



# **REGULAR COUNCIL AGENDA**

For the Corporation of the Town of  
Espanola

Council Meeting

To Be Held On

**Tuesday, October 25, 2016**  
**Council Chambers**  
**Municipal Building**

100 Tudhope Street  
**7:30 pm**



# Espanola Council AGENDA

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*For the Regular Meeting of the Town of Espanola  
To Be Held On **Tuesday October 25, 2016** at 7:30 p.m.  
In The Council Chambers, Municipal Building*

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7:30 P.M.

REGULAR MEETING OF COUNCIL  
Council Chambers, 100 Tudhope Street

SPECIAL IN CAMERA MEETING  
FOLLOWING THE REGULAR MEETING OF COUNCIL  
Council Chambers, 100 Tudhope Street

## **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 **F4** inclusive contained in the Consent Agenda

- CA-016 -16 Be It Resolved That: Items A1 to F4 inclusive contained in Part 1, Consent Agenda be adopted.

### **Adoption of Minutes**

#### **A1 Regular Meeting of Council of October 11, 2016**

- 16- 153 Be It Resolved That: The following minutes are hereby accepted; Regular Meeting of Council of October 11, 2016.

### **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. 2741/16**

- 16-154 A Bylaw of the Town of Espanola to confirm the proceedings of

**E2 Bylaw No.2742/16**

- 16-155 A Bylaw of the Town of Espanola to Amend Bylaw No 2062/08, A Bylaw to provide for the Adoption of Rules of Procedure for the Municipal Council of the Corporation of the Town of Espanola

**Reports**

**F1 Leisure Services Department Departmental Report of September 2016**

**F2 Public Works Department Departmental Report for September 2016**

**F3 Fire Department Departmental Report for September 2016**

**F4 Espanola Police Services Board Meeting Minutes of September 15, 2016**

- 16-156 Be It Resolved That: The following reports are hereby received; Leisure Services Department Departmental Report of September 2016; Public Works Department Departmental Report for September 2016; Fire Department Departmental Report for September 2016; Espanola Police Services Board Meeting Minutes of September 15, 2016.

<b><u>PART II - REGULAR AGENDA</u></b>
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**Bylaws and Resolutions**

**G1 Notice of Motion**

- 16- 157 Be It Resolved That: Building permits no longer be required for all residential home interior walls.  
Be It Also Resolved That: building permits no longer be required for the installation of kitchen cabinets as long as there are no changes to the plumbing locations. Should a resident wish to have an inspection, then a permit would be required.

**G2 Recommendation regarding School Crossing Guard Program**

- 16-158 Be It Resolved That:
  - 1) The Mead/Spanish River crossing guard position be reinstated as a permanent position for morning and afternoon hours.
  - 2) The Highway 6 crossing is reduced to one hour

**G3 Recommendation regarding NSSAR Road Toll**

- 16-159 Be It Resolved That: Council for the Town of Espanola permit the North Shore Search and Rescue to hold a voluntary road toll on November

19, 2016 from 9 am and 5 pm between the entrance of McCulloch Drive and the entrance to Canadian Tire on Hwy 6 providing the same security measures are followed as in previous years.

**G4 Recommendation regarding Council Committees**

- 16- 160 Be It Resolved That: Council accept the committee appointments as presented, effective January 1, 2017.

**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.**

NE LHIN Correspondence re: Aboriginal Health Care Plan  
MNR Correspondence re: Aggregate Resources Act  
AMO Correspondence re: Council resolution of Support and *What's Next Ontario?*  
Town of Madawaska Valley Resolution  
Municipality of Grey Highlands Resolution  
FONOM Correspondence re: BOD Meeting  
Ministry of Energy Correspondence  
LAS Correspondence  
MPAC Correspondence

**Conference and Conventions**

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

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

**Mayor and Councillor Reports and Announcements**

Verbal

**Future Council/Committee Meetings**

Corporate Services Committee Meeting of November 1, 2016 @ 3:00 pm  
Regular Meeting of Council of November 8, 2016 @ 7:30 pm

**Adjournment**

**Closed Meeting (if required)**



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

**Council Chambers  
Municipal Office**

**October 11, 2016  
7:30pm**

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

**Present:**

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

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

**Disclosure of pecuniary interest and the general nature thereof.**

Mayor Piche stated that Item G2 will be withdrawn from this Agenda and placed on the next Regular Meeting of Council Agenda. This was due to the Notice of Motion not being submitted within the proper timelines as stated in the Procedural Bylaw.

**Delegations/Petitions None**

**Question Period**

A local resident, who did not state his name nor address as required by the Procedural Bylaw, however is known to Council as Richard Ellis, approached the podium and stated that although the minutes of Council meetings are posted on the website it doesn't give the details that would allow a resident to get all the information regarding that item.

He provided an example of the minutes of an approved Consent Application; he informed Council that residents would need to see the background information to understand the minutes. He then stated that his question to Council was "Please think prior to not putting all information on the website, residents need more background history."

**CONSENT AGENDA**

**CA-016-16 S. Meikleham – K. Duplessis**

Be It Resolved That: Items A1 to F4, contained in Part 1, Consent Agenda be adopted.

**Carried**

**Items A1-A2  
Minutes**

**16-143 B. Foster – S. Meikleham**

Be It Resolved That: The following minutes are hereby accepted; Regular Meeting of Council of September 27, 2016; Special Meeting of Council of September 27, 2016.

**Carried**

**Board and Committee Reports**

**Item B1**

**Corporate Services  
Committee Meeting**

**16-144 S. Meikleham – B. Foster**

Be It Resolved That: The following reports are hereby received;  
Corporate Services Committee Meeting Minutes of October 4,  
2016.

**Carried**

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

**None**

**Business Arising from Board and Committees**

**Item D1**

**16-145 K. Duplessis – S. Meikleham**

Be It Resolved That: As recommended by the Corporate  
Services Committee That: The current advertising practices are  
maintained.

**Carried**

**Bylaws and Resolutions**

**Item E1**

**Confirmatory Bylaw**

**16- 146 R. Duplessis – R. Dufour**

Be It Resolved That: Bylaw No. 2740/16 be adopted, being a  
Bylaw of the Town of Espanola to confirm the proceedings of  
Council at its Meeting of September 27, 2016.

**Carried**

**Item E2**

**OCIF Formula Based  
Component Funding**

**16-147 R. Yocom – B. Foster**

Be It Resolved That: Bylaw No 2739/16 be adopted. Being a  
Bylaw of the town of Espanola to execute an Agreement with the  
Province of Ontario.

**Carried**

**Reports**

**Items F1-F4**

**16- 148 R. Duplessis – K. Duplessis**

Be It Resolved That The following reports are hereby received:  
The following reports are hereby received; POA Department  
Departmental Report for May, June, July & August 2016;  
Manitoulin –Sudbury DSB Board Meeting Minutes of September  
22, 2016; Joint Health and Safety Meeting Minutes of September  
7, 2016; Sudbury & District Board of Health Meeting Minutes of  
September 16, 2016 – Unapproved.

**Carried**



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

**Item G1**  
**Council Agendas on  
Municipal Website**

**16-149 R. Dufour – R. Duplessis**

Be It Resolved That: Council Agendas remain on the Municipal Website for 5 years coinciding with the retention of Council Agendas under Bylaw 889/90 and the Procedure Bylaw be amended to include this recommendation.

**Carried**

A discussion ensued regarding the length of time to keep Council Agendas on the website.

**Item G2**  
**Notice of Motion**

**Item withdrawn from this meeting**

**Item G3**  
**Resolution Support  
regarding OMB  
Reform Update**

**16-151 R. Duplessis – R. Dufour**

Be It Resolved That: Council supports the Town of Aurora Council resolution of September 13, 2016 regarding Report No CS16-020 – Ontario Municipal Board Reform Update.

**Carried**

**Item G4**  
**World Food Day**

**16-152 R. Duplessis – R. Dufour**

**Be It Resolved That:** Whereas World Food Day (WFD) was founded by the United Nations' (UN) 16- 152 Food and Agriculture Organization (FAO) in 1945, and has been observed annually, every October 16<sup>th</sup>, since 1981;

**And Whereas** despite continuing advances in technology, millions of people around the world lack sufficient food, and many more are malnourished;

**And Whereas** the lack of energy and key nutrients caused by malnutrition make it difficult for individuals to sustain healthy, active lives and often results in illness or death;

**And Whereas** World Food Day was established to increase awareness of world hunger and poverty and to inspire solutions for world change;

**And Further** World Food Day is a day of action against hunger. On October 16<sup>th</sup>, people around the world come together to declare their commitment to eradicate hunger in our lifetime. Because when it comes to hunger, the only acceptable number in the world is zero;

**Now Therefore Be It Resolved That:** Council hereby proclaims October 16<sup>th</sup> as World Food Day in the Town of Espanola and encourages all residents to work together in the struggle against hunger, malnutrition and poverty.

**Carried**

**Correspondence For Information Only**

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

**Conference and Conventions**

None

**Mayor and Councillors Reports and Announcements**

Reminder to  
Councillors

Mayor Piche reminded Council that this portion of the meeting is not to bring up items like property standards issues, but rather to speak about what events Councillors have been attending. Should there be questions for staff or property standard issues that need to be address, Councillors should be speaking directly to staff during regular working hours.

Fibre Arts and  
Pumpkin Festival

Councillor Yocom reminded all residents of the upcoming Festival this weekend.

**Future Council Meetings**

Community Services Committee Meeting of October 18, 2016  
Regular Meeting of Council of October 25, 2016

**Adjournment**

**R. Duplessis – K. Duplessis**

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 7:55 pm

**Carried**

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Ron Piche  
Mayor

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Paula Roque  
Clerk



**THE CORPORATION OF THE TOWN OF ESPANOLA**

**BYLAW NO. 2741/16**

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

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

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

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

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1<sup>st</sup>, 2014, held on: October 11, 2016 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 25<sup>th</sup> day of October 2016.

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Ron Piche  
Mayor

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Paula Roque  
Clerk



**REGULAR MEETING OF COUNCIL**

Moved By: Ray Sypulinski Date: October 11, 2016

Seconded By: [Signature] Motion No. 16-149

**BE IT RESOLVED THAT:**

Council Agendas remain on the Municipal Website for 5 years coinciding with the retention of Council Agendas under Bylaw 889/90 and the Procedure Bylaw be amended to include this recommendation.

CARRIED ✓ DEFEATED       

[Signature]  
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 # G1**



**THE CORPORATION OF THE TOWN OF ESPANOLA**

**BYLAW No. 2742/16**

**BEING AN AMENDMENT TO BYLAW 2062/08  
A BYLAW TO PROVIDE FOR THE  
ADOPTION OF RULES OF PROCEDURE  
FOR THE MUNICIPAL COUNCIL  
OF THE CORPORATION OF THE TOWN OF ESPANOLA**

That the Council of the Corporation of the Town of Espanola amends Article 5 as follows:

- 5.1.1 Public Notice of meetings shall be given by posting the meeting schedule on the Town's official website at the beginning of each calendar year. The meeting schedule shall include the date, time and location of Council, Committees and Advisory Committees. The meeting schedule is subject to change as necessary. The Council and Committee agendas will be posted outside the Council Chambers on a bulletin board and the Town of Espanola's website [www.town.espanola.on.ca](http://www.town.espanola.on.ca). All agendas will be posted no later than 48 hours before the holding of such meeting. *Full council agenda, supporting research and staff reports excluding confidential items will be available to the public and media by 12:00 pm on Monday before the Tuesday council meeting. Council Agendas remain on the Municipal Website for 5 years coinciding with the retention of Council Agendas under Bylaw 889/90.*

**Read a first, second and third time in open Council on this 25<sup>th</sup> day of October 2016.**

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**Ron Piche**  
Mayor

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**Paula Roque**  
Deputy 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: Leisure Services      MONTH: September, 2016

## Project Status:

### **Building**

Operating well  
Replacement of front entrance stone completed

### **Pool**

Operating well  
Developed Stand Up Paddle Board Yoga program.  
Developed Stand Up Surf Set program.  
SUP paddle board yoga advertised as a registered program starting in October if sufficient registration is received.  
Since both school boards have the same PD days, we will offer a free Shelley Newton Memorial swim during the day.

### **Arena**

Operating well

### **Events**

Free PD swim September 30<sup>th</sup>.

### **Upcoming**

North Eastern Ontario Recreation Association (NEORA) conference was held September 26<sup>th</sup> – 29<sup>th</sup>. They had 64 delegates in attendance. The facility worked well in terms of hosting sessions, meals and banquet.

### **Project updates**

Splash grant

- 4Free demo Stand Up Paddle Board Yoga classes have been held, all filled with a waiting list  
Oct. 4<sup>th</sup>, aquafit & spin in the pool; Osteoporosis Education, healthy snacks/social (19 out for Aqua fit – 0 attended Osteoporosis clinic)  
Nov. 22<sup>nd</sup>, managing arthritis & chronic pain through aquatics in the pool; guided imagery & progressive muscle relaxation for chronic pain, healthy snacks/social  
Jan. 5<sup>th</sup>, aquafit; mindful eating – making peace with food and yourself, healthy snacks/social
- Preparing for new demo aquatic programming; paddle board yoga, surf set

Senior's grant

- Workshops have been tentatively scheduled;  
Sept. 15<sup>th</sup>, 9 steps for preventing a fall - \*5 participants attended  
Oct. 6<sup>th</sup>& 7<sup>th</sup> Pumpkin paper mache workshop - \*24 registered – at capacity  
Nov. 2<sup>nd</sup>, Estate planning for families  
Dec. 8<sup>th</sup>, Safety coalition – keeping seniors safe; Santa bingo  
January – free 1 month gym memberships for first time seniors  
January - Tai chi classes  
January - Active aging talk and walk  
February – Beginner line dancing  
Ipad training

Ministry of Tourism, Culture and Sport grant

- Outdoor fitness equipment was delivered September 26<sup>th</sup>
- Installation of accessible perimeter trail and equipment in October

Outdoor rink pad separation

- Material ordered

Recreation Master Plan

- Approval to proceed, next step advertise request for proposal

### **Economic Development - Other Consulting**

- Outreach – Espanola Mall and Huron North Channel Bicycle Trail

### **Economic Development – Advertising**

- Renewed Moose FM annual contract
- Prepared promo packages for Workforce Planning Conference
- Updated Seniors document and distributed to seniors
- Purchase of advertising for festival to include CTV, Island Radio, Moose FM, Rewind Radio, printed schedule

### **Economic Development – Sign**

- Festival signage attached to entrance billboards, attached to South end directional signage and erected at Williamson Park

### **Economic Development – Other**

- Attended Ian Green Leadership Training Workshop at QPC

### **Complaints / Compliments:**

Front stone work looks very nice; fall décor is nice;  
Canteen not open; water leaking due to condensation; when is Saturday night swim; treadmill making noise; kids horsing around at public skate; arena sound system, lack of arena heat, garbage in parking lot, one senior called to say that seniors want to have more fun and less health related workshops.

### **Employee Status:**

#### **Visitors:**

SEPTEMBER 2016

DROP INS	2016	DROP INS	2015
Aquafit/Water Therapy	0	Aquafit/Water Therapy	7

Fitness Centre	144
Squash	28
Shower Usage	1
Shinny	71
Skate	65
Swim	335
<b>TOTAL</b>	<b>644</b>

Memberships - RESIDENT	2016
Aquafit/Boot Camp	69
Bronze <b>Pool</b>	106
<b>Fitness</b>	1101
<b>Squash</b>	16
Silver	20
Gold	206
Skate Membership	10
Pool Pass	30
Private Swim Lessons	0
Shower Pass	7
<b>TOTAL</b>	<b>1565</b>

Memberships - NON RESIDENT	2016
Aquafit	86
Bronze <b>Pool</b>	27
<b>Fitness</b>	292
<b>Squash</b>	6
Silver	8
Gold	0
Pool Pass	27
Private Swim Lessons	1
Shower Pass	2
<b>TOTAL</b>	<b>449</b>

Fitness Centre	74
Squash	44
Shower Usage	0
Shinny	75
Skate	44
Swim	355
<b>TOTAL</b>	<b>599</b>

Memberships - RESIDENT	2015
Aquafit/Diaperfit	107
Bronze <b>Pool</b>	91
<b>Fitness</b>	1228
<b>Squash</b>	31
Silver	16
Gold	109
Skate Membership	11
Pool Pass	11
Private Swim Lessons	0
Shower Pass	5
<b>TOTAL</b>	<b>1609</b>

Memberships - NON RESIDENT	2015
Aquafit/Diaper	110
Bronze <b>Pool</b>	10
<b>Fitness</b>	279
<b>Squash</b>	3
Silver	15
Gold	0
Pool Pass	13
Private Swim Lessons	3
Shower Pass	0
<b>TOTAL</b>	<b>433</b>

#### LIONS CLUB FREE SWIMS

Sat. September 3	35
Sat. September 10	89



	Sat. September 17	100
	Sat. September 24	40
	Fri. September 30(Shelley N)	64
	<b>TOTAL</b>	<b>328</b>

Department Manager: Dianne Polden

Submitted on: October 12<sup>th</sup>, 2016

9027 61 130

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

# DEPARTMENTAL REPORT

**DEPARTMENT: Public Works**

**MONTH: September 2016**

## PROJECT STATUS:

- Infrastructure Renewal Project Phase 1F:
  - *Algoma St. East of Hwy 6:* Deficiencies remaining.
  - *Annette St. West of Hwy 6:* Deficiencies and some property restoration remaining.
  - *Algoma St. West of Hwy 6:* Some paving, property restorations and deficiencies remaining.
- Bio-Solids: Trial ongoing until October 15, 2016. Report on findings will follow.
- Highway 6 Connecting Link Design: Design underway. Survey complete.
- Water Meter: Survey complete. Report pending.
- Bois St. & Nelson Creek Culverts:
  - *Nelson Creek:* Complete.
  - *Bois St.:* Culvert replaced. Concrete spillway and restoration remaining.

## TRANSPORTATION:

- Public Works continued with regular maintenance of town streets and back roads including sweeping, patching, sign repairs, brushing, ditching, gravelling, line painting, grading, grass cutting, garbage/debris pick-up, and shouldering.
- Repaired culverts and wash outs.

## ENVIRONMENTAL:

- Nothing for this report.

## BEAUTIFICATION:

- Watered flowers.

## CEMETERY:

- One cemetery plot was purchased and three plots were transferred by affidavits or transfers of interment rights in the month of September.

- Full and cremation burials ongoing.

**BALL FIELDS/PARKS/CLEAR LAKE BEACH:**

- Maintained fields.
- Crack sealing of tennis courts.
- Repair playground borders.
- Installed billboard at 'A' field.
- 'A' field infield aggregate replaced.
- Replace, pressure wash, and paint boards at outdoor rink.
- Replace swings at playgrounds.

**WATER & SEWER:**

- Water and sewer locates.
- Manhole repairs.
- Sanitary & storm sewer flushing.
- Blow out water lines & sprinklers for winter.
- Hydrant flow testing.
- The swabbing program during night shifts took place in the North/West section of Town on September 19-21, 2016.
- Town-wide flushing on afternoon shifts began on September 26, 2016 and will be completed by October 7, 2016.
- There were nine dirty water complaints; two were during the flushing program.
- There were two complaints of no water from the swabbing program. Both residents had a piece of swab stuck in their taps.
- There was one complaint of a sewer back up. PWD flushed the manhole/service line at full cost recovery from the business.

**INTER DEPARTMENTAL:**

- Install lights at Town Hall for Cancer Awareness.
- Fix curb at Complex for wheelchair access.
- Assist Espanola Hydro with flusher truck.
- Repaired sign at Complex.
- Put up corn stalks, scarecrows and pumpkin signs.

**COMPLAINTS/COMPLIMENTS:**

- There was one compliment thanking the backhoe operator for doing a good job on a ditching job on Lee Valley Road.
- All complaints were water related (see Water & Sewer section).

**EMPLOYEE STATUS:**

- Public Works is currently at its full complement of employees.
- The Assistant Manager and one employee attended playground training: "Using Standards to Meet Accessibility in Playgrounds" on September 28, 2016.
- One employee performed slide training at the Complex on September 16,

2016.

- Management and one employee attended water training at OCWA on September 27, 2016.
- PWD employees were trained on the new Trackless.

**VISITORS:**

- One blue box was issued during the month of September.

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



Submitted on: \_\_\_\_\_

Oct 12/2016

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

OCT 12 2016

# DEPARTMENTAL REPORT

<b>DEPARTMENT:</b> FIRE DEPARTMENT	<b>MONTH:</b> September 2016
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## **Inspection Orders Completed:**

- 3 - New Inspections
- 1 - Follow-up Inspection

## **Inter-Departmental:**

- Review of site plan for new Sacred Heart School.
- Review of fire routes at Day Care at new Sacred Heart School.

## **Fire Prevention:**

- Fire Safety Plans reviewed for A.B. Ellis Public School and High School.
- Fire drill was conducted at the Senior's Apartments.
- Fire drill conducted at Espanola High School.

## **Other:**

### **The Fire Chief:**

- Participated in the Natural Disaster Mitigation Program webinar.
- Attended the Mutual Aid Meeting in Baldwin.

## **DEPT. CALLS:**

### **Number of Calls: Sept. 2016 -- 6**

Fires (assisting other F/D) - 1  
 Natural gas leak (no leak) - 1  
 Vehicle/Pedestrian Collision - 1  
 False Alarms - 3

**TOTAL CALLS TO DATE - 68**

### **Number of Calls: Sept. 2015 --5**

CO (no CO present) - 1  
 Other (smoke from cooking) - 1  
 Medical Assist - 2  
 Assistance to other agencies - 1

**TOTAL CALLS TO DATE - 59**

## **Employee Status:**

- One volunteer firefighter has resigned.
- Advertisements have been posted for the firefighter positions.

**Visitors: 9**

Department Manager:

*[Signature]*

Submitted on:

10/12/16

OCT 18 2016

### ***Highlights of Month End Report - August***

- There were 288 incidents reported in 2016 down from 321 in 2015
- There were 29 criminal code charges involving 14 people in 2016 up from 21 charges in 2015
- There were 50 HTA charges in 2016 the down from 155 in 2015
- There were 9 By-Law charge in 2016, up from 4 in 2015
- 43.5 hours of foot patrol was conducted throughout the community
- There were 296 calls for service to 911
- There were 1014 general calls to the service
- 243 people walked in to the service and were assisted at the front counter
- 7,518 kms driven in August
- A total of 139 hours of overtime was worked– 4 hrs for court security, 2 hrs for criminal investigation, 36 hrs for sick leave, 1 hr for other, and 96 hrs for parental leave.

***Sale of Boat:*** The service received one sealed bid for the boat for \$100.00 from Lucas Blair

### ***“Correspondence”***

1. *Part-time CRO Laura Ewgren completed the online CPKN CPIC Query Narrative course.*
2. *The Board received correspondence from Fred Kaustinen, Executive Director OAPSB, asking each Board to complete a survey regarding changes to the Police Services Act. The OAPSB will share the consolidated results with everyone. The Board decided that since they didn't have the resources to complete the survey at the meeting, they would have Bill Foster complete the survey on behalf of the Board. Bill went into the online survey to explore questions that were being asked and brought them to the meeting, and the questions seemed straightforward. He will advise the Board of the questions and his answers.*

***Policies:*** Board Policy LE-004, LE-005, LE-006 were all reviewed by the Board. LE-006 needs to be amended and will be brought back to the board next month. A draft copy of policy AI-032 update was presented and reviewed. Changes will be made and Board members will review the policy for the September meeting.

### ***New Business***

- *Carding training to be completed by December 14, 2016 with GSPS at really no cost to the service.*
- *Ron Piche brought up Monday's Municipal Council meeting, the Poop and Scoop By-law was discussed, as there is an extreme amount of feces on the ground along sidewalks around town.*
- *Ron Piche inquired about increased enforcement on landfill site road.*
- *Ron Piche inquired about recent damage to vehicles after a party was broken up.*

***In Camera***

4. Moved by: Ron Piche  
Seconded by: Bill Foster

*The EPSB moves that the regular meeting of the Espanola Police Services Board moves to an in camera session to discuss personnel issues. Time: 5:00 pm*

*Carried.*

***Resume***

5. Moved by: Deborah Sakaluk  
Seconded by: Ron Piche

*The EPSB moves that the regular meeting of the Espanola Police Services Board now resume. Time: 5:16 pm*

*Carried*

*Chief Edwards introduced Graeme Wight our new zone Police Services Advisor of the Ministry of Community Safety and Correctional Services. Graeme explained he is a steward of the PSA, he doesn't direct Boards. He has a commitment to attend every meeting. He is a resource for the Board. He would like Board questions to come from the Chair, but if you do contact him to ask a question, to clarify that it's for yourself and not on behalf of the Board.*

*November 8<sup>th</sup> at 6:30 at the Municipal Council meeting in-camera – council and Board to have information session about the Police Act presented by Graeme Wight followed by a public session for the community.*

***Adjournment***

6. Moved by: Bill Foster  
Seconded by: Ron Piche

*The Espanola Police Services Board moves that the regular meeting of the Espanola Police Service Board now adjourn. Time: 5:27 pm*

*Carried*

*The next regular meeting will be held on October 20, 2016 at 4:00pm.*

*\*\* Please note that these minutes are unapproved until signed by the Chair.*

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*Mary Lou Mick, Chair  
Espanola Police Services Board*

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*Linda Roque, Secretary  
Espanola Police Services Board*



**ESPANOLA POLICE SERVICE**  
**MONTH END REPORT FOR SEPTEMBER 2016**

	<u>2015</u>	<u>2016</u>
<i>Number of incidents reported</i>	296	289
<b><i>Charge Analysis Statistics</i></b>		
<i>Criminal Code</i>	17 (8 persons)	20 (9 persons)
<i>HTA</i>	136	38
<i>LLA</i>	5	0
<i>Other POA</i>	0	1
<i>By-Law</i>	17	4

During this month **51 hours** of foot patrol were conducted throughout the community.

**Department Vehicles**

*Unit T-13-1436 km*  
*Unit #19-181 km*  
*Unit #22-1686 km*  
*Unit #23-3061 km*  
*Unit #24-3017 km*

**TOTAL-9381 KM**

**R.I.D.E. Stats**  
***(Regular shift & overtime grant)***

*Number of times out-8*  
*Number of Arrest-0*  
*Number of Warnings-6*  
*Number of Impaired charges- 0*  
*Number of vehicles checked-219*  
*Number of ADLS suspensions-0*  
*Number of P.O.A. charges-5*  
*Approved Screening Device-1*  
*Number of 72 hours notices-0*  
*Number of CDSA Charges-0*

**Officer Overtime Hours**

*Court-5.5 hrs*  
*Court Security-0 hrs*  
*Criminal Invest-3hrs*  
*In-service Training-0hrs*  
*Sick Leave/STD Coverage-48 hrs*  
*Community Service-0*  
*Prisoner Escort-0 hrs*  
*MHA Escort/Hospital Security-0 hrs*  
*Training-0 hrs*  
*Health & Safety-0 hrs*  
*Other-0 hrs*  
*R.I.D.E.-0 hrs*  
***TOTAL OVERTIME=56.5 HOURS***

**911 Calls for Service**

*Total 911 calls-211*

**Incoming General Calls Received**

*Total General Calls -887*

**Number of Attendees to Front Counter**

*Total - 248 (see attached for breakdown)*

Prepared by: Sgt W. Lamour

OCT 04 2016

# Notice of Motion by Ron S. Hous

Be it resolved that  
Bldg. permits no  
longer be req'd for  
all residential home  
interior walls.

Be it also resolved  
that Bldg. permits no  
longer be req'd for  
the installation of  
kitchen cabinets as  
long as there are  
no changes to the  
plumbing locations.

Should a resident  
wish to have an  
inspection then a  
permit would be req'd.

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# STAFF REPORT

**DEPARTMENT:** Building Services

**DATE:** July 6, 2016

**ITEM:** Drywall

**RECOMMENDATION:**

**BACKGROUND:**

Direction from Community Services Committee to prepare a staff report for council regarding drywall requirements under the Ontario Building Code

**ANALYSIS:**

Please see attached

**EXISTING POLICY:** Ontario Building Code

**STRATEGIC GOAL:** Safe & Healthy Community

**FINANCIAL COMMITMENT:** n/a

**BUDGETED:**

Yes

No

**IMPLEMENTATION:**

**Prepared By:**

Chief Building Official

**Department Manager:**

Dan Rivet

**CAO / Treasurer:**

Cynthia Townsend

**Approval of Recommendation:**

Yes

No

**Comments:** The role of the municipality is to enforce the requirements of the OBC, the only mechanism to do this is to require inspections for additions,

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alterations or repairs for building structures within the municipality.

The CBO has provided an extract of the applicable legislation relating to gypsum requirements.

Eliminating the need for a building permit does not absolve the municipality from liability which would result in not enforcing the Ontario Building Code. The building permit and inspection service provided are in place to mitigate risk to the municipality and to ensure the safety of our residents.

---

## The Ontario Building Code/Act

### Building permits

8. (1) No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefor by the chief building official. 1992, c. 23, s. 8 (1); 1997, c. 30, Sched. B, s. 7 (1).

construct" means to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere and "construction" has a corresponding meaning; ("construire", "construction", "travaux de construction")

#### 9.10.9.16. Separation of Storage Garages

(1) Except as provided in Sentences (2) and (3), a *storage garage* shall be separated from other *occupancies* by a *fire separation* having not less than a 1.5 h *fire-resistance rating*.

(2) Except as permitted in Sentence (3), *storage garages* containing 5 motor vehicles or fewer shall be separated from other *occupancies* by a *fire separation* of not less than 1 h.

(3) Where a *storage garage* serves only the *dwelling unit* it is attached to or built into, it shall be considered as part of that *dwelling unit* and the *fire separation* required in Sentence (2) need not be provided between the garage and the *dwelling unit*.

(4) Where a *storage garage* is attached to or built into a *building of residential occupancy*,

(a) an *air barrier system* conforming to Subsection 9.25.3, shall be installed between the garage and the remainder of the *building* to provide an effective barrier to gas and exhaust fumes, and

(b) every door between the garage and the remainder of the *building* shall conform to Article 9.10.13.15.

(5) Where membrane materials are used to provide the required airtightness in the *air barrier system*, all joints shall be sealed and structurally supported.

#### 9.10.12.4. Protection of Soffits

#### 9.10.17.1. Flame-Spread Rating of Interior Surfaces

#### 9.10.17.10. Protection of Foamed Plastics

#### 9.23.16.2. Thickness, Rating and Material Standards

(1) Where wall sheathing is required for the purpose of complying with this Section, it shall conform to Table 9.23.16.2.A. or Table 9.23.16.2.B.

Table 9.23.16.2.A.  
Wall Sheathing Thickness and Specifications  
Forming Part of Sentence 9.23.16.2.(1)

Item	Column 1 Type of Sheathing	Column 2 Minimum Thickness, mm <sup>(1)</sup> With Supports 406 mm o.c.	Column 3 Minimum Thickness, mm <sup>(1)</sup> With Supports 610 mm o.c.	Column 4 Material Standards
1.	Fibreboard (insulating)	9.5	11.1	CAN/ULC-S706
2.	Gypsum Sheathing	9.5	12.7	CAN/CSA-A82.27-M ASTM C1177 / C1177M ASTM C1396 / C1396M
3.	Lumber	17.0	17.0	See Table 9.3.2.1.

4.	Mineral Fibre, Rigid Board, Type 2	25	25	CAN/ULC-S702
5.	OSB, O-2 Grade	6.0	7.5	CSA O437.0

#### 9.25.2.3. Installation of Thermal Insulation

7) Except as permitted in Sentence (8), insulation and *vapour barrier* shall be protected from mechanical damage by a covering such as gypsum board, plywood, particleboard, OSB, waferboard or hardboard.

(8) In unfinished *basements*, the protection required in Sentence (7) need not be provided for mineral fibre insulation, provided it is covered with polyethylene *vapour barrier* of at least 0.15 mm in thickness

#### 9.29.5.3. Maximum Spacing of Supports

(1) Maximum spacing of supports for gypsum board applied as a single layer shall conform to Table 9.29.5.3.

Table 9.29.5.3.  
Spacing of Supports for Gypsum Board

Forming Part of Sentence 9.29.5.3.(1)

Item	Column 1	Column 2	Column 3	Column 4	Column 5
	Thickness, mm	Orientation of Board to Framing	Maximum Spacing of Supports, mm o.c. Walls	Coatings Painted Finish	Water-Based Texture Finish
1.	Gypsum board conforming to Sentence 9.29.5.2.(1) (except Sections 9 and 12 of ASTM C1396 / C1396M)				
	9.5	Parallel	—	—	—
		Perpendicular	406	406	—
	12.7	Parallel	610	406	—
		Perpendicular	610	610	406
	15.9	Parallel	610	406	—
		Perpendicular	610	610	610
2.	Gypsum board conforming to Clause 9.29.5.2.(1)(c) (only Section 12 of ASTM C1396 / C1396M)				
	12.7	Parallel	610	406	—
		Perpendicular	610	610	610

#### 9.29.5.4. Support of Insulation

(1) Gypsum board supporting insulation shall be at least 12.7 mm thick.

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# STAFF REPORT

**DEPARTMENT:**Administration

**DATE:**October 13, 2016

**ITEM:** School Crossing Guard Program

## **RECOMMENDATION: Be It Resolved That:**

- 1) The Mead/Spanish River crossing guard position be reinstated as a permanent position for morning and afternoon hours.
- 2) The Highway 6 crossing is reduced to one hour.

## **BACKGROUND:**

As a result of the school relocations, the change in the actual school day (balanced day vs. traditional lunch break), and the service delivery review, changes were made to reduce the lunch time hours for Mead/Haig and Spruce/Avery and eliminate the position at the Mead/Spanish River Drive traffic circle.

At the request of the principal and vice principal at AB Ellis, we performed a follow up count at the Mead and Spanish River Dr. intersection. While the number of students and number of safe gaps for crossing fell within the limits, there was a great concern for their safety in consideration of the vehicular traffic. It appears parents are not using the designated drop off 'circle' and instead just stopping in the middle of Mead to drop off students, this with the bus activity makes it quite busy.

Police officers have been monitoring these locations.

## **ANALYSIS:**

Follow up traffic counts were conducted as per below:

Mead/Spanish River – approximately 30 students crossing morning and afternoon, however there were 112 vehicles counted in the morning and 93 in the afternoon, with the timing being difficult to count the number of safe gaps at times.

Hwy 6 & Park St – counts were conducted at lunch over a three day period, we have 2 guards there for 2 hours from 11:30 – 1:30, the results were as follows

Elementary – 0 & 2& 4

Secondary – 52 & 43& 21

Seniors – 4 & 4& 6

Adults – 23 & 12& 22

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Most of these crossings occurred within the first hour (11:30 – 12:30)

The purpose of the crossing guard program is aimed at providing safe crossings for elementary aged students. The results clearly show that this is not who is using the crossing guards. This is a major highway with 4 lanes of vehicular traffic travelling which creates a safety concern for other residents which needs to be considered.

When changes were first introduced the need for further monitoring was identified.

Overall, this would be a reduction as there are 2 crossing guards stationed on the highway, so a reduction of 2 hours and an addition of 1 hour at the Mead/Spanish River site. Expected reduction of approximately \$3,000.

**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:**

**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:** Administration

**DATE:** October 18, 2016

**ITEM:** NSSAR Road Toll

**RECOMMENDATION:** Be It Resolved That: Council for the Town of Espanola permit the North Shore Search and Rescue to hold a voluntary road toll on November 19, 2016 from 9 am and 5 pm between the entrance of McCulloch Drive and the entrance to Canadian Tire on Hwy 6 providing the same security measures are followed as in previous years.

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

**ANALYSIS:** Circulated the request to hold the road toll to Fire Svs, Police Svs and PWD.

Fire - No concerns

Police Svs – No concerns

PWD – No objection providing safety measures are followed as in previous years. Public Works Department will provide vests and cones.

**EXISTING POLICY:** Council motion

**FINANCIAL COMMITMENT:** NA

**IMPLEMENTATION:** Council resolution

**Prepared By:** Traci Denault-Roque

**Clerk Treasurer/Administrator:** Cynthia Townsend

**Approval of Recommendation:** Yes ☒ No ☐

**Comments:**

SEP 06 2016



**North Shore Search and Rescue Inc.**  
**385 Ricci Drive, Espanola, ON. P5E 1G4**  
**Cellular: 705-869-8587**

September 6, 2016

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

Dear Mayor Piche –

North Shore Search and Rescue has been holding a voluntary “road toll” in November at the south end of Town on Highway 6 for the past 6 years. The monies raised help to continue our day to day operations and the training of our members.

We would like to once again hold this event on Saturday, November 19 at the same location as previous years – at the south end of town in the centre turning lane by Home Hardware/Canadian Tire. If this event is acceptable to Council, we would start at approximately 9 a.m. and, weather permitting, run until about 5:00 p.m. If you or they would like any additional information, please contact me at your convenience.

A handwritten signature in blue ink that reads "Bill Noon".

Bill Noon  
President

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# STAFF REPORT

**DEPARTMENT:** Administration

**DATE:** October 18, 2016

**ITEM:** Committee Appointments

**RECOMMENDATION:** Be It Resolved That: Council accept the committee appointments as presented, effective January 1, 2017.

**BACKGROUND:** Council members were appointed to committees immediately following the election and advised that ½ way through the term of Council changes would be made which would allow each Council member exposure to different committees.

**ANALYSIS:**

**EXISTING POLICY:** Council motion

**FINANCIAL COMMITMENT:** NA

**IMPLEMENTATION:** Council resolution

**Prepared By:** \_\_\_\_\_

**Clerk Treasurer/Administrator:** Cynthia Townsend

**Approval of Recommendation:** Yes      No

✓      \_\_\_\_\_

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

**2014-18 COUNCIL COMMITTEES****Effective January 1, 2017****Deputy Mayor Bill Foster****CORPORATE SERVICES**

Mayor Piche ex-officio

Bill Foster

Ron Duplessis

Ken Duplessis

Library Board

Ken Duplessis

Bob Yocom

Police Services

Mayor Piche

Bill Foster

Non Profit Housing

Stewart Meikleham

Bob Yocom

Health Care/Dr. Recr.

Ron Duplessis

Bill Foster

Hydro

Ron Duplessis

Ron Piche

MS-DSSAB

Ray Dufour

Ken Duplessis

**COMMUNITY SERVICES**

Mayor Piche ex-officio

Ray Dufour

Stewart Meikleham

Bob Yocom

Lacloche Foothills

Ron Piche