



REGULAR COUNCIL AGENDA

For the Corporation of the Town of
Espanola

Council Meeting

To Be Held On

Tuesday, September 26, 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 26, 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

SPECIAL IN CAMERA MEETING
FOLLOWING 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

None

DELEGATIONS

None

QUESTION PERIOD

PART 1 - CONSENT AGENDA

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

- CA-015-17 Be It Resolved That: Items A1 to F5 inclusive contained in Part 1, Consent Agenda be adopted.

Adoption of Minutes

A1 Regular Meeting of Council of September 12, 2017

- 17-152 Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of September 12, 2017.

Board and Committee Reports

None

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. 2808/17

- 17-153 Be It Resolved That: Bylaw No 2808/17 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of September 12, 2017.

Reports

F1 Public Works Department Departmental Report for August 2017

F2 Fire Department Departmental Report for August 2017

F3 Leisure Services Department Departmental Report for August 2017

F4 Joint Health and Safety Committee Meeting Minutes of June 1, 2017

F5 Espanola Public Library Board Meeting Minutes of May 8th & June 12th, 2017

- 17-154 Be It Resolved That: The following reports are hereby received; Public Works Department Departmental Report for August 2017; Fire Department Departmental Report for August 2017; Leisure Services Department Departmental Report for August 2017; Joint Health and Safety Committee Meeting Minutes of June 1, 2017; Espanola Public Library Board Meeting Minutes of May 8th & June 12th, 2017.

PART II - REGULAR AGENDA

Bylaws and Resolutions

G1 Notice of Motion

- 17-155 Be It Resolved That: The Council Committee of the Whole commence monthly meetings on the 3rd Tuesday of each month at 3:00 pm commencing in October 2017 concerning firehall renovations or replacement.

G2 Recommendation regarding Touch A Truck & Community Open House

- 17-156 Be It Resolved That: The municipality host a "Touch a Truck & Open House" event Friday, October 20th as an opportunity to engage the residents in accordance with the Corporate Communications Policy.

G3 Recommendation regarding Legal Survey Tender for Phase 2 of the Infrastructure Renewal funded by CWWF

- 17-157 Be It Resolved That: The tender to conduct a legal survey for Phase 2 of the Municipal Infrastructure Renewal Plan from Tulloch Engineering be accepted.

G4 Recommendation regarding Geotechnical Tender for Phase 2 of the Infrastructure Renewal funded by CWWF

- 17-158 Be It Resolved That: The tender to conduct a geotechnical investigation for Phase 2 of the Municipal Infrastructure Renewal Plan from EXP be accepted.

G5 Recommendation regarding 2017 Sidewalk Tractor Purchase

- 17-159 Be It Resolved That: The 2017 Trackless MT-7 with 60" Ribbon Snowblower be purchased from Work Equipment.

G6 Bylaw No. 2806/17, being a Bylaw to Adopt the Water & Sewer Rates

- 17-160 Be It Resolved That: Bylaw No. 2806/17, the Water & Sewer Bylaw be adopted as presented.

G7 Bylaw No. 2807/17, being Bylaw to Adopt for Establishing and Maintaining a System for the Collection, Removal and Disposal of Waste

- 17-161 Be It Resolved That: Bylaw No. 2807/17, the Waste Collection Bylaw be adopted as presented.

Correspondence For Information Only

H1 Simplified Risk Assessment

H2 Email Response to Council Inquiry from Aug 8th Council Meeting re: Resident Complaint

Information

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

MTO Correspondence re: meeting with PA

FONOM correspondence re: Future of Species at Risk

ROMA report

Conference and Conventions

None

Mayor and Councillor Reports and Announcements

Verbal

Future Council/Committee Meetings

Corporate Services Committee Meeting of October 3rd, 2017 @ 3:00pm
Regular Meeting of Council Meeting of October 10th, 2017 @ 7:30 pm

Adjournment

Closed Meeting (if required)



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

**Council Chambers
Municipal Office**

**September 12, 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; C. Townsend, CAO/Treasurer; T.
Denault-Roque, Recording Secretary

The Mayor stated that this meeting will be live streamed.

Disclosure of pecuniary interest and the general nature thereof.

Councillor K. Duplessis declared a conflict with item G1.

Public Hearing

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 to an existing residential dwelling.

The applicant was present. Two letters supporting this application and one inquiry for clarification was received prior to the public hearing.

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.

The applicant was not present. There were no verbal or written comments received.

This portion of the meeting closed at 7:33 pm.

Delegations/Petitions

Mr. Yves Carriere, local resident stated that he would like to speak to Council to express his concerns regarding the proposed bylaw to recycling.

He then advised that he felt Council needs to educate the residents more and while doing so, the education process needs to be simple and not complicated. He felt that if Council would reconsider how to implement the changes and work with the residents they would see more people recycling.

Mayor Piche thanked Mr. Carriere for his comments and advised that Council will be taking into consideration all comments when reviewing the bylaw.

Question Period

None

CONSENT AGENDA

CA-014-17 Ray Dufour – R. Duplessis

Be It Resolved That: Items A1 to F2 contained in Part 1 Consent Agenda be adopted.

Carried

**Items A1-A3
Minutes**

17-144 R. Duplessis – R. Dufour

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.

Carried

Board and Committee Reports

**Item B1
Board and
Committee Reports**

17-145 B. Foster – R. Yocom

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

Carried

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

None

Bylaws and Resolutions

Item E1
Confirmatory Bylaw

17-146 R. Yocom – B. Foster

Be It Resolved That: Bylaw No 2805/17 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of August 8, 2017.

Carried

Item E2
CUPE Local 4705

17-147 R. Dufour – R. Yocom

Be It Resolved That: Bylaw No 2759/17 be adopted, Being a Bylaw to execute an Agreement between the Town of Espanola and the Canadian Union of Public Employees and its Local 4705.

Carried

Reports
Items F1-F2

17-148 R. Yocom – B. Foster

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.

Carried

Councillor R. Duplessis requested a copy of the letters that were sent out regarding water meters be circulated to Council. Staff advised that copies will be provided.

Councillor B. Foster stated that a report showing what businesses as a whole are using for water consumption should be circulated once that information is received. The Clerk advised that the report will be forthcoming.

PART II
REGULAR AGENDA
Bylaws and Resolutions

Councillor K. Duplessis removed himself from the Council table.

Item G1
Z-03/17 Zoning
Bylaw Amendment

17-149 R. Duplessis – R. Dufour

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.

Carried

A discussion ensued.

Councillor Dufour inquired as to what rules and regulations the Building Official and Fire Chief's comments applied to as he could not find them in any legislation. The Clerk explained that Department Managers are asked to comment on the application in order that the Applicant is aware of what may be required from the standpoint that Department in order to operate that type of business.

Councillor K. Duplessis returned to the Council table.

Item G2
Camp Quality

17-150 R. Yocom – R. Duplessis

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.

Carried

Item G3
NSSAR Road Toll

17-151 S. Meikleham – K. Duplessis

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.

Carried

Item G4
DSSAB Governance and Accountability Review

For Discussion

A discussion ensued.

The items discussed that member felt needed to be reviewed were reconsideration of a double majority required for voting purposes; board compositions; rent hikes and the fact that even though the Province is providing more funding to DSSAB the municipality's portion continues to rise.

The CAO/Treasurer advised that she will complete the written submission form and should any Council member have any other items they would like to add, to forward them via email.

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 Councillors Reports and Announcements

**Espanola Fire
Fighters**

Councillor Yocom stated that during one of the fires our community experienced this summer a retired senior executive of an international insurance company was on the scene. He commented on the professionalism and quick response time of the Espanola Volunteer Fire Fighters.

Hwy 6 Update

The CAO/Treasurer advised that staff is still waiting for an updated quote from AECON to do a pave and shave on Hwy 6.

AMO Conference

Councillor Foster provided a brief verbal report on the AMO conference he attended.

Future Council 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

K. Duplessis – S. Meikleham

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 8:18 pm

Carried

Ron Piche
Mayor

Paula Roque
Clerk



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2808/17

**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: September 12, 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 26th day of September 2017.

Ron Piche
Mayor

Paula Roque
Clerk

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

DEPARTMENTAL REPORT

DEPARTMENT: Public Works

MONTH: August 2017

PROJECT STATUS:

- **Bio-Solids:** Awaiting funding response.
- **Water Meters:** Software to launch in October. Still a few outstanding meter installations.
- **Asset Management:** On-going policy development identifying level of service.
- **CWWF:** Tender award for phase engineer commencement of topographical and CCTV survey for Jean, Elizabeth, Katherine Streets for preparation of OCIF funding application deadline September 27, 2017.

TRANSPORTATION:

- Public Works continued with regular maintenance of town streets and back roads including patching, sweeping, grading, shouldering, sign installations and repairs, line painting, ditching, brushing & tree removal, lawn repairs, and garbage/debris pick-up.
- Repaired washouts.
- Performed hard surfacing of Clear Lake Drive and Giroux Drive.
- Assisted with road closure on Barber for Credit Union roof maintenance.
- Assisted with parking barricades for Royal Bank.
- Repaired guardrails on Bass Lake Road.

EQUIPMENT:

- No breakdowns for the month of August only planned maintenance.

ENVIRONMENTAL:

- A lot of inquiries/complaints regarding upcoming garbage & recycling restrictions.

BEAUTIFICATION:

- Fertilized, watered and weeded flower beds.

CEMETERY:

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

BALL FIELDS/PARKS/CLEAR LAKE BEACH:

- Maintained fields, parks and beach areas.
- Annual Mixed Tournament was held on August 11-13, 2017.
- Men's and Ladies' year end tournament was held on August 18-19 2017.
- Repaired bleachers.
- Repairs to change rooms at Clear Lake Beach.
- All sprinklers were turned off on August 21, 2017.
- Removed stumps at ballfields.

WATER & SEWER:

- Painted hydrants (students).
- Flushed storm and sanitary sewers.
- Repaired catch basins.
- Assisted OCWA with lead testing.
- Flushed storm sewers at Field Store at full cost recovery.
- There was one sewer complaint. The business was advised that the sewer main was flowing and that it would be in their service.
- Performed sidewalk and roadway restoration work at site of a sewer service dig on Read Ave.

INTER DEPARTMENTAL:

- Maintained vehicles/equipment for other departments.
- Assisted with set up and clean-up for the giant movie night.
- Installed bike racks at the uptown parking area.

COMPLAINTS/COMPLIMENTS:

- Several complaints related to curb side recycling and garbage pick-up changes coming November 3rd, 2017.

EMPLOYEE STATUS:

- Public Works is currently at its full complement of employees.
- All students completed their summer positions on August 18, 2017.

VISITORS:

- 17 blue boxes were issued during the month of August.

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

DEPARTMENTAL REPORT

DEPARTMENT:	FIRE DEPARTMENT	MONTH:	August 2017
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Inspection Orders Completed:

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

Also, fire scene investigations completed with Fire Inspector from Ontario Fire Marshal's Office.

Other:

The Fire Chief:

- Was interviewed by CTV News – Sudbury, regarding the number of recent fires in Espanola.
- Met with A. Cavoski from A.J. Stone.

Fire Permits Issued: 1

DEPT. CALLS:

Number of Calls: August 2017 -- 2

Natural Gas Leak - 1
Power Lines Down/Arcing – 1

TOTAL CALLS TO DATE – 73

Number of Calls: August 2016 -- 11

Fires - 1
Authorized Burning Complaint - 1
False Alarm - 1
Other - 1
CO Call (no CO present) - 4
Medical Assist - 2
Power Lines Down/Arcing – 1

TOTAL CALLS TO DATE - 62

Firefighter Training:

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

Employee Status:

Visitors: 25

Department Manager: Mike Pichor

Submitted on: September 12th, 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: Leisure Services	MONTH: August, 2017
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Project Status:

Building

Operating well

Phase two of the building automation is underway (HVAC)

Pool

Pool pump room flooded on August 26th.

All pumps were damaged - 4-6 weeks for repairs

Arena

Arena/ice plant is operating well

Events

- PD swim sponsored by Shelley Newton Memorial fund/cancelled due to shut down
- Annual Mixed Ball Tournament (33 teams) down from past years
- Giant Outdoor Movie 130 attendees/Eastlink/OCOF/TD Bank/Dr Singh partners
- Cycle Celebration 50 attendees/community partners to include Minor Soccer/Fibre Arts Festival/Shaw Direct/Clear Lake Stewardship Assoc./Gus the bike Man
- Preparations ongoing for Pumpkin Festival
- Discussions ongoing to mitigate congestion issues on Santa Claus Parade route

Project updates

Recreation Master Plan

- On going

Program Development

- Met with Librarian to explore program coordination to increase participant numbers resulting in two new programs to begin in Oct Tadpoles & PJ Tales & Family Time Pool and Play
- Contacted local/regional instructors to invite them to schedule programs in facility to increase active program opportunities for Sept Schedule
- Put together September class roster
- Work with Aquatics to trouble shoot program expansion in pool
- Contacted OCOF to explore program opportunities/facilitated registration and

- promotion on After School Program
- Toonie Skate promotion

Economic Development - Other Consulting

- Approved a new CIP
- Follow up meetings with two CIP clients
- Sent funding opportunity to local business for expansion and innovation
- Follow up meeting with local business requesting support for innovation
- Reviewed Energy Planning Proposal
- Sustainability meeting with Eat Local Farmers
- Hosted Trillium Workshop to support funding opportunities for regional not-for-profits 23 in attendance
- Revisions to Enabling Accessibility Grant for trail extension & accessible matting at Clear Lake Beach
- Review of new cycling fund to support the acquisition of cycle trail assets

Economic Development – Advertising

- Annual contract renewal meeting with Moose FM
- Ongoing advertising on Moose FM for events and programs
- Purchased Ad in Around & About for Toonie Skates & Shelley Newton Swims/Cycle Celebration and Movie
- Ongoing promotion on LED/community channel/posters/facebook

Economic Development – Sign

- North & South entrance signage to support Annual Ball Tournament
- North & South entrance signage changed to support Eat Local Farmers Market

Complaints / Compliments:

Patron was asked to leave the arena during ice making for safety. Patron was insulted.

The lady's change room shower is much too hot and won't cool down

This is the cleanest gym we've been in, in 55 years. And your pool is just wonderful. You should be very proud of your facility- from Indianapolis and visit for a month every year

Employee Status:

Visitors:

AUGUST 2017

DROP INS	
Aquafit	0
Fitness Centre	96
Shinny	10
Shower Usage	0
Skate	21

AUGUST 2016

DROP INS	
Aquafit	1
Fitness Centre	113
Shinny	54
Shower Usage	0
Skate	12

Squash	8
Swim	127
Toonie Skate	35
TOTAL	297

Memberships - RESIDENT	
Aquafit	21
Bronze Pool	43
Fitness	848
Squash	9
Silver	46
Gold	9
Pool Pass	6
Private Swim Lessons	2
Shower Pass	3
TOTAL	987

Memberships - NON RESIDENT	
Aquafit	37
Bronze Pool	32
Fitness	260
Squash	0
Silver	31
Gold	0
Pool Pass	0
Private Swim Lessons	0
Shower Pass	0
TOTAL	360

LIONS' FREE SWIMS	
Sat. Aug. 11	30
Sun. Aug. 18	47
Sat. Aug. 25	15
TOTAL	92

Squash	9
Swim	265
Toonie Skate	n/a
TOTAL	454

Memberships - RESIDENT	
Aquafit	30
Bronze Pool	120
Fitness	1187
Squash	18
Silver	13
Gold	94
Pool Pass	16
Private Swim Lessons	1
Shower Pass	0
TOTAL	1479

Memberships - NON RESIDENT	
Aquafit	56
Bronze Pool	9
Fitness	282
Squash	0
Silver	66
Gold	0
Pool Pass	13
Private Swim Lessons	0
Shower Pass	0
TOTAL	426

Department Manager: _____ Submitted on: _____

JOINT HEALTH & SAFETY MEETING MINUTES

Thursday, June 1st, 2017

9:00 a.m.

Upstairs – Fire Hall

Present:

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

Absent:

D. Parker	Manager Rep.
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Recording Secretary: A. Duguay

Co-Chair Wayne Ashton presided over the meeting. The meeting was called to order at 9:03 A.M.

Acceptance of Minutes:

1. B. Stewart – D. Massicotte

THAT: The Joint Health & Safety Committee hereby approves the minutes of the May 4th, 2017 meeting. Motion carried.

Inspections:

May inspections were completed by the Public Works Dept.

Department	Date Inspected	# of Hazards	Date Repaired
Fire	15-May-17	0	N/A
Admin.	16-May-17	0	N/A
Recreation	11-May-17	0	N/A
Library	13-Apr-17	1	Not repaired
	16-May-17	0	N/A
PWD	15-May-17	2	15-May-17

June inspections are to be completed by the Recreation Department.

July inspections are to be completed by the Fire Dept.

August inspections are to be completed by the Public Works Dept.

September inspections are to be completed by the Recreation Department.

Other Reports: Investigation Report LIB 2017-01 was reviewed.

Outstanding Issues: Drug & Alcohol Use policy – Awaiting a draft from the HR Consultants.

Any Other Business: None.

Recognition Sub-Committee: Went over plans and preparations for 2016 Recognition BBQ to be held at the pavilion on June 14th, 2017.

New Business: None.

Next Meeting: **Thursday September 7th, 2017 @ 9:00 A.M. – Fire Hall**

Adjournment: **2. B. Stewart**

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



D. Parker, Co-Chair



W. Ashton, Co-Chair

↳ resigned

SEP 11 2017

Espanola Public Library Board
MINUTES OF THE REGULAR MEETING

Held on May 8, 2017, at the Library

Present: Brian Riche (Chair)
Marilyn Orford (Vice-Chair)
Heather Wilson
Ken Duplessis
Robert Yocom

Also present: Rosemary Rae (CEO)

Regrets: Robert Sinclair

Call to order

The Chair called the meeting to order at 5:31 p.m.

Approval of agenda

#17-22 Orford - Wilson
That the agenda be approved.
Carried.

Minutes

#17-23 Wilson - Yocom
That the minutes of the Regular Meeting of April 10, 2017 be approved.
Carried.

Reports

#17-24 Yocom – Duplessis
That the following reports be received:
Librarian's report for April 2017
Statistics for April 2017
Financial statements for April 2017
Carried.
Additional items
– Final approved 2017 Budget
– Amended 2016 statistics

Decision items

Succession Planning – committee report

Strategic Planning – committee report

#17-25

Duplessis - Yocom

That the Espanola Public Library CEO and the Chair of the Espanola Public Library Board work together to develop a Performance Development Plan for the Espanola Public Library CEO.

This plan to include both Performance Measures and a Learning and Development Plan.

A draft plan to be presented to the Board at the June 2017 meeting.

Carried.

Meeting Times – confirmed as current practice – 2nd Monday at 5:30 pm

Discussion items

1. Health & Safety

Information items

The Friends of the Library minutes – April 21

Staff meeting scheduled for May 18 / Meeting of April 12

Next meeting – June 12, 2017

Adjournment

#17-26

Wilson - Orford

That the Library Board Meeting is now adjourned at 7:01 pm.

Carried.

Approval

Date

June 12, 2017

Chair

[Signature]

Secretary

[Signature]

SEP 15 2017

Espanola Public Library Board

MINUTES OF THE REGULAR MEETING

Held on June 12, 2017, at the Library

Present: Brian Riche (Chair)
Marilyn Orford (Vice-Chair)
Heather Wilson
Ken Duplessis
Robert Sinclair
Robert Yocom

Also present: Rosemary Rae (CEO)

Regrets: Clive Fitzjohn

Call to order The Chair called the meeting to order at 5:30 p.m.

Approval of agenda

#17-27 Orford - Wilson
That the agenda be approved as amended.
Carried.

Minutes

#17-28 Yocom - Duplessis
That the minutes of the Regular Meeting of May 8, 2017 be approved.
Carried.

Reports

#17-29 Duplessis - Wilson
That the following reports be received:
Librarian's report for May 2017
Statistics for May 2017
Financial statements for April and May 2017
Carried.

Decision items

#17-30 Succession Planning – committee report
Wilson – Orford
That the Hours of Opening policy be approved as revised.
Carried.

#17 – 31 Orford – Wilson
That the Espanola Public Library Board requests that the Facilities Supervisor assume responsibility for maintenance issues within the library property, incurring no additional wage costs, under the direction of the CEO.
Carried.

#17 - 32 CEO Performance Appraisal
Orford - Wilson
That the CEO Performance Appraisal / Development Plan be approved.
– Deferred until September meeting.

Strategic Planning – committee report – upcoming first meeting

Discussion items

1. Health & Safety – within Librarian's report

Information items

The Friends of the Library minutes – April 21
Staff meeting scheduled for May 18 / Meeting of April 12

Correspondence

Letters acknowledging awarding of Seniors' Community Grant funding -
M. Mantha, MPP
Minister of Senior Affairs – D. Damerla

Next meeting – September, 11, 2017

Adjournment

#17-33 Duplessis – Yocom
That the Library Board Meeting is now adjourned at 7:44 pm.
Carried.

Approval

Date Sept 11 2017
Chair [Signature]
Secretary [Signature]

SEP 18 2017

MOVED BY: R. DuPlessis
SECONDED BY

THAT THE COUNCIL
COMMITTEE OF THE WHOLE
COMMENCE MONTHLY MTGS.
ON THE 3RD. TUESDAY OF
EACH MONTH AT 3:00 PM.
COMMENCING IN OCT. 2017
CONCERNING FIREHALL
RENOVATIONS OR REPLACEMENT.

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 15, 2017

ITEM: Touch a Truck & Community Open House

RECOMMENDATION: Be it resolved that:

The municipality host a "Touch a Truck & Open House" event Friday October 20th as an opportunity to engage the residents in accordance with the Corporate Communications Policy.

BACKGROUND:

The objectives of the Corporate Communications Policy are:

1. To build positive awareness of the corporation.
2. To foster the Town's public understanding or and involvement in their local government.

It also refers to 'Engaging the public'

1. Public information meetings to engage the citizens shall be encouraged. At the discretion of Council and the Clerk's office public information meetings shall be held to gage the public's interest and concerns respecting programs, services, policies, initiatives and establishing priorities or possible changes.

In the past 2 years, we have hosted an Open House at the Complex where all departments have been in attendance with display booths with information. It has been poorly attended, most likely by less than 10 residents. The event included morning, afternoon and evening sessions.

It has been suggested that the municipality host a "Touch a Truck" event! This would allow residents to physically see and "touch" the equipment that is utilized in providing the daily services to residents. Many other communities are starting to host these events – Niagara Falls, Newmarket, Burlington and Township of Elizabethtown-Kitley in Southwestern Ontario.

ANALYSIS:

This event could possibly be held in conjunction with the Pumpkin & Fibre Arts Festivals and coincide with the Carver Kings on the afternoon of October 20th. This type of event and venue would hopefully attract more residents and create more of an

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opportunity to engage with the departments and council. Schools could also be invited to attend as a career development opportunity.

Council, as in previous years, could participate in a presentation, question and answer type forum which could be set up in the Library Boardroom as in previous years, or perhaps in the Complex foyer.

This type of event along with the Council presentation would support the objectives of the communication policy.

Due to the change in format, it is recommended that an afternoon display would replace the previous 3 different time frames.

If council is in agreement, a press release would be made with the details of the event.

EXISTING POLICY: C12-01279 corporate communications policy

STRATEGIC GOAL:

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

FINANCIAL COMMITMENT: N/A

IMPLEMENTATION: N/A

Prepared By:

Cynthia Townsend

Department Manager:

Clerk Treasurer/Administrator:

Cynthia Townsend

Approval of Recommendation:

Yes ___ No ___

Comments:

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STAFF REPORT

DEPARTMENT: PWD

DATE: Sept. 20th, 2017

ITEM: Legal Survey tender for Phase 2 of the Infrastructure Renewal funded by CWWF.

RECOMMENDATION:

- That the tender to conduct a legal survey for Phase 2 of the Municipal Infrastructure Renewal plan from Tulloch Engineering be accepted.

BACKGROUND:

- The Municipality recently received approval under the CWWF for the design phase of infrastructure renewal in the community. It is felt that the Municipality may maximize funding opportunities by having shovel ready projects completed. The maximum amount of funding available for this project is approximately \$758,000. This amount includes the municipal portion of funding.
- Engineering firms were advised that all tenders were to be evaluated using the following criteria:
 1. Background and Understanding of the Project: 10 points
 2. Work Plan and Methodology of the project: 20 points
 3. Project Manager Experience and Capabilities : 20 points
 4. Project Team and Organization Experiences and Capabilities: 20 points
 5. Project Cost 30 points

ANALYSIS:

- Tender price: Tulloch Geomatics \$116,469.10
D.S. Dorland \$133,085.75

	D.S. Dorland	Tulloch
Background and Understanding	5	9
Work Plan and Methodology	10	18
Project Manager Experience	16	18
Project team and Organization Experience	18	18
Project cost	26	30
total	75	93

- D.S Dorland's proposal had the least experienced project manager, did not follow the RFP layout structure, missing information on understanding of the project and detailed methodology. The proposal also qualified the schedule by

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STAFF REPORT

DEPARTMENT: PWD

DATE: Sept. 20th, 2017

ITEM: Geotechnical tender for Phase 2 of Infrastructure Renewal funded by CWWF

RECOMMENDATION:

- That the tender to conduct a Geotechnical Investigation for phase 2 of the Municipal Infrastructure Renewal plan from EXP be accepted.

BACKGROUND:

- The Municipality recently received approval under the CWWF for the design phase of Infrastructure renewal in the community. It is felt that the Municipality may maximize funding opportunities by having shovel ready projects completed. The maximum amount of funding available for this project is approximately \$758,000. This amount includes the municipal portion of funding.
- Engineering firms were advised that all tenders were to be evaluated using the following criteria:
 1. Background and understanding of the project: 10 points
 2. Work Plan and Methodology of the project: 20 points
 3. Project Manager Experience and Capabilities : 20 points
 4. Project Team and Organization Experiences and Capabilities: 20 points
 5. Project Cost 30 points

ANALYSIS:

- Tender price: Amec \$77,505.57
AME \$94,816.49
Stantec \$100,118.00
EXP \$110,745.09
SAFFA \$221,141.00
- EXP had the best score as far a proposal evaluation. On the surface some other tender proposals can appear to be much cheaper in value; however, proposals missing some of the requested items for bids can have serious financial impacts later on when the municipality attempts to access the service it asked for in the request for proposal.
- The Department has not forgotten the struggle we had with EXP with regard to the Water Rate Study. EXP's Geotechnical division is solid and the Department is confident that they will deliver.

EXISTING POLICY: F17-01325 procurement of goods policy

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STRATEGIC GOAL:

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

FINANCIAL COMMITMENT: \$110,745.09 included in budgeted amount

IMPLEMENTATION: Upon council resolution

Prepared By: Joel Yusko

Department Manager: Joel Yusko

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments: _____

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STAFF REPORT

DEPARTMENT: Public Works Dept.	DATE: Sept. 11/17
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ITEM: 2017 Sidewalk Tractor Purchase

RECOMMENDATION: That the 2017 Trackless MT-7 with 60" Ribbon Snowblower be purchased from Work Equipment.
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BACKGROUND: Following the PWD equipment replacement forecast, Public Works budgeted for the replacement of our currently owned 2001 Trackless MT-5 (#34) in 2016. Due to #34's level of body corrosion it was scheduled for replacement ahead of the 1999 Trackless MT-5 (#11), which had higher operating hours. In the spring of 2016 #11 began to experience mechanical issues related to the powertrain. We switched the order of replacement to minimize the cost of repairs required to the 2 units and traded-in #11 in 2016. Body repairs on #34 were not performed as we planned on replacing this unit in 2017.

The corrosion on #34 Trackless has perforated the structural components of the ROPS (roll over protection system). A quotation was requested to repair the ROPS to the required standards from a licensed auto-body technician who appraises heavy equipment. He contacted the manufacturer who advised that the ROPS is considered compromised once perforated by rust and cannot be repaired, only replaced. He estimated the cost to perform the replacement would be \$35,600 plus approximately \$5,000 for incidentals discovered during the repair (hydraulic hoses, electrical component damage, rusted components, mechanical equipment etc.). These amounts do not include tax.

A detailed equipment specification was composed by PWD staff and the RFQ was sent to 3 equipment suppliers representing different brands of sidewalk tractors. #34 Trackless was included in the quotation as a trade-in. Only 2 quotations were received from Work Equipment (Trackless direct) and Cubex (Maclean Engineering).

ANALYSIS: Operating #34 trackless any further is not possible due to the compromised ROPS. The costs to replace the ROPS/cab are not considered good value as the machine has 8,000+ hours and is mechanically nearing its end-of-life. Trackless provided us with a value estimate for the machine with a satisfactory ROPS/cab and current hours at \$30,000 - \$35,000. A repair to this unit is a losing investment and not recommended.

The Trackless MT-7 with ribbon snowblower met all specifications and came in at a total purchase price of \$150,760.00 plus HST. They offered a trade-in value of

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\$18,000.00 for #34 Trackless resulting in the lowest total purchase price of the 2 bids at **\$132,760.00 plus HST.**

Upon review of each quotation, the Trackless MT-7 from Work Equipment is the recommended tractor for purchase.

EXISTING POLICY: Request for Tender for purchases exceeding \$100,000. The "Request for Quotation" process was chosen over the tendering process as PWD wanted to retain the option of purchasing the best-suited sidewalk tractor for our application.

STRATEGIC GOAL: Improve and Maintain our Infrastructure.

FINANCIAL COMMITMENT: \$132,760.00 plus HST. This purchase is within the 2017 equipment replacement budget.

IMPLEMENTATION: Submit order upon council approval. Estimated delivery within 2 months of order.

Prepared By:

Dave Parker

Department Manager:

Joel Yusko

Clerk Treasurer/Administrator:

Cynthia Townsend

Approval of Recommendation:

Yes ☒ No ☐

Comments: _____

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STAFF REPORT

DEPARTMENT: PWD

DATE: Sept 20th, 2017

ITEM: Water & Sewer Rate

RECOMMENDATION: Be It Resolved That: Bylaw No 2806/17, the Water and Sewer by-law be adopted as presented.

BACKGROUND:

- 2015 Council was presented with a water rates study. The study suggested that an imbalance existed between the revenues of residential and the industrial, commercial and institutional sector (IC&I) compared to the consumption of water. That the residential rate was in effect subsidising the consumptions of the IC&I sector.
- To better understand water consumption between the residential user and the IC&I sectors in the community, Council approved the installation of water meters for the IC&I.

ANALYSIS:

- The by-law needs to be updated to include water meters, how will the municipality manage meters and establish billing rates.
- Staff proposes a soft start to the billing process. Meter reading will commence in October with staff collecting data for a few months to establish a baseline of water consumption. Staff also proposes mock billing for another period to allow business owners a better understanding of water consumption in there sector and make adjustments before the municipality implements the billing of water of the metered amounts.

EXISTING POLICY:

- The current by-law does not account for water meters or provide rates for meters.

STRATEGIC GOAL:

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

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FINANCIAL COMMITMENT: N/A

IMPLEMENTATION: See Analysis

Prepared By: Joel Yusko

Department Manager:

Joel Yusko

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments: The new bylaw also provides for actions to be taken in case of arrears, including letters, service cut-off's and notification to landlords in case of tenants which have been a problem with collections in the past.



THE CORPORATION OF THE TOWN OF ESPANOLA

BY-LAW NO. 2806/17

**Being a By-law to Authorize Billing and Collection
of Water and Wastewater Services for
the Town of Espanola.**

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, Section 9, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, Section 8(1), provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues;

AND WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, Section 11, provides that a single tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein, *inter alia*, public utilities;

AND WHEREAS the Municipal Act, 2011, S.O. 2001, c.25, Section 80, provides that a municipality may at reasonable times enter on land to which it supplies a public utility, to inspect, repair, alter or disconnect the service pipe, wire, machinery, equipment and other works; to inspect, install, repair, replace or alter a public utility meter and for such purposes, to shut off or reduce the supply of the public utility to the land; and, if a customer discontinues the use of a public utility on land or the municipality lawfully decides to cease supplying the public utility to land, to shut off the supply of the public utility; remove any property of the municipality or determine whether the public utility has been or is being unlawfully used;

AND WHEREAS the Municipal Act, 2011, S.O. 2001, c.25, Section 81 provides that a municipality may shut off the supply of a public utility to land if fees and charges payable by the owners or occupants of the land for the supply of the public utility are overdue, subject to the municipality providing reasonable notice of the proposed shut-off to the owners and occupants of the land by personal service or prepaid mail or posting the notice on the land in a conspicuous place.

AND WHEREAS the Town operates and maintains a municipal waterworks and wastewater system within its municipal boundaries;

AND WHEREAS Council of the Corporation of the Town of Espanola deems it expedient to make certain rules and regulations concerning the said waterworks and wastewater system, in accordance with the Municipal Act, 2001;

AND WHEREAS Council of the Corporation of the Town of Espanola adopted Resolution 15-159, and deems it expedient to pass a by-law to govern billing and collection service for water and wastewater;

NOW THEREFORE Council of The Corporation of the Town of Espanola hereby enacts the following:

1.0 DEFINITIONS

For the purpose of this By-law:

- a) "Town" shall mean The Corporation of the Town of Espanola and its employees;
- b) "contractor" shall mean a person, partnership, or corporation who contracts to undertake the execution of work authorized by the owner or the Town to install or maintain watermains, service watermains, meters, services, hydrants and other appurtenances.
- c) "Council" shall mean the Council of The Corporation of the Town of Espanola.
- d) "curb stop valve" shall mean the valve on the water service owned and used by the Town to shut off or turn on the water supply from the municipal drinking water system to any property by way of the private water service.
- e) "customer" shall mean any person who takes water from the Town or receives water and wastewater related services from the Town.
- f) "Manager of Public Works" shall mean the Manager of Public Works or his or her designate.
- g) "drinking water system" shall mean a system of works, excluding plumbing, that is established for the purpose of providing users of the system with drinking water and that includes anything used for the collection, production, treatment, storage, supply or distribution of water, anything related to the management of residue from the treatment process or the management of the discharge of a substance into the natural environment from the treatment system and a well or intake that serves as the source or entry point of raw water supply for the system.
- h) "meter" shall mean the water meter and all equipment, cabling and automatic meter reading devices supplied and owned by the Town, however, funded, to measure the quantity of water used by the customer for billing purposes.
- i) "property" includes both public and private lands, building, structures, or vehicles located in the Town and which may be entitled to a water service.
- j) "occupant" shall include any lessee, tenant, inmate, owner, the agent of a lessee, tenant or owner, or any person in possession of a property.
- k) "owner" shall include any person or any firm or corporation that is the registered owner of the property under consideration or any agent thereof, a person entitled to a limited estate in land, a trustee in whom land is vested, a committee of the estate of a mentally incompetent person, an executor, an administrator or a guardian.
- l) "plumbing system" shall mean the system of connected piping, fittings, valves, equipment, fixtures and appurtenances contained in plumbing that begins, is located and is connected immediately before and after the meter.
- m) "potable water" shall mean water as defined by the Safe Drinking Water Act and its Regulations.
- n) "private water service" shall mean a pipe connected to a water service and installed on private property for the purpose of supplying any property in the Town with water.
- o) "Town" shall mean the Town of Espanola.
- p) "Treasurer" shall mean the Treasurer of The Corporation of The Town of Espanola or his or her designate(s).

q) "unit" shall mean a residential, commercial or industrial establishment which is separated or is capable of being separated from another establishment on the assessment roll.

r) "wastewater rate" shall mean a charge for the operation and maintenance of the wastewater system and the purchase of wastewater services applied to the metered usage of water and shall include a charge for depreciation, deferred maintenance, or a reserve fund for any such purpose permitted by by-law as deemed expedient by Council. The rate may include a charge for the capital cost of the wastewater system and alterations or extensions to it which includes a debt charge but does not include charges imposed under the Municipal Act, 2001 for local improvements.

s) "wastewater system" shall mean the buildings, structures, plant, machinery, equipment, appurtenances, devices, conduits, outlets, underground pipelines, and installations and other works designated for the collection and transmission of domestic, commercial and/or industrial wastewater and includes lands appropriated for such usage but does not include plumbing to which the Building Code Act, 1992 s.o. 1992, Chapter 23 or any amendments thereto apply.

t) "wastewater works" means any works for the collection, transmission, treatment or disposal of wastewater, or any part of such works, but does not include plumbing to which the Building Code Act, 1992 s.o. 1992, Chapter 23 applies.

u) "water" shall mean potable water supplied by the Town.

v) "watermain" shall mean any system of pipes and appurtenances used for the distribution of drinking water, but does not include plumbing or a plumbing facility.

w) "water service" shall mean the pipe and fittings owned by the Town which conveys potable water from a drinking water system established by the Town and situated between the connection on a watermain and the street line.

x) "water rate" means a charge for the operation and maintenance of the drinking water system and shall include a charge for depreciation, deferred maintenance, or a reserve fund for any such purpose permitted by by-law as deemed expedient by Council. The rate may include a charge for the capital cost of the drinking water system and alterations or extensions to it which includes a debt charge but does not include charges imposed under the Municipal Act, 2001 for local improvements.

2.0 RESPONSIBILITIES

2.1 For the purpose of this By-Law the Manager of Public works is responsible for:

- a) The general operation, management and supervision of the drinking water system and the wastewater works owned by the Town
- b) The enforcement of the provisions of this By-law other than those dealing with the billing and collection of water and wastewater related charges.
- c) The management of the billing exceptions program
- d) The performance of other duties as may from time to time be given to him or her by the Council.

2.2 For the purpose of this By-law the Treasurer is responsible for:

- a) The operation, management and supervision of the billing and collection of water and wastewater related charges.
- b) The enforcement of the provisions of this By-law relating to the billing and collection of water and wastewater charges.
- c) The performance of such other duties as may from time to time be given to him or her by the Council.

3.0 RULES AND REGULATIONS

- 3.1 The rules and regulations set out in this By-law shall govern and regulate the billing and collection of water and wastewater related charges.
- 3.2 Every such owner by applying for or accepting a supply of water from the Town or discharging wastewater into the system shall be deemed to have expressed his or her consent to be bound by the said rules and regulations.
- 3.3 If the Town becomes aware of any substantial defect including but not limited to damage to persons or property or issues that may impact water quality, the Town at its discretion may turn off the water supply to the property. The Town will turn on the water supply once it has been satisfied that the defect has been rectified. The turning on of the water supply is subject to the rates as specified in the Fees By-law.

4.0 WATER SUPPLY

- 4.1 Once water supply is live with respect to a property or building, the owner is subject to charges as outlined in this By-law.

5.0 WATER METER INSTALLATION

- 5.1 In accordance with the Town's Water Distribution Specifications:
 - a) All Meters shall be supplied by the Town and shall be installed in accordance with the Town's specifications.
 - b) Each Commercial, Institutional and Industrial service line will have a meter for billing purposes.
 - c) The owners shall provide a capital contribution to the Town for meters up to and including 50 mm for the meter, automated remote reading device and installation of the water meter prior to building permit issuance. These meters and associated automated reading devices shall be supplied and installed by the Town unless otherwise provided by agreement, and shall remain the property of the Town.
 - d) All meters larger than 50mm and automated remote reading devices shall be supplied and installed by the Owner in accordance with the Town's standards and specifications and will become the property of the Town at the time of occupancy.
 - e) All meters shall be installed prior to occupancy.
- 5.2 If a request is made to the Town to install a meter and the plumbing has not been completed in accordance with the Building Code Act, 1992 s.o. 1992, Chapter 23, a plumbing not ready charge in the amount specified in the Fees By-law shall be applied.
- 5.3 If an owner does not respond to requests made by the Town to install a meter the water supply may be turned off until such time as the owner makes suitable arrangements to have the meter installed. The charges set out in the Fees By-law for turning the water on and off shall apply.

6.0 UNAUTHORIZED INTERFERENCE WITH METER

- 6.1 No person, except a person authorized by the Town for that purpose, shall be permitted to open, or in any way whatsoever to tamper with any meter, or with the seals placed thereon, or do any manner of thing which may interfere with the proper registration of the quantity of water passing through such meter.

- 6.2 Should any person change, tamper with or otherwise interfere, in any way whatsoever, with any meter placed in any building or property, the Manager of Public Works may forthwith, upon providing notice shut off the water to such building or property, and the water shall not be turned on to such building or property without the express consent of the Manager of Public Works and the rate for turning water on and off as specified in Schedule 'A' shall be applied to the account.

7.0 METER REPAIRS AND MAINTENANCE

- 7.1 The entire cost of maintaining and repairing meters shall be paid for by the Town unless such meter is damaged by the carelessness or neglect of the owner or occupant of the property on which such meter is installed and in that event the owner of the property shall pay to the Town the cost of making the necessary repair to such meter.
- 7.2 If an owner does not respond within 2 business days to requests made by the Town to gain access to the meter for any reason, the water supply may be turned off until such time as the owner makes suitable arrangements to have the meter inspected, repaired or installed. The charges specified in the Fees By-law for turning the water on and off shall apply.
- 7.3 If, in the opinion of the Town the condition of the private water service and of the plumbing system on such piping is such that the meter cannot be safely removed for the purpose of testing, replacing, repairing or testing in place without fear of damage to the private water service the Town may require the owner or occupant to make such repairs as may be deemed necessary to facilitate the removal or testing of the meter at their expense.
- 7.4 If, upon notification, the owner does not comply with the Town's request to make repairs in accordance with Section 14, then the water supply to the property may be turned off at the curb stop valve during removal, replacement, repair and testing of the meter and the owner shall pay the rate for turning water on and off as specified in Schedule 'A'. The Town shall not be held responsible for any damages to the owner's property arising from such work.
- 7.5 Any missed appointments for meter inspections, repairs, maintenance, or testing shall be charged a fee as specified in Schedule 'A'.
- 7.6 Any leaks that may develop at the meter or its couplings must be reported immediately to the Town. If an owner reports that a meter or its couplings are leaking and it is determined that the meter or coupling is not leaking or is leaking from the private water service or plumbing system, a service call fee as specified in the Schedule 'A' shall be applied to the water account.

8.0 WATER AND WASTEWATER BILLING

- 8.1 Every owner of land in the Town of Espanola connected to the drinking water system shall pay water and wastewater charges as specified in Schedule 'A', unless the owner meets the criteria for a Water and Wastewater Billing Exception as defined in this By-law.
- 8.2 All commercial, institutional and industrial properties shall be metered and billed based on monthly meter readings.
- 8.3 Where a property receives water and/or wastewater services but does not have a meter, an unmetered water rate and/or wastewater usage charge as set out in Schedule 'A' shall be billed. The unmetered rate amount so billed may be retroactively adjusted up to one year by the Treasurer should the subsequent metered consumption over the period of one year indicate consumption at a level that is at least 20% less than the consumption utilized to determine the unmetered rate charges.

- 8.4 All water passing through the meter shall be charged for whether used or wasted.
- 8.5 In the event of a dispute, the reading of the water meter register shall be the sole evidence of the quantity of water supplied to a property owner, unless the meter is proven to be defective through a meter test conducted by the Town.
- 8.6 In instances where there is a discrepancy between the meter register and the remote reading device, the reading taken from the meter register will be deemed to be correct.
- 8.7 If a property is occupied prior to a meter being installed, the owner shall be retroactively charged for water and wastewater services at the unmetered rate for water and/or wastewater as specified in Schedule 'A' back to the date of occupancy as determined by the Treasurer and the decision of the Treasurer shall be final.
- 8.8 If a meter fails to register or a read is not collected for any other reason, the customer shall be charged on the basis of a reasonable estimate as determined by the Treasurer derived from previous consumption at the property where available.
- 8.9 If a billing calculation error is made, the account may be retroactively recalculated for a period not exceeding one year from the date of detection with resulting credits or charges being applied to the account.
- 8.10 If water and wastewater charges are added or require adjustment as a result of the provisions of this by-law not being met, the charges may be readjusted retroactively to the date at which it is determined, in the opinion of the Treasurer, that the provisions were violated and the decision of the Treasurer shall be final.
- 8.11 If water is supplied to only one party in a property, and the owner requests that the occupant be billed directly, the Town will do so as a convenience to the owner under the following conditions:
- a) The owner shall assume full responsibility for all charges applied to the account for the provision of water and wastewater services in the event that the occupant fails to pay.
 - b) An authorization form be completed and signed by the owner and returned to the Town.
- 8.12 Upon reasonable notice to the owner, the Town may at any time and for any reason, discontinue billing the occupant and bill the owner directly for the water and wastewater charges of the occupant.
- 8.13 If water is supplied to more than one party through a single meter, the account for the water and wastewater supply shall be billed to the owner of the property
- 8.14 All fees charged under this By-law are deemed to represent the cost of providing water and wastewater services and therefore are considered a lien on the land.

9.0 WATER AND WASTEWATER BILLING EXCEPTIONS

- 9.1 Properties connected to the municipal wastewater works will not be eligible for the water only rate solely by the fact that the owner chooses not to utilize the wastewater connection. Properties will be deemed connected when the building wastewater connection extends from the municipal main and terminates within the building.

- 9.2 Properties connected to the municipal wastewater works that have private water supplies and that have not met the criteria for the wastewater only rate will be deemed to be generating water and wastewater in accordance with total daily design wastewater flows listed in Subsection 8.2.1.3 of the Building Code Act, 1992 s.o. 1992, Chapter 23 or, for uses not listed in Subsection 8.2.1.3, such other rate as is deemed appropriate by the Public Works Department.
- 9.3 No exemptions from the water rate shall be permitted solely because of tax exempt status under the Assessment Act.
- 9.4 Properties will be eligible for the water only or wastewater only rates as specified in Schedule 'A' under the conditions outlined in this section.
- 9.5 The Water Only rate applies to those properties connected to the municipal drinking water system and that use an on-site wastewater system (e.g. septic tank and tiles or a holding tank).
- a) The owner must demonstrate that the property does not have a connection to the municipal wastewater works available and,
 - b) The owner shall submit a completed Water Only application, including wastewater system approval under Part VIII of the Building Code Act, 1992 s.o. 1992, Chapter 23 or a Use permit under Part VIII of the Environmental Protection Act, R.S.O. 1990 or its predecessors and,
 - c) The Owner will, upon availability of wastewater connection, notify the Town and the Water Only rate status will be discontinued.
 - d) The Town reserves the right to verify the continued validity of the Water Only rate status.
- 9.6 The Wastewater Only rate applies to those properties connected to the municipal wastewater works that use a private water supply.
- a) The owner shall obtain the required permits and submit a Wastewater Only rate application and fee including a lot flow diagram to the Finance Department and,
 - b) The owner will provide a meter, approved by the Public Works Department, to measure water consumption for the calculation of wastewater charges.
 - c) The meter installation shall be approved by the Public Works Department.
- 9.7 Properties requested by the Town to leave water running during the winter season to avoid frozen water service lines will be invoiced based on monthly meter readings however the invoices will not exceed the previous quarter billings. This will be in effect from the date the Town mails notices to leave water running to April 30th.

10.0 FINAL BILLING

- 10.1 When a customer proposes to vacate the property supplied by water he/she shall request a final meter reading at least five business days before vacating the property. A final meter reading fee will be added to the final billing at the rate specified in Schedule 'A'.
- 10.2 An owner or agent may request a certificate from the Treasurer showing the amount of water and wastewater charges outstanding against the property, if any and the period for which they apply, at any time.
- 10.3 An owner or occupant or their agent, who commences to occupy a property provided with water and wastewater service shall notify the Town forthwith so a new account can be created.

- 10.4 All ownership and occupancy changes shall be subject to a new account fee in the amount specified in Schedule 'A'.
- 10.5 The new account fee shall not be applied to builders unless the property is occupied by the builder.
- 10.6 If the final billing of the previous occupant remains outstanding, such charges are a lien on the land and shall be transferred to the property tax account in accordance with the provisions of the *Municipal Act, 2001*.

11.0 COLLECTIONS

- 11.1 Refer to Schedule 'B' F02-01860 Water / Wastewater Collection Policy

12.0 DISCONTINUANCE OF USE OF WATER

- 12.1 Any customer wishing to discontinue the use of water supplied from the Town's drinking water system, shall give 5 business days' notice thereof to the Town or the water and wastewater charges will continue to be calculated in accordance with this By-law until such notice is given or the water is turned off.

13.0 RESPONSIBILITIES OF PROPERTY OWNER

- 13.1 It is the owner's responsibility to ensure that all meters, fixtures and pipes of every kind used in connection with the supply of water are readily accessible and free from obstruction at all times.
- 13.2 It is the owner's responsibility to maintain in proper working order and good repair, at its own expense, the private water services, plumbing system and all its fixtures and appurtenances.
- 13.3 All private water services including the meter shall be properly protected from frost and any other damage at the expense and risk of the owner of the property being serviced.
- 13.4 The owner shall be responsible for the water loss caused by a leak in the private water service and the charge for such water loss shall be determined by the Manager of Public Works, shall be paid by the owner upon demand by the Town, and the Town shall not be held responsible for any damages arising from such leakage.
- 13.5 When any property is left vacant or without heat, it is the owner's responsibility to shut off the water supply from within the property and to drain the piping therein.
- 13.6 The owner or occupant may apply in writing to the Town to have the curb stop valve turned on/off to stop water supply. The valve will be turned on only at the owner's request and in the owner's presence. The owner shall pay for this service at the rate as specified in Schedule 'A'.
- 13.7 When any property left vacant, unattended or without heat, where the water supply has not been shut off, suffers damage to it and its contents from a leaking or burst water pipe, neither the owner nor occupant shall have a claim against the Town.
- 13.8 Should the Manager of Public Works become aware of such leaking or burst pipes, the Manager of Public Works shall turn off the curb stop valve, and the water supply shall not be turned on until the Manager of Public Works, in his/her discretion, shall consider it advisable. The owner shall pay for this service at the rate as specified in the Fees By-law.

- 13.9 Thawing out frozen private water services shall be the owner's responsibility and expense. Where any employee of the Town assists the owner in the thawing of frozen pipes on the owner's property, all such assistance work will be considered to be at the owner's risk, and the owner shall have no claim against the Town by reason of such work as per Policy E08-01460.

14.0 PROHIBITIONS

- 14.1 No person shall willfully hinder or interrupt, or cause or procure to be hindered or interrupted, the Town or any of its officers, contractors, agents, servants or workers, in the exercise of any of the power conferred by this By-law.
- 14.2 No person shall willfully or maliciously tamper with or damage any meter, water service or any appurtenances belonging to the Town or willfully impair or knowingly suffers the same to be altered or impaired, so that the meter indicates less than the actual amount of the water that passes through it.
- 14.3 No person shall willfully let off or discharge water so that the water runs waste or useless of the works.
- 14.4 No person being an owner or occupant or other supplied with water from the drinking water system, shall improperly waste the water or, without the consent of the Town, lend, sell, or dispose of the water, give it away, permit it to be taken or carried away, use or apply it to the use or benefit of another, or to any use and benefit other than his or her own.
- 14.5 No person shall without lawful authority, willfully open or close any valve or hydrant, or obstruct the free access to any hydrant, valve, chamber or pipe by placing on it any building material, rubbish or other obstruction.
- 14.6 No person shall use any water supplied, or made available for any land or building for the purposes of construction as approved by the Manager of Public Works or for the protection of property or person from fire or preventing fires or the spreading of fires, for any other purpose.
- 14.7 No person shall throw or deposit any injurious or offensive matter into the water, drinking water system or wastewater system, or upon the ice if the water is frozen, or in any way foul the water or commit any willful damage or injury to the works, pipes or water, or encourage the same to be done.
- 14.8 No person shall willfully alter any meter placed upon any service pipe or connected therewith, within or without any building or other place, so as to lessen or alter the amount of water registered.
- 14.9 No person shall lay or cause to be laid any pipe or watermain to connect with any pipe or watermain of the waterworks, or in any way obtain or use the water without the consent of the Manager of Public Works.

15.0 The following Schedules and Forms attached hereto form a part of this By-law:

Schedule 'A' - Fees

Schedule 'B' - F02-01860 Water / Wastewater Collection Policy

Schedule 'C' - Form #E99-01853 - Budget Billing Plan

Schedule 'D' - Form #E99-01854 - Mailing Address Change

Schedule 'E' - Form #E99-01855 - New Account / Account Cancellation

Schedule 'F' - Form #E99-01856 - Owner Tenant Agreement

Schedule 'G' - Form #E99-01857 - Pre-Authorized Payment

Schedule 'H' - Form #E99-01861 - Water Only Application

16.0 ENFORCEMENT

- 16.1 The Manager of Public Works may, at all reasonable times; enter and inspect a property to determine whether there is any unlawful use of the drinking water system or wastewater works and to provide for the enforcement of this By-law.
- 16.2 All water used on property within the Town, except water used for firefighting purposes, or water authorized by the Manager of Public Works, for construction or other purposes, shall pass through the meter supplied by the Town for use upon such property, and in addition to whatever other remedies the Town may have by law in respect to infringement of this By-law, the Town may, upon ascertaining that water has been unlawfully used they may shut off and stop the supply of water without notice.
- 16.3 Every person who willfully or maliciously damages or causes damage to any meter, water service or any appurtenances belonging to the Town or willfully impairs or knowingly suffers the same to be altered or impaired, so that the meter indicates less than the actual amount of the water that passes through it, is guilty of an offence and on conviction is liable to a fine, to the use of the Town, and for any expenses of repairing or replacing the meter, water service or any appurtenances and double the value of the surplus water so consumed, all of which is recoverable under the Provincial Offences Act.

17.0 PENALTY

- 17.1 Any person who contravenes any provision of this By-law is, upon conviction, guilty of an offence and is liable to any penalty as provided in the *Provincial Offences Act*.
- 17.2 The court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted, and such order shall be in addition to any other penalty imposed on the person convicted.
- 17.3 Every person who, by act, default, neglect or omission occasions any loss, damage or injury to any Waterworks, or appurtenance thereof is liable to the Town therefore.
- 17.4 Every person who wilfully or maliciously damages or causes or knowingly suffers to be damaged any meter, water service pipe, conduit, wire, rod or water fitting belonging to the Town or wilfully impairs or knowingly suffers the same to be altered or impaired, so that the meter indicates less than the actual amount of the Water that passes through it, is guilty of an offence and on conviction is liable to a fine, to the use of the Town, and for any expenses of repairing or replacing the meter, water service pipe, conduit, wire, rod or fitting and double the value of the surplus Water so consumed, all of which is recoverable under the *Provincial Offences Act*.
- 17.5 Every person who wilfully removes, destroys, damages, fraudulently alters or in any way injures any Waterworks or appurtenance thereof is guilty of an offence and on conviction is liable to a fine, to the use of the Town, and is also liable for all damages occasioned thereby, which are recoverable under the *Provincial Offences Act*.
18. THAT By-law 2764/17 is hereby repealed.
19. THAT this By-law shall come into force and have effect on ??? day, 2017.

READ a first, second time and third time and finally passed this ??th day of ?, 2017.

THE CORPORATION OF THE Town of Espanola

Ron Piche, Mayor

Paula Roque, Clerk

THE CORPORATION OF THE TOWN OF ESPANOLA

BY-LAW NO. 2806/17

SCHEDULE 'A' - FEES

Note: Fees in this Part are not subject to HST

Note: Hourly rates in this Part shall be prorated to the nearest half hour on site.

A. WATER CONSUMPTION FOR NON-METERED ACCOUNTS

		Monthly Charge	
1.	Each residential dwelling unit water & sewer	\$	99.91
2.	Each residential unit with only:		
	water	\$	54.95
	sewer	\$	44.96
3.	Apartment Buildings (<8 units per unit)	\$	99.91
	a) Multi-Residential (8 units or more per unit)	\$	79.91
	b) each washing machine	\$	7.90
	c) each laundry sink, public toilet	\$	7.90
4.	Commercial Property no meter installed	Min. Flat Rate Charge x 21 m3 (flat rate)	
5.	Pool fill up	\$	320.29
	Pool fill ups are conditional upon the following:		
	a) Home owner is to pay fee in advance		
	b) Home owner is responsible to obtain fire hoses		
	c) Home owner must accept quality of water		
6.	Minimum line maintenance fee applies at all times	\$	40.00
7.	Request for water to be turned off or on	\$	50.00/occurrence

B. WATER CONSUMPTION FOR METERED ACCOUNTS

		Flat Rate Charge		Usage Charge	
Meter Size		Monthly Charge			
mm	inches			m3	per m3
<26	<1	\$	30.50	0 - 15	\$ 0.850
37	1.5	\$	61.00	15 - 200	\$ 1.275
50	2	\$	122.00	>200	\$ 0.850
75	3	\$	244.00		
100	4	\$	366.00		

Monthly Charge = Flat Rate Charge + Usage Charge

1.	Request for water to be turned off or on	\$ 50.00/occurrence
2.	Plumbing not ready / Missed appointment	\$ 50.00/occurrence
3.	Final meter reading	\$ 50.00/occurrence
4.	Service Call	\$ 50.00/occurrence
5.	Meter installation	Time and Materials

C. WASTEWATER RATE

100% of Water Rate

D. FEES FOR THE DISPOSAL OF SEPTIC TANK WASTE

	Monthly Charge
Residential, commercial and institutional waste	\$ 32.40/m3

It shall be the responsibility of all waste haulers to contact the Espanola Public Works Department to schedule waste dump as well as to provide a list of all locations and the volumes collected and to deposit to the Municipality the tipping fees associated with all collections. The Municipality reserves the right to accept or reject any delivery, as it sees fit, without recourse.

Schedule 'B'

Department: Finance and Accounting	Policy Number: F02-01860
Subject: Water/Wastewater Collection	Effective Date: ?????
By-law No:	Revision Date:
	Version #: 1

1.0 POLICY

To establish clear guidelines with respect to the billing and collection of all water and wastewater charges for the Town of Espanola.

2.0 PURPOSE

The purpose of this policy is to establish the responsibilities, internal controls, and procedures for effective and efficient billing and collection of water and wastewater charges while ensuring that all customers are being treated fairly and equitably.

3.0 SCOPE

This policy applies to all water and wastewater customers within the boundaries of the Municipality. Municipal Staff assigned to the administration and collection of water and wastewater accounts shall adhere to the policy and procedures detailed below.

4.0 WATER/WASTEWATER BILLING

- 4.1 All properties in the Town of Espanola connected to the drinking water system shall pay water and wastewater charges as specified in Schedule 'A' of the Water and Wastewater By-law, unless the owner meets the criteria for Water and Wastewater Billing Exception as defined in this By-law.
- 4.2 All commercial, institutional and industrial properties shall be metered and billed based on monthly meter readings.
- 4.3 All non-metered properties will be charged a flat rate and billed on a monthly basis.
- 4.4 All water passing through the meter shall be charged for, whether used or wasted.
- 4.5 In the event of a dispute, the reading of the water meter register shall be the sole evidence of the quantity of water supplied to a property owner, unless the meter is proven to be defective through a meter test conducted by the Town.
- 4.6 Where there is a discrepancy between the meter register and the remote reading device, the meter register reading will be deemed to be correct.
- 4.7 If a property is occupied prior to a meter being installed, the owner shall be charged for water and wastewater services at the non-metered rate as specified in Schedule 'A' of the Water and Wastewater By-law retroactive to the date of occupancy as determined by the Treasurer.
- 4.8 If a billing calculation error is made, the account may be retroactively recalculated for a period not exceeding one year from the date of

detection with resulting credits or charges being applied to the account.

- 4.9 If water is supplied to only one party in a property, and the owner request that the occupant be billed directly, the Town will do so as a convenience to the owner under the following conditions:
- a) The owner assumes full responsibility for all charges applied to the account for the provision of water and wastewater services in the event that the occupant fails to pay.
 - b) An 'Owner/Tenant Agreement' form be completed and signed by the owner and returned to the Town.
- 4.10 Upon reasonable notice to the owner, the Town may at any time and for any reason, discontinue billing the occupant and bill the owner directly for the water/wastewater charges of the occupant.
- 4.11 If water is supplies to more than one party through a single meter, the account for the water/wastewater supply shall be billed to the owner of the property.

5.0 FINAL BILLING

- 5.1 When a customer intends to vacate the property supplied by water, he or she shall request a final meter reading, at least five days before vacating the property. A final meter reading fee will be added to the final billing at the rate specified in schedule 'A' of the Water and Wastewater By-law.
- 5.2 At any time, an owner or agent may request a certificate from the Treasurer showing the amount of water and wastewater charges outstanding against the property.
- 5.3 If the final billing of the previous occupant remains outstanding, such charges are a lien on the property and will be transferred to the property tax account in accordance with the *Municipal Act, 2001*.

6.0 WATER/WASTEWATER COLLECTION

- 6.1 Payments are due on the date indicated on the water bills and will be at least 30 days following the billing date.
- 6.2 Payments received by mail will be processed as of the date the payment is received.
- 6.3 Partial payments receive on account shall be applied to penalties and interest first, and then water/wastewater charges.
- 6.4 If a payment is dishonoured by the bank for any reason, a service charge in accordance with the Fees By-law shall be applied.
- 6.5 All unpaid fees and charges that are in arrears will be charged a penalty at a rate of 1.25% per month.
- 6.6 All fees and charges relating to the supply of water and wastewater services or for any other expenses, fees or charges provided for in the Water and Wastewater Services By-law, shall be paid by the owner or occupant of the property.
- 6.7 The Town reserves the right to shut off the supply of water to any premise that has unpaid fees and charges. The Town shall restore the supply of water upon payment to the Town of such overdue amounts plus any applicable service charges, penalties and interest.

- 6.8 If the fees and charges are not paid by the owner or occupant for any reason, the Town may transfer the unpaid fees and charges to the property tax account in accordance with the provisions of the *Municipal Act, 2001*.
- 6.9 If the fees and charges remain unpaid on an **owner's** water/wastewater account:
- a) the Town will issue a reminder notice at least 21 days following the due date; and
 - b) if the arrears continue to remain unpaid, the arrears will be transferred to the appropriate property tax account, no sooner than 21 days following the issuance of the reminder notice.
- 6.10 If the fees and charges remain unpaid on a **tenant's** water/wastewater account:
- a) the Town will issue a reminder notice at least 21 days following the due date;
 - b) a copy of the reminder notice will be sent to the owner at the same time;
 - c) the property owner will have the option to complete a "Request for Consideration" for the Town to consider the account for the water shut off process;
 - d) the Town will review all active tenant accounts and "Requests for Consideration" on a regular basis and determine if the water supply will be turned off. The property owner will be advised accordingly.
 - e) if the water supply is to be turned off, the Town will send a final reminder to the tenant and the owner advising that the water supply will be turned off no sooner than 14 days from the final notice;
 - f) Within 48 hours of the Town receiving payment for the arrears, the water supply will be reinstated to the premise.
 - e) after 14 days from the water shut off date, any tenant accounts that remain in arrears will be added to the property tax account. A notice will be sent to the owner indicating the amount of the transfer. The water will remain off until the property owner advises the Town to turn the water back on or payment has been received from the tenant; and
 - f) the tenant will be responsible for any applicable fees for the water shut off process as specified in the Water and Wastewater By-law. If the fees are not paid by the tenant, the Town will transfer the unpaid fees to the appropriate property tax account.

7.0 MONITORING

At the end of each month, the Utility Billing Clerk will generate an Aging Report from the Utility Billing system. The outstanding balance in the aging report must be balanced to the Utility Billing Receivable general ledger account. Any discrepancies between the two reports shall be further examined and resolved.

Sample 'A'
Reminder Notice

[Address]

[Date]

RE: Outstanding Water and Wastewater

Dear Sir/Madam:

Our records indicate that you have a past due balance in the amount of \$. Unless payment is received in full or satisfactory payment arrangements are made within 14 days, the overdue account may be subject to the following:

- 1) Disconnection of water supply to the premise as per Section 81 of the Municipal Act, 2001;
- 2) Transfer the arrears to the property tax roll as per Section 398(2) of the Municipal Act, 2001.

Your co-operation in discharging these arrears would be appreciated. If you have any questions or would like to discuss your account, please do not hesitate to contact the Public Works Department at 705-869-1751.

If you have already made payment, please disregard this notice.

Yours Sincerely,

[Name]

[Title]

Sample 'B'
Final Notice

[Address]

[Date]

RE: Outstanding Water and Wastewater

Dear Sir/Madam:

Our records indicate that you have a past due balance in the amount of \$[].

Unless payment is received in full within 14 days of the date of this notice, the water supply to the premise will be shut off as per section 81 of the Municipal Act, 2001.

If your service is disconnected, there will be a restoration charge applied to the account. Within 48 hours of receiving payment for the arrears, the water supply will be reinstated to the premise.

If you have already made payment, please disregard this notice.

Yours Sincerely,

[Name]

[Title]



Espanola

Water Wastewater Billing

Budget Billing Plan

Fields marked with * are required

How to enroll:

1. Enclose your payment for the amount due on your current bill.
2. Complete and sign the form.
3. Enclose a VOID cheque (Line of credit cheque will not be accepted).
4. Mail, fax, email or drop off to the number/address below.

Select one: *

NOTE: In order to be on the Budget Billing Plan, you must also be enrolled in our Pre-Authorized Payment Plan.

- ☐ Apply for the Budget Billing Plan
- ☐ Change information on existing Budget Billing Plan
- ☐ Cancel the Budget Billing Plan effective: _____ (mm/dd/yyyy)

Water Customer Account Number (found on top of water bill) *

Service Address (where water meter is located) *

Choose Withdrawal Date * ☐ 1st ☐ 15th

Names on Account* (1) (2)

Mailing Address (Number & Street) *

Unit or Apt Number *

City/Town & Province *

Postal Code *

Phone Number *

Alternate Phone Number

Email Address

Equal monthly installments will be automatically deducted each month of the year. The withdrawal amount will be determined based on your consumption history at the property for this application. On this plan, you will continue to receive bills that will reflect your actual consumption. Your account will be reconciled in September or October of each year and adjusted to reflect the balance of the account at the time of reconciliation.

I/we authorize the Town of Espanola to process a debit equivalent to the actual amount due as billed on the due date. This authority is to remain in effect until the Town of Espanola has received written notification from me/we of a change or termination.

Signature (1) *

Print Name(s) *

Signature (2)

Date: (mm/dd/yyyy) *

FOR OFFICE USE ONLY

Calculated Monthly Total

Customer

Initials

Date

Fax: 705-869-4294

Phone: 705-869-1751

Email: pubworks@espanola.ca

Website: www.espanola.ca

Form # E99-01853

By mail or in person: Espanola Public Works Department
596 Second Ave.
Espanola, ON P5E 1C4



Fields marked with * are required

Property Tax & Water Wastewater Billing Mailing Address Change

EFFECTIVE DATE * (mm/dd/yyyy): _____

Current Water Account Number (found on top of water bill) *	
Service Address (where water meter is located) *	Assessment Roll Number
Property Owner(s) *	
Property Address *	
Email Address	

New Mailing Address	
Street *	Unit or Apt Number *
City/Town & Province *	Postal Code *
Phone Number *	Alternate Phone Number

Previous Mailing Address	
Street *	Unit or Apt Number *
City/Town & Province *	Postal Code *
Phone Number *	Alternate Phone Number

By signing the Mailing Address Change Form, I authorize the Town of Espanola to follow my expressed wishes with regard to where and to whom my Property Tax Bill/Water Bill notices are mailed.	
Property Owner(s) Signature *	Print Name(s) *
Date: (mm/dd/yyyy) *	

Fax: 705-869-4294

Phone: 705-869-1751

Email: pubworks@espanola.ca

Website: www.espanola.ca

By mail or in person: Espanola Public Works Department
596 Second Ave.
Espanola, ON P5E 1C4

Form #E99-01854



Fields marked with * are required

Water Wastewater Billing

New Account/Account Cancellation

Close My Current Account: Final Meter Read

Account # (found at the top of water bill) *	Name On Account *		
Service Address (where water meter is located) *		Date Effective (month/day/year) *	
Forwarding Address For Final Bill *			
Are you an <input type="checkbox"/> owner or <input type="checkbox"/> tenant? If you are the owner, please provide the full name of purchaser or your lawyer's contact information.			
If on a Pre-Authorized Payment Plan, <input type="checkbox"/> remove immediately or, <input type="checkbox"/> take final bill on plan?			

Create A New Account:

Service Address (where water meter is located) *		Date Effective (month/day/year) *	
Names on Account* (1)		(2)	
Mailing Address (Number & Street) *		Unit or Apt Number *	
City/Town & Province *		Postal Code *	
Phone Number *	Email Address		
Please provide any previous Espanola address you had a water account for: *			
Are you renting at the new location? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, your landlord must complete an Owner/Tenant Agreement Form.			
Signature (1) *		Date *	
Signature (2)		Date	
**Please Note—If you are moving within the Town of Espanola, your account number will change. If you pay your water bill online, please update your account number once you receive your first bill.			

Please complete the form and return to the Town of Espanola, Water Billing Branch:

Fax: 705-869-4294 By mail or in person: Espanola Public Works Department
 Phone: 705-869-1751 596 Second Ave., Espanola, ON., P5E 1C4
 Email: pubworks@espanola.ca Website: www.espanola.ca

Office Use Only

New Account Number:	Completed By:
---------------------	---------------



Water Wastewater Billing

Owner/Tenant Agreement

Fields marked with * are required

EFFECTIVE DATE * (mm/dd/yyyy): _____

Water Account Number*	Assessment Roll Number
Service Address (where water meter is located) *	

Property Owner Information	
Property Owner(s) Name *	
Mailing Address *	
City/Town & Province *	Postal Code *
Phone Number *	Alternate Phone Number
Email Address	

Tenant Information	
Tenant(s) Name *	
Mailing Address *	
City/Town & Province *	Postal Code *
Phone Number *	Alternate Phone Number
Email Address	

Declare as follows that:

1. I(We) are the owner(s) of the property at the above noted service address.
2. I(We) rent the property to the tenant.
3. I(We) request the Town of Espanola bill the tenant above directly at the service address for all water and wastewater charges and other related charges attributed to the above property, including penalty for overdue accounts.
4. **I understand that despite not having received bills in respect of the water service, if the tenant defaults in payments, all rates and charges shall be recoverable against me(us) as a debt owed to the Town of Espanola, as per By-Law #_____.**
5. All rates and charges shall be a lien on my(our) interest in the property pursuant to the Municipal Act, 2001, S.O. c.25, s.398(2).
6. I(We) acknowledge that the Town of Espanola is not precluded from pursuing its legal remedies against the tenant.
7. I(We) undertake to inform the Town of Espanola of all tenant(s), occupant(s) and/or owner(s) changes (including address), in a timely manner.
8. This agreement is non-transferable and must be renewed for any and all ownership and/or tenancy changes.
9. I(We) specifically acknowledge and agree to the Town of Espanola's right to revoke this agreement for any reason and to revert the account to me(us) as registered owner(s) for payment of all services and any outstanding balance. The owner will be advised of the account being moved into the homeowner's name in writing.
10. I(We) appoint the person(s) to whom the bills and notices are directed as my(our) representative(s) for the purpose of granting the Town access to the property in relation to the Town's provision of water and wastewater services and related activities including but not limited to inspection, at or to the property, even if these activities result in charges on the property.

Property Owner(s) Signature *	Print Name(s) *
Date: (mm/dd/yyyy) *	

Fax: 705-869-4294

Phone: 705-869-1751

Email: pubworks@espanola.ca

Website: www.espanola.ca

Form #E99-01856

By mail or in person: Espanola Public Works Department
596 Second Ave.
Espanola, ON P5E 1C4



Water Wastewater Billing

Pre-Authorized Payment Plan

Fields marked with * are required

How to enroll:

1. Enclose your payment for the amount due on your current bill.
2. Complete and sign the form.
3. Enclose a VOID cheque (Line of credit cheque will not be accepted).
4. Mail, fax, email or drop off to the number/address below.

Select one: *

- ☐ Apply for a Pre-Authorized Payment Plan
- ☐ Change information on existing Pre-Authorized Payment Plan
- ☐ Cancel the Pre-Authorized Payment Plan effective: _____ (mm/dd/yyyy)

Water Customer Account Number (found on top of water bill) *

Service Address (where water meter is located) *

This application is made on behalf of: ☐ A Person(s) ☐ A Business

Names on Account* (1) (2)

Mailing Address (Number & Street) *

Unit or Apt Number *

City/Town & Province *

Postal Code *

Phone Number *

Alternate Phone Number

Email Address

I/we authorize the Town of Espanola to process a debit equivalent to the actual amount due as billed on the due date. This authority is to remain in effect until the Town of Espanola has received written notification from me/we of a change or termination.

Signature (1) *

Print Name(s) *

Signature (2)

Date: (mm/dd/yyyy) *

Fax: 705-869-4294

Phone: 705-869-1751

Email: pubworks@espanola.ca

Website: www.espanola.ca

By mail or in person: Espanola Public Works Department

596 Second Ave.

Espanola, ON P5E 1C4



**Water Only Rate Exemption Application
Municipal Water Supply with no Sanitary Sewer Connection**

Property Owner:
Full Address:
Telephone:
Address of Exemption Request:

1. Complete lot and flow diagram (2nd page)

2. Waste Disposal System in use:

☐ Septic Tank-Tile Bed

☐ Privy

☐ Other (Specify) _____

AGREEMENT

I hereby make application for a Water Only Rate Exemption as per By-law 2806/17 (and any subsequent revisions) and that I agree to abide by all relevant By-laws and amendments and regulations of the Town of Espanola, and that I will provide the required details and access to the premises by identified Town of Espanola employees.

Date: _____

Signature: _____

Draw to scale indicating north point and showing the following:

1. Building, streets topographic features (watercourses, swamps and steep slopes).
2. Waste disposal system with connection (Septic tank-tile bed, privy, etc).
3. Location of water meter.

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: PWD

DATE: September 18th, 2017

ITEM: waste collection by-law

RECOMMENDATION: Be It Resolved That; Bylaw 2807/17, the waste collection by-law be adopted as presented.

BACKGROUND:

- The by-law has not been updated for approximately 65 years.
- In April 2017 council directed staff to reduce the number of weekly residential bags from 4bags/week to 2 bags/week and to move from opaque garbage bags to clear garbage bags.
- The movement to clear plastic bags is not a new initiative and has started in some of our neighbouring communities as early as 2001.
- For many years municipalities have been encouraged to reduce the number bags for weekly collection. This move strengthens the amount of recyclable materials collected and can positively impact our blue box funding.
- This is not a recycling by-law this is a waste collection by-law. The department draws attention to this as result of recent complaints from residents with regard to recyclables not being picked up. This is a separate issue of the contractor attempting to limit waste from entering the recycling stream. Not all plastic is recyclable it must contain the recycling symbol.

ANALYSIS:

- As the Province moves to a "Waste Free Ontario" this becomes an excellent first step in preparing the community for those incoming changes.
- To help facilitate this transition Staff has increase the amount of information being circulated to the public and council has endorsed the leaf and yard waste program that appears to be running quite successfully.

EXISTING POLICY:

- Present policy is approximately 65 years old and needs to be updated to reflect todays practice.

STRATEGIC GOAL:



Bylaw 2807/17

A By-law for establishing and maintaining a system
For the collection, removal and disposal of waste
Within the Town of Espanola

1. Section 10(1), paragraph 7 of subsection 10(2) of the Municipal Act, 2001, S.O.2001, c.25 authorizes a municipality to pass By-laws dealing with Waste Management.
2. Section 391 of the Municipal Act, 2001, S.O.2001, c.25 authorized municipalities to impose fees or charges for services rendered.
3. Council considers it advisable to collect, remove and dispose of waste generated within the Town of Espanola.

Accordingly, the Council of the Corporation of the Town of Espanola enacts as follows:

4. Definitions

- a) "TOWN" shall mean the Corporation of the Town of Espanola.
- b) "DWELLING" shall mean any building or place occupied or used as a place of abode, other than a hotel, restaurant, apartment house, tenement, or building in which more than two families dwell, abide or live, or which contains more than two separate places of dwelling abode, or living.
- c) "MANAGER" shall mean the Manager of Public Works.
- d) "GARBAGE" shall mean waste other than recyclable materials, yard trimmings, bulky items, prohibited waste and on-collectible waste.
- e) "APPROVED CONTAINER" means a garbage or a recycling container see Section 7.
- f) "ASHES" shall mean the solid residue of any household fuel after such fuel has been consumed by fire and includes soot, but shall not include ashes which accumulate as a result of building construction or demolition.
- g) "BULKY ITEMS" include refrigerators, ovens and stoves, washers, dryers, dishwashers, freezers, air conditioning units, microwave ovens, hot water tanks, barbeques, large furniture items and items so designated by the MANAGER.
- h) "CURBSIDE BAG TAG" means a curbside garbage bag tag sold in accordance with this By-law;
- i) "HOUSEHOLDER" shall mean and include an owner, occupant, lessee, tenant or any person in charge or occupation of any dwelling, hotel, restaurant, apartment house, office building, public institution, shop store or other building or any portion utilizing any curbside collection service.
- j) "NON-COLLECTIBLE WASTE" shall mean any waste or matter other than GARBAGE AND ASHES and shall include the following:
 - i. Manufacturer's waste.

- ii. Celluloid cuttings, moving picture film, oil soaked or gasoline soaked rags and explosive or highly combustible material of any nature whatsoever.
- iii. Broken plaster, lumber or other waste or residue resulting from the construction, alteration, repair, demolition or removal of any building or structure.
- iv. Sawdust and/or shavings.
- v. Swill and other organic matter not properly drained and wrapped.
- vi. Liquid Waste.
- vii. Hay, straw and manure.
- viii. Carcass of any animal.
- ix. Live animals or birds.
- x. Furniture.
- xi. Stock of any wholesaler, which shall be regarded as manufacturers waste.
- xii. Any material, which has become frozen to the receptacle and cannot be removed by shaking.
- j) "OPAQUE BAG" means solid coloured bag;
- k) "SCAVENGE" means to sort through and collect materials from waste that has been placed out for collection;
- l) "STREET" shall mean any public highway, road, street, lane, alley, square, place, thoroughfare or way within the Town of Espanola;
- m) "TRANSIENT WASTE" means any waste carried into the Town of Espanola from outside its boundaries by any person;
- n) "WASTE" means anything for which the holder has no further use and which the holder has discarded and includes, but is not limited to : garbage, recyclable materials, bulky items, yard trimmings, household hazardous waste, non-collectible waste and such materials as may from time to time be designated by the Manager of Public Works as waste.

5. Prohibitions

No householder shall:

- a) Unless authorized by the Director of Public Works and his or her designate, scavenge, salvage, pick over, interfere with, remove or scatter or any like or similar activity in relation to any waste or recyclable materials set out for curbside collection;
- b) Cover waste or recyclable materials with animal deterrents such as bleach or cayenne pepper;
- c) Permit any animal owned by him or her or under his or her control to pick over, interfere with collection, remove or scatter any waste or recyclable materials placed out for curbside collection;
- d) Cast or otherwise deposit or permit any contractor, agent or employee of such user or owner to throw, cast or otherwise deposit any waste or recyclable materials whatsoever on or in any street, public property or private property without the prior consent of the owner, except as expressly authorized by this By-Law;

- e) Deposit waste or recyclable materials generated on private property into public waste receptacles located on public streets;
- f) Place waste for municipal curbside collection that includes hazardous or liquid industrial waste, construction and demolition waste, flares, ammunition, needles and syringes and/or dead animals.
- g) Except where permitted in this By-law, no householder shall dispose or cause to dispose any waste or recyclable materials within Town limits other than in authorized landfill sites.

6. General Provisions for Curbside Collection

- a) Every householder putting out waste for curbside collection shall meet the specifications as set out in Section 7 Curbside Garbage Schedule, Provisions, Limits & Approved Containers;
- b) The registered owner of every property shall ensure that the requirements of this By-law are met as it relates to waste from the owner's property;
- c) The owner of every rental unit shall ensure that the waste material for collection is placed at the approved location for collection and is responsible for every other requirement of this By-law when it applies to apartment buildings;
- e) The owner of every rental unit shall ensure that a sufficient number of covered containers are provided for each apartment and such other equipment as may be necessary for the orderly disposal of garbage. Provided that all such containers so supplied for each apartment until shall bear a number on the outside of such containers, which number shall correspond to the number of the designated apartment unit. Provided further that the person and/or **householder** receiving rent for such apartment accommodation shall provide and secure a proper place where the covered metal containers shall be stored and available for the tenants' use and collection as hereinafter provided by the appropriate agency;
- f) Every **householder** shall prepare and properly place for disposal all garbage, ashes and other waste for the disposal of which he is under this By-law responsible in the manner set forth;
 - i) Ensure garbage is drained of all liquids, placed in a clear garbage bag and deposited in a properly covered container supplied by the **householder**, which container and clear garbage shall conform to the specifications as set out in Section 7 Curbside Garbage Schedule, Provisions, Limits & Approved Containers of this By-law.
 - ii) Ashes which are put out for curbside collection are to be:
 - (1) Cold
 - (2) Separated from flammable waste
 - (3) Are considered waste and part of the weekly two bag waste limit.
- g) Non-Collectable waste, as defined in this By-law, shall be removed by the **householder**..
- h) COVERED containers containing waste shall be placed for curbside collection in the following manner:
 - i) All residential garbage cans or containers shall be placed on the property at a point no farther from the street or lane than the

nearest line of the house and shall be easily accessible at the time of collection.

- ii) All commercial garbage cans or containers shall be placed at the curb.
- iii) Where rules i) and ii) of this section cannot be reasonably observed the Manager or anyone acting under his direction shall have the power to designate the precise point at which the covered containers shall be placed for collection.
- i) NO person shall obstruct any street, as defined in this By-law, or other public place by placing thereon a vehicle of any description or any building material, trade waste, garbage cans, refuse of any sort, branches of trees, or other encumbrances, provided however a **householder** may place covered garbage containers when designated on the day of collection pursuant to Section 7 of this By-law, such containers to be placed on the day of collection.
- j) After curbside collection, householders shall ensure that all approved containers and any uncollected or refused waste or recyclable materials, are returned to the users or owners property by no later than 7:00 PM on the day of curbside collection.
- k) Materials classified as non-collectible waste, materials placed for collection in such manner or in such containers as to be at variance with the terms and conditions set forth in this By-law shall be refused by the collector and must be removed and disposed of by the owner at his own expense.
- l) UNDER no condition shall any person acting under the direction of the Manager enter any private dwelling, apartment house, hotel, or tenement, or ascend, or descend any stairway or enter any elevator or hoist for the purpose of carrying out or returning thereto any container nor shall he demand any gratuity, gift, or consideration for services rendered beyond his regular wage.
- l) NO refuse of the consistence of swill shall be collected from any premises whatsoever. Where refuse of this class is encountered the collectors shall leave the same and report immediately to the Manager who shall cause the same to be removed by the **householder** at his own expense.
- m) ALL persons employing or using carts, wagons, or other vehicles, making excavations for building purposes and in conveying earth, rubbish, or other material from such excavations, or from any public place where the same may be deposited, all earth, rubbish, or other material that may fall from the wheels of, or from such carts, wagons or vehicles shall, before the removal thereof over Municipal Streets, lanes or sidewalks, apply to the Manager for permission to remove and dispose of such material as hereinbefore described. The Manager shall arrange as soon as may be convenient, a system and/or scheme for the removal and disposal of such material and all charges that may occur as a result thereof shall be paid by the applicant forthwith upon demand being made therefore by the Manager.
- n) WHERE there is a troublesome dog on the premises, owners or caregivers shall provide all necessary protection to the collectors during the removal of garbage etc.

7. Curbside Garbage Schedule, Provisions, Limits & Approved Containers

- a) Every householder who puts waste out for curbside collection shall maintain the area around the curbside collection location including

containers and storage boxes in a clean, not visually obstructed, accessible for collection, sanitary condition and free of vermin.

- b) Curbside Garbage Collection shall be done once weekly for residents and twice weekly for businesses in the Town. When the day fixed for removal of garbage is a statutory holiday, the removal shall take place the next regular business day. Pick up days are as set out by the Municipal Waste Collection Contractor.

• **APRIL 1ST TO NOVEMBER 30TH**

Place your garbage at the curb no earlier than 5:00 a.m. and no later than 6:00 a.m. on collection day.

• **DECEMBER 1ST TO MARCH 31ST**

Place your garbage at the curb any time after 8:00 p.m. the evening prior to your collection day and no later than 6:00 a.m. on your collection day.

- c) Every person setting out residential garbage for curbside garbage collection shall meet the following requirements:
- i) Allowed to place two (2) untagged clear bags of garbage for each curbside collection. If more than two (2) clear bags of garbage are placed out for curbside collection in any one (1) curbside collection period the additional garbage must have a bag tag affixed to each additional bag at the users or owners cost;
 - ii) Use of standard size clear waste bag with dimensions of approximately 33" (83cm) x 41" (104cm);
 - iii) Large non transparent opaque bags are not permitted for garbage set out and must be replaced with clear bags;
 - iv) Rigid containers of not more than 77 litres shall contain not more than 1 standard size clear waste bag;
 - v) The use of one (1) small coloured opaque bag 12" (30 cm) x 14" (35 cm) is permitted to conceal personal items within one clear bag each week;
 - vi) Each garbage container or clear bag shall not weigh more than 40 lbs (18 kg);
 - vii) The use of small clear kitchen bags thrown in to a larger clear bag as specified in 2 b) is permitted.
- d) Every person setting out commercial garbage shall meet the following requirements:
- i) Allowed to place eight (8) untagged clear bags of waste for each curbside collection. If more than eight (8) clear bags of garbage are placed out for curbside collection in any one (1) curbside collection period the additional waste must have a bag tag affixed to each additional bag at the users or owners cost;
 - ii) Use of standard size clear garbage bag with dimensions of approximately 33" (83cm) x 41" (104cm);
 - iii) Large non transparent opaque bags are not permitted for garbage set out and must be replaced with clear bags;
 - iv) Rigid containers of not more than 77 litres shall contain not more than 1 standard size clear waste bag;
 - v) One (1) small coloured opaque bag 12" (30 cm) x 14" (35 cm) is permitted to conceal personal items within one clear bag each week;
 - vi) Each garbage container or clear bag shall not weigh more than 40 lbs (18 kg);
 - vii) The use of small clear kitchen bags thrown in to a larger clear bag as specified in 2 b) is permitted;

viii) Garbage storage bins shall be permitted and shall be placed in an area on the property agreed to by the property owner and the contractor for waste collection.

e) Approved Containers

For the purpose of this By-law an approved container shall include:

- i) A waste container is a form of approved container designed and used to hold garbage at a property entitled to receive Town waste collection services.
- ii) For the purposes of a property entitled to receive waste collection services for waste, a waste container shall take the form of:
 - a. A rigid container:
 - In good working order;
 - With a maximum capacity of 77 litres;
 - Which weighs no more than 40lbs (18 kg)
 - With a lid which may be easily and completely removed to facilitate collection and has any device used to tie down the lid completely removed prior to collection; and
 - With handles which are set above the midpoint on both sides of the garbage container.
 - b. A clear plastic bag which
 - Is not torn, punctured, ripped and in good working order;
 - Has a maximum capacity of 77 litres;
 - Has dimensions of approximately 33" (83cm) x 41" (104cm);
 - Weighs no more than 40 lbs (18 kg);
 - Is closed and securely tied.

f) Curbside Bag Tags

Garbage bag tags can be purchased if you have to put out more than two bags of garbage on collection day. Up to two additional bags are permitted and shall be properly tagged and meet the provisions set out in this Schedule.

Tags are sold in groups of five for \$10 at the Municipal Office or can be ordered by mail using the corresponding Form, E99-01859.

- i) Tie your garbage bag with a knot or twist-tie.
- ii) Peel the garbage tag off the sheet. Place the tag around the neck of the garbage bag, ensuring the ends are pressed together. Do not use the garbage tag as a twist-tie.
- iii) The tag may also be applied flat to the top bag of garbage.
- iv) Make sure the tag and its serial number are easily visible to waste collection staff.

8. Medical Waste Register

- a) A user or owner who requires an increase to the untagged waste limit because of the requirement to dispose of medical waste while such is being administered through home care may register with the Town to become exempt from the two (2) bag waste limit, bag tags will be provided accordingly as per Schedule "D";
- b) The CAO/Treasurer and his or her designate is responsible to maintain the medical waste register in accordance with the requirements relating to storage of personal information contained in the Municipal

9. The following Schedules and Forms attached hereto form a part of this By-law:

Schedule "A" – Form E99-01859 Purchase Bag Tags by Mail
Schedule "B" – Household Hazardous Waste
Schedule "C" – Yard & Leaf Trimmings
Schedule "D" – Form E99-01858 Curbside Collection Exemption Form for Medical Waste
Schedule "E" – Set Fines

10. Enforcement

- a) This By-law may be enforced by every municipal law enforcement officer or the Manager of Public Works and his or her designate.
- b) No user or owner shall hinder or obstruct, or attempt to hinder or obstruct, any person exercising a power or performing a duty under this By-law.

11. Offence and Penalty

- a) It is an offence for a user or owner to contravene any provision of this By-law and any person who contravenes any of the provisions of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.
- b) Every user or owner who is convicted of an offence under any provision of this Bylaw is liable to a penalty as set out in Municipal Act, 2001, S.O. 2001, c.25, as amended from time to time, or any successor thereof.

12. This By-law shall come into effect on November 1, 2017.

13. Bylaw 251/66 is hereby repealed.

ENACTED AND PASSED IN OPEN COUNCIL THIS DAY OF ,
2017.

Ron Piche
Mayor

Paula Roque
Clerk



TO PURCHASE BAG TAGS BY MAIL

MAIL WITH PAYMENT TO:

Town of Espanola
100 Tudhope St, Ste 2
Espanola, ON
P5E 1S6
ATTN: Curbside Bag Tags

Name: _____

Please Print

Mailing Address: _____

Phone Number: _____

Number of Sheets (5 tags per sheet) _____ Payment Enclosed: (\$10/sheet) _____

Signature: _____

For More Information call:

P (705) 869-1540

Schedule "B"

HOUSEHOLD HAZARDOUS WASTE

**A household hazardous waste day is held in the spring of each year at the Espanola Public Works Yard
596 Second Avenue.**

No PCB's, commercial, agricultural, industrial, pathological, explosives, infectious or radioactive waste will be accepted.

COMMON HOUSEHOLD HAZARDOUS WASTE

<input checked="" type="checkbox"/>	Ammonia	<input checked="" type="checkbox"/>	Cosmetics	<input checked="" type="checkbox"/>	Metal Polish
<input checked="" type="checkbox"/>	Solvents	<input checked="" type="checkbox"/>	Anti-freeze	<input checked="" type="checkbox"/>	Disinfectants
<input checked="" type="checkbox"/>	Oven Cleaner	<input checked="" type="checkbox"/>	Bleach	<input checked="" type="checkbox"/>	Art Supplies
<input checked="" type="checkbox"/>	Drain Cleaner	<input checked="" type="checkbox"/>	Paint	<input checked="" type="checkbox"/>	Flea Powder
<input checked="" type="checkbox"/>	Waxes	<input checked="" type="checkbox"/>	Pesticides	<input checked="" type="checkbox"/>	BBQ Starter
<input checked="" type="checkbox"/>	Herbicides	<input checked="" type="checkbox"/>	Fluorescent Bulbs	<input checked="" type="checkbox"/>	Rat Poison
<input checked="" type="checkbox"/>	Pharmaceuticals	<input checked="" type="checkbox"/>	Engine Oils & Fuel	<input checked="" type="checkbox"/>	Insecticides
<input checked="" type="checkbox"/>	Swimming Pool Chemicals	<input checked="" type="checkbox"/>	Propane Tanks	<input checked="" type="checkbox"/>	Wood Preservatives
		<input checked="" type="checkbox"/>	Car & Household Batteries		

Schedule "C"

LEAF AND YARD WASTE PROGRAM

1. The leaf and yard waste program includes leaves, grass clippings, brush and branches to be chipped & prepared for mulch. Wood 4" diameter or larger, or garbage is not accepted.
2. The site is located at the snow dump across from 926 Mead Blvd, the ski hill.
3. The collection site is open to the public to drop off leave and yard waste in paper bags. It shall be in operation early April to mid-November annually as advertised. If residents use plastic bags for their waste collection, they must empty the bags at the site and not leave any plastic bags behind.

DRAFT

Schedule "D"

Curbside Collection Exemption Form for Medical Waste

This form is for residents of Espanola with a medical condition to apply for an exemption to the curbside collection garbage bag limit.

To be eligible, applicants must:

- Provide proof of living in the Town of Espanola, and
- Have a medical condition that is verified by a medical professional

Approved applicants will receive **104** regular garbage tags. To renew, an application has to be completed every year, as necessary.

For office use only

Proof of residence checked & verified? Y / N

Entered Application Approved? Y / N

Approved by: _____

Date Approved: _____

Garbage Tag Serial #s: _____

Date Tags Mailed: _____

Please complete Page 1, 2 and 3 and return to the Manager of Public Works

1. Mail: Town of Espanola, 100 Tudhope St, Ste 2, Espanola, ON P5E 1S6

2. Email: town@espanola.ca

Please mark as correspondence as "**Confidential**"

1. Resident Information (please print)

Last Name: _____ First Name: _____

Street Address: _____

Mailing Address: _____

Phone #: _____ Email: _____

If your application is approved, you will be provided with free bag tags to affix to your extra bags of medical waste. Tags can be picked up from the Municipal Office at 100 Tudhope St, Ste 2 Espanola from 8:30am to 4:30pm, Monday through Friday, or the tags can be mailed directly to your home. Please indicate if you would like to pick up the tags, or have them mailed to you: ☐ Pick Up ☐ Mail

Please note that the Town of Espanola will not be held responsible for any delay in the delivery of tags or for tags lost in the mail. Replacement tags will not be issued.

2. Description of Waste Generated

Please check the appropriate box to describe the waste which will be generated. If you select "Other" please provide a brief description of the waste

☐ Empty plastic fluid bags and plastic tubing from at-home dialysis treatment

☐ Incontinence products (ie. adult disposable undergarments and pads)

☐ Other: _____

Please note that the following items cannot be set out for curbside collection:

1. **Waste Sharps** (including: needles, syringes, blades and lancets)
2. **Human Tissue** (excluding: teeth, hair and nails)
3. **Bodily Fluids** (excluding: urine and feces)

3. Terms and Conditions

- | | |
|--------------------------|---|
| <input type="checkbox"/> | I acknowledge that this allowance is for medical waste only, and that no other waste will be placed in the bag/container. |
| <input type="checkbox"/> | I acknowledge that the tags provided to me by the Town are for my sole use and will not be transferred or resold. |
| <input type="checkbox"/> | I am aware and acknowledge that this application must be renewed annually and that a doctor's signature must be obtained every three (3) years. |

I hereby certify that the information provided here in is true and accurate.

Applicant Signature: _____ **Date:** _____

4. Certification by Physician

Note: Required every three (3) years from the initial application

Physician Name: _____

Mailing Address: _____

Phone #: _____

This is to certify that the below named patient's medical condition results in the generation of medical waste which is beyond their control.

Physician Signature: _____

Patient Name: _____

Date: _____

Notice with Respect to the Collection of Personal Information

Personal Information and Personal Health Information requested on this form is collected as a necessary part of the administration of waste management collection services by the Town of Espanola pursuant to its legal authority set out in the Municipal Act, 2001. Collection, use and confidentiality of the personal (health) information will be according to the standards in the Municipal Freedom of Information and Protection of Privacy Act or the Personal Health Information Act, 2004, and the information will be used for the purpose of verification of eligibility for specialized set out service programming only.

For further inquiries about the handling of your personal information please contact:

CAO/Treasurer
Town of Espanola
100 Tudhope St, Ste 2
Espanola, ON P5E 1S6
P (705) 869-1540

Please Keep this Page for Your Records

1. If your application is approved, you may place up to 2 clear bags, with 1 privacy bag and 2 opaque bags out for curbside collection. Bags sizes and weight shall comply with regulations as set out in Bylaw 2807/17.
2. Each opaque bag of medical waste set out for curbside collection must have a valid bag tag affixed to it.
3. The bag tags provided to the applicant are for use by the applicant and are not to be transferred or sold.
4. All materials must be at curbside no later than 6 am on your scheduled pick up day.
5. This application must be completed annually on the anniversary date for continued service. A renewal form will be sent to you prior to the expiry of this service. A physician's signature will only be required every three years. Please note below the application date for your records.

Date of Application: _____

6. Certification by a physician is required every three years; please note the date of physician certification below for your records.

Date of Physician Certification: _____



Bylaw 2807/17 – Collection, Removal and Disposal of Waste

PART I Provincial Offences Act

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 Set Fine
1	Scavenge, salvage, pick over, interfere with, remove or scatter items	5. a)	\$150.00
2	Cover items set out for curbside collection with animal deterrents	5. b)	\$150.00
3	Permit animal to pick over, interfere with, remove or scatter items	5. c)	\$150.00
4	Cast, deposit or permit to cast or deposit waste or recyclable materials on or in any street, public property or private property	5. d)	\$150.00
5	Deposit material generated on private property into public waste receptacles	5. e)	\$150.00
6	Place waste that includes hazardous or liquid industrial waste, construction and demolition waste, flares, ammunition, needles and syringes and/or dead animals	5. f)	\$150.00
7	Dispose or cause to dispose waste or recyclable material other than in authorized landfill sites	5. h)	\$150.00
8	Fail to ensure that the waste material is placed at the approved location	6. c)	\$150.00
9	Fail to ensure covered containers are provided	6. e)	\$150.00
10	Fail to prepare and properly place for disposal	6. f)	\$150.00
11	Fail to remove non-collectable waste	6. g)	\$150.00
12	Fail to place on the property at a point no farther from the street or lane than the nearest line of the house and easily accessible	6. h) i.	\$150.00

NOTE: The penalty provision for the offences indicated above is Section 11.b) of Bylaw 2807 /17, a certified copy of which has been filed.



Bylaw 2807/17 – Collection, Removal and Disposal of Waste

PART I Provincial Offences Act

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 Set Fine
13	Fail to place at the curb	6.h) ii.	\$150.00
14	Obstruct a street or public place	6.i)	\$150.00
15	Fail to ensure containers and uncollected or refused waste or recyclable materials are returned	6.j)	\$150.00
16	Fail to apply for permission	6.m)	\$150.00
17	Fail to provide all necessary protection	6.n)	\$150.00
18	Fail to maintain the area	7.a)	\$150.00
19	Fail to meet requirements	7. c)	\$150.00
20	Fail to meet requirements	7. d)	\$150.00
22	Hinder or obstruct or attempt to hinder or obstruct any person exercising a power or duty under this Bylaw	11.a)	\$500.00

NOTE: The penalty provision for the offences indicated above is Section 11.b) of Bylaw 2807 /17, a certified copy of which has been filed.

Espanola

SIMPLIFIED RISK ASSESSMENT

Note: The following worksheets were taken from and are to be used in conjunction with the Public Fire Safety Guideline PFSG 04-40A-03 "Simplified Risk Assessment".

Produced by: Mike Pichor

Date: 7/11/2017

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SIMPLIFIED RISK ASSESSMENTS

Note: These worksheets were taken from and are to be used in conjunction with the Public Fire Safety Guideline PFSG 04-40A-03 "Simplified Risk Assessment".

COMPONENT 1 - DATA COLLECTION and ANALYSIS

1.1. - DEMOGRAPHIC INFORMATION

1.1.1 – Demographic Profile (updated 2016 census)

Ages of population	#	% of Total Population
0-14	705	14.1
15-64	3210	64.3
65 and over	1080	21.6
Total Population	4995	100

Vulnerable groups / individuals
(e.g., non-ambulatory)

List of applicable occupancies:

1. Community Living (LGI) Queensway (8)
2. Community Living (Genesis) Haig St.(6)
3. Espanola Regional Hospital Long Term
Care and Acute Care (LTC-64 & AC-15)
Mckinnon Dr.

Total number of individuals: 93

Population fluctuation

Provide descriptions: (e.g., tourism, student)

The population of the town does not fluctuate significantly. If anything, it may drop during summer months from people leaving to take vacation, or go to the cottage or trailer. However, the Town is a service hub with a significant commercial sector; although the population doesn't fluctuate significantly there is a large amount of traffic that travels through the town to get to camp, during the summer months and especially on weekends. There is also a large amount of traffic that goes through for the deer hunt on the Island.

Identify occupancy types:

Cottages and camps around Apsey Lake. Trailers, in and out of parks.

Barriers to Public Education	
<p>Do cultural / language barriers to public education exist in you your community? There have been no cultural language barriers identified.</p>	
<p>Provide details: The majority speak English or French. However, there are a few individuals in the community that have a hard time to understand either of these languages. This is currently a very small percentage of the population but could be subject to change in years to come. According to Census Canada, our community has 4330 English speaking, 580 French Speaking, 150 Which speak a different language, and 15 which speak Aboriginal. Of this, according to 2011 Census Canada, only 15 speak French only. There have been no cultural language barriers identified.</p>	

1.1.2 - Analysis and Evaluation

Demographic Profile Commentary

In narrative form, provide brief synopsis of profile on data gathered.

This information is taken from 2016 stats. With the aging population we have, like most other communities, our 65 and over category has increased 3.7% over the 2011 census. This increase to the senior population indicates an increase in our most vulnerable residents. The other trend that seems to be happening is with the age group from about 17 to 20, which are going away to school. For the most part we are finding that they are not returning to Espanola, but finding jobs elsewhere and then living in these other communities. Our two big employers, being Domtar and the Hospital, are still bringing people into the community for work at ages of 20 to 45, but the trend seems to be shifting to commuting from Sudbury.

Demographic Profile Concerns

In point form, list your community's potential fire concerns relating to demographics.

1. As for the increase in the aging population, public education for seniors continues to be a top priority.
2. Inspection in all Vulnerable Occupancies is now mandatory and must be done every year.
3. Fire Drills in these Vulnerable Occupancies are required to be approved, conducted, and witnessed by the Chief Fire Official on a yearly basis as well.
4. To help not only our aging population, but everyone in general, our door to door home smoke alarm inspection program continues each year with about 600 homes inspected, or 1/4 of the town.
5. An inspection of the schools continues on a yearly basis, with more inspections probably needed at the High School this year, due to the construction that will be on going.
6. Public education, with all are youth in all our schools, also continues ever year.
7. Public education with the new people moving into our community, is also on going, to educate them on Fire Code and Building Code regulations, and on our local bylaws such as outdoor burning, etc.
8. As for the people travelling through our municipality, for the most part pose little to no problem as far as public fire safety is concerned.

1.2 - BUILDING STOCK PROFILE

1.2.1 – Occupancy Classification Inventory

Occupancy Classification		# of Occupancies
Group A	Assembly	47
Group B	Institutional	7
Group C	Single family	2255
	Multi-unit residential	39
	Hotel / Motel	22
	Mobile Homes & Trailers	60
	Other	2
Groups D	Business & Personal Services	91
Group E	Mercantile	12
Group F	Industrial	15
Other occupancies not classified in OBC such as farm buildings.		7
Special Risk Occupancies/Properties: (e.g. community centres, major employers) Domtar Pulp and Paper Manufacturing Plant		1
Total		2703

Total # of mixed occupancy buildings	20?
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1.2.2 - Information Analysis and Evaluation

Building Stock Profile Commentary

In narrative form, provide brief synopsis of profile on data gathered.

The Town of Espanola was incorporated in 1958 with the mill dating back to the early 1900's which means a large share of our buildings are up to 100 years old. This can lead to increased risk of fire and especially electrical fires, if the electrical has not been updated. And if there is a fire, it could mean there is a higher risk of the fire spreading due to the age and proximity of many structures. Our community continues to grow slowly. A couple more single family dwellings and a possible manufacturing plant on Panage Lake Rd. is all that is new for structures. The homes are your typical modern day building construction, and the potential new fabrication shop looks like it will be mostly constructed of non-combustible materials such as metal frame and siding. There are a lot of older homes in the community, along with older businesses, especially in the old downtown core. The amount of businesses in the community is generally staying the same. There will now be a new school built for the Catholic/French students in our community, which has also meant the demolition of the French Church, and the Sacred Heart Catholic School, both located on Mead Blvd. There are also two Community Living buildings in the community, as well as a large hospital complex, a mall, and numerous other large structures in town that require a quick and reliable response with the equipment we currently have, and as we are limited in our resources to properly fight these types of structure fires a reliable quick response is of utmost importance.

Building Stock Profile Concerns

In point form, list your community's potential fire concerns relating to building stock.

1. As identified in the Master Fire Plan previously, the downtown core, and more specifically, the building known as the "Lighthouse" poses a large concern for fire safety, not only in that particular building, but also for all the neighbouring businesses. Inspections on this building are currently ongoing.
2. The Domtar Mill is always a concern for fire safety. There has been a reduction in staff which has included

knowledge of the age or condition of any firefighting equipment within the mil. This is a large industrial facility, greater than 100 years old that handles hazardous materials in processing, which relies on the Town for fire suppression services.

3. In the outlying areas of the community, where there is no hydrant protection, we still struggle to get enough water to these locations to have effective fire fighting capabilities. Dry hydrants may be a solution we can look at for areas around the lakes.

4. The total current fair market value in the community is \$440,962,300, as assessed in MPAC's report.

1.3 - MUNICIPAL FIRE LOSSES

1.3.1 – Municipal Fire Deaths and Injuries

Municipal Fire Deaths and Injuries								
Occupancy Classification		2014		2015		2016		Total Deaths + Injuries
		Deaths	Injuries	Deaths	Injuries	Deaths	Injuries	
Group A	Assembly							
Group B	Institutional							
Group C	Residential				1			1
Groups D & E	Commercial							
Group F	Industrial				1			1
Mobile Homes & Trailers								
Other								
Total Deaths / Injuries		0	0	0	2	0	0	2

1.3.2. – Municipal Property Dollar Loss

Municipal Property Dollar Loss								
Occupancy Classification		2014		2015		2016		% of Total Dollar Loss (1999–1997)
		# of Fires	\$	# of Fires	\$	# of Fires	\$	
Group A	Assembly	0	0	1	5,000	0	0	
Group B	Institutional	0	0	0	0	0	0	
Group C	Residential	3	20,700	3	70,200	7	302,700	
Groups D & E	Commercial	0	0	0	0	0	0	
Group F	Industrial	1	200	3	15,400	4	307,500	
Mobile Homes & Trailers		0	0	1	1,000	0	10	
Other		2	6,000	3	57,200	3	22,200	
Total Dollar Loss		6	26,900	11	148,620	14	632,400	

1.3.3 – Municipal Losses Information Analysis and Evaluation

Municipal Fire Loss Profile Commentary

In narrative form, provide brief synopsis of profile on data gathered.

Fire losses have trended upwards to a loss of \$632,400 for 2016. There were no injuries or fatalities in 2016, as compared to the previous year. One of these fires was a house fire and the other one was a piece of heavy equipment at the Domtar plant that is valued at over a half a million dollars new. So we basically only had one structure fire for all of 2016. We will contribute this trend to our ongoing public education programs as well as our yearly smoke alarm inspections in homes which are conducted each year. The equipment fire was due to poor housekeeping and is an internal issue.

Municipal Fire Loss Profile Concerns

In point form, list your community's potential fire concerns relating to municipal fire loss experience.

1. We continue to be concerned about our businesses, which have experienced some great losses in the past, some of which will probably never rebuild.
2. Even though one of these fires was due to arson, the potential for these fires to take out other businesses due to exposure is very high. The close proximity of some of these places puts them at a much greater risk, regardless of the cause of the fire.
3. Continued education for the business owners is very important.
4. Also, although required inspections are completed as required, other inspections are completed as requested.
5. Another major concern going forward is our aging equipment! By 2019, all the first response equipment will be 20 yrs. old or older! A new hall will need to be constructed to accommodate the new equipment, as the size of the existing hall and its' ability to house required equipment has been identified as a major issue/concern. The lack of proper and up-to-date equipment may end up leading to the inability to properly suppress fires, and could lead to liability issues, injuries or worse! There have been failures in the past and currently, neither truck has passed its pump test, and both require additional work on them to bring them up to standard.

Traci Denault-Roque

From: Paula Roque
Sent: Friday, September 08, 2017 9:42 AM
To: Bill Foster; Bob Yocom (bbyocom@gmail.com); Ken Duplessis (kenduplessis1@gmail.com); raydufour@live.ca; Ron Duplessis (ron.duplessis@hotmail.com); rpiche45@gmail.com; smeikleham@yahoo.com
Cc: Cynthia Townsend; Traci Denault-Roque
Subject: Follow Up Aug 8th Council Meeting

Good Morning,

At the August 8th Council Meeting Councillor Ron Duplessis requested that Staff follow up on complaints he received from residents regarding foul smell and burning eyes they were experiencing from Domtar and the fact that they were not given any response from their complaints to Domtar other than it is worse in other communities.

Staff contacted the Environmental Department at Domtar as directed.

Response / Process:

Residents are encouraged to contact Domtar if they have environmental concerns such as those sighted by Councillor Duplessis. They have a procedure and protocol set out. When the main line is called the voice message states, "if this is an emergency or environmental concern please press '0' now". Calls are then routed to security, environmental concerns during business hours are routed to designated staff in the environmental department, after business hours calls go to the Shift Supervisor. This is so Domtar has 24 hour coverage for Environmental concerns as they do take them seriously. The concern is investigated, if they are unaware of an issue and followed up with the caller. All concerns and complaints are documented, this includes how the call was handled and the response to the caller.

I was advised that in early August they received one call, it was investigated, there were no health concerns and the caller was provided with some documentation on what was causing the issue.

Thank you,

Paula Roque, CMO
Clerk / Manager of Planning Services
Town of Espanola
P(705) 869-1540 x 2113
F(705) 869-0083
www.espanola.ca



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