



REGULAR COUNCIL AGENDA

For the Corporation of the Town of
Espanola

Council Meeting

To Be Held On

Tuesday, January 24, 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, January 24, 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 **F2** inclusive contained in the Consent Agenda

- CA-002 -17 Be It Resolved That: Items A1 to F2 inclusive contained in Part 1, Consent Agenda be adopted.

Adoption of Minutes

A1 Regular Meeting of Council of January 10, 2017

- 17-014 Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of January 10, 2017.

Board and Committee Reports

B1 Community Services Committee Meeting of January 17, 2017

B2 Espanola Public Library Board Meeting Minutes of November 14 & 28, 2016

- 17-015 Be It Resolved That: The Board and Committee Reports are hereby received; Community Services Committee Meeting of January 17, 2017; Espanola Public Library Board Meeting Minutes of November 14 & 28, 2016.

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Community Services Committee Meeting of January 17, 2017

D1 Recommendation regarding Wall of Fame Terms of Reference

- 17-016 Be It Resolved That: As Recommended by the Community Services Committee That: The Wall of Fame Terms of Reference be accepted as amended.

D2 Recommendation regarding Beautification Dedication Program

- 17-017 Be It Resolved That: As Recommended by the Community Services Committee That: Staff pursue with the development of a Beautification Dedication Program policy, guidelines and application for adoption by Council.

Bylaws and Resolutions

The following bylaws will be read and passed.

E1 Bylaw No. 2762/17

- 17-018 A Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of January 10, 2017.

E2 Bylaw No 2763/17

- 17- 019 A Bylaw of the Town of Espanola to execute an Agreement between the Town of Espanola and the One Tot Stop Day Care for an Evacuation Agreement.

Reports

F1 Leisure Services Department Departmental Report for December 2016

F2 Fire Department Departmental Report for December 2016

- 17-020 Be It Resolved That: The following reports are hereby received: Leisure Services Department Departmental Report for December 2016; Fire Department Departmental Report for December 2016.

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| <p><u>PART II - REGULAR AGENDA</u></p> |
|---|

Bylaws and Resolutions

G1 Recommendation regarding Potential One-Time Costs

- 17- 021 Be It Resolved That: Council proceed with the OPP proposal for providing police services.

G2 Recommendation regarding Royal Bank of Canada

- 17-022 Be It Resolved That: The Royal Bank Master Client Agreement to update titles and signing officers be approved.

G3 Recommendation regarding Resolution in Support of Fire Department Infrastructure

- 17-023 Be It Resolved That: Council for the Town of Espanola hereby supports Resolution No. 16-384 of the Township of McKellar dated November 21, 2016 regarding Funding for Fire Department Infrastructure.

Correspondence For Information Only

H1 Building Inspection Shared Services

H2 2017 Budget Deliberation Schedule

Information

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

FONOM correspondence re: Energy Costs

FONOM correspondence re: Board of Director's Meeting

Correspondence re: hydro challenges from Mr. Hardeman

Correspondence re: Ontario Volunteer Awards

Resolution of Support from Thames Centre re: Hydro Costs

Resolution of the Municipality of Bluewater re: Bill 7 & Fire Department Infrastructure

Conference and Conventions

OGRA Conference, Sunday, February 26 – Wednesday, March 1, 2017
Toronto, Ontario

FONOM, Wednesday May 10th – Friday May 12th, 2017
North Bay, Ontario

Mayor and Councillor Reports and Announcements

Verbal

Future Council/Committee Meetings

Corporate Services Committee Meeting of February 7, 2017 @ 4:00 pm
Regular Meeting of Council of February 14, 2017 @

Adjournment

Closed Meeting (if required)



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

**Council Chambers
Municipal Office**

**January 10, 2017
7:30pm**

His Worship Mayor Piche presided over the meeting.

Present:

Councillor B. Foster, K. Duplessis, R. Duplessis, R. Duplessis,
S. Meikleham, B. Yocom

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

Absent:

Councillor Dufour

Disclosure of pecuniary interest and the general nature thereof.

Mayor Piche reminded all in attendance that the meeting would be live streamed.

Public Hearing

1. Under Section 52 of the Planning Act, a public hearing is being held for the purpose of receiving comments on Consent Application;

Application No. B-02/16

Applicant: Brant Bourgeault

Purpose: Technical severance to sever 2 acres from Merritt CON 5 Lot 10 PCL 29373 RP 53R12700 Part 1, 897 Second Ave and consolidate with adjacent property, 931 Second Avenue.

Zoning: RU – Rural / R1 – Residential First Density

The applicant was present.

Councillor R Duplessis inquired as to how this change will affect the zoning for this property. The Clerk explained that this property will have two zones when consolidated. No written or verbal comments were received.

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

Delegations/Petitions None

Question Period None

CONSENT AGENDA

CA-001-17S. Meikleham – B. Foster

Be It Resolved That: Items A1 to F5, contained in Part 1 Consent Agenda be adopted.

Carried

Items A1-A4
Minutes

17-001 B. Foster – S. Meikleham

Be It Resolved That: The following Minutes are hereby accepted; Special Meeting of Council of December 13, 2016; Regular Meeting of Council of December 13, 2016; Special Meeting of Council of December 13, 2016; Special Meeting of Council of December 16, 2016.

Carried

Board and Committee Reports

None

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

None

Bylaws and Resolutions

Item E1
Confirmatory Bylaw

17-002 S. Meikleham – K. Duplessis

Be It Resolved That: Bylaw No. 2753/16 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of December 13, 2016.

Carried

Item E2
Gas Tax Funds

17-003 R. Duplessis – R. Yocom

Be It Resolved That: Bylaw No 2754/17 be adopted; being a Bylaw of the Town of Espanola to execute an Agreement with the Minister of Transportation for the Dedicated Gas Tax Funds for Public Transportation Program.

Carried

Item E3
Code of Conduct

17-004 R. Duplessis – R. Yocom

Be It Resolved That: Bylaw No 2755/17 be adopted; being a bylaw of the Town of Espanola to adopt a Code of Conduct for Municipal Employees.

Carried

Item E4
Our Children Our Future

17-005 K. Duplessis – R. Duplessis

Be It Resolved That: A Bylaw of the Town of Espanola to execute an Agreement between the Town of Espanola and Our Children, Our Future for an Evacuation Agreement.

Carried

Item E5
H Dodge Haulage

17-006 R. Duplessis – R. Yocom

Be It Resolved That: Bylaw No 2757/17 be adopted; being a Bylaw of the Town of Espanola to Execute an Agreement between the Town of Espanola and H Dodge Haulage for Waste Disposal.

Carried

Item E6
OCWA

17-007 R. Duplessis – K. Duplessis

Be It Resolved That: Bylaw No 2758/17, being a Bylaw of the Town of Espanola to Execute an Agreement between the Town of Espanola and OCWA for Water and Wastewater Operations.

Carried

Item E7
Neptune Technology

17-008 B. Foster – R. Duplessis

Be It Resolved That: Bylaw No 2761/17 be adopted; being a Bylaw of the Town of Espanola to Execute an Agreement between the Town of Espanola and Neptune Technology for Water Meter Installation.

Carried

Reports
Items F1 – F5

17-009 R. Duplessis – K. Duplessis

Be It Resolved That: The following reports are hereby received: Sudbury & District Board of Health Meeting Minutes of November 24, 2016; Unapproved; Joint Health and Safety Meeting Minutes of December 8, 2016; Espanola Police Services Board Meeting Minutes of November 17th & November 29th, 2016; Unapproved; Building Department Departmental Report of December 2016; Fire Department Departmental Report for November 2016.

Carried

A discussion ensued.

Councillor Foster inquired as to having additional information on the Year End Building Services Report which would show the cost recovery for this Department.

PART II
REGULAR AGENDA
Bylaws and Resolutions

Item G1
Consent Application

17-010 K. Duplessis – R. Duplessis

Be It Resolved That: Consent Application B-02/16 be granted with the following condition:

- 1) 3 copies of the SR Plan be deposited with the Town.
- 2) Severed parcel to be consolidated with 931 Second Avenue legally known as Merritt Con 5 PT Lot 10 SR 53R14107 Part 2 PCL 30172 SWS

Carried

Item G2
Interim Tax Levy

17-011 R. Duplessis – R. Yocom

Be It Resolved That Bylaw No 2760/17 be adopted; being a Bylaw to Provide for an Interim Tax Levy and Payments of Interim Taxes for the Year 2017.

Carried

Item G3
**One Tot Stop Day
Care**

17-012 B. Foster – R. Duplessis

Be It Resolved That: Council approve the evacuation agreement between The Corporation of the Town of Espanola and the One Tot Stop Day Care for the purpose of allowing the Day Care to evacuate from their current facility to the Espanola Regional Recreation Complex when necessary due to a threat.

Carried

Item G4
**Federal
Infrastructure Phase
2 Incrementality
Resolution**

17-013 B. Foster – R. Duplessis

Be It Resolved That: WHEREAS municipal governments' infrastructure is critical to our collective economic health; WHEREAS stable, predictable and formula-based infrastructure funding allows municipal governments to plan and schedule investments in infrastructure; WHEREAS Ontario municipal governments has asset management plans which set out a municipality's longer term capital plan which reflects the infrastructure priorities of these asset management plans; and WHEREAS a federal incrementality rule interferes with municipal long-term infrastructure priorities and diminishes the value of municipal asset planning and management; NOW, THEREFORE BE IT RESOLVED that the Corporation of the Town of Espanola call on the federal government to provide long-term, predictable, and formula-based funding in its Phase 2 programs for municipal governments; and BE IT RESOLVED that the Corporation of the Town of Espanola calls on the federal government to change incremental requirements in Phase 2 to recognize in Ontario that a municipal governments' asset management plan meets a municipal incremental infrastructure requirement.

Carried

Correspondence For Information Only

None
Information

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

Cheque Register
Richmond Hill Resolution re: Postal Banking
Township of Zorra resolution re: Rural Hydro Delivery

Correspondence re: Cap and Trade
AMO Correspondence re: AMO's 2017-18 Strategic Objectives
Stewardship Ontario re: Industry Funding for Blue Box Recycling

Conference and Conventions

ROMA Conference, January 29 - 31, 2017, Toronto Ontario

OGRA Conference, Sunday, February 26 – Wednesday, March 1, 2017
Toronto, Ontario

Mayor and Councillors Reports and Announcements

**Upcoming
Challenges**

Councillor R Duplessis reminded everyone of the items that Council will hope to be addressing in the next 2 years of their term.

Future Council Meetings

Community Services Committee Meeting of January 17, 2017 @ 4:00 pm
Regular Meeting of Council of January 24, 2017 @ 7:30 pm

Adjournment

R. Duplessis – R. Yocom

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

Carried

Ron Piche
Mayor

Paula Roque
Clerk

**Community Services Committee Meeting
Tuesday, January 17, 2017
4:00 pm
Council Chambers
Municipal Building**

Chair Bob Yocom presided over the meeting

Present:

Mayor R. Piche
Councillor R. Dufour
Municipal Officials: P. Roque, Clerk; C. Townsend,
CAO/Treasurer; D. Polden, Manager of Leisure Services; C.
Kennelly, Program manager / Economic Development
Officer; M. Pichor, Fire Chief; T. Denault-Roque, Recording
Secretary

No Disclosure of Pecuniary Interest and General Nature
Thereof.

Absent:

Councillor Meikleham

Mayor Piche put forth a call for nominations for the position
of Chair. The Mayor nominated Councillor Yocom for the
position, with Councillor Dufour seconding the nomination,
Councillor Yocom accepted.

Nomination of Chair

R. Dufour – R. Yocom

Be It Resolved That: As Recommended by the Community
Services Committee That: Councillor Bob Yocom be
appointed as chair.

Carried

Mayor Piche put forth a call for nominations for the position
of Vice Chair, Councillor Yocom nominated Councillor Dufour,
Councillor Dufour declined the nomination.

A discussion ensued. It was decided that appointing a Vice
Chair would be addressed during the next meeting with all
committee members in attendance.

Departmental Reports

The Committee received the following reports; Leisure
Services Department Departmental Report for December
2016; Fire Department Departmental Report for December
2016 & Year End Report for 2016.

A discussion ensued regarding the recent issues with the zamboni.

Councillor Yocom would like to have the amount of members for each user group incorporated into the Departmental Report. Ms. Polden advised that user groups would have to be contacted and asked to provide that information.

A discussion ensued regarding the reasons for the increase in false fire alarms as indicated in the Fire Services Departmental Report.

Wall of Fame Terms of Reference

R. Yocom – R. Dufour

Be It Resolved That: As Recommended by the Community Services Committee That: The Wall of Fame Terms of Reference be accepted.

Carried

Beautification Dedication Commemorative Program

R. Dufour – R. Yocom

Be It Resolved That: As Recommended by the Community Services Committee That: Staff pursue with the development of a Beautification Dedication program policy, guidelines and application for adoption by Council

Carried

A discussion ensued.

Councillor Yocom supported this Policy. Councillor Dufour felt that he did not have enough information regarding the municipal costs associated with the program. Ms. Kennelly explained the Policy and what items could be options to donate, with an estimate on what it would cost the group making the donation. It was stated that maintenance costs would be the responsibility of the Town, but they would be minimal. Staff advised that the Municipality has been approached on different occasions by residents who would like to donate a commemorative tribute to a loved one; this Policy would help to address these types of requests. Ms. Polden advised that this is an opportunity to build on what has already been established, for example items such as the bench or tree dedicated to our community volunteers.

Adjournment

R. Piche - R. Dufour

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

Time: 4:32 p.m.

Carried

After the meeting adjourned, Ms. Kennelly approached the Committee to show the materials being used in the Canada 150 Mosaic Project. A discussion ensued regarding registering to take part in this event.

Bob Yocom
Chair

Paula Roque
Clerk

Unapproved

JAN 16 2017

Espanola Public Library Board

MINUTES OF THE REGULAR MEETING

Held on November 14, 2016, at the Library

Present: Brian Riche (Chair)
Marilyn Orford (Vice-Chair)
Ray Dufour
Richard Lalonde
Robert Yocom

Also present: Rosemary Rae (CEO)

Regrets: Robert Sinclair

Call to order

The Chair called the meeting to order at 5:32 p.m.

Approval of agenda

#16-45 Orford - Lalonde
That the agenda be approved.
Carried.

Minutes

#16-46 Orford - Yocom
That the minutes of the Regular Meeting of October 17, 2016 be approved.
Carried.

Reports

#16-47 Dufour - Lalonde
That the following reports be received:
Librarian's report dated 2016.11.14
Library Statistics October 2016
Financial statements for October 2016
Carried.

Decision items

Budget 2017 – Draft – deferred – Special meeting – November 28, 2016
Volunteer Policy – Deferred for review with discussed amendments

#16-49 Yocom - Lalonde
That the Friends' Policy be approved as amended, with review by
November 2020.
Carried.

Discussion items

1. Board training – January 9, 2017 – with new member(s) + guests?
2. GROW application – status update – deferred – Special meeting – November 28, 2016

Information items

The Friends of the Library minutes – October 21, 2016 – not available
Staff meeting notes / report – November 2, 2016

Announcements

None

Adjournment

#16-450 Dufour - Yocom
That the Espanola Library Board adjourn at 7:13 pm.

Approval

Date Tun 9 2017

Chair 

Secretary 

Espanola Public Library Board

MINUTES OF THE SPECIAL MEETING

Held on November 28, 2016, at the Library

Present: Brian Riche (Chair)
Ray Dufour
Richard Lalonde
Robert Sinclair
Robert Yocom

Also present: Rosemary Rae (CEO)

Regrets: Marilyn Orford (Vice-Chair)

Call to order

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

Approval of agenda

Approval of Agenda.
Carried.

Disclosure of pecuniary interest – none declared.

Decision items

#16-51 Yocom - Sinclair
That the Espanola Public Library Board recommends to Council that the 2017 budget be approved as presented with amendments.
Carried.

#16-52 Lalonde – Dufour
That the Espanola Public Library Board supports the Ontario Trillium Foundation GROW application proposal, plan and financials as amended.
Carried.

Adjournment

The Espanola Library Board's special meeting adjourned at 6:37 pm.

Approval

Date Dec 9 2017
Chair [Signature]
Secretary [Signature]



COMMUNITY SERVICES COMMITTEE

Moved By: Robt Yocom

Date: January 17, 2017

Seconded By: Ray Dufour

Motion No 3

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

The Wall of Fame Terms of Reference be accepted as amended.

CARRIED ✓ DEFEATED

Robt Yocom
Chair

**RECORDED VOTE
INTEREST**

| | For | Against |
|----------------|---------------|---------------|
| Mayor R. Piche | <u> </u> | <u> </u> |
| R. Dufour | <u> </u> | <u> </u> |
| S. Meikleham | <u> </u> | <u> </u> |
| R. Yocom | <u> </u> | <u> </u> |

DECLARATION OF PECUNIARY

| | |
|----------------|---------------|
| Mayor R. Piche | <u> </u> |
| R. Dufour | <u> </u> |
| S. Meikleham | <u> </u> |
| R. Yocom | <u> </u> |

AGENDA #

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

STAFF REPORT

| | |
|-----------------------------------|-------------------------------|
| DEPARTMENT: Administration | DATE: January 10, 2017 |
|-----------------------------------|-------------------------------|

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| ITEM: Wall of FameTerms of Reference |
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| RECOMMENDATION: Be It Resolved That: As Recommended by the Community Services Committee That: The Wall of Fame Terms of Reference be accepted as amended. |
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| BACKGROUND: In 2004, the Wall of Fame Terms of Reference was created and adopted. A Wall of Fame Committee was struck and an advertisement ran in the community for nominations. The Committee made a recommendation to Council and in conjunction with the Corporation's 50 th Anniversary presentations were made to the recipients and plaques of recognition hang in one of the trophy cases at the Complex. In 2012, the municipality received several inquiries along with written nominations for the Wall of Fame. The existing Wall of Fame Terms of Reference was amended and adopted by Council. In November 2013, the official endorsement of 4 inductees took place during a wine and cheese celebration at the Recreation Complex. |
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| ANALYSIS: The representative from the Espanola Historical Society has relocated and no longer resides in Espanola and there is no longer a Historical Society. In an effort to avoid this in the future, staff is recommending that the Terms of Reference be amended to include the Mayor, 1 member of the Community Services Committee, 2 volunteers from the community at large with knowledge of sport, culture and recreation participation appointed by Council and staff liaison provided by Administration. |
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| EXISTING POLICY: Wall of Fame Terms of Reference Attached. |
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| FINANCIAL COMMITMENT: advertising costs |
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| STRATEGIC GOAL: Safe and Healthy Community |
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| BUDGETED: NA |
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| IMPLEMENTATION: Place an ad in the Mid North Monitor/website and Channel 10 to recruit 2 Committee Members, once a Committee is in place, advertise for Nominations. |
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Prepared By: Traci Denault-Roque

Department Manager: Paula Roque

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

CAO/Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes

✓

No

Comments:

| | | | |
|-------------|---------------------------------|-----------------|-----------|
| Department: | Administration | Policy Number: | M02-01439 |
| Subject: | Wall of Fame Terms of Reference | Effective Date: | 14/03/07 |
| Bylaw No: | | Revision Date: | ??? |
| | | Version #: | 3 |

Wall of Fame Terms of Reference

Purpose:

The objective of the Wall of Fame is to provide guidelines on ways to recognize the lifetime achievements and outstanding contributions to sport, culture and recreation in Espanola. The Wall of Fame recognizes superior ability, effort and achievement that have brought special distinction to citizens of Espanola on the provincial, national and international stage.

To recognize lifetime achievement in sport, culture or recreation (e.g. athlete, team, dancer, writer, artist, actor)

To development and advancement of sport, culture or recreation (community group, coach, director)

Provides an opportunity to recognize significant provincial, national or international achievement while an individual is still involved in sport, culture and recreation activity, but has not reached lifetime achievement.

Committee Structure:

Committee to include Mayor, 1 member of the Community Services Committee, 2 volunteers from the community at large with knowledge of sport, culture and recreation participation appointed by Council, staff liaison provided by Administration. The committee will be an ad-hoc committee to meet on an as needed basis. Its activities and recommendations are subject to the approval of Council.

Deleted: a volunteer of the Historical Society,

Deleted: a

Process:

Every 4 years the Committee will meet to review the nomination process and forms.

Call for Public Nominations by Council in March of the year Nominees are to be inducted to the Wall of Fame

Closing of Nominations May 15 In the year Nominees are to be inducted to the Wall of Fame

Committee to review nominations and review of previously recommended list of candidates by June 15 In the year Nominees are to be inducted to the Wall of Fame

Committee to forward names of nominees for induction to Council by August 15 In the year Nominees are to be inducted to the Wall of Fame

Official endorsement at a public ceremony. Plaque for each Inductee to be mounted at the Recreation Complex on the designated Wall of Fame.

Council will recognize the lifetime achievements and outstanding contributions of a maximum 4 nominees.

COMMUNITY SERVICES COMMITTEE

Moved By: *Ray Dufour*
 Seconded By: *Robert Yocom*

Date: January 17, 2017

Motion No 4

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

Staff pursue with the development of a Beautification Dedication program policy, guidelines and application for adoption by Council.

CARRIED 57 DEFEATED

Robert Yocom
 Chair

**RECORDED VOTE
INTEREST**

| | For | Against |
|----------------|---------------|---------------|
| Mayor R. Piche | <u> </u> | <u> </u> |
| R. Dufour | <u> </u> | <u> </u> |
| S. Meikleham | <u> </u> | <u> </u> |
| R. Yocom | <u> </u> | <u> </u> |

DECLARATION OF PECUNIARY

| | |
|----------------|---------------|
| Mayor R. Piche | <u> </u> |
| R. Dufour | <u> </u> |
| S. Meikleham | <u> </u> |
| R. Yocom | <u> </u> |

AGENDA #

| | |
|------------------------------------|--------------------------|
| 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:Community Services/Admin.

DATE:January 11/2016

ITEM: Draft Beautification Dedication Commemorative Program

RECOMMENDATION:As recommended by Community Services that: Staff pursue with the development of a Beautification Dedication program policy, guidelines and application for adoption by Council.

BACKGROUND:

- There has been discussion internally on creating opportunities for beautification.
- We have received requests from families for installation of commemorative monuments.
- In December, staff from various Departments met to review sample policies and current conditions.
- Council's support and input is required before moving forward on a final document and implementation.

ANALYSIS:

- To enhance growth and beautification of public greenspace.
- To provide a unique way to commemorate.
- To offer a long lasting tribute to an individual or occasion.
- To invest into the community.

EXISTING POLICY:n/a

STRATEGIC GOAL:#2 sustain growth and prosperity

FINANCIAL COMMITMENT:Part of current operations

BUDGETED: Yes ☒ No ☐

IMPLEMENTATION:Spring of 2017

Prepared By:

Cheryl Kennelly

Department Manager:

CAO / Treasurer:

Cynthia Townsend

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

Approval of Recommendation: Yes ☒ No ☐

Comments: _____

| | |
|--|-----------------|
| Department: PWD/Admin/Ec.Dev. | Policy Number: |
| Subject: Beautification Dedication Program | Effective Date: |
| Bylaw No: | Revision Date: |
| | Version #: |

Policy: Beautification Dedication Program

The Corporation of the Town of Espanola recognize the community interest to establish opportunities to memorialize and commemorate persons, events and organizations within our community. This policy provides commemorative opportunities, subject to determined need and specific conditions, regarding the donation of trees, planters, bike stands, pet stands, benches with the augmentation option of commemorative plaques.

Purpose:

To create and expand on opportunities for commemoration which contribute to the beautification & quality of life enhancement of our community.

Individuals, families, groups & businesses have the opportunity to:

- Honour a loved one
- Celebrate & mark an occasion
- Acknowledge the contributions of a charitable group or faith organization
- Demonstrate commitment to corporate citizenship

Such installations are provided for at the cost of the individual, group or business purchasing the commemorative item. Responsibility for maintenance of the items, within specific parameters, is provided for by the policy.

Scope:

The policy applies to trees, park benches, planters, , bike posts and pet stands. The policy applies to all parks, & open spaces owned and designated for enhancement by the Town of Espanola. It does not apply to lands leased to others for whatever purpose or lands leased from others for park and open space purposes.

Location opportunities for commemorative units may vary from year to year and are limited, so as not to interfere with active sport facilities, design parameters to reduce crime, environmental preservation, sustainability and growth or maintenance operations.

Maintenance

For risk management, and to ensure quality and safety of product and installation of donor units, and in the case of trees to manage the potential for disease and infestation, substitution of other providers, contractors, or do-it-yourself work shall not be permitted.

All items installed under this policy become the property of the Town of Espanola. It is the responsibility of the Town to maintain the units supplied under this policy.

In the case of vandalism where a tree, bench, plaque or other unit is damaged, the Town shall only be responsible to replace the damaged item on one occasion within the first year of its installation. Following the second incident of vandalism within this period the unit will be removed. Town staff would explore and suggest location alternatives to address the vandalism issue.

If a tree dies prematurely due to weakness, poor micro climate conditions, disease or infestation the Town will replace the tree and consider relocation to mitigate risks of reoccurrence.

Responsibilities

The Manager of Public Works or designate shall:

- Approve location of units and plaques
- Consult with the Manager of Leisure Services as required
- Maintain a list of appropriate species for use under this policy
- Maintain an inventory of beautification opportunities/site locations for the donated units
- Oversee the supply, delivery, and installation of the items including the scheduling of the same.

Applications

- available online and at the Town Office
- Payment can be made by cash, cheque or visa at the Town Office
- A convenient payment plan is available with a minimum deposit of \$250 and the completion of a payment schedule
- Units will be installed upon completion of payment
- Action item: create simple application to include check-off; do you require a tax receipt? Do you require a certificate suitable for framing?

Reporting to Council

Staff may report to Council and seek direction on matters related to this policy regarding:

- Policy updates
- Fees
- Resolution & disputes
- Financial implications
- Other matters deemed appropriate

Draft

TOWN OF ESPANOLA BEAUTIFICATION DEDICATION/COMMEMORATIVE PROGRAM Guidelines & Application

Your sponsorship contributes to the beautification & quality of life enhancement of our community.

Individuals, families, groups & businesses have the opportunity to:

- Honour a loved one
- Celebrate & mark an occasion
- Acknowledge the contributions of a charitable group or faith organization
- Demonstrate commitment to corporate citizenship

ADOPT A BENCH

Action item: Committee to select bench & identify opportunities for location

Include photo & description of bench with dedication plaque & price depending on selection of unit.

Example: This solid aluminum bench employs flat bar straps & steel tubing in the Town Colours of Green, Yellow or Blue. A commemorative plaque acknowledges your tax deductible contribution of \$____.

ADOPT A BIKE POST

Action item: Committee to select bike post options & identify opportunities for location

Include photo & description of bike post options with dedication plaque & price depending on selection of units.

Example: Espanola's bike posts are constructed with galvanized steel tubing & aluminum casting in the Town Colours of Green, Yellow or Blue. A commemorative plaque acknowledges your tax deductible contribution of \$____.

PICK A PLANTER

Action item: Committee to select planter option & identify opportunities for location

Include photo & description of planter with dedication plaque & price depending on selection of units.

Example: Espanola's planters are constructed with heavy duty steel flat bars in Town Colours. A commemorative plaque acknowledges your tax deductible contribution of \$____.

PLANT A TREE

Action item: Committee to select viable selection of species to choose from & Identify opportunities for location.

Include photo & description of tree species selection with dedication plaque & price depending on selection of species.

Example: A selected tree will be planted to enhance an existing park, roadside or trail. A commemorative plaque will acknowledge your tax deductible contribution of \$____.

PET STAND

Action item: Committee to select pet stand & identify opportunities for location.

Include photo & description of stand & price depending on selection of unit.

Example: You or your pet can donate a Pet Stand dispenser to be installed at a park, or trail. Have a photo of your pet included on the dispenser &/or a commemorative plaque for your tax deductible contribution of \$____.

Commemorative Plaques:

- **Messages to memorialize/recognize a person or organization or mark an event**
(not to include dates of birth or death)
- **All wording subject to approval**
- **Plaques will vary in size depending on the selected unit**
- **No more than 3 lines of text per plaque**
- Action item: (maximum wordage to be assigned to each plaque depending on size & selection of unit)

Please print out your proposed plaque inscription indicating upper & lower case letters.

The maximum length of text is (ex. 5 lines of 24 characters including spaces)

Action item: Designate specific character and line length pending choice of plaques. Create form & Sample Inscriptions

TREE DONATION GUIDELINES:

- Donation includes the tree, plaque, planting and maintenance for a period of 15 years. Donor has first option to renew this term upon expiry
- There is a spring and fall planting each year. Requests for spring planting must be received before March 1st and fall planting requests must be received by August 1st.
- A site visit to view location or location choices will be scheduled with Public Works.
- In the event a tree needs to be relocated or the tree species must be changed the Public Works department undertakes the relocation and the Town covers all the costs. Every attempt will be made to notify the donor.
- The city understands that a tree may have sentimental value however, it is not to be considered a memorial site or shrine. The placement of flowers, photos or wreaths are prohibited.



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2762/17

**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: January 10, 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 24th day of January 2017.

Ron Piche
Mayor

Paula Roque
Clerk



REGULAR MEETING OF COUNCIL

Moved By: Bill Foster Date: January 10, 2017

Seconded By: R. Duplessis Motion No. 17-012

BE IT RESOLVED THAT:

- 1) Council approve the evacuation agreement between The Corporation of the Town of Espanola and the One Tot Stop Day Care for the purpose of allowing the Day Care to evacuate from their current facility to the Espanola Regional Recreation Complex when necessary due to a threat.
- 2) A bylaw be prepared to execute the agreement.

CARRIED ✓ DEFEATED

R. Piche
Chair

RECORDED VOTE

| | For | Against |
|----------------|-------|---------|
| Mayor R. Piche | _____ | _____ |
| R. Dufour | _____ | _____ |
| K. Duplessis | _____ | _____ |
| R. Duplessis | _____ | _____ |
| B. Foster | _____ | _____ |
| S. Meikleham | _____ | _____ |
| B. Yocom | _____ | _____ |

DECLARATION OF PECUNIARY INTEREST

| | |
|----------------|-------|
| Mayor R. Piche | _____ |
| R. Dufour | _____ |
| K. Duplessis | _____ |
| R. Duplessis | _____ |
| B. Foster | _____ |
| S. Meikleham | _____ |
| B. Yocom | _____ |

AGENDA #G3



The Corporation of the Town of Espanola

Bylaw No. 2763/17

**Being a Bylaw to Execute An Agreement
Between the Town of Espanola and
One Tot Stop Daycare**

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

1. That the Mayor and Clerk Treasurer/Administrator are hereby authorized to execute an agreement between the Corporation of the Town of Espanola and One Tot Stop Daycare.
2. That the agreement shall be attached to and become part of the bylaw.

Read a first, second and third time in open Council on this 24th day of January, 2017.

Ron Piche
Mayor

Paula Roque
Clerk

JAN 11 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: December, 2016 |
|------------------------------|-----------------------|

Project Status:

Building

Operating well

Pool

Operating well

Arena

Operating well

Due to a few complaints regarding the perception of the arena heaters above the bleachers not functioning properly, the installer was contacted to perform testing. The heaters were functioning, the contractor performed adjustments to the baffles to distribute the heat thoroughly.

We've experienced intermittent issues with the Zamboni which caused cancellation of ice time on two occasions and borrowed a zamboni from Blind River (transportation cost \$600) on a separate occasion to accommodate a JR. A game and Sportsmen League tournament. Staff and Zamboni rep have been consulting and troubleshooting.

Events

Tim Horton's sponsored free skates during the Christmas holiday

Project updates

Splash grant

Jan. 10th, aquafit; mindful eating - making peace with food and yourself, healthy snacks provided *10 attended

Ipad training - *scheduled for 1st and 2nd Friday. Partnership with Library.

Good participation.

January - free 1 month gym memberships for first time seniors*15 opportunities at capacity

January -6 week free Tai chi classes Wed & Fri

January 11th Active aging talk and walk

February - Beginner line dancing

Ministry of Tourism, Culture and Sport grant

- Outdoor fitness equipment and perimeter trail installation completed

Outdoor rink

- New signage for shinny and skating pad was ordered
- Rink was ready before the Christmas holidays

Recreation Master Plan

- Consultant selected – Sierra Planning and Management

Ontario Trillium Fund 150 capital program

- We were not successful with our application for further development at the Clear Lake site to include a shade structure, accessible path, bench, tables

Economic Development - Other Consulting

- Responded to Shaw Direct regarding community sponsorship opportunities
- Met with & welcomed a new business
- Approved a CIP application

Economic Development – Advertising

- Nothing to report

Economic Development – Sign

- Updated directional signage inventory
- Contacted owner of Tudhope property to discuss future of directional signage on their property

Complaints / Compliments:

Concerns regarding the lack of parking; request for 2nd evening of aqua boot camp; concerns with parking tickets issued; request for 24 hour gym access; request for wifi; entranceway not shovelled; non- resident fees; behaviour in pool.

Employee Status:

No change

Visitors:

NOVEMBER 2016

| DROP INS | |
|----------------|------------|
| Aquafit | 14 |
| Fitness Centre | 158 |
| Line Dancing | 10 |
| Squash | 33 |
| Shower Usage | 1 |
| Shinny | 38 |
| Skate | 77 |
| Toonie Skates | 22 |
| Swim | 625 |
| TOTAL | 978 |

NOVEMBER 2015

| DROP INS | |
|----------------|------------|
| Aquafit | 40 |
| Fitness Centre | 110 |
| Line Dancing | 6 |
| Squash | 57 |
| Shower Usage | 0 |
| Shinny | 19 |
| Skate | 86 |
| Toonie Skates | n/a |
| Swim | 661 |
| TOTAL | 979 |

| Memberships - RESIDENT | |
|------------------------|-------------|
| AquaFit | 124 |
| Bronze Pool | 162 |
| Fitness | 1473 |
| Squash | 32 |
| Silver | 42 |
| Gold | 160 |
| Skate Membership | 11 |
| Skate Pass | 2 |
| Pool Pass | 40 |
| Private Swim Lessons | 1 |
| Shower Pass | 0 |
| TOTAL | 2047 |

| Memberships - NON-RESIDENT | |
|----------------------------|------------|
| AquaFit | 140 |
| Bronze Pool | 45 |
| Fitness | 317 |
| Squash | 3 |
| Silver | 28 |
| Gold | 0 |
| Pool Pass | 67 |
| Private Swim Lessons | 0 |
| Shower Pass | 0 |
| TOTAL | 600 |

| Memberships - RESIDENT | |
|------------------------|-------------|
| AquaFit | 124 |
| Bronze Pool | 116 |
| Fitness | 1295 |
| Squash | 30 |
| Silver | 11 |
| Gold | 169 |
| Skate Membership | 6 |
| Skate Pass | 4 |
| Pool Pass | 42 |
| Private Swim Lessons | 0 |
| Shower Pass | 0 |
| TOTAL | 1797 |

| Memberships - NON-RESIDENT | |
|----------------------------|------------|
| AquaFit | 98 |
| Bronze Pool | 62 |
| Fitness | 313 |
| Squash | 11 |
| Silver | 23 |
| Gold | 0 |
| Pool Pass | 22 |
| Private Swim Lessons | 3 |
| Shower Pass | 10 |
| TOTAL | 542 |

| LIONS CLUB FREE SWIMS | |
|-----------------------|------------|
| Sat. November 5 | 75 |
| Sat. November 12 | 84 |
| Sat. November 19 | 85 |
| Sat. November 26 | 160 |
| TOTAL | 404 |

DECEMBER 2016

| DROP-INS | |
|----------------|-----|
| AquaFit | 2 |
| Fitness Centre | 226 |

DECEMBER 2015

| DROP-INS | |
|----------------|-----|
| AquaFit | 24 |
| Fitness Centre | 113 |

| | |
|---------------|------------|
| Line Dancing | 2 |
| Squash | 15 |
| Shower Usage | 2 |
| Shinny | 25 |
| Skate | 79 |
| Toonie Skates | 30 |
| Swim | 523 |
| TOTAL | 904 |

| | |
|---------------|-------------|
| Line Dancing | 14 |
| Squash | 32 |
| Shower Usage | 2 |
| Shinny | 82 |
| Skate | 103 |
| Toonie Skates | n/a |
| Swim | 754 |
| TOTAL | 1124 |

| Memberships - RESIDENT | |
|------------------------|-------------|
| Aquafit | 72 |
| Bronze Pool | 111 |
| Fitness | 1401 |
| Squash | 11 |
| Silver | 40 |
| Gold | 148 |
| Skate Membership | 9 |
| Skate Pass | 5 |
| Pool Pass | 22 |
| Private Swim Lessons | 1 |
| Shower Pass | 0 |
| TOTAL | 1820 |

| Memberships - RESIDENT | |
|------------------------|-------------|
| Aquafit | 74 |
| Bronze Pool | 177 |
| Fitness | 1389 |
| Squash | 2 |
| Silver | 2 |
| Gold | 68 |
| Skate Membership | 5 |
| Skate Pass | 3 |
| Pool Pass | 25 |
| Private Swim Lessons | 1 |
| Shower Pass | 0 |
| TOTAL | 1746 |

| Memberships - NON-RESIDENT | |
|----------------------------|------------|
| Aquafit | 65 |
| Bronze Pool | 45 |
| Fitness | 290 |
| Squash | 1 |
| Silver | 22 |
| Gold | 0 |
| Pool Pass | 39 |
| Private Swim Lessons | 1 |
| Shower Pass | 1 |
| TOTAL | 464 |

| Memberships - NON-RESIDENT | |
|----------------------------|------------|
| Aquafit | 80 |
| Bronze Pool | 52 |
| Fitness | 95 |
| Squash | 5 |
| Silver | 26 |
| Gold | 0 |
| Pool Pass | 33 |
| Private Swim Lessons | 1 |
| Shower Pass | 4 |
| TOTAL | 296 |

| TIM HORTON'S HOLIDAY SKATES | |
|-----------------------------|----|
| Mon. Dec. 26 | 45 |

| LIONS CLUB FREE SWIMS | |
|-----------------------|----|
| Sat. December 3 | 47 |

| | |
|--------------|------------|
| Wed. Dec. 28 | 50 |
| Fri. Dec. 30 | 55 |
| TOTAL | 150 |

| | |
|------------------|------------|
| Sat. December 10 | 80 |
| Sat. December 17 | 30 |
| TOTAL | 157 |

Department Manager: Dianne Polden

Submitted on: January 11th, 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 |

JAN 11 2017

DEPARTMENTAL REPORT

| | |
|------------------------------------|-----------------------------|
| DEPARTMENT: FIRE DEPARTMENT | MONTH: December 2016 |
|------------------------------------|-----------------------------|

Inspection Orders Completed:

- 1 - New Inspection
- 1 - Follow-up Inspection
- 1 - Final Inspection

Inter-Departmental:

- Evacuation agreements completed and signed for two Day Cares.

Fire Prevention:

- Reviewed Fire Safety Plan for Sacred Heart School
- The Christmas holiday fire safety campaign included an on-air interview with local Moose FM radio.

Other:

The Fire Chief:

- participated in the Northeastern Fire Education Conference Committee teleconference.

Fire Permits Issued: 1

DEPT. CALLS:

Number of Calls: Dec. 2016 -- 9

Fires - 1
 Vehicle Collision - 1
 CO Calls - No Co Present - 2
 Alarm System Malfunction/False Alarms - 2
 False Alarm: Cooking - 1
 Public Hazard: Ice on Meter - 1
 Natural Gas Odour Call - 1
TOTAL CALLS TO DATE - 93


Number of Calls: Dec. 2015 -- 6

CO Calls - 2
 Pre-fire Conditions (no fire) - 1
 Downed Power Lines - 2
 Medical Assist - 1
TOTAL CALLS TO DATE - 72

Employee Status:

- Interviewed applicants to fill three firefighter positions.

Visitors: 16

Department Manager: 

Submitted on: 1/10/17

JAN 11 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: FIRE DEPARTMENT | MONTH: 2016 YEAR-END REPORT |
|------------------------------------|---|

CALLS RESPONDED TO:

TOTAL NUMBER OF CALLS FOR 2016 - **93**

TOTAL NUMBER OF CALLS FOR 2015 -- **72**

Fires: 12
Brush Fires: 2
Open Air Burning/Unauthorized Burning: 6
Authorized Burning Complaint: 2
CO Calls - No CO: 12
CO Calls - CO Present: 2
Medical Assist: 12
Power Lines Down - Arcing: 3
Mutual Aid/Assist other F/D: 1
Vehicle Fires: 3
Vehicle Collisions: 3
False Alarms (including malicious intent): 20
Natural Gas Leak/Odour Calls: 6
Call Cancelled en-route: 1
Other Responses
 (Smoke In house due to cooking, public hazard
 - ice on meter, ammonia leak, stove fire, gasoline/fuel spill): **8**

➤ **Burning Permits Issued -35**

INSPECTIONS:

- **Fire Inspections Completed (new, final & follow-up inspections): 85**
- **Smoke/CO Alarm Inspections: 3**
- **Review of Fire Safety Plans: 12**
- **Retro-fit Inspections: 4**
- **Fire Scene Investigation Follow-up: 2**
- **Fire Drills Conducted: 8**
- **Annual Home/Dwelling Fire Safety Inspection Program, area of Town -- north of Second Street and east of Mead Boulevard, Jacklin Rd., Faraway Rd & Old Webbwood Rd:**

Number of homes in survey area - 368
Number of home inspections completed - 173

Department Manager:  Submitted on: 1/11/17

| | |
|------------------------------------|--------------------------|
| 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: January 19, 2017

ITEM: POTENTIAL ONE-TIME COSTS

RECOMMENDATION:

Be it resolved that: Council proceed with the OPP proposal for providing police services.

BACKGROUND:

Through discussions with OPP it has been noted that there will be significant one-time costs that council should be aware of at this stage of the proposal process.

ANALYSIS:

Deficiencies with our existing building restrict its usage for OPP purposes. It should be noted however that the existing facility does meet the requirements of the Ministry of Community Safety and Correctional Services. The existing facility will need to meet accessibility standards by 2025.

The OPP have advised that they can move forward with the costing process and the municipality will have to work with Infrastructure Ontario on a possible future site to determine those costs.

In terms of building options 3 possibilities have been presented:
Option One - Land contribution
Option Two - Base Building Only
Option Three - Turn Key Building

In consideration of the options and the potential to include the current OPP staff, Option Two or Three would appear most likely.

The capital cost for Option 2 can be estimated at \$4,303,500 and Option 3 at \$6,946,000 based on estimated building costs and square footage. If the OPP were to relocate from their existing Hwy 17 facility, there would be potential rental revenues which would help offset these financing costs.

| | | | |
|-------------|------------------------|-----------------|-----------|
| 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 |

Under Option 2, the municipality would build the shell of the building and the OPP would provide the interior finishing's to their building specifications, this would be reflected in a reduced lease amount. Option 3, the municipality would provide a completely furnished building and then enter into a lease agreement at a higher lease amount. It is estimated that 50% of the financing amounts could be recovered through either option.

The municipality would be responsible for paying for the costs of the building and the annual operating and maintenance costs. Option 2 would reduce the initial overall capital financing.

In addition to the capital outlay, the one-time costs to switch uniforms, vehicles and equipment over to OPP is estimated to be between \$250,000 - \$300,000.

There would also be severance costs to be considered which are estimated at approximately \$1 million and the differential in the pension amounts between OMERS and PSPP would have to be determined by an actuary at an additional cost.

This would bring the known initial one-time costs in the range of \$5.6 - \$8.3 million.

There are some mitigating factors such as potential lease revenue and potential for civilians to be transferred to the OPP.

These costs will have to be incorporated into the OPP proposal for policing services in determining the overall cost benefit to the municipality.

Prior to the municipality and Infrastructure Ontario working together in consideration of potential site options and incurring actuary costs, we would like to confirm council's commitment to moving forward with the process at this point.

EXISTING POLICY: n/a

STRATEGIC GOAL:

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

FINANCIAL COMMITMENT: N/A

IMPLEMENTATION: N/A

Prepared By:

Cynthia Townsend

Department Manager:

| | | | |
|-------------|------------------------|-----------------|-----------|
| Department: | 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 |

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ☐ No ☐

Comments: _____

| | |
|------------------------------------|--------------------------|
| 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: January 16, 2017 |
|-----------------------------------|-------------------------------|

| |
|--|
| ITEM: Royal Bank of Canada – Resolution Regarding Banking |
|--|

| |
|---|
| RECOMMENDATION: Be It Resolved That: The Royal Bank Master Client Agreement to update titles and signing officers be approved. |
|---|

| |
|---|
| BACKGROUND: Master Client Agreement requires updating when there are changes to titles or signing officers. The Deputy Treasurer retired and changes were made by Council in 2016. |
|---|

| |
|--|
| ANALYSIS: See attached agreement. |
|--|

| |
|-----------------------------|
| EXISTING POLICY: N/A |
|-----------------------------|

| |
|---|
| STRATEGIC GOAL: Excellence in Government |
|---|

| |
|----------------------------------|
| FINANCIAL COMMITMENT: N/A |
|----------------------------------|

| | | | |
|------------------|-----|----|-----|
| BUDGETED: | Yes | No | N/A |
|------------------|-----|----|-----|

| |
|------------------------|
| IMPLEMENTATION: |
|------------------------|

Prepared By: Cathy Tessier

Department Manager: _____

CAO / Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ___ No ___

Comments: _____



Resolution Regarding Banking

For use by Cities, Towns, Villages, Municipalities, Hospitals, Regional Health Authorities, School Districts, Divisions and Regional Divisions

SRF No.: 733496095

Legal Name: CORPORATION OF THE TOWN OF ESPANOLA (the "Customer")

Address: 100 TUDHOPE ST ESPANOLA ON P5E1S6

RESOLVED:

1. THAT ROYAL BANK OF CANADA ("Royal Bank") is appointed banker for the Customer.

2. THAT ANY ONE OF THE MAYOR OR DEPUTY MAYOR WITH ANY ONE OF THE CLERK, CAO/TREASURER OR MANAGER OF FINANCIAL SERVICES TO SIGN JOINTLY.

are authorized on behalf of the Customer from time to time:

- (a) to withdraw or order transfers of funds from the Customer's accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;
- (b) to sign any agreements or other documents or instruments with or in favour of Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Customer; and
- (c) to do, or to authorize any person or persons to do, any one or more of the following:
 - (i) to receive from Royal Bank any cash or any securities, instruments or other property of the Customer held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
 - (ii) to deposit with or negotiate or transfer to Royal Bank, for the credit of the Customer, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Customer, or any other name under which the Customer carries on business, on any security or instrument;
 - (iii) to instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Customer; and
 - (iv) to receive statements, instruments and other items (including paid cheques) and documents relating to the Customer's accounts with or any service of Royal Bank, and to settle and certify the Customer's accounts with Royal Bank.

3. That all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Customer, and Royal Bank is hereby authorized to act on them and give effect to them.

Please do not write in this area

01-001-380-201410-02-733496095--0102



(Where possible, use titles only. If two or more must act together, use words showing joint action required, e.g. "the Mayor and the Treasurer jointly" or "the Mayor, the Treasurer and the Secretary or any two of them". If one of two or more may act alone, add "or any one of them.")

4. That Royal Bank be furnished with:

(a) a copy of this Resolution; and

(b) a list of the names of the persons authorized by this Resolution to act on behalf of the Customer, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons;

each certified by the (1) MAYOR OR DEPUTY MAYOR

and (2) CLERK, CAO/TREASURER OR MANAGER OF FINANCIAL SERVICES of the Customer; and

(c) in writing, any authorization made under paragraph 2(c) of this Resolution.

5. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Customer until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Customer has its account.

CERTIFICATE

We hereby certify that the above is a true copy of a resolution passed at a meeting of the

COUNCIL

(Council, Board or Board of Trustees)

of the

Customer duly convened and regularly held in accordance with the law governing the Customer on

2 0 1 6 - 1 2 - 2 3
Y Y Y Y M M D D

(SEAL)

(1)



Authorized Person's Signature

Authorized Person's Name: **RON PICHE**

Authorized Person's Title: **MAYOR**

(2)



Authorized Person's Signature

Authorized Person's Name: **CYNTHIA TOWNSEND**

Authorized Person's Title: **CAO/TREASURER**

Please do not write in this area

01-001-380-201410-02-733496095--0202



Traci Denault-Rogue

From: Bob Yocom [bbyocom@gmail.com]
Sent: Wednesday, January 18, 2017 11:39 AM
To: Traci Denault-Rogue; 'Bill Foster'; 'kenduplessis1@gmail.com'; 'Ray Dufour'; 'Ron Duplessis'; rpiche45@gmail.com; 'Stewart Meikleham'
Cc: Paula Roque; Cynthia Townsend
Subject: RE: Resolution in Support - Fire Department Infrastructure

Good morning. I would like to request that this resolution be considered by council on an upcoming agenda.

Thanks Bob Yocom

From: Traci Denault-Rogue [mailto:TDenault@espanola.ca]
Sent: January-18-17 11:32 AM
To: Bill Foster (wpfosterespanola@gmail.com); Bob Yocom; kenduplessis1@gmail.com (kenduplessis1@gmail.com); 'Ray Dufour'; Ron Duplessis; rpiche45@gmail.com; Stewart Meikleham (smeikleham@yahoo.com)
Cc: Paula Roque; Cynthia Townsend
Subject: FW: Resolution in Support - Fire Department Infrastructure

For circulation.

From: Cindy Pigeau [mailto:administration@calvintownship.ca]
Sent: Wednesday, January 18, 2017 11:10 AM
To: Cindy Pigeau
Subject: Resolution in Support - Fire Department Infrastructure

Good Morning,

The Corporation of the Municipality of Calvin at its Council meeting on January 10th, 2017 passed Resolution 2017-002, supporting the Township of McKellar's Resolution 16-384 concerning funding for Fire Department infrastructure. Please find the attached resolution.

If you require any further information, please do not hesitate to contact us.

Sincerely,


Cindy Pigeau
Deputy Clerk-Treasurer
Municipality of Calvin
1355 Peddlers Dr., RR#2
Mattawa, ON P0H 1V0
705-744-2700 ext. 200
Fax: 705-744-0309

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: January 10, 2017 NO. 2017-012

MOVED BY 

SECONDED BY 

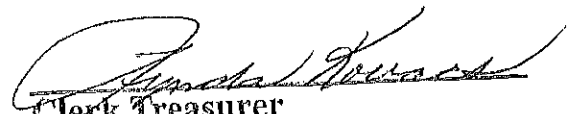
"That Council hereby supports Resolution No. 16-384 of the Township of McKellar dated November 21, 2016; WHEREAS the *Fire Protection and Prevention Act, 1997*, legislates that fire prevention, public education and fire protection services are a mandatory municipal responsibility; AND WHEREAS there are a total of 449 Fire Departments operating in the province comprised of 32 Full-Time Departments, 191 Composite Departments and 226 Volunteer Departments with 11,376 Full-Time Firefighters, 19,347 Volunteer Firefighters and 343 Part-Time Firefighters staffing these departments; AND WHEREAS the fire service represents a significant percentage of small, rural, and northern municipalities' managed capital assets; AND WHEREAS the Municipal Fire Department and associated assets represent critical municipal Infrastructure; AND WHEREAS there are currently no funding opportunities available from the Provincial or the Federal Government for the equipment, training, maintenance, operating or capital requirements of local fire departments; NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Calvin hereby petition the Provincial Government to recognize the municipal fire service as critical Infrastructure by including funding for Fire Department Infrastructure as part of the Provincial Governments Infrastructure Strategy to Move Ontario Forward; AND FURTHER that a copy of this resolution be sent to the Premier of Ontario, the Minister of Economic Development, Employment and Infrastructure, Vic Fedeli, MPP for Nipissing, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities."

Certified true copy

CARRIED 

DIVISION VOTE

| <u>NAME OF MEMBER OF COUNCIL</u> | <u>YEA</u> | <u>NAY</u> |
|----------------------------------|------------|------------|
| Coun Adams | _____ | _____ |
| Mayor Brown | _____ | _____ |
| Coun Edwards | _____ | _____ |
| Coun O'Connor | _____ | _____ |
| Coun Pennell | _____ | _____ |


Clerk Treasurer
Municipality of Calvin

| | |
|------------------------------------|--------------------------|
| 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:January 19, 2017

ITEM:Building Inspection Shared Services

RECOMMENDATION:

For Information

BACKGROUND:

Espanola has been providing this service to Sables-Spanish River on a cost recovery basis since June 2015. The municipalities of Nairn, Baldwin and Spanish have also expressed interest in this service.

Municipalities are mandated to provide a Chief Building Official to provide inspection services. This is an area where more and more requirements are being added to the Act which requires inspection. For example, increased energy efficiencies of homes, which by 2030 will lead to all new homes being 'net zero.' With increasing requirements, it is difficult to attract qualified building inspectors to the profession and especially in the North. Inspectors may not always want the responsibility that comes with the title of Chief Building Official.

ANALYSIS:

The area Clerks of Baldwin, Nairn, Spanish and Sables-Spanish River have met to discuss a proposal to address this need. The proposal would require a full-time inspector to be hired by Espanola with contracts to serve the other area municipalities. The full-cost of this inspector and a portion of our current CBO salary would be borne by the area municipalities with no additional costs to Espanola.

Statistics were compiled from 2013 – 2015 from the other municipalities in consideration of a formula on how these costs would be split. It was agreed that using the cost portion based on the # of permits would be the most appropriate.

It was agreed that each Clerk would bring this back to their respective councils for endorsement before an agreement is brought to Espanola Council for consideration. SSR meeting is January 25th, Nairn is February 13th, Baldwin's – February-6th and Spanish February 14th. If all councils are in support of this in principle then details will

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

be worked out and presented back to Council.

Advantages from our perspective are to provide additional coverage as might be required in times of absences due to vacations, training, sick leave, etc. but also in terms of eventual succession planning.

A couple of internship programs have also been identified which could help offset some of these costs going forward as it is a shared service in an occupation field where there is a clear need in our area and a new partnership opportunity.

The estimated costs to be split would be approximately \$92,000, these costs could vary depending on the qualifications of the attracted candidate. The split would be based on permits as follows:

| Cost portion based on # of permits | percentage | % | Amount |
|------------------------------------|-------------|--------|--------------------|
| Spanish | 0.151428394 | 15.14% | \$13,957.68 |
| Sables Spanish | 0.649343375 | 64.93% | \$59,859.47 |
| Baldwin | 0.122424846 | 12.25% | \$11,293.37 |
| Nairn | 0.076741146 | 7.68% | \$7,080.25 |

Travel would be recovered on per kilometer basis for the 1st year of the agreement to see if it would warrant an additional vehicle.

EXISTING POLICY:n/a

STRATEGIC GOAL:

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

FINANCIAL COMMITMENT: N/A

IMPLEMENTATION:

Prepared By: Cynthia Townsend

Department Manager: _____

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ___ No ___

| | | | |
|-------------|------------------------|-----------------|-----------|
| Department: | General Administration | Form Number: | A99-01370 |
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| Policy No: | | Revision Date: | 13/05/29 |
| Bylaw No: | | Version #: | 2 |

Comments: _____

STAFF REPORT

DEPARTMENT: Administration

DATE: January 19, 2017

ITEM: 2017 Budget Deliberation Schedule

RECOMMENDATION: For Information

BACKGROUND:

The current year's budget schedule is later than in prior years, this is due to it being the first year a multi-year budget will be presented and on-going assessment issues which are currently being resolved. Although deliberations are a bit later than in prior years, it is anticipated that the budget can still be passed in the same timeframe as in prior years.

ANALYSIS:

Timetable:

Preliminary timetable for presentations of budgets to council by department managers as follows:

February 7, 2017

- Overview
- Police
- Library
- Treasury
- Administration
- Health Services
- Social Services
- Planning & Land Development

February 14, 2017

- Fire
- General Inspections
- Provincial Offences
- Recreation
- Cultural Activities
- Economic Development

February 21, 2017

- Transportation
- Collection & Disposal
- Environmental – Water & Sewer

EXISTING POLICY: N/A

FINANCIAL COMMITMENT: N/A

STRATEGIC GOAL: Excellence in Government

Clerk Treasurer/
Administrator

Cynthia Townsend