Policy development identifying level of service.
- **CWWF:** Preparation and release of tender for engineering of Phase 2.

TRANSPORTATION:

- Public Works continued with regular maintenance of town streets and back roads including patching, sweeping, grading, shouldering, sign installations and repairs, line painting, brushing & tree removal, lawn repairs, and garbage/debris pick-up.
- Performed restoration work at the water main break location on Bois St.
- Performed hard surfacing of Lee Valley Road, Mead Blvd., Adelaide St. and Queensway Ave. Prepared Clear Lake Drive and Giroux Dr. for hard surfacing in August.
- Repaired washouts.
- Asphalt crack sealing was performed by an outside contractor.
- Culvert replacement on Lee Valley Rd. on July 31, 2017.
- Scheduled overtime to place temporary traffic control at the Tudhope St., Barber St. and Second Ave. intersections with Hwy 6 on Sunday July 23, 2017 during the planned power outage.

EQUIPMENT:

- #42 Grader was down from July 5-10, 2017.
- Sold #29 plow truck.

ENVIRONMENTAL:

- Garbage bag limit and colour ad. A lot of inquiries regarding new upcoming restrictions.

BEAUTIFICATION:

- Fertilized, watered and weeded flower beds.

CEMETERY:

- Continued with burials, monument layouts, deficiency reports and maintenance.

BALL FIELDS/PARKS/CLEAR LAKE BEACH:

- Maintained fields, parks and beach areas.
- A softball tournament was held on July 22, 2017.
- Minor Soccer wind-up was held on July 29, 2017.
- Removed exercise bench on trail and sent for repairs.
- Repaired wash out on Al Secord Trail.
- Health Unit put up "Swimming Advisory" Signs at Clear Lake Beach on July 3, 2017. They were removed on July 7, 2017.

WATER & SEWER:

- Raised and lowered water shut off valves at various locations.
- Flushed storm sewers.
- Repaired hydrant.
- There was one complaint regarding a water leak. The water service was repaired.
- There was a complaint of a sewer back up. The camera showed root infiltration and was repaired by PWD.
- There was a complaint of a slow moving sanitary sewer. The homeowner was advised to contact a plumber as the sewer main was flowing.

INTER DEPARTMENTAL:

- Maintained vehicles/equipment for other departments.
- Remove barricades for Fire Dept. for Canada Day fireworks.
- Moved Carver King bench.
- Installed signs for Complex.
- Set up barricades for Town Hall air conditioner.
- Lent Genie Lift to the Complex for 3 days.

COMPLAINTS/COMPLIMENTS:

- There was one complaint regarding water colour.
- There were 2 complaints regarding potholes on Jacklin Road.

EMPLOYEE STATUS:

- Public Works is currently at its full complement of employees.
- Water operators trained with OCWA on July 20, 2017 to go over changes.
- All PWD employees received "Safe needle handling" training from the SDHU on July 20, 2017.

VISITORS:

- 15 blue boxes were issued during the month of July.

- Conducted a tour of Public Works with a group from the Rainbow District School Board child care program.

Department Manager:_____ Submitted on:_____

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

DEPARTMENTAL REPORT

DEPARTMENT: FIRE DEPARTMENT	MONTH: July 2017
------------------------------------	-------------------------

Inspection Orders Completed:

- 1 – Follow-up Inspection

Also, fire investigations completed following the four structure fires.

Fire Prevention:

- Home Inspection Program now completed. See attached report for detailed information/results.

Other:

The Fire Chief:

- Participated in the Northeastern Fire Education Conference Committee teleconference meeting.

We have experienced problems with our pumper/tanker over the past while with it not going into pump mode. This is more than likely due to the age of the truck, 25-years-old. Also, both trucks, **9110** and **9120**, failed their pump test and require repairs to be done so that they can be retested.

Fire Permits Issued: 2

DEPT. CALLS:

Number of Calls: July 2017 -- 18

Fires - 5
 Open Air Burning/Unauthorized Fires - 2
 CO Call (no CO) - 3
 Natural Gas Leak - 2
 Human Perceived Emergency/no emergency- 1
 Medical Assist - 2
 Follow-up to Fires - 2
 Call Cancelled on Route - 1
TOTAL CALLS TO DATE - 71

Number of Calls: July 2016 -- 6

Vehicle Fires - 2
 Other/Gasoline/fuel spill - 1
 Medical Assist - 2
 Call Cancelled on Route - 1

TOTAL CALLS TO DATE - 51

Firefighter Training:

F/F Weekly Training Hours for the Month: No practices during the month.

Employee Status:

Visitors: 18

Department Manager: Mike Pichor

Submitted on: August 23, 2017

Espania Fire Department

HOME/DWELLING FIRE SAFETY INSPECTION RESULTS



Area of Town: South of Second Avenue, East of Avery Drive, Hwy 6 South to Lachance Drive

Number of Homes In Survey Area -- Total: 437

Number of Home Inspections Completed - - Total: 206

		*Not At Home		*No Admittance (Inconvenient/Refused)		*All Smoke Alarms Working at Residence		*Inadequate Number of Smoke Alarms		*No Working Alarms Present - (Smoke alarm installed following inspection)		***One or More Smoke Alarms NOT Working at Residence		REASON SMOKE ALARM NOT WORKING		Charges Laid		Follow-up Required		Old/outdated Detector - suggest replacing unit		Alarms (Smoke & CO) Purchased from F/Dept.		Dwelling Inspections: Safety concerns found during inspection (electrical; general clean-up req. id etc.)		CO Detector Present & Working		NO CO Detector Present & Required (installed following inspection)	
Total # of Inspections:	169	62	172	13	0	21	5	11	5	0	50	5	17	5	143	48													
Percent	39%	14%	83%	6%	0	10%	24%	52%	24%	0	24%	2%	8%	2%	69%	23%													

***Above information based on 21 alarms found not working*

$$169 + 62 = 231$$

$$172+13+21= 206$$

437 *Homes In Survey Area*

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 6, 2017

ITEM: Zoning Bylaw Amendment Application Z-03/17

RECOMMENDATION: Be It Resolved That: Bylaw 2804/17 be adopted, being a bylaw to rezone 585 Old Webbwood Rd from RU – Rural to RU -4 – Rural Special Exception Four in order to permit an automotive repair shop accessory to an existing residential dwelling.

BACKGROUND: An Application has been received requesting the rezoning of 585 Old Webbwood from RU – Rural to RU-4 – Rural Special Exception Four in order to permit a proposed home occupation, an automotive repair shop accessory to an existing residential dwelling.
An Ad was published in the Mid North Monitor on August 17, 2017, within the notice provisions outlined in the Ontario Planning Act (min 20 days prior to the public hearing); mailed to residents within a 200m radius of the property, mailed to the SDHU, was circulated to various departments for comment and posted on the Municipal website.

The application, draft bylaw and key map was available at the municipal office for public review. At the time the Staff Report was prepared one inquiry about the amendment was received and one written comment from an adjacent property owner stating they had no objection to the rezoning of 585 Old Webbwood Rd for an automotive repair shop was received.

Departmental comments received;

FIRE – The building requires an inspection for fire safety.

POLICE – no comments or concerns

PWD –no concerns with respect to road mtce, no effect on municipal services

Bldg – must comply with Ontario Building Code,ie. ie. oil/sand interceptor, exhaust fan etc.

Ec Dev – no objections

ANALYSIS:

Provincial Policy Statement (PPS) 2014

The Provincial Policy Statement (PPS) Section 1.1.5.2 allows the following land uses on rural lands in municipalities:

“management and use of resources; resource-based recreational uses; limited residential development; home occupations and home industries; cemeteries; and other rural land uses.” The proposed residential use (and accessory uses) would be permitted in the rural area. Section 1.1.5.3 allows that recreational, tourism and other economic opportunities should be promoted. Sections 1.1.5.4 and 1.1.5.5 indicate that uses should be compatible with the rural landscape, can be sustained by rural service levels, and are appropriate to the infrastructure that is planned or available.

The Employment sections of the PPS recognize the importance of a range and choice of sites which take into account the needs of existing and future businesses and encourage compact/mixed use development that includes compatible employment uses to support livable and resilient communities.

The proposed development is a business accessory to an existing residential use. The PPS allows for residential use and accessory uses in the rural area, particularly economic opportunities, so long as they are compatible with the rural landscape. The proposed automotive repair shop will be located in an existing garage, and should remain in the character of a residential dwelling appropriate for the area, as opposed to appearing like a commercial business.

The servicing requirements (private water and sewage) will need to be confirmed by the applicant with the

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

appropriate authorities.

Town of Espanola Official Plan

The subject lands are designated as Rural in the Town's Official Plan (OP). The Rural designation permits limited rural residential development and limited small scale commercial development, by Bylaw amendment. Section 2.4 of the OP sets out the Town's vision for development, with the intent to encourage development in the built-up area, and allow for a limited amount of development in rural areas.

Section 3.9 recognizes home-based businesses as "an important means of realizing small-business start-ups and stay-at home self-employment." Home-based businesses are allowed in accessory buildings in the rural area, and are to be regulated in the Zoning Bylaw.

Section 4.2 of the OP permits a variety of uses in the Rural designation including: limited residential development, and limited commercial development by Bylaw amendment. Policy 3 of the Rural designation provides a list of rural commercial uses that is not exclusive or exhaustive, but indicates that uses which provide for the basic and immediate needs of the rural population, tourists, and the travelling public shall be permitted.

Town of Espanola Zoning By-law No. 2368/11

The subject lands are zoned Rural I (RU) Zone which permits Agricultural, Cemeteries, Forestry and conservation, golf courses, private parks, public parks, public communications and transportation facilities, recreational facilities, seasonal dwellings, utility, veterinary establishments, kennels, single family dwellings and uses accessory to the foregoing.. The proposed automotive repair shop is not a permitted use in the RU Zone. The proposed Zoning Bylaw amendment is to rezone the property to the Rural Special Exception Four (RU-4) Zone to permit an automotive repair shop as an additionally permitted use accessory to the residential dwelling. By requiring the automotive repair shop to only be permitted when accessory to the residential use, this limits the intensity of the commercial use, as it needs to be secondary to the residential use of the lot and operate in the garage only.

No other additional commercial uses would be permitted as a result of this amendment.

Conclusion

While it would be preferable to locate businesses in the downtown core and urban area of Espanola, the Town's planning policies are not restrictive so as to recommend against the application.

The application to allow a business (automotive repair shop) in the garage of an existing residential dwelling is consistent with the PPS and conforms to the OP. As such, Staff recommends the application for Zoning Bylaw Amendment be approved.

The applicant, the Minister and any person or public body who made oral submissions at a public meeting or written submissions before the bylaw was passed, may appeal Council's passage of a zoning bylaw amendment application or failure to approve a zoning bylaw amendment application to the Ontario Municipal Board within 20 days from the date the notice of the passage of the bylaw is given. The notice of appeal is filed with the Clerk, the fee is \$300.

EXISTING POLICY: Zoning Bylaw 2368/11

STRATEGIC GOAL: Sustainable Economic Growth & Prosperity, Excellence in Government

FINANCIAL COMMITMENT: \$0

BUDGETED: NA

Yes

No

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

IMPLEMENTATION: Clerk's Office

Prepared By:

Paula Roque

Clerk Treasurer/Administrator:

Cynthia Townsend

Approval of Recommendation:

Yes ☒ No ☐

Comments:

ZONING BYLAW AMENDMENT

**MERRITT CON 6 LOT 10 PCL
27576 RP 53R9424 PART 1
585 OLD WEBBWOOD RD
TOWN OF ESPANOLA**

UNAPPROVED

Prepared for:

TOWN OF ESPANOLA

6 SEPTEMBER, 2017

UNAPPROVED

EXPLANATORY NOTE

The purpose of this Zoning Bylaw Amendment is to rezone the property located on MERRITT CON 6 LOT 10 PCL 27576 RP 53R9424 PART 1, 585 OLD WEBBWOOD RD, TOWN OF ESPANOLA in part from Rural (RU) to Rural Special Exception 4 (RU-4) in order to permit automotive repair shop accessory to the Residential use as a home occupation.



THE CORPORATION OF THE TOWN OF ESPANOLA

Bylaw No. 2804/17

Being a Bylaw to amend Bylaw No. 2368/11

UNAPPROVED

WHEREAS Bylaw No. 2368/11 regulates the use of land and the use and erection of buildings and structures within the Town of Espanola;

AND WHEREAS the Council of the Corporation of the Town of Espanola deems it advisable to amend Bylaw No. 2368/11 as hereinafter set forth;

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

1. The area affected by this Bylaw is located on MERRITT CON 6 LOT 10 PCL 27576 RP 53R9424 PART 1 585 Old Webbwood Rd, Town of Espanola, as indicated by the shaded tone on Schedule 'A' attached hereto and forming part of this Bylaw.
2. Bylaw No. 2368/11 is hereby amended as follows:
 - (a) The area show on Schedule 'B' to this Bylaw No. 2804/17 shall henceforth be zoned Rural Special Exception Four (RU-4).
 - (b) By-law No. 2368/11, as amended, is hereby further amended by adding the following clause, immediately after Section 23.5 (c)
 - (d) RU-4 (585 Old Webbwood Rd; Bylaw 2804/17)

Notwithstanding the provisions of Sections 3.12 and 23.2 to the contrary, on the land zoned RU-4, the RU requirements shall apply in the case of RU-4 and in addition to the permitted uses, an automotive repair shop accessory to a residential dwelling shall be permitted in the existing detached garage (30' x 30').

3. This Bylaw shall come into full force and effect in accordance with the *Planning Act*, R.S.O. 1990.

READ a first and second time this 12th day of September, 2017.

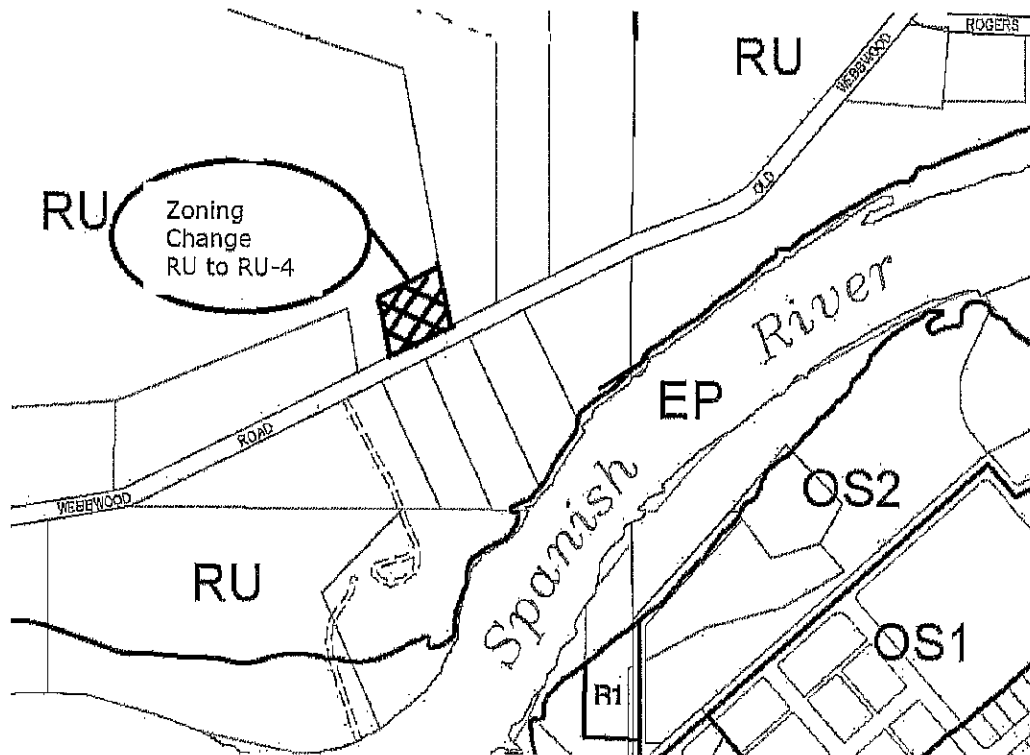
READ a third time and finally passed this 12th day of September, 2017.

Ron Piche
Mayor

Paula Roque
Clerk

**Schedule 'A'
Bylaw 2804/17**

UNAPPROVED



Areas Affected by this Bylaw

Rural Special
Exception Four (RU-4)



Certification of Authentication

This is Schedule 'A' to Bylaw 2804/17

Passed this ____ day of _____, 17.

Mayor

Clerk

Schedule 'A' to Bylaw 2804/17

MERRITT CON 6 LOT 10 PCL 27576
RP 53R9424 PART 1
585 OLD WEBBWOOD RD
TOWN OF ESPANOLA



Prepared: September 6, 2017

APPLICATION FOR AMENDMENT TO
ZONING BY-LAW # 2368/1.1...

Planning Act, R.S.O. 1990, c. P.13,
s. 34 (10.1), O. Reg. 545/06, Schedule 1

\$993.00

AUG 03 2017

Date of Application

File No.
203/17

Council IN THE Town of Espanola
Name of municipality or planning board

NAME OF APPLICANT Dorian Lacasse		NAME OF AGENT (If the applicant is an agent authorized by the owner)	
ADDRESS 585 Old Webbwood Rd		ADDRESS	
TELEPHONE (705) 862-2979		TELEPHONE	
EMAIL ESPANOLA.ONG		EMAIL	
IF KNOWN, NAME OF HOLDER OF MORTGAGE, CHARGE OR ENCUMBRANCE SAME		IF KNOWN, NAME OF HOLDER OF MORTGAGE, CHARGE OR ENCUMBRANCE	
ADDRESS		ADDRESS	
OFFICIAL PLAN - Current designation and explanation of how application conforms RURAL		ZONING - Current designation (Residential) Rural (R)	
DIMENSIONS OF SUBJECT LAND (specify in metric): Frontage: 200 ft Depth: 228 ft Area: 43 560 sq ft			
REZONING - Nature and extent of rezoning requested: TO PERMIT AUTOMOTIVE REPAIR SHOP		REZONING - Reason why rezoning requested: USE IS NOT CURRENTLY PERMITTED.	
DENSITY - HEIGHT - The subject land is within an area that has a pre-determined <input type="checkbox"/> density <input type="checkbox"/> height of a minimum of ... and a maximum of ...			
DATE - If known, the date subject land was acquired by current owner:			
LEGAL DESCRIPTION of subject land (such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number) RN-73410-0121, PCL-27576 SWS, PT OF BROKEN LOT 10, CON 6, PART 1 53R9424, 585 OLD WEBBWOOD RD ESPANOLA ONTARIO CANADA.			
Note: See reverse of page 3 for details of sketch required.			
ALTERATION - The official plan or official plan amendment deals with: <input type="checkbox"/> an alteration to the boundary of settlement (provide details). <input type="checkbox"/> to implement a new area of settlement (provide details).			
REMOVAL OF LAND FROM AREA OF EMPLOYMENT - Official plan/official plan amendment deals with removal of land from area of employment (provide details)			
ZONING WITH CONDITIONS - This application conforms to official plan policies relating to zoning with conditions (provide details).			
ACCESS - Access to the subject land will be by: <input type="checkbox"/> Provincial highway <input checked="" type="checkbox"/> Municipal road - year round <input type="checkbox"/> Municipal road - seasonal <input type="checkbox"/> Other public road (specify) <input type="checkbox"/> Right-of-way <input type="checkbox"/> Water			

ORIGINAL - Office

COPY - Applicant

SUBMIT

COPIES OF APPLICATION AND PLANS

WATER ACCESS - Where access to the subject land will be by water only: Docking facilities (specify) distance from subject land distance from nearest public road Parking facilities (specify) distance from subject land distance from nearest public road																									
EXISTING USES of the subject land: RESIDENTIAL	IF KNOWN, LENGTH OF TIME the existing uses of the subject land have continued: Always																								
EXISTING BUILDINGS - STRUCTURES - Where there are any buildings or structures on the subject land, indicate (in metric) for each: <table style="width: 100%;"> <tr> <td style="width: 30%;">TYPE - HOUSE</td> <td style="width: 30%;">Front lot line setback: 4.3'</td> <td style="width: 30%;">Height: 8 foot ceiling (bungalow)</td> </tr> <tr> <td>IF KNOWN,</td> <td>Rear lot line setback:</td> <td>Dimensions: 45 x 30 ft</td> </tr> <tr> <td>DATE CONSTRUCTED 07-74</td> <td>Side lot line setback: 8.5'</td> <td>Floor area: 1400 sq ft</td> </tr> <tr> <td></td> <td>Side lot line setback:</td> <td></td> </tr> </table> <table style="width: 100%;"> <tr> <td style="width: 30%;">TYPE - GARAGE</td> <td style="width: 30%;">Front lot line setback: 5.5'</td> <td style="width: 30%;">Height: 10 foot ceiling</td> </tr> <tr> <td>IF KNOWN,</td> <td>Rear lot line setback:</td> <td>Dimensions: 30 x 30 ft</td> </tr> <tr> <td>DATE CONSTRUCTED 2013</td> <td>Side lot line setback: 3.4'</td> <td>Floor area: 900 sq ft</td> </tr> <tr> <td></td> <td>Side lot line setback:</td> <td></td> </tr> </table> <p style="text-align: right; font-size: small;">attach additional page if necessary</p>		TYPE - HOUSE	Front lot line setback: 4.3'	Height: 8 foot ceiling (bungalow)	IF KNOWN,	Rear lot line setback:	Dimensions: 45 x 30 ft	DATE CONSTRUCTED 07-74	Side lot line setback: 8.5'	Floor area: 1400 sq ft		Side lot line setback:		TYPE - GARAGE	Front lot line setback: 5.5'	Height: 10 foot ceiling	IF KNOWN,	Rear lot line setback:	Dimensions: 30 x 30 ft	DATE CONSTRUCTED 2013	Side lot line setback: 3.4'	Floor area: 900 sq ft		Side lot line setback:	
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PROPOSED USES of the subject land: AUTOMOTIVE REPAIR SHOP																									
PROPOSED BUILDINGS - STRUCTURES - Where any buildings or structures are proposed to be built on subject land, indicate (in metric) for each: <table style="width: 100%;"> <tr> <td style="width: 30%;">TYPE -</td> <td style="width: 30%;">Front lot line setback:</td> <td style="width: 30%;">Height:</td> </tr> <tr> <td></td> <td>Rear lot line setback:</td> <td>Dimensions:</td> </tr> <tr> <td></td> <td>Side lot line setback:</td> <td>Floor area:</td> </tr> <tr> <td></td> <td>Side lot line setback:</td> <td></td> </tr> </table> <table style="width: 100%;"> <tr> <td style="width: 30%;">TYPE -</td> <td style="width: 30%;">Front lot line setback:</td> <td style="width: 30%;">Height:</td> </tr> <tr> <td></td> <td>Rear lot line setback:</td> <td>Dimensions:</td> </tr> <tr> <td></td> <td>Side lot line setback:</td> <td>Floor area:</td> </tr> <tr> <td></td> <td>Side lot line setback:</td> <td></td> </tr> </table> <p style="text-align: right; font-size: small;">attach additional page if necessary</p>		TYPE -	Front lot line setback:	Height:		Rear lot line setback:	Dimensions:		Side lot line setback:	Floor area:		Side lot line setback:		TYPE -	Front lot line setback:	Height:		Rear lot line setback:	Dimensions:		Side lot line setback:	Floor area:		Side lot line setback:	
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	Side lot line setback:	Floor area:																							
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WATER will be provided to the subject land by: <input type="checkbox"/> Publicly owned/operated piped water system <input checked="" type="checkbox"/> Privately owned/operated individual well <input type="checkbox"/> Privately owned/operated communal well <input type="checkbox"/> Lake or other water body <input type="checkbox"/> Other means (specify)																									
SEWAGE DISPOSAL will be provided to the subject land by a: <input type="checkbox"/> Publicly owned/operated sanitary sewage system <input checked="" type="checkbox"/> Privately owned/operated septic system <input type="checkbox"/> Privately owned/operated septic system <input type="checkbox"/> Privy <input type="checkbox"/> Other means (specify)																									
DEVELOPMENT - This application permits development on privately owned and operated individual or communal septic systems, and more the 4500 litres of effluent will be produced per day as a result of the development being completed. Attached is a: <input type="checkbox"/> servicing options report <input type="checkbox"/> hydrogeological report																									
STORM DRAINAGE will be provided to the subject land by: <input type="checkbox"/> Sewers <input checked="" type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Other means (specify)																									
OTHER APPLICATIONS - If known, indicate if the subject land is the subject of an application under the Act for: <table style="width: 100%;"> <tr> <td style="width: 40%;">approval of a plan of subdivision (under section 51)</td> <td style="width: 20%;">File #</td> <td style="width: 40%;">Status</td> </tr> <tr> <td>consent (under section 33)</td> <td>File #</td> <td>Status</td> </tr> <tr> <td>previous application (under section 34)</td> <td>File #</td> <td>Status</td> </tr> <tr> <td>Municipal Zoning Order</td> <td>Ontario Regulation Number of Order</td> <td></td> </tr> </table>		approval of a plan of subdivision (under section 51)	File #	Status	consent (under section 33)	File #	Status	previous application (under section 34)	File #	Status	Municipal Zoning Order	Ontario Regulation Number of Order													
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previous application (under section 34)	File #	Status																							
Municipal Zoning Order	Ontario Regulation Number of Order																								
POLICY STATEMENT - This application for amendment to the zoning by-law is consistent with policy statement issued under subsection 3 (1) of the Act. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																									
PROVINCIAL PLANS - The subject land is within an area of land designated under a provincial plan(s) <input type="checkbox"/> Yes If yes, indicate whether the application: <input type="checkbox"/> conforms to or <input type="checkbox"/> does not conflict with applicable provincial plan(s) <input type="checkbox"/> No																									

AUTHORIZATION BY OWNER

I, the undersigned, being the owner of the subject land, hereby authorize
Name of Agent
to be the applicant in the submission of this application.

.....
Signature of owner

.....
Signature of witness

.....
Date

DECLARATION OF APPLICANT

I, Dorian Lacasse of the Town of Espanola of
..... in the District of Sudbury

solemnly declare that:

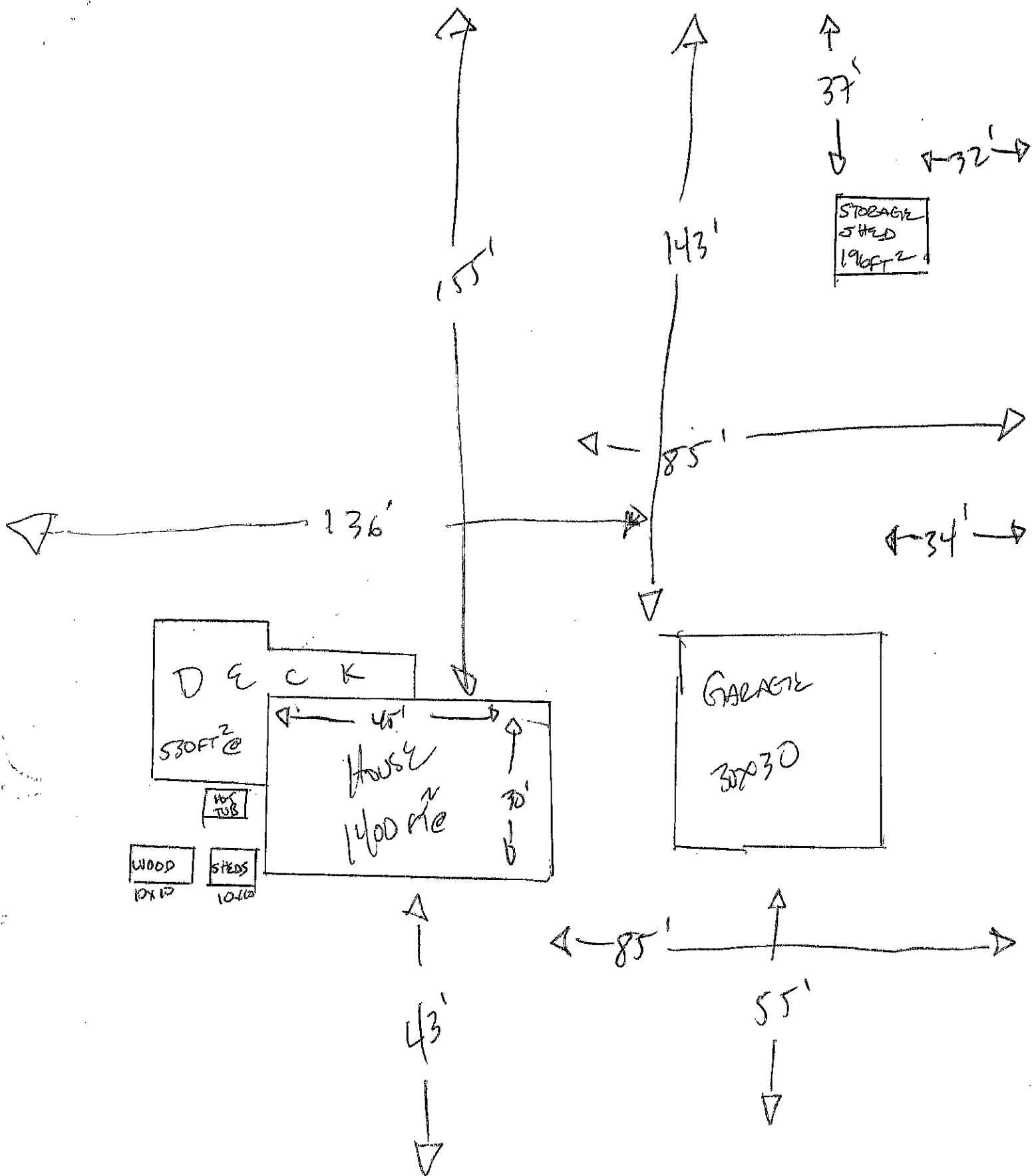
All the statements contained in this application and provided by me are true and I make this solemn
declaration conscientiously believing it to be true and knowing that it is of the same force and effect
as if made under oath.

DECLARED before me at the Town
of Espanola
in the District of Sudbury
this 3rd day of August 2017

Angela Kelly
Signature of commissioner, etc.

D Lacasse
Signature of applicant

ANGELA MARIA KELLY, a Commissioner
Etc., District of Sudbury for the
Corporation of the Town of Espanola
Expires September 30, 2020



DRIVE
WAY

SECTION 23 RU ZONE -- RURAL

23.1 General

No person shall hereafter use any lands, nor erect, alter, enlarge, or use any building or structure in the RU Zone (as shown on the attached Schedules) except in accordance with the provisions of this Section and of other relevant Sections of this By-law.

23.2 Permitted Uses

- o Agricultural uses;
- o Cemeteries;
- o Existing uses;
- o Forestry and conservation uses;
- o Golf courses;
- o Private parks;
- o Public parks;
- o Public communications and transportation facilities;
- o Recreational facilities;
- o Seasonal dwellings;
- o Utility;
- o Veterinary establishments, kennels;
- o Single family dwellings; and
- o Uses accessory to the foregoing.

Amended on Feb 12,
2013 by By-law 2502/13

23.3 Zone Requirements

Lot Area (minimum)	10,000 m ² (1.0ha)
Lot Frontage (minimum)	50 m
Yard Requirements (minimum)	
All yards	15 m
Building Height (maximum)	10 m
Lot Coverage (maximum)	20%

23.4 Additional Zone Requirements

a) General Provisions

In accordance with the provisions of Section 3.

23.5 Special Exception Zones

a) RU-1

Reserved.

- b) RU-2

Reserved.

- c) RU-3 (2244A Lee Valley Rd, Lot 11, Con. IV; By-law 2299/10)

Notwithstanding any other provisions of Section 23.3 to the contrary, on the land zoned RU-3, the RU requirements shall apply in the case of the RU-3 zone except for the following:

Lot Frontage (minimum)	0 m
------------------------	-----

23.6 Holding Zones

- a) RU-h (1653 Bass Lake Rd, Lot 11, Con. III, PCL 27422 RP 53R8041 Part 1)

No development for residential or other sensitive land uses shall be permitted until such time as the holding suffix "-h" is removed by By-law amendment. The removal of the "-h" shall only occur when the following conditions are fulfilled to the satisfaction of the Town of Espanola:

- (i) That a Noise Assessment is done in accordance with the Ministry of the Environment requirements that demonstrates no adverse impacts on the proposed sensitive use from the adjacent landfill.

- b) RU-h (Old Webbwood Rd, Lot 12, Con. VI)

No development shall be permitted until such time as the holding suffix "-h" is removed by By-law amendment. The removal of the "-h" shall only occur when the following conditions are fulfilled to the satisfaction of the Town of Espanola:

- (i) That a soils study is done confirming the land is appropriate for the proposed use.

3.11 Height Exceptions

Where height limitations are set forth in this By-law, such limitations shall not apply to the following uses: air conditioning ducts, antennas, barns, belfries, bridges, bulk storage tanks, chimneys, church steeples, clock towers, communications towers, corn cribs, electrical supply facilities, farm implement sheds, flag poles, grain elevators, hose towers, lightning rods, lighting standards, mechanical equipment penthouses, silos, skylights, ventilators, water tanks, and water towers. Notwithstanding the foregoing, limitations prescribed by the Federal Ministry of Transport or practices recommended by the said Ministry with respect to height limitations and appropriate lighting in the vicinity of airfields shall prevail.

3.12 Home Based Businesses, Domestic Arts, and Professional Uses

- a) The following uses shall be considered permitted accessory uses to any residential use:
- (i) Home Based Businesses and Domestic Arts:
 - o Instruction in or business involving music, religion, dancing, arts and crafts, sewing, hairdressing, academics, typing, draughting, or similar activities, or any other activity defined as a home based business in this By-law.
 - (ii) Professional Uses:
 - o An office or consulting room for a physician, surgeon, dentist or other medical practitioner, insurance agent, lawyer, engineer, architect, accountant, sales person, or persons engaged in a similar occupation, or a building contractor's private office.
- b) The permitted accessory home based businesses, domestic arts, and professional offices are subject to the following provisions:
- (i) No more than one person, other than a member of the family residing on the premises, shall be engaged in the business;
 - (ii) No more than 25% or 40 m² of the total floor area of the dwelling, whichever is the lesser, shall be used for such purposes;
 - (iii) There shall be no external display or advertising other than a legal sign, indicating to persons outside, that a part of the dwelling house or dwelling unit is being used for a purpose other than residential;
 - (iv) There shall be no goods, wares, or merchandise, other than arts and crafts produced on the premises, offered or exposed for sale or rent on the premises or outside the premises;
 - (v) The home based business, domestic art, and/or professional use, shall be clearly secondary to the main residential use and shall not change the residential character of the dwelling house or dwelling unit;

Amended on Feb 12,
2013 by By-law 2502/13

- (vi) The activity shall not create or become a nuisance, in particular, in regard to noise, odour, vibration, traffic, or parking; and
 - (vii) No mechanical or electrical equipment is used except that reasonably consistent with the use of a dwelling.
- c) In addition to the foregoing uses, in the Rural Zones, Rural Home Based Businesses, as defined in this By-law, shall be permitted in accordance with the following provisions:
 - (i) No more than two persons, other than members of the family shall be employed on the premises in the rural home based business;
 - (ii) no more than 25% of the floor area of the dwelling unit and no more than 50 m² in one accessory building shall be used for the rural home based business;
 - (iii) there shall be no advertising, other than a legal sign, to indicate that any part of the lot is being used for a purpose other than agricultural;
 - (iv) such rural home based business shall be clearly secondary to the main agricultural use and shall not change the agricultural character of the farm unit;
 - (v) there shall be no open storage of materials, supplies, tools, equipment, or goods which are used for, or result from the rural home based business, unless such open storage is a minimum of 13 m from any lot line and a minimum of 45 m from a residential use on another lot; and
 - (vi) the rural home based business shall not create or become a public nuisance in regard to noise, traffic, or parking.
- d) Additional Provisions
 - (i) The following additional uses shall also be considered permitted accessory uses to any single dwelling in a Rural Zone:

The retail sale of produce grown on the lot, the retail sale of goods made using produce grown on the lot, and a veterinarian's office.
 - (ii) The following additional uses shall be considered permitted accessory uses to a dwelling accessory to an agricultural use where the agricultural use is the main use of the lot:

The retail sale of agricultural equipment and supplies or a service outlet for agricultural equipment and supplies.
 - (iii) If more than one home based business is practised accessory to the same dwelling, the total area dedicated to the combination of occupations shall not exceed the maximum areas indicated in the preceding provisions.

- (iv) Parking requirements shall be calculated as per Section 3.23 of the Zoning By-law.
- (v) Home based businesses may be subject to Site Plan Control.

3.13 Landscaped Open Space

Except as may otherwise be provided in this By-law, the following landscape requirements shall apply:

- a) Where, in a yard in any zone, a parking area which is required to provide for more than four (4) off-street parking spaces adjoins a lot in any Residential Zone, or where any lot in any Commercial or Industrial Zone abuts a lot in any Residential Zone, then a continuous strip of landscaped open space of a minimum width of 3.0 m shall be provided and maintained from the lot line of the said yard or lot. Plant materials shall be trees and shrubs of not less than 3.0 m and 1.0 m respectively in height at the time of planting and whose heights at maturity will reach at least 9.0 m and 3.0 m respectively, and will be of a type which will provide an effective visual screen between the particular properties. Such plant materials may be combined with or replaced by landscaped berms and fencing to provide an effective visual screen.
- b) Where, in any yard in any zone, a parking area which is required to provide for more than four (4) off-street parking spaces adjoins a street, then a strip of landscaped open space shall be provided and maintained along the lot line adjoining the street, and the said landscaped open space shall include trees, low growing shrubs, and turf and shall be continuous except for aisles or driveways required for access to the parking area and shall be a minimum width of 3.0 m.
- c) In any zone, any portion of any front yard which is not used for any other permitted purpose shall be devoted to landscaped open space.
- d) Any land used for landscaped open space shall be included in any calculations of lot area, yard requirements, etc., as set forth in this By-law.

3.14 Lots Divided into More Than One Zone

Where a lot is divided into more than one zone, each such portion of the lot shall be used in accordance with the provisions of this By-law for the zone where such portion of the lot is located. Each such portion of the lot shall be considered as separate lot for the purpose of determining zone provisions. Notwithstanding the foregoing, for lots which are partially in a holding zone of the "h" type or on an Environmental Protection Zone, the entire lot shall be used to determine zone requirements such as area, frontage, coverage, and setbacks.

3.15 Mobile Homes

- a) The locating of a mobile home or mobile home park is prohibited within the Town of Espanola, except as provided in a specific zone for this purpose.

MIDNORTHMONITOR.COM

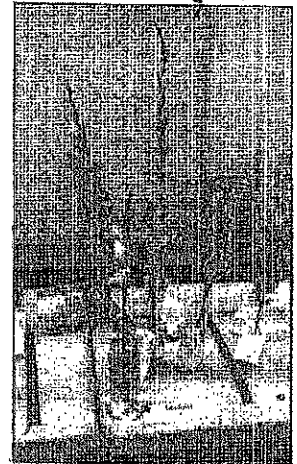
Espanola Horticultural Society Annual Flower & Vegetable Show at QPC

PATRICIA BRODAN
For The Mid-North Monitor

The annual flower and vegetable show put on by the Espanola Horticultural Society was held at the Queensway Pentecostal Church on August 10 from 4 to 7 p.m.

Organizers this year decided to hold the flower and vegetable show in conjunction with the Espanola Farmers' Market which sets up in the QPC parking lot. Visitors to the farmers' market could shop and then drop in to see the hundreds of flowers and vegetables on display at the horticultural show.

There were just over 200 entries submitted to the flower and vegetable show, including a photography competition with the theme this year, "This Land is Your Land". Sheri Commission won five awards for her photography, four first place, and one second place.



PHOTOS SUPPLIED

Just over 200 entries were submitted this year for the Espanola Horticultural Society Annual Flower and Vegetable show which was held at the Queensway Pentecostal Church on Thursday, August 10.

THE CORPORATION OF THE TOWN OF ESPANOLA NOTICE OF PUBLIC MEETING CONCERNING A PROPOSED ZONING BYLAW AMENDMENT

MERRITT CON & LOT 10 PCL
27576 RP 53R9424 PART 1
585 OLD WEBBWOOD RD
TOWN OF ESPANOLA

TAKE NOTICE that the Council of the Corporation of the Town of Espanola will hold a public meeting on the 12th day of September, 2017 at 7:30 p.m. at the Municipal Office, 100 Tudhope Street, Espanola. 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 & Lot 10 PCL 27576 RP 53R9424 Part 1, 585 Old Webbwood Rd, Town of Espanola.

The effect of the proposed Zoning Bylaw Amendment is to rezone the affected property from the Rural (Rural) Zone to the Rural Special Exception Four (R-4) Zone in order to permit an automotive repair shop.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of, or in opposition to, the proposed Bylaw Amendment.

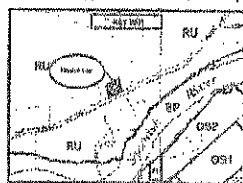
If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Espanola before the proposed Bylaw Amendment is passed, the person or public body is not entitled to appeal the decision of the Council of the Town of Espanola to the Ontario Municipal Board.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Town of Espanola before the proposed Bylaw Amendment is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

An explanation of the purpose and effect of the proposed Bylaw Amendment, describing the affected property, a Key Map showing the location of the affected property to which the proposed Bylaw Amendment applies and a complete copy of the proposed Bylaw Amendment is available for inspection during regular office hours at the Municipal Office, 100 Tudhope Street, Suite 2, Espanola.

DATED at the Town of Espanola 17th day of August, 2017.

Paula Roque
Clerk
Town of Espanola
100 Tudhope Street, Suite 2
Espanola, ON P5E 1B8
P (705) 689-1540 X2113



Did you know the whole province is moving towards a Waste-Free Ontario? (Visit <https://www.ontario.ca/page/strategy-waste-free-ontario-building-circular-economy> for more info)

Starting November 3rd 2017, Espanola residents will be required to use a maximum of 2 clear bags for their waste collection. There is still time to use up any black/green bags you have now, as they will no longer be picked up after November 3rd.

In Espanola, there is a large amount of recyclable materials needlessly heading to the landfill which must be reduced. For a list of what is recyclable, please visit Public Works or download the PDF at: (<http://espanola.ca/public-works/recycling>)

Don't have a recycling bin? New residents get a free bin and additional ones can be purchased at Public Works \$12.45. Local stores also carry an assortment of recycling bins.

For privacy, each household is permitted to use 1 small opaque bag per large clear bag. Everything else must be placed loosely in the clear bag.

Small dog waste bags can still be used, no need to empty out the pool. Cat litter can be deposited loose into the large clear bag or can be placed in the privacy bag to reduce odors.

Visit our Facebook Page each Wednesday for more waste and recycling tips!

The municipality is aware that some residents may have special requirements to request exemption of the use of 2 clear bags. Updates will be provided.



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

STAFF REPORT

DEPARTMENT: Administration	DATE: September 1, 2017
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ITEM: Camp Quality

RECOMMENDATION: Be It Resolved That: An exemption to the Bylaw 1966/07 Setting off Fireworks and Bylaw 1189/96 Noise Control Regulations be granted for the Camp Quality Reunion on Saturday, September 23, 2017 to allow the Espanola Fire Department to set off fireworks on the Track and Field.
--

BACKGROUND: This event is held yearly in the Town of Espanola and has been a great success.
--

ANALYSIS: Request was circulated to Police, Fire, PWD and Leisure Services; there were no concerns from any departments.

EXISTING POLICY: Council Resolution
--

FINANCIAL COMMITMENT: NA

IMPLEMENTATION: Clerk's Office

Prepared By: Traci Denault-Roque

Department Manager: _____

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ✓ No

Comments: _____



Uplifting experiences
for kids with cancer.

Camp Quality Northern Ontario

P.O. Box 2021, Station A
Sudbury ON P3A 4R8
T 1.866.738.8011

info@campquality.org www.campquality.org

Dear Council,

I am writing you on behalf of Camp Quality Northern Ontario. We are a non for profit organization which runs a camp week experience for children with cancer living in Northern Ontario. Each fall we host a reunion in your town for all our campers, their families, and our volunteers. Our reunion is expected to be attended by over 200 people from across the region, on Saturday September 23rd. This year will be our 17th consecutive year hosting our annual reunion in the town of Espanola.

Each year we run a fun filled day at your Recreational Centre and cap it off with a fireworks display at sundown (likely starting at 7:30 pm and running for about 15 minutes). As such we require council grants us a bylaw exemption to both the firework and noise bylaw for this event. All fireworks are administered by fully trained personnel (Espanola volunteer Firefighters). This is an annual tradition that our campers and their families enjoy very much. Any further information needed please advise.

Furthermore, we would ask council to consider waiving field rental fees for this day like in the past. As a non for profit organization every dollar in which we save, allows us to better support the children and the families who attend our camp.

Thank you for your consideration,

Allison Kennedy
Co-Director
Camp Quality Northern Ontario

705.920.0530

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

STAFF REPORT

DEPARTMENT: Administration

DATE: September 12, 2017

ITEM: NSSAR Road Toll

RECOMMENDATION: Be It Resolved That: Council for the Town of Espanola permit the North Shore Search and Rescue to hold a voluntary road toll on November 18, 2017 from 9 am and 5 pm between the entrance of Home Hardware and the entrance to Canadian Tire on Hwy 6 providing the same security measures are followed as in previous years.

BACKGROUND: This event has been taking place for several years without any issues.

ANALYSIS: Circulated the request to hold the road toll to Fire Svs, Police Svs and PWD.
 Fire - No concerns
 Police Svs - No concerns provided the set-up is done safely as it has been in the past
 PWD - No objection

EXISTING POLICY: Council motion

FINANCIAL COMMITMENT: NA

IMPLEMENTATION: Council resolution

Prepared By:

Traci Denault-Roque

Clerk Treasurer/Administrator:

Cynthia Townsend

Approval of Recommendation:

Yes ☒ No ☐

Comments:



AUG 11 2017

North Shore Search and Rescue Inc.
385 Ricci Drive, Espanola, ON. P5E 1G4
Cellular: 705-869-8587
E-mail: north.shore@nssar.ca

August 10, 2017

Mayor Ron Piche
Town of Espanola
100 Tudhope Street, Suite 2
Espanola, Ontario
P5E 1S6

Dear Mayor Piche –

North Shore Search and Rescue has been holding a voluntary “road toll” in November at the south end of Town on Highway 6 for the past 7 years. The monies raised help to continue our day to day operations and the training of our members. As a registered not-for-profit agency which receives no regular government monies, we rely solely on the fund raising efforts of our membership and the generosity of the public & local businesses. With an annual operating budget in excess of \$60,000, it is an on-going struggle to ensure financial viability (a copy of our Annual Financial Review is on file at your office). Events such as the voluntary road tolls are crucial to our survival.

This year, we have taken on a new program which will have significant financial impact for us, but we feel is vital to our catchment area – **Project Lifesaver**. This program is designed to assist those at risk of wandering, such as Alzheimer & dementia patients, children with Autism, etc. As you and Council are aware, this is a growing part of our population and everything we can do to protect this vulnerable sector of our society is crucial. Rather than go into detail here about the program, I have included a brochure which outlines some basic information. This is a long-term commitment for our team and one that we must be able to financially support on top of our already substantial operating commitment. If you or Council would like to learn more about Project Lifesaver, we would be more than happy to attend at one of your meetings.

In regard to the voluntary road toll, we would like to once again hold this event on the Saturday prior to the Manitoulin deer hunt, that being November 18, at the same location as previous years – at the south end of town in the centre turning lane by Home Hardware/Canadian Tire. This location, which we clearly mark with orange pylons, permits for the safety of our members collecting funds and we, at all times, strive to minimize the disruption to the flow of traffic. The timing and location of the event was originally specifically selected, and still holds true – rather than soliciting from our local population who have ALWAYS been extremely generous towards our fund raising efforts, this event targets the out-of-town outdoorsmen heading to the Manitoulin – the individuals who may at any time require our services as a search & rescue team.

If this event is acceptable to Council, we would start at approximately 9 a.m. and, weather permitting, run until about 5:00 p.m. If you or they would like any additional information, please contact me at your convenience.

Bill Noon
President

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 7, 2017

ITEM: Municipal input into DSSAB Governance and Accountability Review

RECOMMENDATION: Be it resolved that:

For discussion.

BACKGROUND:

Please see information.

ANALYSIS:

Based upon our past experiences and intricate understanding of how the apportionment formula works and the inability to accommodate significant assessment losses, some recommendations to this structure should be made.

There has also been some discussion on the inability to affect change when the municipality has only 2 votes out of 14.

A summary of these as well as any other points of concern to be discussed will be formulated in the attached submission form and brought back to council for approval prior to the submission date of October 31, 2017.

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: 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

Department Manager: _____

Clerk Treasurer/Administrator:

Cynthia Townsend _____

Approval of Recommendation:

Yes ___ No ___

Comments: _____



Preparatory Materials: Consultation for Municipal Representatives

Discussion Paper and Agenda

August 25, 2017

TABLE OF CONTENTS

1. PURPOSE OF THE CONSULTATION	3
1.1 Approach.....	3
1.2 Goals.....	5
2. GOVERNANCE & ACCOUNTABILITY OVERVIEW	5
2.1 DSSAB Legislative Governance and Accountability Frameworks.....	6
2.2 Local Governance & Accountability, and General Best Practices	7
3. AGENDA	8
4. DISCUSSION TOPICS	9
4.1 Accountability and Transparency.....	9
4.2 Board Composition.....	10
4.3 Term Start Dates	11
4.4 Access to Financing	12
4.5 Apportionment.....	13
4.6 Other Governance and Accountability Issues.....	14
5. CONCLUSION	14
6. APPENDIX: WRITTEN SUBMISSION FORM	15
6.1 Accountability and Transparency.....	15
6.2 Board Composition.....	15
6.3 Term Start Dates	16
6.4 Access to Bulk Financing	16
6.5 Apportionment.....	16
6.6 Other Governance and Accountability Issues.....	17

1. Purpose of the Consultation

District Social Services Administration Boards (DSSABs) play a critical role in the planning, funding and delivery of social services for the residents of Northern Ontario. Over nearly twenty years, their intended role has been built upon a commitment to partnership, sense of common purpose, and shared responsibility for all residents in the district. Governance and accountability are foundational to how member municipalities and territories without municipal organization (TWOMOs) work together, share costs and make decisions – and therefore, play a significant role in how services are delivered and what level of service is available in each community.

The Province has commissioned this review to help ensure the governance and accountability framework for DSSABs is strong, clear and promotes equitable and sustainable access to high-quality social services across the north.

1.1 Approach

On behalf of the Ministry of Community and Social Services (MCSS), OPTIMUS | SBR is leading a comprehensive review of the governance and accountability framework for DSSABs. The review will include research/review of lessons from other jurisdictions and a robust consultation and engagement plan, designed to provide all boards, northern municipalities, and TWOMOs with meaningful opportunities to participate and provide input.

This document is a preparatory guide to the topics that will be discussed during the consultations and is meant to be read by participants ahead of the sessions. It also contains the questions that will be used to frame the session discussions, as well as guidelines for a written submission.

Following the Minister's announcement in September 2016, MCSS worked collaboratively with ministry partners (Municipal Affairs, Housing, Health and Long-Term Care, Education and Finance) and engaged DSSABs (through the Northern Ontario Service Deliverers' Association (NOSDA)) and northern municipal associations (Federation of Northern Ontario Municipalities (FONOM) and Northwestern Ontario Municipal Association (NOMA)) to establish key parameters for the review, including principles, scope, and engagement strategy.

The following principles will guide the development of recommendations to change/enhance the governance framework:

1. **Clear roles and responsibilities** – the roles and responsibilities of member municipalities, TWOMO representatives, DSSABs and the Province in the accountability relationship are clear, straightforward, well understood and accepted by all parties;

2. **Collective accountability for local social services** – As a collective, the board is responsible for the delivery of Ontario Works, child care, housing services and/or emergency land ambulance that meets the local needs of all constituents within the district;
3. **Transparent Processes** – There is a transparent mechanism in place for articulating the social service needs of residents and DSSAB decisions and decision making processes are clear to all board members. Where there are impasses between member municipalities, TWOMO representatives and boards, clearly articulated mechanisms to resolve conflicts are available;
4. **Responsive to change** – The governance structure is agile to the changing needs, circumstances and varying capacities of municipalities and the Province; and,
5. **Financial sustainability** – DSSAB governance and planning promotes the viability of social services and cost effectiveness in consideration of the unique geographic challenges, population distribution and municipal governance in Northern Ontario.

All aspects of the DSSAB governance and accountability framework, including the DSSAB Act and regulation and supporting Acts, policies or guidelines (e.g., other legislation and regulations related to services delivered and/or governing DSSABs, board by-laws, etc.), are in-scope for the review. However, there are several issues that are out of scope for this consultation. They include:

- Evaluating the effectiveness of the social services delivered by DSSABs (e.g., assessing person-level outcomes, service standards, etc.);
- Re-adjusting overall provincial funding levels per the social service programs;
- Adding or removing additional services from the DSSAB mandate; and,
- Changing the Ontario Municipal Partnership Fund or methods of property assessment and taxation.

The engagement strategy for the review consists of the following:

1. Targeted consultation sessions in each District:

Sessions will be held with board members, staff, and elected officials from member municipalities in the District. Sessions will provide:

- An overview of the review principles, scope and key issues/concerns on DSSAB governance and accountability that have been raised to date;
- An opportunity for participants to provide feedback on pre-circulated key questions; and,
- For consultations with municipalities, a walk-through of the written submission guidelines for those who plan to provide a formal response from their council.

2. Written Submission:

All District municipalities will have an opportunity to submit one council-endorsed written submission, referenced above, to the review. Written submissions will complement input provided through the consultation sessions, and will be informed by a set of key questions that can be found in the appendix of this document.

1.2 Goals

It is our hope that the consultation will provide an opportunity to learn from the rich experiences of DSSABs, municipalities and TWOMOs across the north, to share best practices and lessons learned in an effort to inform potential changes that can enhance effective governance and accountability.

A successful consultation process will deliver the following results:

- A process that is thoughtful and transparent;
- Meaningful and respectful discussions; and,
- Constructive ideas and perspectives that can inform clear and actionable recommendations.

2. Governance & Accountability Overview

In Northern Ontario (with the exception of the City of Greater Sudbury) DSSABs are the consolidated entities responsible for the delivery of social services. DSSABs are composed of two types of members – members representing single tier municipalities, and members representing territories without municipal organization (TWOMO).

DSSABs play a critical role in the planning, funding, and management of the following social services for residents of Northern Ontario:

- Ontario Works (Ministry of Community and Social Services);
- Child Care/Child and Family Program (Ministry of Education);
- Housing (Ministry of Housing); and, in some cases,
- Land Ambulance (Ministry of Health and Long-Term Care).

The DSSAB governance and accountability framework is broad, and exists across multiple levels (e.g., provincial legislation, provincial policy, local board by-laws, etc.). It also intersects with and is influenced by social service and municipal legislation and policy/funding levers.

In general, the governance and accountability framework sets the rules, expectations and terms under which municipal and TWOMO partners collaborate to serve the residents in their district. The framework includes key elements related to how partners work together (e.g. apportionment of costs among members, representation, and decision-making processes) as

well as how boards report and demonstrate results to the Province and residents (e.g. expenditures, service levels and outcomes).

Since the establishment of DSSABs in 1998, a number of concerns have naturally been raised by boards and municipalities regarding board governance and accountability including:

- Accountability and transparency;
- Board composition;
- Term start dates;
- Access to financing; and,
- Apportionment.

A comprehensive review will focus on these issues in-depth and generate potential constructive solutions to enhance governance and accountability, as well as explore what other overall areas of governance could be enhanced. In addition, it will be important to help identify at what level of the DSSAB governance structure change can and should be implemented. To this end, there are two key frameworks to keep in mind.

2.1 DSSAB Legislative Governance and Accountability Frameworks

The *District Social Services Administration Board Act* and regulations under the Act provides the overarching governance framework for DSSABs including (but not limited to) defining:

- **Social Services Provided** – The program accountability and funding for each service is prescribed by separate legislation managed by their respective ministries (i.e., *Ontario Works Act*, *The Child Care and Early Years Act*, *Land Emergency Act*, and the *Ambulance Act*);
- **Board Composition** – The allocation of board seats within a district to member municipalities and TWOMOs – supported by the principle of considering board member distribution and population distribution;
- **Board Member Qualifications and Manner of Appointment** – Members can be two types: A) Members representing municipal jurisdictions within the District appointed by the councils of those municipalities B) Members representing TWOMOs, who are selected by the residents of that territory by an election, held the same day that municipal elections are held;
- **Term of Office** – A term cannot exceed four consecutive years and generally begins on January 1st following the member's term of office for council;
- **Apportionment of Costs** – A detailed methodology for the apportionment of cost amongst member municipalities and TWOMOs using a weighted property assessment, as well as provisions for adopting an alternate formula provided it is passed with double majority support among members of the DSSAB; and,
- **Authority to borrow** – A board may borrow to help meet the expenditures of the board, however the maximum amount that can be borrowed at any one time cannot exceed 25 per cent of its estimated revenue for the current year.

While key elements of governance are outlined in the legislation, there are possible areas for continuous improvement in order to ensure the DSSAB legislative framework remains current, serves the need of its membership, and addresses the main characteristics of good governance. The review is an opportunity to bring forward recommendations to strengthen or clarify the current legislative framework to address challenges that have emerged over the years in some districts.

As an illustration, some opportunities that have been identified include:

- The need for an explicit and effective dispute resolution mechanism;
- The need to examine if the “double majority” requirement to enact changes to the apportionment formula is effective;
- Exploring how best to ensure fair and meaningful board representation for municipal members and TWOMO;
- The opportunity to better align the term start dates of board members to the term start dates of office for municipal councillors;
- The need for greater clarity on the apportionment of costs between TWOMO and municipal members; and,
- Clarifying governance and accountability standards in other legislative frameworks that could apply to DSSABs, such as those in the Municipal Act.

2.2 Local Governance & Accountability, and General Best Practices

A secondary level of governance is the local board by-laws and best practices that support the legislative framework and govern the day-to-day operation of the board. These practices present a channel that may also help address issues and support enhancing accountability for DSSABs.

Based on research of best practices, the boards that are best equipped to lead their organizations are self-aware, function in constructive partnership with their chief executives, and are committed to continually improving their performance. Boards can improve their effectiveness by the intentional adoption of good governance practices, such as the following generic practices, many or all of which are adopted by DSSABs:

- **Mission and Purpose.** The organization has a clearly stated mission, consistent with its stated objectives and approved by the governing body, in pursuit of the public interest;
- **Assessing Effectiveness.** The governing body regularly assesses the organization’s mission and the effectiveness of the organization and its leadership in achieving it;
- **Legal Compliance, Fiduciary Responsibility, and Responsible Stewardship.** The governing body and staff know about and comply with all federal, provincial, and local laws, regulations and fiduciary responsibilities;

- **Financial Oversight.** The governing body exercises active oversight of the financial affairs of the organization and sets policies to ensure that the organization's resources are used appropriately in furtherance of the organization's mission; and,
- **Communication.** The organization makes information about its mission, activities, and finances available to the public and communicates in a clear and timely manner.

3. Agenda

The following agenda will guide the Municipal Representatives consultation session.

Agenda Item	Led by/Participants	Time needed (approx.)
Welcome and Introductions <ul style="list-style-type: none"> - Overview of Review - Today's Objectives - Context 	Consultants/Municipal Representatives	15 minutes
Discussion Items: <ul style="list-style-type: none"> ▪ Accountability and transparency ▪ Board composition ▪ Term start dates ▪ Access to financing ▪ Apportionment ▪ Other governance and accountability issues 	Consultants/ Municipal Representatives	5 minute overview
Discussion on each topic/further questions	Consultants/ Municipal Representatives	2.5 hour discussion
Reminder about written submissions	Consultants	5 minutes
Summary, Wrap-up and Next Steps	Consultants	5 minutes

4. Discussion Topics

As part of our preparations for the consultation phase of the review, OPTIMUS | SBR, with support from MCSS, spoke to ministry staff, board CAOs, NOSDA, FONOM and NOMA to improve our understanding of issues raised to-date, and plan how best to engage DSSAB, municipal and TWOMO partners.

The following section outlines topic areas that the ministry has heard explicit concerns about from DSSABs and municipalities that will be the focal points during the consultation process in each of the ten DSSAB jurisdictions. In each sub-section, we describe the potential goal for good governance and accountability, present a high-level overview of the current framework, and highlight the review principles most relevant to the topic area. We conclude with the objective for the consultation process and discussion questions related to the specific topic area.

We encourage participants to think broadly about what they see as strengths, gaps, concerns, and opportunities to improve other aspects of DSSAB governance and accountability, within the established scope of the review, and bring these ideas forward at the consultation sessions.

4.1 Accountability and Transparency

Goal: It is important for each DSSAB to be accountable for the decisions that are made related to the delivery of the prescribed social services that they are responsible for, along with being accountable for the financial aspects of the services they deliver. At the same time, it is equally important to be transparent to municipal councils and local residents about the decision-making process.

Current Framework: There are various requirements guiding accountability and transparency embedded within the DSSAB Act, the Municipal Act, the Municipal Conflict of Interest Act and other provincial policies affecting municipalities and/or local boards (council and board members), which are applicable to DSSABs. At a minimum, there is an expectation that DSSABs will ensure that their decision-making processes are open and well-understood by municipalities and TWOMOs, and that DSSABs are accountable for the decisions that have been made related to the delivery of social services.

Governance Principle(s): As discussions on accountability and transparency unfold, stakeholders are encouraged to consider the five over-arching review principles, focusing specifically on:

- Clear roles and responsibilities among DSSABs, municipal members, and TWOMOs;
- Collective accountability that meets the needs of all constituents within the district; and,

- Transparent processes, inclusive of a transparent mechanism for articulating needs and resolving conflicts.

Objective for Stakeholder Consultation: To identify effective approaches to foster timely and transparent communication and other accountability approaches between parties that promotes effective governance and accountability.

Discussion Questions:

- How could the current DSSAB governance and accountability framework better enable the principles of accountability and transparency? What are the shortcomings of the current framework?
- Are there best practices in accountability and transparency in some DSSABs that could be considered by others?
- How effective is the current DSSAB governance and accountability framework in promoting equitable and sustainable access to high-quality social services? How could it be improved?
- Do municipalities have a clear and consistent understanding of the roles and responsibilities of the DSSABs? Are there tools or approaches that should be considered to increase knowledge?
- Do current DSSAB processes allow for flexibility to quickly respond to new requirements? Why or why not?
- How could transparency about a board's financial decisions be improved?

4.2 Board Composition

Goal: It is important that DSSAB member municipalities and TWOMOs are confident that they are fairly-represented by the board and have the opportunity to provide input into the board's decision-making. It is also important that residents in the communities comprising the district are confident in the board's capacity to reflect upon and balance diverse interests.

Current Framework: The provision guiding board composition prescribed in the DSSAB Act outlines that board composition "have regard to the proportionate distribution amongst the areas of population". This assumes that proportional representation may be an appropriate guide for fair or practical board composition. At the same time, board members are selected by municipal councils or directly by TWOMO residents, assuming this is the ideal approach for selection of board membership.

Governance Principle(s): As discussions on board composition unfold stakeholders are encouraged to consider the five over-arching review principles, focusing specifically on:

- Collective accountability that meets the needs of all constituents within the district; and,

- Responsiveness to change, where the governance structure is agile and able to meet changing needs and circumstances.

Objective for Stakeholder Consultation: Discuss approaches to board composition which result in fair representation, especially helping to balance the perspectives and differences between municipalities' (e.g., large versus small) input into decision-making, and ensure boards are well-positioned to address the collective needs of all residents in the district.

Discussion Questions:

- What are the strengths/weaknesses of the current approach to board composition?
- Is there a better way to constitute boards?
- Do you have any suggestions on approaches to board composition that might improve board effectiveness?
- How does the board help balance/support members to assume their role as a board member versus their role as a municipal councillor?

4.3 Term Start Dates

Goal: To create an opportunity and/or process that will address the impact of misaligned term start dates between board members and municipal councillors.

Current Framework: The provision guiding term start dates prescribed in the DSSAB Act outlines that the term of office for a DSSAB board member "shall commence on January 1st next following the commencement of the term of office of the council that the member represents" and "shall not exceed four years". This provision allows time for a municipal council, which begins its term on December 1st (Thereafter November 15th commencing 2022), to appoint a board member prior to the start of a DSSAB's new term. While the sequencing of term start dates was intended to support a smooth transition for new DSSAB members, the current dates leave a board with transition issues in the month of December in a Municipal Election year and may be hindering DSSAB decision-making in the month and a half before the new DSSAB term start date.

Governance Principle(s): As discussions on term start dates unfold stakeholders are encouraged to consider the five over-arching review principles, focusing specifically on:

- Clear roles and responsibilities among DSSABs, municipal members, and TWOMOs;
- Collective accountability that meets the needs of all constituents within the district; and,
- Responsiveness to change, where the governance structure is agile and able to meet changing needs and circumstances.

Objective for Stakeholder Consultation: Discuss term start dates and develop suggestions regarding opportunities and/or processes that will address the impact of misaligned term start dates between board members and municipal councillors.

Discussion Questions:

- Should the board term dates more closely align with the municipal council terms?
- Are there other changes that could be implemented to mitigate the challenges resulting from the misaligned term start dates if the current transition period were retained?

4.4 Access to Financing

Goal: To ensure there is clarity and a shared understanding among DSSABs, municipalities and lenders that DSSABs are corporations under the DSSAB Act and are eligible to borrow.

Current Framework: Under the DSSAB Act, DSSABs are corporations and may borrow “by way of a promissory note such sums as the board considers necessary to meet the current expenditures of the board until the current revenue is received” and that the amount borrowed “shall not exceed 25 per cent of the estimated current revenue of the board for the current year.” Some boards and member areas have raised concerns that they have faced challenges accessing financing including the lack of clarity under the current framework regarding their ability to access financing for capital investments and how this impacts their service delivery.

Governance Principle(s): As discussions on access to financing unfold stakeholders are encouraged to consider the five over-arching review principles, focusing specifically on:

- Financial sustainability which promotes viable and cost-effective services.

Objective for Stakeholder Consultation: Discuss DSSAB access to financing and find ways to develop a shared understanding among DSSABs, municipalities and lenders.

Discussion Questions:

- What is necessary to support clarity and create a common understanding of the ability of DSSABs to borrow?
- Are there supports and/or resources that government can provide to help with this challenge?
- Are there government created barriers to borrowing that could be reconsidered?
- What are the impacts and/or the considerations for municipalities as a result of DSSABs accessing financing (i.e. how do these challenges hinder the board’s in best serving the communities)?

4.5 Apportionment

Goal: To ensure there is transparency, clarity and a shared understanding of how the apportionment formula is carried out to enable the delivery of the prescribed social services.

Current Framework: The DSSAB Act outlines a detailed methodology for the apportionment of cost amongst member municipalities and TWOMOs using a weighted property assessment, as well as provisions for adopting an alternate formula provided it is passed with a double majority vote. A default apportionment formula of weighted assessment is intended to support and sustain equitable access to social services in all communities through the sharing of costs across a district based on a municipality's ability to pay (note: TWOMOs actual costs of social services are covered by the Province). While the Act allows for an alternative model, the implicit assumption is that any alternative should not create an untenable imbalance in cost among member areas that could compromise (or destabilize) access to services for the people of Northern Ontario.

Governance Principle(s): As discussions on apportionment unfold stakeholders are encouraged to consider the five over-arching review principles, focusing specifically on:

- Collective accountability that meets the needs of all constituents within the district; and,
- Financial sustainability which promotes viable and cost-effective services.

Objective for Stakeholder Consultation: Discuss potential improvements or changes to the prescribed cost apportionment formula and process for establishing an alternative formula with a view to supporting and sustaining equitable access to social services in all communities.

Discussion Questions:

- What are the strengths and weaknesses of the current approach to apportionment?
- What should be the underlying principles for apportionment of costs among municipalities?
- Should there be a single, mandated province-wide approach?
- Should there be a different process (i.e., other than the current double majority vote) for establishing an alternative apportionment formula (to the current or a different default formula)?
- How should disputes related to apportionment be resolved?
- How would you suggest that transparency with respect to apportionment be increased for the DSSABs?
- Are there other apportionment issues that should be addressed coming out of this review?

4.6 Other Governance and Accountability Issues

Goal: To identify and achieve a common understanding of other governance and accountability issues, and discuss possible approaches to improve the framework in these areas.

Discussion Questions:

- What are other strengths, weaknesses, challenges and opportunities to enhance the governance and accountability framework for DSSABs?
- What are key success factors to consider in terms of implementing changes to the governance and accountability framework (e.g. timing, sequencing, communication)?

5. Conclusion

Thank you for taking the time to read this document in preparation for your consultation meeting.

6. Appendix: Written Submission Form

Municipalities are invited to submit one council-endorsed written submission for this component of the review. For accessibility and convenience, a separate Word version of this form is provided that includes identical questions.

Please use this form (the accompanying Word version or this pdf) to write your response, and then send completed submissions (along with a copy of the council resolution/endorsement) to the following email address using the subject line "DSSAB Review: Completed Written Submission -- [Municipality Name]": dssabreview@optimussbr.com. Please complete and send by October 31st, 2017. The Word version of this form can be found in the same online location as this document.

Thank you for your participation and for filling out your written submission!

Municipality Name:

District Name:

6.1 Accountability and Transparency

What, in the Council's view, could be done to improve the current DSSAB governance and accountability framework in support of the principles of accountability and transparency?

Based on the opportunities for improvement identified, what is of greatest priority in the Council's view?

6.2 Board Composition

In the Council's view, is the current definition of board composition appropriate and able to support fair and balanced consideration of all communities' interests?

Does the Council believe the effectiveness of the board could be improved with changes to the composition (e.g., other community members)?

6.3 Term Start Dates

In the Council's view, what would be the best way to ensure the board can operate effectively in the month and a half between a municipal election and the start date of a term on the board?

6.4 Access to Bulk Financing

In the Council's view, what steps could the government take to ensure clarity and a common understanding of the ability of DSSABs to borrow?

Are there barriers that the government could remove that are creating challenges for the board in securing loans or other sources of financing?

6.5 Apportionment

In the Council's view, what should be the underlying principles for apportionment of costs among municipalities?

In the Council's view, should there be a single, mandated province-wide approach to cost apportionment or should there continue to be a process to alter a default formula?

If the flexibility to alter an identified default formula is retained, should the process for approving an alternative be changed? If yes, how?

How should disputes related to apportionment be resolved (e.g., arbitration)?

6.6 Other Governance and Accountability Issues

In the Council's view, are there any other changes that would enhance the governance and accountability framework for DSSABs?



Preparatory Materials: Consultation for Municipal Representatives

Written Submission Form

August 25, 2017

Municipalities are invited to submit one council-endorsed written submission to the DSSAB Governance and Accountability Review.

This document contains the guidelines for a written submission by district municipalities. It should be viewed in parallel with the document *Preparatory Materials: Consultation for Municipal Representatives – Discussion Paper and Agenda*, of which the questions in that document's Appendix are identical to this form's. This form provides a Word version, for accessibility and convenience, of these same written submission questions.

*Please use **this form to write your response**, and then send completed submissions (along with a copy of the council resolution/endorsement) to the following email address using the subject line "DSSAB Review: Completed Written Submission – [Municipality Name]": dssabreview@optimussbr.com. Please complete and send by October 31st, 2017.*

Thank you for your participation and for filling out your written submission!

1. Written Submission Form

Municipality Name:

District Name:

1.1 Accountability and Transparency

What, in the Council's view, could be done to improve the current DSSAB governance and accountability framework in support of the principles of accountability and transparency?

Based on the opportunities for improvement identified, what is of greatest priority in the Council's view?

1.2 Board Composition

In the Council's view, is the current definition of board composition appropriate and able to support fair and balanced consideration of all communities' interests?

Does the Council believe the effectiveness of the board could be improved with changes to the composition (e.g., other community members)?

1.3 Term Start Dates

In the Council's view, what would be the best way to ensure the board can operate effectively in the month and a half between a municipal election and the start date of a term on the board?

1.4 Access to Bulk Financing

In the Council's view, what steps could the government take to ensure clarity and a common understanding of the ability of DSSABs to borrow?

Are there barriers that the government could remove that are creating challenges for the board in securing loans or other sources of financing?

1.5 Apportionment

In the Council's view, what should be the underlying principles for apportionment of costs among municipalities?

In the Council's view, should there be a single, mandated province-wide approach to cost apportionment or should there continue to be a process to alter a default formula?

If the flexibility to alter an identified default formula is retained, should the process for approving an alternative be changed? If yes, how?

How should disputes related to apportionment be resolved (e.g., arbitration)?

1.6 Other Governance and Accountability Issues

In the Council's view, are there any other changes that would enhance the governance and accountability framework for DSSABs?