



**REGULAR COUNCIL AGENDA**  
**For the Corporation of the Town of Espanola**

Tuesday, September 24, 2019, 7:00 p.m.  
Council Chambers, 100 Tudhope Street

**Please note this meeting will be streamed**

**Pages**

---

**A. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

**B. PUBLIC HEARINGS**

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

Council of the Town of Espanola will be considering a request from the Espanola Fibre Arts Festival Organizers for:

A temporary road closure to vehicular traffic on Spruce St from Mead Blvd to Park St with the exception of emergency vehicles on Saturday, October 19th, 2019 between the hours of 8:00 am and 5:00 pm to accommodate a free exhibit, a Holodomor Mobile Classroom and Farmer's Market.

Mead Blvd and Park St will not be affected or blocked by this closure nor will the main entrance of the High School.

**C. DELEGATIONS**

None

**D. QUESTION PERIOD**

**E. PART 1 - CONSENT AGENDA**

CA-16-19 Be It Resolved That: Items F.1 to K.6 inclusive contained in Part 1, Consent Agenda be adopted.

**F. ADOPTION OF MINUTES**

Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of September 10, 2019; Special Meeting of Council of September 10, 2019.

<b>F.2</b>	<b>Special Meeting of Council of September 10, 2019</b>	<b>10</b>
<b>G.</b>	<b>BOARD AND COMMITTEE REPORTS</b>	
	Be It Resolved That: The following board and committee reports are hereby received: Espanola Public Library Board Meeting Minutes of June 12, 2019.; Corporate Services Committee Meeting Minutes of September 10, 2019.	
<b>G.1</b>	<b>Espanola Public Library Board Meeting Minutes of June 12, 2019</b>	<b>12</b>
<b>G.2</b>	<b>Corporate Services Committee Meeting of September 10, 2019</b>	<b>14</b>
<b>H.</b>	<b>MATTERS ARISING FROM THE "IN CAMERA SESSION"</b>	
	None	
<b>I.</b>	<b>BUSINESS ARISING FROM BOARD AND COMMITTEES</b>	
	<b>Corporate Services Committee Meeting of September 10, 2019</b>	
<b>I.1</b>	<b>Recommendation regarding the Budget Policy</b>	<b>16</b>
	Be It Resolved That: As Recommended by the Corporate Services Committee That: Policy No. F05-01830, Budget Policy be accepted as amended.	
<b>I.2</b>	<b>Recommendation regarding the Hiring Policy</b>	<b>23</b>
	Be It Resolved: As Recommended by the Corporate Services Committee That: Amendments to Hiring Policy H11-01282 be accepted.	
<b>I.3</b>	<b>Recommendation regarding a Care Van Driver</b>	<b>39</b>
	Be It Resolved That: As Recommended by the Corporate Services Committee That: Staff negotiate an agreement with a transportation provider to provide relief driver services in the absence of the current employee.	
<b>J.</b>	<b>BYLAWS AND RESOLUTIONS</b>	
	<b>The following bylaws will be read and passed.</b>	
<b>J.1</b>	<b>Bylaw No 2938/19</b>	<b>42</b>
	Be It Resolved That: Bylaw No 2938/19 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of September 10, 2019.	
<b>J.2</b>	<b>Bylaw No 2937/19</b>	<b>43</b>
	Be It Resolved That: Bylaw 2937/19 be adopted; being a Bylaw to appoint a Building Inspector and Property Standards Officer.	

## **K. REPORTS**

Be It Resolved That: The following reports are hereby received; Public Works Department Departmental Reports for July and August 2019; Leisure Services Department Departmental Reports for July and August 2019; Economic Development Department Departmental Report for July and August 2019; Fire Department Departmental Report for July 2019; Joint Health and Safety Committee Meeting Minutes of June 6, 2019; Lacloche Foothills Municipal Association Meeting Minutes of September 9, 2019.

<b>K.1</b>	<b>Public Works Department Departmental Reports for July and August 2019</b>	<b>46</b>
<b>K.2</b>	<b>Leisure Services Department Departmental Reports for July and August 2019</b>	<b>51</b>
<b>K.3</b>	<b>Economic Development Department Departmental Reports for July and August 2019</b>	<b>58</b>
<b>K.4</b>	<b>Fire Department Departmental Report for July 2019</b>	<b>60</b>
<b>K.5</b>	<b>Joint Health and Safety Committee Meeting Minutes of June 6, 2019</b>	
<b>K.6</b>	<b>Lacloche Foothills Municipal Association Meeting Minutes of September 9, 2019</b>	

## **PART 2 - REGULAR AGENDA**

## **L. BYLAWS AND RESOLUTIONS**

<b>L.1</b>	<b>Recommendation regarding Road Closure</b>	<b>62</b>
	Be It Resolved That: A temporary road closure to vehicular traffic on Spruce St from Mead Blvd to Park St with the exception of emergency vehicles on Saturday, October 19th, 2019 between the hours of 8:00 am and 5:00 pm to accommodate a free exhibit; a Holodomor Mobile Classroom and Farmer's Market as part of the Annual Fibre Festival which is taking place at the Espanola High School.	
<b>L.2</b>	<b>Recommendation regarding Camp Quality</b>	<b>64</b>
	Be It Resolved That: An exemption to the Bylaw 1966/07 Setting off Fireworks and Bylaw 1189/96 Noise Control Regulations be granted for the Camp Quality Reunion on Saturday, October 5, 2019 to allow the Espanola Fire Department to set off fireworks on the Track and Field.	

<b>L.3</b>	<b>Recommendation regarding A&amp;W Site Plan</b>	<b>65</b>
	Be It Resolved That: The Site Plan Control Agreement between the Corporation of the Town of Espanola and CT REIT LIMITED PARTNERSHIP owner the property at 801 Centre Street be accepted and a Bylaw be prepared to adopt the agreement.	
<b>L.4</b>	<b>Bylaw 2939/19, being a Deeming Bylaw for lot consolidation</b>	<b>85</b>
	Be It Resolved That: : Bylaw 2939/19, being a Deeming Bylaw for lot consolidation of Roll # 5226-000-007-13700-0000, PIN 73407-0595, Con 5 Lot 8 Plan M75 Lot 55, PCL 9909; Town of Espanola, 508 Mead Blvd to no longer be required as part of a Plan of Subdivision and therefore be consolidated with the property legally known as Roll # 5226-000-007-13600-0000, PIN 73407-0709 Con 5 Lot 8 Plan M75 Lot 54, PCL 27943A; Town of Espanola, 549 Secord Street be adopted.	
<b>L.5</b>	<b>Recommendation regarding Regional EDO Intern Opportunity</b>	<b>91</b>
	Be It Resolved That: Council hereby supports an internship opportunity for a Regional Economic Development Officer with surrounding municipalities, local service board and potentially First Nations with a financial commitment not to exceed _____ and hereby appoints _____ to be council's representative.	
<b>L.6</b>	<b>Oracle Poll - For Information</b>	<b>96</b>
<b>M.</b>	<b>CORRESPONDENCE FOR INFORMATION ONLY</b>	
<b>M.1</b>	<b>Budget Challenges 2020</b>	<b>133</b>
<b>N.</b>	<b>INFORMATION</b>	
	This information was previously circulated to Council. If required a copy of the information is available at the Municipal Office.	
<b>N.1</b>	<b>MMAH correspondence re: More Homes, More Choices Act</b>	
<b>N.2</b>	<b>Halton Region correspondence re: Local Planning Appeal Tribunal</b>	
<b>N.3</b>	<b>Blue Sky Net News Release</b>	
<b>N.4</b>	<b>Township of Larder Lake resolution re: Electronic Delegations</b>	
<b>O.</b>	<b>CONFERENCE AND CONVENTIONS</b>	
	None	

**P. MAYOR AND COUNCILLOR REPORTS AND ANNOUNCEMENTS**

**Q. FUTURE COUNCIL/COMMITTEE MEETINGS**

Corporate Services Committee Meeting of October 1, 2019 at 4:00 pm

Regular Meeting of Council Meeting of October 8, 2019 at 7:00 pm

**R. ADJOURNMENT**

**S. CLOSED MEETING (if required)**



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

**September 10, 2019**

**7:00 pm**

**Council Chambers, 100 Tudhope Street**

Present: J. Beer, R. Dufour, K. Duplessis, B. Foster, S. Hayden, H.  
Malott, M. Van Alstine  
Staff: P. Roque, C. Townsend, T. Denault-Roque

**A. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE  
THEREOF**

None

**B. PUBLIC HEARINGS**

None

**C. DELEGATIONS**

None

**D. QUESTION PERIOD**

None

**E. PART 1 - CONSENT AGENDA**

**Moved By** K. Duplessis

**Seconded By** S. Hayden

CA-15-19 Be It Resolved That: Items F.1. to J.1 inclusive contained in Part 1, Consent Agenda be adopted.

**Carried**

**F. ADOPTION OF MINUTES**

**F.1 Regular Meeting Meeting of Council of August 13, 2019**

**19-179**

**Moved By** S. Hayden

**Seconded By** K. Duplessis

Be It Resolved That: The following minutes are hereby accepted;  
Regular Meeting of Council of August 13, 2019.

**Carried**

**G. BOARD AND COMMITTEE REPORTS**

**G.1 Recreation and Cultural Advisory Committee Meeting of June 17, 2019**

**19-180**

**Moved By** K. Duplessis

**Seconded By** B. Foster

Be It Resolved That: The following Board and Committee reports are hereby received; Recreation and Advisory Committee Meeting of June 17, 2019.

**Carried**

**H. MATTERS ARISING FROM THE "IN CAMERA SESSION"**

None

**I. BUSINESS ARISING FROM BOARD AND COMMITTEES**

None

**J. BYLAWS AND RESOLUTIONS**

**19-181**

**Moved By** M. Van Alstine

**Seconded By** H. Malott

Be It Resolved That: Bylaw No 2936/19 be adopted, being a Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of August 13, 2019.

**Carried**

**K. REPORTS**

None

**PART 2 - REGULAR AGENDA**

**L. BYLAWS AND RESOLUTIONS**

**L.1 Recommendation regarding the Corporate Team**

**19-182**

**Moved By** R. Dufour

**Seconded By** H. Malott

Be It Resolved That: Councillor Heather Malott is appointed to the Corporate Team.

**Carried**

**L.2 Council and Staff Workshop**

**19-183**

**Moved By** B. Foster

**Seconded By** S. Hayden

Be It Resolved That: Council and staff workshop be conducted with Fred Dean and Nigel Bellchamber on October 2nd.

**Carried**

**M. CORRESPONDENCE FOR INFORMATION ONLY**

None

**N. INFORMATION**

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

OEB correspondence re: Decision and Order

Correspondence re: Improving Recycling

MOF correspondence re; OCLIF

Township of Warwick resolution re: Gas Well Issues

EACOM 70th celebration invite

cupw correspondence re: Canada Post

MPAC correspondence re: Board Chair

Mike Mantha, MPP correspondence re: Internet and cellphone services

July cheque register

**O. CONFERENCE AND CONVENTIONS**

None



**P. MAYOR AND COUNCILLOR REPORTS AND ANNOUNCEMENTS**

OEB Approval - It was stated that the OEB has approved the sale of Espanola Regional Hydro.

AMO Conference - It was stated that the AMO conference was very informative for those in attendance. A brief summary was provided of the delegations that were held with Council members.

**Q. FUTURE COUNCIL/COMMITTEE MEETINGS**

Community Services Committee Meeting of September 17th, 2019 @ 4:00 pm  
Committee of the Whole Meeting of September 24th, 2019 @ 6:00 pm  
Regular Meeting of Council of September 24th, 2019 @ 7:00 pm

**R. ADJOURNMENT**

**Moved By** R. Dufour

**Seconded By** M. Van Alstine

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

Time: 7:27 pm

**Carried**

---

Jill Beer  
Mayor

---

Paula Roque  
Clerk



## **Special In Camera Meeting of Council**

**September 10, 2019**

**3:00 pm**

**Council Chambers, 100 Tudhope Street**

Present: J. Beer, R. Dufour, K. Duplessis, B. Foster, S. Hayden, H. Malott, M. Van Alstine

Staff: P. Roque, C. Townsend, T. Denault-Roque

### **B. IN CAMERA**

#### **1.**

Be It Resolved That:

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

- personal matters about an identifiable individual, including municipal or local board employees;
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

Time: 7:30 pm.

**Carried**

#### **2.**

**Moved By** R. Dufour

**Seconded By** H. Malott

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

Time: 7:45 pm

**Carried**

The Mayor advised that Council went in camera to discuss an issue with a property owner and the Corporate Team appointees.

### **B.1 Corporate Team Applications**

**Moved By** M. Van Alstine

**Seconded By** R. Dufour

Be It Resolved That: Alana Jackson, Patrick Parker, Ron Piche and Lorena Maki be appointed to the Corporate Team.

**Carried**

**C. Adjournment**

Council discussed Corporate Team applications as well as a potential litigation matter.

The Special Meeting of Council is hereby adjourned.

Time: 7:48 pm

---

Jill Beer  
Mayor

---

Paula Roque  
Clerk ✓

SEP 12 2019

Espanola Public Library Board

MINUTES OF THE REGULAR MEETING

Held on June 12, 2019, at the Library

Present: Brian Riche (Chair)  
Allen McCulloch (Vice-Chair)  
Debbie Graham  
Evelyn Diebel  
Ray Dufour  
Sylvia Belanger

Regrets Ken Duplessis

Also present: Rosemary Rae (CEO)  
Brittany Cormier, Assistant Librarian

Call to order  
The Chair called the meeting to order at 2:00 p.m.

Approval of agenda

#19-18 McCulloch - Dufour  
That the agenda be approved.  
Carried.

Delegations, Presentations

Shylene Berry, Library Assistant – Shared information with the board about her role in the library

Minutes

#19-19 Diebel - McCulloch  
That the minutes of the Regular Meeting of May 15, 2019 be approved.  
Carried.

Reports

#19-20 Diebel - McCulloch  
That the following reports for May 2019 be received:  
Maintenance – verbal  
Librarian's report  
(included Strategic Plan update)  
Statistics  
Financials  
Carried.

Decision items

Discussion regarding the SOLS and OLS-N cuts and the resulting impact as known at this point.

#19-21 Graham - Dufour  
That the Budget Line known as Library – Reserves - "Pay Equity" be renamed "General Capital".  
Carried.

#19 – 23      Graham – Dufour  
That the surplus funds from the Library 2018 Budget in the amount of \$13,770 be allocated to Library Building reserves.  
Carried

Discussion items

1. Health & Safety report  
Library is one of two town departments to receive the Health & Safety award for 2018  
– no recordable incidents.
2. Board Orientation – starting points – OLA membership information shared  
– further information / training deferred

Information items

1. Staff meetings – May 23 / June 5
2. The Friends of the Library minutes – May 17

Announcements

Town of Espanola provided the library with a copy of 'Mural Mosaic's Canada Train'  
Next meeting – September 11, 2019 – 2:00 pm – Library meeting room

Adjournment

#19-22      Graham – Dufour  
That the Espanola Library Board does now adjourn at 4:11 pm.  
Carried.

Approval

Date Sept 11 2019

Chair [Signature]

Secretary [Signature]



## **CORPORATE SERVICES COMMITTEE MEETING**

**September 10, 2019**

**3:15 pm**

**Council Chambers, 100 Tudhope Street**

Present: J. Beer, K. Duplessis, B. Foster, M. Van Alstine

Staff: P. Roque, C. Townsend, T. Denault-Roque, C. Tessier

### **Administration**

#### **1. Budget Policy**

A discussion ensued.

It was the consensus of the Committee to hold a pre-budget meeting in October to discuss service levels prior to budget deliberations.

Be It Resolved: That As Recommended by the Corporate Service Committee That: Policy No F05-01830 be accepted as amended.

**1.**

**Moved By** J. Beer

**Seconded By** K. Duplessis

**Carried**

#### **2. Employee Code of Conduct**

A discussion ensued.

It was the consensus of the Committee to defer this item until the next meeting to obtain clarification on items such as reporting to council and the use of on call fire trucks.

**2.**

**Moved By** K. Duplessis

**Seconded By** J. Beer

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

Policy H00-01842 Employee Code of Conduct be adopted as amended;

Policy H13-01391 Confidentiality be rescinded;

Policy H14-01393 Conflict of Interest be rescinded;

Policy A07-01386 Protection and Use of Corporate Property be rescinded.

**Deferred**

**3. Hiring Policy**

**3.**

**Moved By** J. Beer

**Seconded By** K. Duplessis

Be It Resolved That: As Recommended by the Corporate Services Committee That: Amendments to the Hiring Policy H11-01282 be adopted.

**Carried**

The Chair commented that due to the time, the Committee may want to defer some of these item until the next agenda, the Committee members agreed and directed staff to schedule the Fees Bylaw Item on the next Corporate Services Committee Agenda and the Building Bylaw Item at a Special Meeting Of Council after Regular Council Meeting on September 24, 2019.

**4. Care Van**

**4.**

**Moved By** M. Van Alstine

**Seconded By** K. Duplessis

Be It Resolved That: As Recommended by the Corporate Services Committee That: Staff negotiate an agreement with a transportation provider to provide relief driver services in the absence of the current employee.

**Carried**

**Adjournment**

The Corporate Services Committee meeting is hereby adjourned.

Time: 4:48 pm.

---


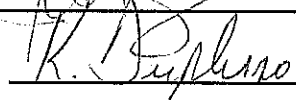
Bill Foster  
Chair

---

Paula Roque  
Clerk



**CORPORATE SERVICES COMMITTEE**

Moved By:   
Seconded By: 


Date: September 10, 2019

Motion No.: 1

**Be It Resolved That: As Recommended by the Corporate Services Committee That:**

Policy No. F05-01830 be accepted as amended.

CARRIED ☒ DEFEATED         
DEFERRED       

  
Chair

**RECORDED VOTE  
INTEREST**

	For	Against
Mayor J. Beer	<u>      </u>	<u>      </u>
B. Foster	<u>      </u>	<u>      </u>
K. Duplessis	<u>      </u>	<u>      </u>
M. Van Alstine	<u>      </u>	<u>      </u>

**DECLARATION OF PECUNIARY**

Mayor J. Beer	<u>      </u>
B. Foster	<u>      </u>
K. Duplessis	<u>      </u>
M. Van Alstine	<u>      </u>

AGENDA # C.1



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

<b>DEPARTMENT:</b> Administration	<b>DATE:</b> May 30, 2019/ August 15, 2019
-----------------------------------	--------------------------------------------

<b>ITEM:</b> Budget Policy
----------------------------

<b>RECOMMENDATION:</b> Be It Resolved That: As Recommended By the Corporate Services Committee That: Policy No F05-01830 be accepted as amended.
--------------------------------------------------------------------------------------------------------------------------------------------------

<b>BACKGROUND:</b> The budget policy was originally adopted December 2015 to establish an annual budget process, resulting in achieving the strategic objectives in a fiscally responsible and sustainable manner.
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>ANALYSIS:</b> Through a Notice of Motion submitted at the May 28 <sup>th</sup> regular meeting of council, direction was given to staff to amend the policy to add a 5 <sup>th</sup> date for the Variance Report to be circulated to council. In addition, council would like to have a 2018 Actuals column added to the Report.
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

A further Notice of Motion was submitted July 16, 2019, which would significantly move up the dates for department managers to submit their budget figures and would eliminate any review time for the Treasurer. Once the department managers have submitted their budgets, a review is conducted for prior year amounts that need to be transferred to a reserve to offset expenditures for projects that may not have been completed in the current year. Capital projects are often dependent on funding, if funding opportunities have been announced, the results may not be. Reserves are balanced as part of the year-end process and the amount of funds available for certain projects may not be known.

It has always been previous council's objective to have the budget as accurate as possible, moving these timelines up by this much will require more estimating and therefore reflect the accuracy. For example: MPAC finalizes the assessment roll and provides it to municipalities by the first Friday in December, MSDSB also relies on this assessment information in calculating their levy and this is usually communicated in January, as does Public Health. In the past the distribution between the industrial, commercial and residential sectors has played an important roll in establishing tax rates.

The OMPF which contributes approximately \$1.9 million and is constantly changing is announced anywhere from November to mid-March.

It should also be noted that the reasoning behind moving towards a 3 year budget was to provide a forecast and the 2020 estimations as well as 2021 are available on the shared Google Drive as part of the 2019 budget. Without the additional knowledge of actual expenditures as we approach year end and capital projects, these

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

figures will not change significantly between now and October 31<sup>st</sup>.

The timelines can be moved up however with so many unknowns that will have to be updated as information is received will only add time spent to budget review for both staff and council and will not add any efficiency to the process.

**EXISTING POLICY:** F05-01830

**STRATEGIC GOAL:** Excellence in Government

**FINANCIAL COMMITMENT:** \$0 to change Policy

**BUDGETED:** NA

Yes

No

**IMPLEMENTATION:** Clerk's Office/Council/Board Members

**Prepared By:**

Paula Roque/Cynthia Townsend

**Department Manager:**

**CAO / Treasurer:**

Cynthia Townsend

**Approval of Recommendation:**

Yes

☒

No

☐

**Comments:**

Department: Treasury	Policy Number: F05-01830
Subject: Budget Policy	Effective Date: 15/12/08
Bylaw No:	Revision Date: 19/05/28
	Version #: 3

### **Policy:**

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

### **Purpose:**

The purpose of this policy is:

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

### **Scope:**

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

### **Policy Statements:**

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

**Procedures:**

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

## **Roles & Responsibilities:**

### **Municipal Council**

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

### **Chief Administrative Officer**

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

### **Treasurer**

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

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

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

## **Policy Review**

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

## **DEFINITIONS:**

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

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

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

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

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

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

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

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



**CORPORATE SERVICES COMMITTEE**

Moved By: *Bill Foster*

Date: September 10, 2019

Seconded By: *K. Duplessis*

Motion No.: 3

**Be It Resolved That: As Recommended by the Corporate Services Committee That:**

Amendments to Hiring Policy H11-01282 be adopted.

CARRIED ☒ DEFEATED         
DEFERRED       

*Bill Foster*  
Chair

**RECORDED VOTE  
INTEREST**

	For	Against
Mayor J. Beer	<u>      </u>	<u>      </u>
B. Foster	<u>      </u>	<u>      </u>
K. Duplessis	<u>      </u>	<u>      </u>
M. Van Alstine	<u>      </u>	<u>      </u>

**DECLARATION OF PECUNIARY**

Mayor J. Beer	<u>      </u>
B. Foster	<u>      </u>
K. Duplessis	<u>      </u>
M. Van Alstine	<u>      </u>

AGENDA #C.3

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

# STAFF REPORT

<b>DEPARTMENT:</b> Administration	<b>DATE:</b> August 26, 2019
-----------------------------------	------------------------------

<b>ITEM:</b> Hiring Policy
----------------------------

<b>RECOMMENDATION:</b> Be It Resolved That: Amendments to Hiring Policy H11-01282 be adopted.
-----------------------------------------------------------------------------------------------

<p><b>BACKGROUND:</b> The following resolutions were adopted by Council:</p> <p>June 11, 2019          Be It Resolved That: WHEREAS: Corporate Services was looking to amend the hiring policy to increase Councils oversight with regards to either hiring new, or replacement of an employee.          THEREORE;          BE IT RESOLVED THAT: Council introduces a hiring freeze until such time as the amendments to the hiring policy be completed.</p> <p>June 25, 2019          Be It Resolved That: As Recommended by the Corporate Services Committee That: Effective immediately Council will review the replacement positions that become vacant excluding firefighters and casual positions.</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p><b>ANALYSIS:</b>          The General Guidelines of the Hiring Policy have been updated to reflect these resolutions. Some changes were also completed to reflect the current practice for the hiring of summer students and Board and Committee Members.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>EXISTING POLICY:</b> H11-01282 Hiring Policy
-------------------------------------------------

<b>STRATEGIC GOAL:</b> Excellence in Government
-------------------------------------------------

<b>FINANCIAL COMMITMENT:</b> \$0
----------------------------------

<b>BUDGETED:</b> NA	Yes	No
---------------------	-----	----

<b>IMPLEMENTATION:</b> All Departments
----------------------------------------

**Prepared By:** Paula Roque

**CAO / Treasurer:** Cynthia Townsend

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

**Comments:** The change in policy will delay the hiring process for established



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

positions and may impact service levels.

There has been no demonstrated need for a change to the policy.

Requiring council approval undermines the integrity of the organizational structure and blurs the lines between governance and operational decision making.

By comparison, the Hospital Board nor the Domtar Board approves such day to day decisions.

---

Department:	Human Resource	Policy Number:	H11-01282
Subject:	Hiring Policy	Effective Date:	
Bylaw No:	1917/06	Revision Date:	???
		Version #:	5

Deleted: 12/11/21

Deleted: 4

### **Purpose:**

The purpose of the recruitment, selection and hiring policy shall be to clearly delineate the philosophy and principles, which govern recruitment in all Departments by the Corporation of the Town of Espanola.

### **Policy:**

To ensure that the Town of Espanola selects the most qualified candidates, the hiring process which recognizes equal opportunity and is based on merit.

### **General Guidelines**

The Corporation embraces certain fundamental principles and concepts which govern the recruitment, selection and hiring policy.

### **Employee**

#### **Requisition Form**

Each Department Manager shall submit to the Corporate Services Committee an employee requisition form for approval by Council prior to the advertising and filling of any position with the exception of Volunteer Firefighters and casual positions.  
Form # H99-01390 Employee Requisition is attached hereto and shall form part of the policy.

Deleted: new full time position.

Deleted: The

### **Criminal**

#### **Reference Check**

A criminal reference check is required before anyone can be hired, transferred, promoted or accepted as an employee, contractor or volunteer into positions of trust. Refer to the Criminal Reference Check Policy #P13-01284.

### **Testing**

The process for hiring will generally consist of testing candidates on their skills and may include physical testing.

### **Criteria**

The selection and appointment shall be based solely on consideration of merit and ability to perform effectively in a designated position with the main consideration being the qualifications and personal suitability of the applicant. The following criteria will be randomly used to consider hiring depending upon department need: for education, employees shall have a minimum of Grade 12 and shall provide an original transcript or diploma; skill; experience; past performance in a

position; abilities to perform the essential duties of the position, work experience and personal suitability.

**Human Rights**

The process will be fair and will be in accordance with the Ontario Human Rights Code and the Ontario Employment Standards Act.

**Hiring of Relatives**

It is the policy of the Town of Espanola to accept all applications for employment. The main consideration in selecting among applicants for a vacancy will be the qualifications and ability to perform the essential duties of the position and personal suitability of the applicant. The fact that a potential employee is related to an existing employee, a local board member or member of Council neither prejudices nor advances that person's hiring prospects.

**Local Hiring**

All other hiring factors being equal, a resident or taxpayer of the Town of Espanola will be given preference, students included.

## **FULL TIME**

### **Definition of Employment Status**

Employees who work 35 hours or more per week on a continuous basis in an approved job classification.

### **Procedure of Committee**

Where it has been recognized by the Department and approved by Council that a **newly created** permanent position is required, the position will be advertised indicating a complete list of requirements. The applicants will be short listed and interviewed by the selection hiring committee. A council resolution is required for hiring of the individual and the rate of pay will be determined by Council or the current Collective Agreement in effect.

### **Rate of Pay Provision**

For a full time position who is a member of the Canadian Union of Public Employees the rate of pay shall be established by the governing Collective Agreement. For a non union permanent position the rate of pay shall be subject to a pay grid as established and maintained by Council.

### **Selection/Hiring Committee**

When hiring a full time employee in a supervisory role, the committee will generally be comprised of the following;

**Administration** ~~Chief Administrative Officer/Treasurer or designate will act as a resource person in an advisory capacity.~~

Deleted: Clerk Treasurer/Administrator

**Manager** The Department Manager or designate will be on the committee involving hiring within their budget authorization.

**Council** At least one Councillor will be on the Committee.

**Interviews** Members appointed to the selection/hiring committee must be present for all interviews to be part of the final decision on any hiring within their department.

When hiring a full time employee not in a supervisory role, the committee will generally be comprised of the following;

**Administration** ~~Chief Administrative Officer/Treasurer or designate will act as a resource person in an advisory capacity.~~

Deleted: Clerk Treasurer/Administrator

<b>Manager</b>	The Department Manager or designate will be on the committee involving hiring within their budget authorization.
<b>Supervisor</b>	The Supervisor or designate responsible for the function in the department will be on the committee.
<b>Interviews</b>	Members appointed to the selection/hiring committee must be present for all interviews to be part of the final decision on any hiring within their department.

A questionnaire will be used by the selection/hiring committee based on criteria relating to the position in question and to afford the committee the legitimate right of employers to obtain the most qualified and suitable candidate for a particular position. A point system will be assigned to the questionnaire in order to aid in determining the most suitable candidate.

## **PART TIME**

### **Definition of Employment Status**

**Part Time** Employee who is scheduled to work less than 35 hours per week.

**Part Time/  
Permanent** Employee who is regularly scheduled to work on a continuous basis.

**Temporary/  
Casual** Employees who work the standard number of hours on a temporary basis as a replacement for full time employees or for work overload situations; or to perform specific assigned tasks

### **Procedure of Committee**

**Part Time/  
Temporary/  
Casual** Part time help may be required to replace full time employees who are on holidays or are off for an indefinite period of time. Hiring of temporary part time staff from the approved pool of employees is at the discretion of the Department Manager provided that funding is available.

A temporary part time/casual pool of employees may be established from where each Department may draw from if suitable and meets the needs of the department. The selection process of hiring must be adhered to and employees have completed the enrolment process.

An advertisement for temporary part time/casual pool positions indicating a complete list of requirements will be made as required.

The rate of pay for temporary part time/casual staff will be established by Council in a "rate of pay provision" policy or union contract.

### **Selection/Hiring Committee**

When hiring part time temporary or part time permanent, the committee will generally be comprised of the following;

**Administration** ~~Chief Administrative Officer/Treasurer or designate will act as a resource person in an advisory capacity when required.~~

**Deleted:** Clerk Treasurer/Administrator

**Manager** The Department Manager or designate within that department shall be on the committee.

- Supervisor**      The Supervisor or designate responsible for the function in the department will be on the committee.
- Interviews**      Members appointed to the selection/hiring committee must be present for all interviews to be part of the final decision on any hiring within their department.

A questionnaire will be used by the selection/hiring committee based on criteria relating to the applicant's ability to do the job in question and to afford the committee the legitimate right of employers to obtain the most qualified and suitable candidate for a particular position. A point system will be assigned to the questionnaire to determine the most suitable candidate.

## **SUBSIDY**

### **Definition of Employment Status**

Employees who are qualified by eligibility in a subsidized and sponsored program.

### **Procedure of Committee**

The Municipality from time to time qualifies for grants which are sponsored by the Federal and or Provincial Government. These employees are hired for specific projects which the Town is reimbursed by some means for wages and/or materials.

If required, referrals from the Canada Employment Centre or other agencies must be provided by the individuals. Hiring of grant personnel is at the discretion of the Selection Committee.

The rate of pay for grant staff shall be established by Council, or as directed by the sponsoring organization.

A Department Hiring Committee will be established to determine the most suitable candidate.

### **Selection/Hiring Committee**

When hiring employee who qualifies for a subsidy program for an interim time or seasonal, the committee will generally be comprised of the following;

**Administration** ~~Chief Administrative Officer/Treasurer or designate will act as a resource person in an advisory capacity.~~

Deleted: Clerk Treasurer/Administrator

**Manager** The Department Manager or designate within that department will be on the committee.

**Supervisor** The Supervisor or designate responsible for the function in the department will be on the committee.

**Interviews** Members appointed to the selection/hiring committee must be present for all interviews to be part of the final decision on any hiring within their department.

When hiring employee who qualifies for a subsidy program on a part time permanent or permanent basis; the selection/hiring committee may include at least one councillor.

A questionnaire will be used by the selection/hiring committee based on criteria relating to the applicant's ability to do the job in question and to afford the committee the legitimate right of employers to obtain the most qualified and suitable candidate for a particular position. A point system will be assigned to the questionnaire to determine the most suitable candidate.



## **STUDENT**

### **Definition of Employment Status**

Employees who are hired to perform work on a seasonal basis during specific time periods and for activities or projects which have been allocated within the current approved budget.

### **Procedure of Committee**

Each department is to establish a list of positions that must be filled to carry out the approved programs. Post all positions indicating a complete list of requirements for each position. List of positions will be posted at the Municipal Office, Canada Employment Office and Department offices. A deadline of April 15<sup>th</sup> will be used for most summer positions; however some positions may be filled prior to this date with the Chief Administrative Office/Treasurer approval. Applicants may indicate positions desired however, the Committee's selection will be final.

Deleted: Clerk Treasurer/Administrator's

- 1) Suitable candidates who have met the criteria and are University or College students will be given preference, then secondary.
- 2) Applicant must be returning to school and must show proof that they are a full time student and enrolled in a recognized post secondary institution in the forthcoming year.

Following the interview process, should there be more applicants qualified that have met the criteria for a particular program than required, the suitable candidates shall enter into a lottery system that will be conducted by the Hiring Committee.

Only successful students will be notified; the rate of pay for students shall be established by Council in the "rate of pay provision" policy.

### **Selection/Hiring Committee**

When hiring students, the committee will generally be comprised of the following;

<b>Manager</b>	The Department Manager or designate within that department may be on the committee.
<b>Supervisor</b>	The Supervisor or designate responsible for the function in the department shall be on the committee.
<b>Interviews</b>	Members appointed to the selection/hiring committee must be present for all interviews to be part of the final decision on any hiring within their department.

A questionnaire will be used by the selection/hiring committee based on criteria relating to the applicant's ability to do the job in question and to afford the committee the legitimate right of employers to obtain the most qualified and suitable candidate

for a particular position. A point system will be assigned to the questionnaire to determine the most suitable candidate.

## **VOLUNTEERS**

### **Definition of Employment Status**

**Volunteer Firefighter** Employees who are classified as Volunteer Firefighters.

**Volunteers** Individuals from time to time are used for specific projects.

### **Procedure of Committee**

**Volunteer** \_\_\_\_\_ In the case of volunteer firefighters, the position will be advertised **Firefighter** \_\_\_\_\_ indicating a complete list of requirements. The applicants will be short listed and interviewed by the selection committee.

Formatted: Indent: Left: 0", Hanging: 1"

Deleted:

Deleted: **Firefighters** complete list of requirements. The applicants will be short listed and interviewed by the selection committee.

**Volunteers** Where it has been recognized by a Department Manager, that volunteers are required to assist with special projects, it shall be at the discretion of the Department Manager to select the individuals.

### **Selection/Hiring Committee**

When hiring volunteer firefighters, the committee will generally be comprised of the following;

**Manager** The Department Manager or designate within that department will be on the committee.

**Supervisor** The Deputy Chief and one or two Captains will be on the committee.

**Interviews** Members appointed to the selection/hiring committee must be present for all interviews to be part of the final decision on any hiring within their department.

A questionnaire will be used by the selection/hiring committee based on criteria relating to the applicant's ability to do the job in question and to afford the committee the legitimate right of employers to obtain the most qualified and suitable candidate for a particular position. A point system will be assigned to the questionnaire to determine the most suitable candidate.

## BOARD AND COMMITTEE

### SELECTION/HIRING COMMITTEE

The Committee composition will vary depending on the definition of the employment status required and the Department or Departments, but will generally be comprised of the following:

#### **Committee**

#### **/Board Member**

In the case of committee or Board operating within a department, at least one committee member may be on the selection/hiring committee in the hiring of an employee in a supervisory role.

Formatted: Heading 8

Deleted: ¶  
Member

Formatted: Font: Not Bold

### **TERMS AND CONDITIONS OF EMPLOYMENT**

1. I shall be required to observe all the safety regulations of the Corporation.
2. That I am entitled to become and remain a member in good standing of any local union or association for which I would be eligible within the specified time as detailed in the union contract agreement and to pay the monthly dues.
3. That should I be appointed to permanent service and be eligible to participate, I will automatically become a member of the employer's pension plan.
4. I understand that I am only entitled to participate in the benefit program offered by the Employer if I am found to be eligible by the insurer. If the insurer denies my coverage I agree and accept that the Employer has no obligation to provide such benefits
5. That I shall not acquire seniority rights during the probationary period which will give me the opportunity to adjust to a new career and will also provide the Corporation with an opportunity to evaluate my adaptability in the new position.
6. That I shall be a probationary employee only for a period determined by either the Collective Agreement with the appropriate local union or association or by the Corporation.

**I hereby certify that the statements made by me in this application are true and complete to the best of my knowledge and belief and are made in good faith. I understand that if any of these statements are untrue, this application may be rejected or any appointment to a position rescinded.**

**In consideration of this application, I authorize the Corporation or any agency acting on their behalf to make whatever inquiries the Corporation deems necessary concerning my past employment.**

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

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

## **APPLICATION FOR EMPLOYMENT**

### **Employment Application**

A standardized application for employment shall be used by all Departments of the Town of Espanola, Form # H99-01336 and Form # H99-01419 for Volunteer Firefighters and shall form part of the policy.

### **Summer Employment Application**

A standardized application for summer employment shall be used by the Leisure Services, Library and Public Works Department, Form #H99-01335 and shall form part of the policy.

### **Board and Committee Application**

A standardized application for board and committee members shall be used to fill vacancies, Form # H99-01309 and shall form part of the policy.



**CORPORATE SERVICES COMMITTEE**

Moved By: M. Van Alstine

Date: September 10, 2019

Seconded By: K. Duplessis

Motion No.: 5

**Be It Resolved That: As Recommended by the Corporate Services Committee That:**

Staff negotiate an agreement with a transportation provider to provide relief driver services in the absence of the current employee.

CARRIED ✓ DEFEATED \_\_\_\_\_  
DEFERRED \_\_\_\_\_

Bill Foster  
Chair

**RECORDED VOTE  
INTEREST**

For      Against

Mayor J. Beer	_____	_____
B. Foster	_____	_____
K. Duplessis	_____	_____
M. Van Alstine	_____	_____

**DECLARATION OF PECUNIARY**

Mayor J. Beer	_____
B. Foster	_____
K. Duplessis	_____
M. Van Alstine	_____

AGENDA #C.5

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

<b>DEPARTMENT:</b> Administration	<b>DATE:</b> August 28, 2019
-----------------------------------	------------------------------

<b>ITEM:</b> Care Van Service
-------------------------------

<b>RECOMMENDATION:</b> Be It Resolved That: As Recommended by the Corporate Services Committee That: Staff negotiate an agreement with a transportation provider to provide relief driver services in the absence of the current employee.
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>BACKGROUND:</b> Staff is looking at options to fill the casual / relief care van driver position which is proving to move more challenging than ever.
----------------------------------------------------------------------------------------------------------------------------------------------------------

<p><b>ANALYSIS:</b> The Care Van service has evolved over the years in order to meet the needs of the community and riders. For some years there was only one driver and the when she took time off the bus was taken out of service. As the service grew and the hours increased, we hired a casual back up driver to fill in when the permanent driver was absent. It became increasingly difficult to retain this casual position as they moved on to other more permanent employment. Once again with increasing demand we changed the service to include one permanent part-time driver 4 days a week and one, 1 day a week. This ensured there was always coverage.</p> <p>In 2018 our new bus went in to service; one driver retired at the end of the year and the other moved on to more permanent employment in the fall. It was very challenging to find replacements; the position requires an 'F' Class driver's licence which we provide training for if a suitable candidate does not have it, it is not full-time employment and can be physically and mentally demanding. We were successful in hiring a permanent part-time driver and she is working out very well at 30 hours over a 5 day week. However, finding a suitable relief driver has been somewhat difficult.</p> <p>Staff would like to look in to and possibly negotiate an agreement with a transportation company to provide a relief driver when required. There are a couple possibilities in this area, ie. Leuschen Brothers out of Sudbury that currently provide the Handi-Transit service to the Greater City of Sudbury, the school bus service in the City has expressed an interest and Staff could approach Veterans Transportation locally. As mentioned above our Care Van requires an 'F' Class licence; a school bus license and handi-transit bus license would be suitable. The other option is to take the bus off the roads on the days our current driver is unable to work. ie. Sickness, vacation etc.</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>EXISTING POLICY:</b> Council Resolution
--------------------------------------------

<b>STRATEGIC GOAL:</b> Excellence in Government / Safe and Healthy Community
------------------------------------------------------------------------------



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

<b>FINANCIAL COMMITMENT:</b>
------------------------------

<b>BUDGETED:</b> Unsure how it would affect budget.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
-----------------------------------------------------	-----	--------------------------	----	-------------------------------------	--------------------------

<b>IMPLEMENTATION:</b> Clerk's Office
---------------------------------------

**Prepared By:** Paula Roque

**CAO / Treasurer:** \_\_\_\_\_

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

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



**THE CORPORATION OF THE TOWN OF ESPANOLA**

**BYLAW NO. 2938/19**

**Being a bylaw of the Town of Espanola to Adopt  
the Minutes of Council for the Term Commencing  
December 1<sup>st</sup>, 2018, 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>, 2018, held on: September 10, 2019 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 September 2019.

---

J. Beer  
Mayor

---

P. Roque  
Clerk



REGULAR MEETING OF COUNCIL

NOTICE OF MOTION

Moved By: M Van Alstine Date: July 9, 2019

Seconded By: Ray Dufour Motion No. 19-159

BE IT RESOLVED THAT: <sup>RD</sup> ~~That~~ The service agreement with the  
outgoing municipality Be Terminated and  
a new agreement be negotiated Pending the  
hiring Temporary or full-time Building Inspector  
& Furthermore committee Services review the Building  
Permit and if they can Be streamlined line and reduce  
unnecessary permits

CARRIED ☒ DEFEATED ☐

DEFERRED ☐

J. Beer  
Chair

**RECORDED VOTE**

	For	Against
Mayor J. Beer	<input type="checkbox"/>	<input type="checkbox"/>
R. Dufour	<input type="checkbox"/>	<input type="checkbox"/>
K. Duplessis	<input type="checkbox"/>	<input type="checkbox"/>
B. Foster	<input type="checkbox"/>	<input type="checkbox"/>
S. Hayden	<input type="checkbox"/>	<input type="checkbox"/>
H. Malott	<input type="checkbox"/>	<input type="checkbox"/>
M. Van Alstine	<input type="checkbox"/>	<input type="checkbox"/>

**DECLARATION OF  
PECUNIARY INTEREST**

Mayor J. Beer	<input type="checkbox"/>
R. Dufour	<input type="checkbox"/>
K. Duplessis	<input type="checkbox"/>
B. Foster	<input type="checkbox"/>
S. Hayden	<input type="checkbox"/>
H. Malott	<input type="checkbox"/>
M. Van Alstine	<input type="checkbox"/>

AGENDA#



**REGULAR MEETING OF COUNCIL**

Moved By: M. Van Alstine Date: July 9, 2019

Seconded By: R. Dufour Motion No. 19-160

BE IT RESOLVED THAT: *The service agreement with the outlying municipalities be terminated and a new agreement be negotiated pending the hiring of a temporary or full-time Building inspector. & Furthermore the Committee Service review the Building permit to streamline and reduce the unnecessary permits*

CARRIED ☒ DEFEATED ☐

DEFERRED ☐

J. Beer  
Chair

**RECORDED VOTE**

	For	Against
Mayor J. Beer	_____	_____
R. Dufour	_____	_____
K. Duplessis	_____	_____
B. Foster	_____	_____
S. Hayden	_____	_____
H. Malott	_____	_____
M. Van Alstine	_____	_____

**DECLARATION OF  
PECUNIARY INTEREST**

Mayor J. Beer	_____
R. Dufour	_____
K. Duplessis	_____
B. Foster	_____
S. Hayden	_____
H. Malott	_____
M. Van Alstine	_____

AGENDA

**The Corporation of the Town of Espanola**

**Bylaw No. 2937/19**

**Being a Bylaw of the Town of Espanola  
to Appoint a Building Inspector and Property Standards Officer**

**WHEREAS** the Building Code Act, S.O., 1992, Chapter 23, provides that each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the purpose of enforcement of the Act;

**AND WHEREAS** the Council of the Corporation of the Town of Espanola deems it desirable to appoint Marc Leclair as a Building Inspector and Property Standards Officer for the purposes of the enforcement of the Building Code Act and Property Standards Bylaw in the Town of Espanola.

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

1. Marc Leclair is appointed as Building Inspector under the Building Code Act, S.O. 1992 C.23, for the Corporation of the Town of Espanola.
2. Marc Leclair is appointed as Property Standards Officer for the Corporation of the Town of Espanola.
3. That the Building Inspector shall be responsible to the Chief Building Official and perform all duties assigned by the Chief Building Official in accordance with the provisions of the Building Code Act

**Read a first, second and third time and passed in open Council on this 10<sup>th</sup> day of September 2019.**

---

**Jill Beer**  
**Mayor**

---

**Paula Roque**  
**Clerk**

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

# DEPARTMENTAL REPORT

<b>DEPARTMENT: Public Works</b>	<b>MONTH: July 2019</b>
---------------------------------	-------------------------

## **TRANSPORTATION:**

- Public Works continued with regular maintenance of town streets and back roads including road maintenance, line painting, ditching, brushing & tree cutting, patching, sweeping, grading, sign repairs, grass cutting and garbage/debris pick-up.
- Calcium was applied to unpaved roads and laneways July 3-5, 2019.
- Prepared and re-sealed sand dome concrete wall.
- Began gravelling and grading Bass Lake Road in preparation for hard surfacing.
- Patched Centre St. at North entrance and Gray St. by outside contractor.

## **EQUIPMENT:**

- #13 Tri-axle Truck is still down from February 4<sup>th</sup>. PWD mechanics will attempt further electrical troubleshooting when time permits this summer.
- #3 Grader is still down from April 9, 2019. Parts are received. This grader is predominately a snow plow. Mechanics will repair when time permits this summer.
- #5 Plow/Water/Dump Truck is down for a transmission rebuild.
- The Assistant Manager, Pipefitter and Lead Mechanic went to Innisfil to view a used vactor.

## **ENVIRONMENTAL:**

- Six blue boxes were issued during the month of July 2019.

## **BEAUTIFICATION:**

- Watered and weeded flowers.

## **CEMETERY:**

- Continued with burials & monument layouts.

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

- Repaired and maintained fields
- Men's Softball hosted a Mid-Summer Classic Tournament on July 20,

2019.

- Minor Soccer held their wind-up for the younger group on July 27, 2019.
- Assisted with installation of floaty at Clear Lake Beach.

**WATER & SEWER:**

- There was a voluntary water restriction from July 10<sup>th</sup> to 17<sup>th</sup>, 2019 to conserve water.
- Flushed the trunk main on July 17<sup>th</sup>, 2019. There were a few dirty water complaints as a result.
- There were two complaints of sanitary sewer backups. The homeowners were advised to contact plumbers as the blockages were in the services.
- Flushed sanitary sewers.
- Repaired catch basins.

**INTER DEPARTMENTAL:**

- Maintained vehicles and equipment for other departments.
- Installed flag pole for the Fire Hall.
- Changed Town entrance signs to "Farmer's Market".
- Assisted Espanola Hydro with pole excavation at cost recovery.

**COMPLAINTS/COMPLIMENTS:**

- There was one complaint regarding drainage issues on Mead Blvd.

**EMPLOYEE STATUS:**

- The Public Works employee that was off on short term disability has returned to work on July 25, 2019.
- An employee received training on the gas monitor.
- Two summer students resigned. Unable to find replacements from the summer student applications.

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

<b>DEPARTMENT: Public Works</b>	<b>MONTH: August 2019</b>
---------------------------------	---------------------------

## PROJECT STATUS:

- **Bio-Solids:** Funding announcements are expected November or December 2019.
- **Asset Management:** On track to complete 1/3 of PCI indexes for roads to update asset management plan.
- **Hwy 6/Centre St.:** Project complete. Minor deficiencies remain. 2 year warranty period is underway. Deficiencies to be repaired by November.
- **IRP Phase 2A:** Project is substantially complete. Some larger asphalt deficiencies and other smaller deficiencies remain. 2 year warranty period is underway. Deficiencies to be repaired by November.

## TRANSPORTATION:

- Public Works continued with regular maintenance of town streets and back roads including line painting, ditching, brushing & tree cutting, patching, shouldering, sweeping, grading, sign repairs, culvert repairs, grass cutting and garbage/debris pick-up.
- Completed sand dome repairs.
- Hard surfacing of Bass Lake Road completed.
- Received winter sand.
- A curb butting contractor worked in Town to cut a driveway curb, sidewalk discontinuity and repair plow damages on Hwy 6/Centre St.
- Large asphalt patches were performed by PWD and outside contractor.
- Assistant Manager met with Transport Canada regarding sightlines at rail crossings.

## EQUIPMENT:

- #13 Tri-axle Truck is still down from February 4<sup>th</sup>. An electrical specialist was contracted to further troubleshoot the electrical issues and he could not pin-point the issue.
- #3 Grader was down from April 9, 2019 and was repaired on August 29, 2019.
- #5 Plow/Water/Dump Truck was down for a transmission seal



replacement and was repaired on August 26, 2019.

**ENVIRONMENTAL:**

- Six blue boxes were issued during the month of August 2019.

**BEAUTIFICATION:**

- Watered and weeded flowers.
- Pruned trees.
- Lawn repairs on Algoma St.
- Replaced banners on Barber St.

**CEMETERY:**

- Continued with burials & monument layouts.
- Three monuments were damaged by a vehicle. Vehicle operator is working with the families to perform the required repairs or replacements.

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

- Repaired and maintained fields
- The Mixed Slo-Pitch Tournament was held on August 9-11, 2019.
- The Men's and Ladies' Wind-Up was held on August 16 & 17, 2019.
- Minor Soccer completed their season for the older age group on August 27, 2019.
- Set up for outdoor movie on August 15, 2019.
- Installed no smoking/no vaping signs at outdoor rink.
- Repaired playgrounds.

**WATER & SEWER:**

- One resident requested iron remover.
- There was one complaint of low water pressure. Investigated and found to be internal plumbing.
- Prepared for fall flushing and swabbing programs.
- Trouble shooting fire hall low water pressure.
- A pool fill up caused a disturbance and brown water complaints. The area was flushed.
- Completed two sewer camera inspections at cost recovery.
- Repaired catch basins.

**INTER DEPARTMENTAL:**

- Maintained vehicles and equipment for other departments.

**CROSSING GUARDS:**

- Held crossing guard meeting on August 27, 2019 prior to school starting.
- Delivered crossing guard flyers to primary schools.

**COMPLAINTS/COMPLIMENTS:**

- There was a compliment in regards to the layout and maintenance of the Clear Lake Beach.

**EMPLOYEE STATUS:**

- The remaining summer students completed their employment on August 16 (2), 23 (3) & 30 (1), 2019.

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: July2019
------------------------------	-----------------

## Project Status:

### **Building**

- All project work completed ie. painting & repairs

### **Arena**

- In preparation of starting the ice plant for August 1<sup>st</sup> all preventative maintenance was done on compressors
- A brine analysis was done to ensure the PH balance
- Indoor Pickle Ball lines were removed by volunteers and staff

### **Pool**

- Annual Pool maintenance to include valve replacement & painting
- Replaced 24 bag filters & made repairs to filter leafs
- Planning for August & Fall schedules ongoing
- Pool re-opened July 31<sup>st</sup> with 49 grateful users

### **Clear Lake Beach Supervision**

- Calvary Baptist Church came on board as a community partner to offer kids programming "Crazy About Bugs" each Wed 1-2pm
- The "Neptune" blow up water feature was used almost daily in good weather & proved a big hit with the kids
- A family sent the Town a letter of thanks regarding the accessible matting which was shared on our face book page (See attached letter) corresponding comments can be read on our face book page) The post went viral with a reach of 189,774 an engagement of 71,055, 243 comments and 1,655 shares. Never in the history of our face book has a post attracted this much positive engagement. As a result, other municipalities have called to ask out our accessible matting and CTV has asked to set up an interview. The engagement of this post highlights that the importance of accessibility, belonging & inclusion
- A family from Germany, a family from Southern Ontario and one from Timmins each enroute to Manitoulin Island saw the set up at Clear Lake Beach and decided to stay the night in Espanola as a result (reported to the Lifeguards)
- Average participants from 12 -4pm was 75
- No beach closures this year from Public Health Sudbury & Districts as a result of ecoli and algae but we did receive some complaints of swimmers itch, of which we have no control over

### **Special Events**

- 150 cycle tourists arrived in Espanola for an overnight stay on July 31<sup>st</sup>

110 camped in our soccer field and the remainder stayed at the Pinewood Motor Hotel

- Organizers & cyclists were impressed with our facility & hosting (see letter of thanks from the Tour organizers attached)
- 11 community volunteers supported the event
- Leisure Services staff & Town Clerk volunteered their time to prepare a breakfast for the cyclers

### **Programs**

- Assisted in the promotion of Canada Day schedule & events
- Ongoing work to ready for Cycle Event, Outdoor Movie, Volunteer Appreciation & Pumpkin Festival
- Our Children Our Future offered a free Zumbini class which attracted a dozen participants
- The Gym Zone held a successful one week gymnastic camps & plans to return next summer for a two week program
- Met with Jumpstart to discuss opportunities for program & accessibility funding
- Pickle Ball continues to thrive both outdoors at Tennis Courts & indoors in the arena. Press release and photo op of pickle ball players with Northern Credit Union as a sponsor was set up & promoted

### **Promotions**

- Face book, LED, community Channel, radio and print promotions and social media posts all ongoing for Summer Programs, Camps & Events, Playground Survey, Cycle Event, Summer schedule

### **Recreation Master Plan**

- Meeting of Recreation & Culture Advisory Committee postponed until August to amass survey results from Playground Survey

### **Complaints / Compliments:**

- 243 compliments related to Clear Lake Beach & accessible matting on social media (see Town face book page for comments)
- Multiple compliments from cyclists on facility & customer service
- a concern at Clear Lake Beach about a cement block with anchor under water
- multiple gym patrons complain that gym is too hot
- renter of pool side auditorium complained the room is too hot
- compliment on Care of Clear Lake Beach (see attached)

### **Employee Status:**

- full-time lifeguard gave notice of resignation
- 6 casual life-guards found alternate employment & as a result we are not able to open on Saturdays in August as we did last year due to insufficient staffing available

### **Visitors:**

JULY 2019

**DROP INS**

Aquafit	0
Fitness Centre	63
Squash	4

JULY 2018

**DROP INS**

Aquafit	0
Fitness Centre	69
Squash	0

<b>TOTAL</b>	<b>67</b>	<b>TOTAL</b>	<b>69</b>
Memberships - RESIDENT		Memberships - RESIDENT	
Aquafit	0	Aquafit	2
Bronze <b>Pool</b>	2	Bronze <b>Pool</b>	1
<b>Fitness</b>	744	<b>Fitness</b>	819
<b>Squash</b>	0	<b>Squash</b>	2
Silver	15	Silver	13
Gold	0	Gold	0
Pool Pass	1	Pool Pass	3
Private Swim Lessons	1	Private Swim Lessons	0
<b>TOTAL</b>	<b>763</b>	<b>TOTAL</b>	<b>840</b>
Memberships - NON RESIDENT		Memberships - NON RESIDENT	
Aquafit	0	Aquafit	3
Bronze <b>Pool</b>	1	Bronze <b>Pool</b>	2
<b>Fitness</b>	143	<b>Fitness</b>	227
<b>Squash</b>	0	<b>Squash</b>	0
Silver	0	Silver	21
Gold	0	Gold	0
Pool Pass	1	Pool Pass	1
Private Swim Lessons	0	Private Swim Lessons	1
<b>TOTAL</b>	<b>145</b>	<b>TOTAL</b>	<b>255</b>
CLEAR LAKE BEACH ATTENDANCE			
JULY	1426		
DAILY AVERAGE	75		
Pool Attendance July 31		49	

Department Manager: Joel Yusko

Submitted on: Aug 8, 2019

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

# DEPARTMENTAL REPORT

DEPARTMENT: Leisure Services	MONTH: August, 2019
------------------------------	---------------------

## Project Status:

### **Building**

- Heat exchanger in lap pool needs replacement
- Removed some weights from gym and auditorium to mitigate the problem of weights and kettle bells not picked up and put away

### **Pool**

- Attracted 20 children for group swim lessons so we were able to offer two sessions. Last year we only had enough participants to hold one session
- Recommended temperature of pool is 77-82 degrees/average pool temperature for August was 70 degrees
- Secured commitment of instructors for fall swim lessons
- Planning for fall & winter aquatic programs
- Our pool participant numbers show a drop compared to August of 2018 of 250 – please note, that last August the pool was open on Saturdays reflecting 4 additional days of participants. We were unable to open the pool on Saturdays this year due to a lack of available casual employees.
- Reached out to youth who have previously taken swim lessons to recruit for Lifeguard Training
- A Summer Camp program from Elliot Lake visited our pool as part of their summer program
- The Espanola Library Summer Reading Program rented the pool as part of their end of summer programming

### **Arena**

- Opened arena on the 19<sup>th</sup> for private rentals and Kelly Babstock Hockey School
- Opened arena on the 21<sup>st</sup> to the public for skates, shinny, tots & 55+, figure-eighters and general rentals/ offered all ice programs for a toonie to begin the season
- New for our arena was the Painting of ringette markings on the ice with the intent of actively pursuing ringette rentals and program development
- The Express hosted a two-day Try Out Camp
- The Express held an exhibition

### **Events/Programs**

- Hosted 150 touring cyclists to breakfast as part of the launch of the Lake Huron North Channel expansion of the Great Lakes Waterfront Trail . Volunteers from the Family Health Team, Public Health Sudbury & District, the Recreation & Culture Advisory Committee, the CAO of Baldwin Township, Clerk Town of Espanola & Leisure Services staff united to prepare and serve the breakfast for which the department was

provided compensation from the tour organizers. A number of businesses were solicited for feedback on whether they experienced increased business during the cycle tour. To date, only one local restaurant has reported back with a 25% increase in business as a result of the visiting cyclists.

- Volunteers hosted the Annual Mixed Slo-Pitch Tournament attracting 35 teams in total with 24 of those teams coming from out of town
- Hosted the Giant Outdoor Movie which attracted approximately 200 participants
- This was the first summer we offered the movie free to adults – staff anticipated this would increase the number of participants but the participant count reflected the average count as other years
- The Outdoor Movie event was sponsored by Eastlink, and supported by TD Canada Trust, QPC & OCOF. Public Health Sudbury & District hosted a free skate exchange before the movie. All event sponsors/supporters were enthusiastic about the event and have expressed interest to be a continued part of the event in 2019
- A weekly mental health workshop was held through an outside agency
- Our Children Our Future hosted a weekly Free Zumbini Class
- Library hosted a Magic Show in the poolside auditorium/attendance 75
- Noojmowin Teg Health Centre hosted a Family Beach Day at Clear Lake
- Science North held a Summer Camp with 17 in attendance
- Espanola Minor Hockey held their hockey registration in the lobby
- Seeking commitment of outside instructors for fall program schedule
- Program planning and scheduling for fall & winter
- Ongoing work to prepare for Volunteer Appreciation event & Pumpkin Festival
- Seeking skill development opportunities for Ringette

### **Promotions**

- Promoted fall swim lessons & lifeguard training with ads in both papers and on Moose FM
- Promoted Magic Show on Outdoor Movie Screen pre-movie
- Promoted pumpkin festival events for children at Outdoor Movie – handed out event schedules directly to visiting parents
- Promoted Cycle Event on social media, LED & Community Channel
- Promoted Outdoor Movie with ads in papers/spots on Moose FM, social media, LED, Community Channel
- Promoted opening of ice season on radio – and direct contact with previous users
- Note: despite the circulation of a colour gloss brochure to Espanola and Massey grade schools in June we did not see an increase in participation numbers for July & Aug to camps and events with the exception of the August Swim Lesson enrolment
- Promoted fall programs on face book ie adult swim lessons, fall classes
- Ongoing content management for face book

### **Recreation Master Plan**

- Recreation & Culture Advisory Committee met to discuss the results of the Playground Survey – recommendations to Council will follow the next meeting in September

### **Complaints / Compliments:**

- Multiple compliments from cycle tourists & tour organizers on the cleanliness & layout of the facility & field, cleanliness of building, hospitality of staff and community & program opportunities for their overnight stay
- Multiple complaints that the poolside fitness area is too hot
- Multiple complaints that gym users are leaving weights and kettle bells scattered on the floors

- Concern from patron that the location of the kettle bells and weights may result in a back injury when trying to access
- Complaint that small weights were removed
- Complaints that the auditorium is short on 12, 15 and 20 pound weights – request they be returned
- Complaint that the leg hack machine is too close to the wall for safe loading of weights

### Employee Status:

- Lost 3 casual lifeguards all going away to post education and we were unable to find certified replacements in our community and catchment
- Lost casual facility employee who left for full-time work

### Visitors:

#### AUGUST 2019

DROP INS	
Fitness Centre	76
Skates	159
<b>TOTAL</b>	<b>443</b>

Memberships - RESIDENT	
Aquafit	33
Bronze <b>Pool</b>	34
<b>Fitness</b>	699
<b>Squash</b>	0
Silver	0
Gold	16
Pool Pass	30
Private Swim Lessons	2
<b>TOTAL</b>	<b>814</b>

Memberships - NON RESIDENT	
Aquafit	26
Bronze <b>Pool</b>	14
<b>Fitness</b>	112
<b>Squash</b>	0
Silver	0
Gold	0
Pool Pass	10
Private Swim Lessons	2
<b>TOTAL</b>	<b>164</b>

Pool Attendance for the month **589**

NOTE: Pool shutdown Saturday throughout the month

#### AUGUST 2018

DROP INS	
Fitness Centre	76
Skates/Shinny	86
<b>TOTAL</b>	<b>527</b>

Memberships - RESIDENT	
Aquafit	40
Bronze <b>Pool</b>	70
<b>Fitness</b>	794
<b>Squash</b>	5
Silver	10
Gold	3
Pool Pass	35
Private Swim Lessons	3
<b>TOTAL</b>	<b>960</b>

Memberships - NON RESIDENT	
Aquafit	53
Bronze <b>Pool</b>	16
<b>Fitness</b>	173
<b>Squash</b>	1
Silver	36
Gold	0
Pool Pass	4
Private Swim Lessons	4
<b>TOTAL</b>	<b>287</b>

Pool attendance for the month **839**



<b>Memberships Purchased</b>		<b>Memberships Purchased</b>	
Bronze	37	Bronze	58
Silver	1	Silver	3
Gold	1	Gold	1
	<b>39</b>		<b>62</b>

Department Manager:

Submitted on:

Department: Economic Development	Form Number: A99-01371
Subject: Departmental Report	Effective Date: 02/12/19
Policy No:	Revision Date:
Bylaw No:	Version #: 1

# DEPARTMENTAL REPORT

DEPARTMENT: Economic Development MONTH: July 2019

## **Funding Opportunities**

- Assisting community organization with stage 2 funding application for capital project/ongoing

## **Community Improvement Plan**

- Received inquiry from new business but no application as a result

## **Economic Development Corporation**

- Awaiting reply from lawyer

## **Business Development**

- Attended meeting of partners for the Rural & Northern Immigration Pilot Program hosted by Greater City of Sudbury
- Request fulfilled for 5 more Welcome Bags
- Assisted two businesses with backup information to support their business plans for funding assistance
- Provided referrals and resources to a new business start up in the creative sector
- Met with new Training Consultant for Cambrian College Business & Employment
- Provided referral for staff training and development to local business
- Responded to a request to provide a local business with resources & information to support their recruitment initiatives
- Assisted a newcomer to Espanola with regional resources for employment in a highly specialized field

## **Promotions**

- Filled out a cycle tourism community assessment provided by Tourism Excellence North
- Town folio data profiles added to our website

## **Other**

- Attended meeting regarding a Regional Economic Development Officer Position which would be 90% funded by FedNor

Department: Economic Development	Form Number: A99-01371
Subject: Departmental Report	Effective Date: 02/12/19
Policy No:	Revision Date:
Bylaw No:	Version #: 1

# DEPARTMENTAL REPORT

DEPARTMENT: Economic Development MONTH: August 2019

## **Funding Opportunities**

- Assisting community organization with stage 2 funding application for capital project/ongoing
- Review of Rural Economic Development Funding Opportunity
- Discussions with Jumpstart to assist with Community Development initiatives

## **Community Improvement Plan**

- Received 1 inquiry from new business but no application as a result
- Closed one successful CIP application

## **Economic Development Corporation**

- Reviewed Application for Incorporation from lawyer & made revision suggestions
- Sought information from other similar sized Northern Municipalities on EDC accounting structures

## **Business Development**

- Business consultation meeting to support development of private business
- Sought out succession planning resources to support local business
- Follow-up meeting with new Training Consultant for Cambrian College Business & Employment
- Provided referral for staff training and development to local business
- Met with a new resident wanting to start businesses and provided resource direction

## **Promotions**

- Promoted business registry through Facebook
- Promoted Lambac's succession planning video to business community through Facebook
- Inquiry on design of winter banners & scheduling of printing

## **Other**

- Attended meeting with Workforce Planning
- Follow up meeting with Tourism Excellence North
- Photo share on Facebook of downtown businesses which invest in nice gardens and flowers
- Review of RFP for website

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

<b>DEPARTMENT:</b> FIRE DEPARTMENT	<b>MONTH:</b> July 2019
------------------------------------	-------------------------

## **Inspection Orders Completed:**

- 2 – Follow-up Inspection

## **Inter-Departmental:**

- Flag pole set-up with Public Works Dept

## **Fire Hall Construction Progress:**

- Organizing and setting up fire hall to be functional continues
- Phone lines still need to be connected to Town system
- Grand opening and open house held at new Fire Hall
- \* Problems with water supply to new hall

## **Fire Prevention:**

- Fire safety inspection conducted at 331 Avery Drive
- Fire safety inspection conducted at 1232 Sandy Lane

## **Other:**

### **The Fire Chief:**

- continues with fire scene investigation
- met with representatives from OPP & the Ontario Fire Marshal's office
- prepares for open house

## **Emergency Operations Centre (EOC)**

- \* Storage locker that was being used to store the Emergency Operation Centre's equipment now all moved into new hall

## **Equipment**

- \* Truck 9110 pumper/tanker out of service to have transfer case rebuilt in Sudbury

## **Fire Permits Issued: 0**

## **DEPT. CALLS:**

### **Number of Calls: July 2019 -- 6**

Fires: 1  
Vehicle Fires: 1  
Vehicle Collisions: 2  
False Alarms: 2

**TOTAL CALLS TO DATE: 58**

### **Number of Calls: July 2018 --12**

Fires: 2  
Vehicle Collisions: 2  
False Alarms: 2  
Water Rescue: 1  
Natural Gas Leak/No Leak: 1  
CO Calls (No CO): 2  
Open Air Burning/Unauthorized Burning: 2

**TOTAL CALLS TO DATE: 53**

**FIREFIGHTER TRAINING/PRACTICE – July**

F/F Weekly Training – Hours for the Month: - Practices for July -	0 Hours (no practices in July)
F/F <b>Extra</b> for the Month: Not during regular weekly practice	38.5 Hours (organizing and setting up for f/hall grand opening)
Total Hours for the Month:	<b><u>38.5 Hours</u></b>
Training Topics:	
Number of Firefighters in attendance at weekly training:	

**Employee Status:****Visitors: 85**Department Manager: M. PichorSubmitted on: Aug 8, 2019

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

# STAFF REPORT

**DEPARTMENT:** Administration

**DATE:** September 13, 2019

**ITEM:** Road Closure

**RECOMMENDATION:** Be It Resolved That: Council authorizes:

A temporary road closure to vehicular traffic on Spruce St from Mead Blvd to Park St with the exception of emergency vehicles on Saturday, October 19th, 2019 between the hours of 8:00 am and 5:00 pm to accommodate a free exhibit; a Holodomor Mobile Classroom and Farmer's Market as part of the Annual Fibre Festival which is taking place at the Espanola High School.

**BACKGROUND:** As part of the Annual Fibre Arts Festival the Holdomor Mobile Classroom will be arriving in our community. This National awareness tour takes place on a "greyhound" like bus that informs visitors about this largely unknown Ukraine genocide that happened during the 1930's. For more information on this tour please visit: <https://holodomortour.ca/for-communities/>. The Exhibit requires a designated parking area of approximately 1,000 sq. ft. (20' x 50'), which includes a safety perimeter. In addition, the Farmer's Market is being relocated from the QPC parking lot in front of the Espanola High School on October 19<sup>th</sup>. The organizers are requesting a temporary road closure to accommodate the exhibit and vendors for the Market.

**ANALYSIS:** Mead Blvd and Park St will not be affected or blocked by this closure nor will the main entrance of the High School. A notice was mailed to residents on the West side of Park St and Mead Blvd, published in the Monitor and posted on the Town's website. As of the date of this Staff report, not comments were received. This request was circulated to municipal departments for comments.

PWD can provide barriers

Leisure Svs: Staff reviewed alternative solutions to locate the Holodomor Mobile Bus to avoid closing a small portion of Spruce St however due to the size of the bus when set up and the location of the main entrance to the High School where most of the Fibre Festival events are being held, organizers did not feel there were alternatives.

Fire: No Issues

OPP: Circulated the notice to OPP but haven't received any comments.

**EXISTING POLICY:** Council Resolution

**STRATEGIC GOAL:** Safe and Healthy Community

**FINANCIAL COMMITMENT:** \$0

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

<b>BUDGETED:</b>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	X	<input type="checkbox"/>
------------------	-----	--------------------------	----	-------------------------------------	---	--------------------------

<b>IMPLEMENTATION:</b> Council
--------------------------------

**Prepared By:** Paula Roque

**CAO / Treasurer:** \_\_\_\_\_

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

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

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

<b>DEPARTMENT:</b> Administration	<b>DATE:</b> September 13, 2019
-----------------------------------	---------------------------------

<b>ITEM:</b> Camp Quality
---------------------------

<b>RECOMMENDATION:</b> Be It Resolved That: An exemption to the Bylaw 1966/07 Setting off Fireworks and Bylaw 1189/96 Noise Control Regulations be granted for the Camp Quality Reunion on Saturday, October 5, 2019 to allow the Espanola Fire Department to set off fireworks on the Track and Field.
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

<b>ANALYSIS:</b> Request was circulated to Fire, PWD and Leisure Services; there were no concerns. The Fire Chief has advised that in the event of a fire ban the planned fireworks would need to be cancelled. The bylaw exemption will be printed in the monitor as well as posted on the Town's website.
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>EXISTING POLICY:</b> Bylaw Exemption
-----------------------------------------

<b>STRATEGIC GOAL:</b> Safe and Healthy Community
---------------------------------------------------

<b>FINANCIAL COMMITMENT:</b> \$0
----------------------------------

<b>BUDGETED:</b> NA	Yes		No	
---------------------	-----	--	----	--

<b>IMPLEMENTATION:</b> All Departments
----------------------------------------

**Prepared By:** Traci Denault-Roque

**CAO / Treasurer:** \_\_\_\_\_

**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

<b>DEPARTMENT:</b> Administration	<b>DATE:</b> September 12, 2019
-----------------------------------	---------------------------------

<b>ITEM:</b> Site Plan Control Agreement
------------------------------------------

<b>RECOMMENDATION:</b> Be It Resolved That: The Site Plan Control Agreement between the Corporation of the Town of Espanola and CT REIT LIMITED PARTNERSHIP owner the property at 801 Centre Street be accepted and a Bylaw be prepared to adopt the agreement.
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p><b>BACKGROUND:</b> A Site Plan Control Agreement is an agreement registered on title, at the Land Registry Office, that describes the manner in which a property must be developed. It contains plan(s) illustrating the proposed development, terms of the agreement and usually includes financial guarantees to ensure compliance with the agreement.</p> <p>The principal goals of Site Plan Control are: to maintain the integrity of municipal assets and safety for local residents as well as to improve the image and aesthetic appearance of the municipality.</p> <p><b>Site Features</b></p> <ul style="list-style-type: none"> <li>• location of building, dimensions</li> <li>• location of vehicular entry and exit points to and from the property, directional signage, signage advising of queuing restrictions</li> <li>• public roadways, entrances, internal queuing area, exit</li> <li>• proposed and existing location, elevation, size, grade and type of sanitary and storm sewers and water lines</li> <li>• existing and final elevations and/or contours together with surface drainage system</li> <li>• method of snow removal, garbage collection and screening</li> <li>• area and security lighting</li> </ul>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p><b>ANALYSIS:</b> The Site Plan Agreement Application was circulated to Department Managers for comment. Staff worked with Agent for the Owner and the Town's Planning Consultant to ensure design and drawings meet municipal requirements and applicable land use planning regulations.</p> <p>A Zoning Bylaw Amendment Application was approved in May to provide for reduced parking on the property and a permanent garden centre should the property owner decide to construct one in the future.</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>EXISTING POLICY:</b> Official Plan, Zoning Bylaw, Municipal Infrastructure Standards
-----------------------------------------------------------------------------------------

<b>STRATEGIC GOAL:</b> Excellence in Government Safe and Healthy Community
-------------------------------------------------------------------------------

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

**FINANCIAL COMMITMENT:** \$0

**BUDGETED:** NA Yes ☐ No ☐

**IMPLEMENTATION:** Clerk's Office

**Prepared By:** Paula Roque

**CAO / Treasurer:** Cynthia Townsend

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

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



## SITE PLAN AGREEMENT

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

BETWEEN:

**CT REIT LIMITED PARTNERSHIP**  
Hereinafter called the "Owner"

**OF THE FIRST PART**

- and -

**THE CORPORATION OF  
THE TOWN OF ESPANOLA**

Hereinafter called the "Town"

**OF THE SECOND PART**

**WHEREAS** the Owner is the owner of the lands and premises described in Schedule "A" of this Agreement;

**AND WHEREAS** the Owner and the Town have agreed to certain matters hereinafter expressed relating to the planning and development of the said lands pursuant to the Town's Site Plan Control Bylaw and in accordance with Section 41 of the Planning Act, R.S.O. 1990, as amended.

**THIS AGREEMENT WITNESSETH** that the parties hereto agree to the following terms and conditions:

**1. In this Agreement:**

**"ACCEPTANCE"** means the date on which the Town accepts that all works and obligations which are constructed, installed, supplied or performed by the Owner pursuant to this Agreement and further referred to in this Agreement;

**"AGREEMENT"** means this Agreement and the Schedules which shall be deemed to be covenants as though specifically set out therein;

**"APPROVAL"** means the date on which the Town is satisfied that certain works have been constructed, installed or performed to the satisfaction of the Town, and further referred to in this Agreement;

**"TOWN"** shall mean the Town of Espanola and includes its successors and assigns and its officers, employees, agents and contractors;

**"COUNCIL"** shall mean the Council of the Town of Espanola;

**"TOWN SPECIFICATIONS OR STANDARDS"** means the detailed description of construction materials, workmanship and standards of works to be carried out by the Owner as prescribed by the Town and its amendment from time to time by the Town and which are hereby incorporated by reference to and shall form part of this Agreement as though the same were attached thereto;

**"MAINTAIN"** includes repair, replace, reinstate and/or keep operational;

**"OWNER"** includes the party of the First Part, its heirs, executors, administrators, successors and assigns and agents thereof or contractor or subcontractor carrying out the works for or on behalf of the Owner;

**"PLAN"** or **"SITE PLAN"** means the Site Plan approved by Council or a delegate of Council to act in the capacity of Council and includes the lands described in Schedule "A";

**"ROAD"** shall mean those private roads or any part thereof, any daylighting triangles, and any areas of road widening shown or laid out on the Site Plan. The use of "Streets" or "Private Highway" shall be synonymous with "Road";

**"WORKS"** shall mean all matters and things to be provided, listed in and required by this Agreement including infrastructure services, installations, and buildings or structures.

## **2. Lands**

The Owner agrees that the lands affected by this Agreement shall be those described in Schedule "A" hereto and warrants that it is the Owner of those lands.

## **3. Scope of Works and Conformity**

The Owner agrees to construct and maintain the proposed development in conformity with this Agreement and Schedules attached hereto. No works shall be erected on the lands other than those erected in conformity with the said Schedules. It is understood and agreed that written approval of the Town, in a form determined solely by the Town, is required prior to any departure from the specifications of the said Schedules being undertaken.

## **4. Registration and Issuance of Building Permits**

The Town shall cause this Agreement to be registered against the lands to which it applies immediately following execution by the parties hereto and the Owner agrees not to register any other instrument against the subject lands until this has been accomplished. The Owner may apply for, but not request nor require the Town to issue building permits for the construction of the Works on the said lands, until this Agreement has been signed and until all of the payments and performance deposits required of the Owner by the terms and conditions of this Agreement have been made.

## **5. Insurance Policy**

In the case where Works are to be performed or erected on public rights-of-way, the Owner shall provide, prior to commencing work, and keep in force during the construction and operation of the business, a comprehensive policy of public liability and property damage insurance acceptable to the Town, providing insurance in the amount of not less than \$5,000,000.00 per occurrence exclusive of interest and costs against loss or damage resulting from bodily injury to, or death of one or more persons and loss of or damage to property, with a property damage deductible of not more than \$5,000.00. Such policy shall name the Town of Espanola as a named insured thereunder.

The policy shall provide coverage against all claims for all damage or injury including death to a person or persons, for damage to any property of the Town of any other public or private property resulting from or arising out of any act or omission on the part of the Owner or any of its servants or agents during the construction or installation or maintenance of any Works to be performed upon public rights-of-way pursuant to this Agreement. The policy shall include completed operations coverage and shall be maintained in force until final release by the Town of this Agreement.

The policy shall include blanket written contractual liability, cross liability, contingent employer's liability, personal injury endorsement, liability with respect to non-owned licensed vehicles and have no exclusion pertaining to

shoring, blasting, excavating, underpinning, demolition, pile driving, caisson work and work below ground surface including tunnelling and grading. The Owner shall forward to the Town, prior to the signing of this Agreement by the Town, a Certificate of Liability Insurance. This Certificate of Liability Insurance shall be signed by an authorized employee of the Insurance Company providing the insurance. Such insurance policy shall contain an endorsement to provide the Town and the Owner with not less than 30 days written notice of cancellation.

**6. Failure to Comply**

The Owner acknowledges and agrees that failure to comply with any term or condition herein may result in the Town taking such action to enforce compliance, as deemed appropriate by the Town.

**7. Implementation of Reports/Studies**

All reports and/or studies required as a result of the works in this Agreement shall be implemented to the Town's satisfaction at the sole expense of the Owner.

**8. Completion Time Limit**

Failure by the Owner to complete all works required by this Agreement within the time limit specified in Schedule "B" hereof or as extended, in writing, by the Town, at its sole discretion, shall constitute a default, in which case the Town may avail itself of the remedies hereinafter prescribed or available to it in law.

**9. Expiry**

If a Building Permit has not been issued within one year of the date of signing of this Agreement by the Owner, the approval inherent herein shall be null and void, at the Town's discretion, unless an extension is granted in writing by the Town.

**10. Default**

In the event of a default by the Owner or its assigns in the provision and maintenance of all works required to be done by the Owner pursuant to this Agreement, the Town may enter upon the lands and do all works as are in default at the expense of the Owner. "Cost" and "expense of the Owner" in this clause shall be actual cost incurred by the Town plus 25% of such cost as a charge for overhead. Any costs incurred by the Town pursuant to this clause which shall be paid by the Owner to the Town within 30 days of the mailing of an invoice by the Town, addressed to the Owner at its last known address.

**11. Continued Maintenance**

While this Agreement is in effect, the Owner shall maintain the outside landscaping, including all road allowances abutting the lands, so as to provide a neat and tidy appearance, to a standard satisfactory to the Town. Maintenance shall include but not be limited to the regular watering, weeding, and cutting or pruning of all grass, shrubs and trees. All other landscape materials such as fencing and walkway surfaces shall similarly be maintained in a manner satisfactory to the Town. All grass, shrubs and trees shall be replaced if they become unhealthy or die. Any vegetation, which by its size or nature, creates a hazard or becomes a nuisance, shall be replaced with planting materials approved by the Town. All curbs, asphalt, catch basins and other drainage facilities shall be maintained so as to ensure their continued, proper and safe functioning. All traffic aisles, parking stalls and accesses shall be kept free of snow and all painted markings shall be maintained so as to be clearly visible. All other matters and things to be

provided and maintained by the Owner pursuant to this Agreement shall be so continually maintained to the satisfaction of the Town.

If, in the sole opinion of the Town, the Owner has defaulted in the maintenance of all works to be provided, the Owner shall rectify, to the satisfaction of the Town, all such works as are in default, within 60 days of mailing of a notification by the Town addressed to the Owner at its last known address, or within a time deemed reasonable by the Town and stipulated in writing. If, in the opinion of the Town, the Owner has not rectified all such works as are in default after said stipulated time period, the Town may enter upon the lands and do all such works as are in default, at the expense of the Owner. Actual cost incurred by the Town in carrying out such works plus 25% of such cost as a charge for overhead, shall be paid by the Owner to the Town within 30 days of mailing of an invoice by the Town addressed to the Owner at its last known address.

**12. Relocation of Utilities and Provision of Easements**

The Owner shall obtain approval for, arrange for and pay for the cost of the relocation of any existing utilities which are necessary due to this development to the satisfaction of, and at a time satisfactory to the authority having jurisdiction, together with the granting of such new easements as may be required and the release of any existing easements which are rendered unnecessary.

**13. Financial Requirements**

The Owner shall deposit with the Town, an irrevocable letter of credit or bond in the amounts as set out in Schedule "G" attached hereto and other financial requirements including but not limited to legal fees, development charges, road cuts and building permit fees that may be required by the Town as established by by-law or resolution of Council from time to time, which pertain to this development and are not specifically referred to herein. It is the Owner's responsibility to verify which financial requirements are applicable to this development and the Owner shall pay same when required by the Town.

**14. Performance Deposits**

All Works required to be provided and maintained in this Agreement shall be provided and maintained by the Owner at its sole risk and expense and shall be to the satisfaction of the Town. In order to ensure that such Works are provided and maintained by the Owner, the Owner shall deposit with the Town, before this Agreement is executed by the Town, an irrevocable letter(s) of credit or a bond and from a financial institution/user approved by the Town, which deposit however made, may be referred to hereafter as a "performance deposit". The performance deposit shall be based upon the total estimated cost of the Works required to be constructed or installed. The estimate of the cost of the Works and the amount of the performance deposit shall be those prescribed in Schedule "G" attached hereto, as approved by the Town.

**15. Letters of Credit – Renewal**

If the Owner satisfies the provisions of Clause 14 by depositing irrevocable letter(s) of credit with the Town, the following provisions shall apply:

- (a) Until the Acceptance or Approval of all Works required to be provided and maintained by the Owner pursuant to this Agreement, to the satisfaction of the Town, it will be a condition of the letter of credit that it shall be deemed to be automatically extended without amendment from year to year from the existing or any expiration date thereof, unless at least thirty (30) days prior to any such future expiration date, the financial institution which issued the letter of credit notifies the Town in writing by

registered mail that it elects not to consider the letter of credit to be renewable for any additional period.

(b) Until the Acceptance or Approval of all Works required to be provided and maintained by the Owner pursuant to this Agreement, to the satisfaction of the Town, the irrevocable letter(s) of credit shall continue to be automatically extended in the same manner as provided in sub-clause (a) hereof.

(c) If the Owner and/or financial institution fails to extend the letter(s) of credit as required under sub-clauses (a) and (b) hereof as required by the Town, such failure shall be deemed to be a breach of this Agreement by the Owner, and the Town, without notice to the Owner, may call upon any part or the whole amount of the existing letter(s) of credit notwithstanding anything otherwise contained herein. Any amount received by the Town shall be held by the Town in the same manner as if it had originally been cash deposited under the provisions of Clause 14.

#### **16. Release of Plans**

The Owner hereby releases to the Town its rights to any approved drawings that form part of this Agreement, for the purposes of tendering the construction upon default of this Agreement. The Owner shall also ensure that appropriate releases to the Town are obtained from the Owner's consultants, if required.

#### **17. Notices**

Any notice required to be given herein shall be in writing and shall be delivered personally or by prepaid registered mail and, if to the Town, shall be addressed to the office of the Town at 100 Tudhope Street, Suite 2, Espanola, ON P5E 1S6, or at such other address at which the Town offices are located in the future and, if to the Owner or their agent at the addresses provided in the application submitted for approval of the subject project or at such other address as the Owner may advise the Town in writing.

#### **18. Subsequent Parties and Gender**

This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns, and all covenants and agreements herein contained, assumed by, or imposed upon the Owner are deemed to be covenants which run with and bind the lands and every part thereof. All covenants herein contained shall be construed to be several as well as joint, and wherever the singular or masculine is used, it shall be construed as if the plural or the feminine or the neuter, as the case may be, had been used where the context or the party or the parties hereto so require, and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered necessary had been made.

## 19. Indemnity

The Owner, executors, administrators and assigns, including successors in title, covenants and agrees to indemnify and save harmless the Town from all actions, causes of actions, suits, claims or demands whatsoever which arise directly or by reason of the development of the Site Plan and the construction and maintenance or the improper or inadequate construction and/or maintenance of the works.

## 20. Schedules

The following Schedules are attached hereto and form part of this Agreement:

Schedule "A" Description of Lands to which this Agreement Applies

Schedule "B" Survey

## Schedule "C" Town Standards and Specifications

## Schedule "D" Site Plan Standard Conditions

Schedule "E"      Site Plan

Schedule "F" Storm Water Management

## Schedule "G" Financial Requirements

If plans listed above are reduced copies, then reference should be made to full-sized plans filed in the offices of the Town.

## 21. Clause Headings

All paragraph headings are for ease of reference only and shall not affect the construction or interpretation of this Agreement.

**IN WITNESS WHEREOF THE** Owner have hereunto set their Hand and Seal or affixed the Corporate Seal of the Company duly attested to by its proper signing officers duly authorized in that behalf.

**DATED AT**                      **this**                      **day of**                      ,  
**2018.**

**SIGNED, SEALED AND DELIVERED** )  
**in the presence of** ) **CT REIT LIMITED PARTNERSHIP**  
) )  
) **Per:**  
) )  
\_\_\_\_\_) )  
) )  
) )  
) **Per:**  
) )  
\_\_\_\_\_) )  
) )



**IN WITNESS WHEREOF** the Town of Espanola has hereunto affixed its Corporate Seal duly attested to by its Mayor and CAO/Treasurer.

**DATED AT the Town of Espanola, this      day of      , 2019.**

**SIGNED, SEALED AND DELIVERED**  
in the presence of

)

**) TOWN OF ESPANOLA**

)

)

)

**) Per:**

)

)

**Mayor**

)

)

)

) **Per:**

)

)

**CAO/Treasurer**

**SCHEDULE "A"**

**DESCRIPTION OF LANDS TO WHICH THIS AGREEMENT APPLIES**

All and singular that certain parcel or tract of land and premises situate, lying and being in the Town of Espanola, being composed of:

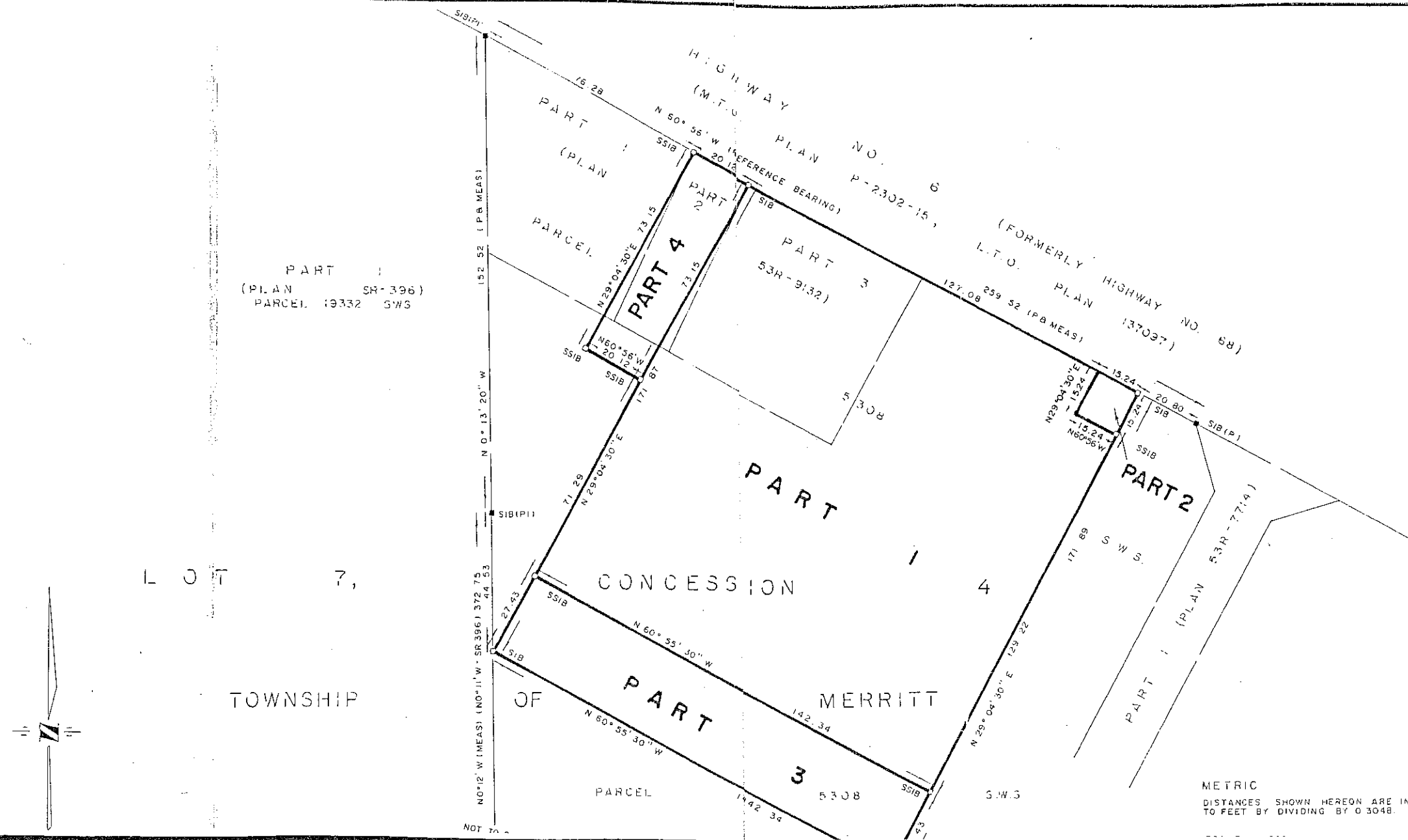
Description	Roll Number	PIN
MERRITT CON 4 LOT 7 PCL30295 53R15083 PARTS 1-2-3	5226-000-011-16923-0000	73406-0147

**SCHEDULE "B"**

**REFERENCE SURVEY PLAN**

Plan 53R-15083

Full size Plan filed with the Town of Espanola



I REQUIRE THIS PLAN TO BE DEPOSITED  
UNDER THE LAND TITLES ACT

PLAN 53R-15083

RECEIVED AND DEPOSITED

SEPTEMBER 21, 1994  
LITTLE CURRENT, ONT.

DATE 94-09-22

*W.J. Keatley*  
W. J. KEATLEY  
ONTARIO LAND SURVEYOR

*B. P. L. M.*  
Dep. LAND REGISTRAR FOR  
THE LAND TITLES DIVISION OF  
SUDBURY (53).

PARTS 1 TO 4 BEING PART OF PARCEL 5308 S.W.S.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1) THIS SURVEY AND PLAN ARE CORRECT AND IN  
ACCORDANCE WITH THE SURVEYS ACT AND THE  
LAND TITLES ACT AND THE REGULATIONS MADE  
THEREUNDER.

2) THE FIELD SURVEY WAS COMPLETED ON THE  
8th DAY OF FEBRUARY 1994.

SEPTEMBER 21, 1994  
LITTLE CURRENT, ONT.

*W.J. Keatley*  
W. J. KEATLEY  
ONTARIO LAND SURVEYOR

LEGEND

■	DENOTES	MONUMENT FOUND
□	DENOTES	MONUMENT PLANTED
SIB	DENOTES	STANDARD IRON BAR
SSIB	DENOTES	SHORT STANDARD IRON BAR
IB	DENOTES	IRON BAR
P	"	PLAN 53R-7714 BY R.T. LANE, O.L.S.
PI	"	PLAN SR-396 BY R.T. LANE, O.L.S.
MEAS	"	MEASURED
707	"	LANE B LANE, LTD. O.L.S.
RB	"	ROCK BAR

CAUTION

THIS IS NOT A PLAN OF SUBDIVISION WITHIN THE  
MEANING OF THE PLANNING ACT.

METRIC

DISTANCES SHOWN HEREON ARE IN METRIC AND MAY BE CONVERTED  
TO FEET BY DIVIDING BY 0.3048.

## **SCHEDULE "C"**

### **TOWN STANDARDS AND SPECIFICATIONS**

#### **ENGINEERING**

##### **1. Extension of Municipal Services**

The Town will have no responsibility to install any extension to municipal services which may be required in order for the Owner to comply with this Agreement or with any Provincial or Municipal laws or by-laws.

The Owner agrees during construction to connect to the Town's municipal services, and that the Owner's consulting engineer shall test the completed works in accordance with the Town's standards and Provincial Regulations 170 which require over the shoulder supervision by the Town.

##### **2. Work on Town Road Allowances**

Any works required to be done by the Owner on Town road allowances shall be according to the specifications and by-laws of the Town. The Owner, or its contractor, shall be required to obtain all the necessary permits for road cuts prior to the disruption of the Town road allowance and it is further understood and agreed that the aforementioned cuts shall be reinstated to the satisfaction of the Town.

A Certificate of Insurance naming the Town of Espanola as an additional insurance shall be provided to the Town by the Owner and all contractors working on the road allowances on behalf of the Owner prior to the work commencing.

##### **3. Approvals**

The Owner shall obtain all permits, licenses and approvals from all Federal, Provincial, Municipal or regulatory agencies, as may be required.

##### **4. Performance of Works**

The Owner shall ensure that the performance of Works required as a result of this Agreement, whether by the Owner or its employees, servants or agents or its contractors or subcontractors, shall be so performed as not to constitute a nuisance or disturbance to abutting or nearby properties or the Owner thereof. The Owner shall comply with and shall ensure that all of its contractors and subcontractors comply with any written instructions issued by the Town concerning any such nuisance or disturbance regardless of whether such instructions require positive action or discontinuance of action.

#### **INSPECTION**

#### **FIRE REQUIREMENTS**

##### **5. Fire Fighting Performance Standards**

Every Owner of a building or structure shall ensure that its building is served by access routes for fire fighting, as required, designed and constructed in accordance with the Ontario Building Code Act and Regulations made thereunder and all other applicable laws. The approved access routes shall be maintained in accordance with the Ontario Fire Code.

##### **6. Fire Lanes and Parking Spaces**

The site requires one hundred and forty (140) parking spaces, four (4) of which shall be designated handicapped parking spaces, three (3) for the Canadian Tire Store and one (1) for the Restaurant.

The Owner agrees to provide, maintain and post signs designating fire lanes and parking for the physically disabled in conformity with Town by-laws. The Owner shall ensure that fire lanes are kept free and clear of vehicles and that parking spaces for the physically disabled are not illegally occupied.

Fire Lanes and Parking spaces to be in accordance with Schedule "E" and shall be clearly identified and marked appropriately with proper permanent signage.

## **LANDSCAPING**

### **7. Inspections and Maintenance**

Maintenance of plant material, by the Owner, shall begin immediately following completion of each portion of planting. Maintenance shall consist of watering, weeding, and rodent, pest and disease control in accordance with generally accepted horticultural practices.

## **GENERAL**

### **8. Access/Egress**

Specifications shown on the approved Plans attached hereto in Schedule "E".

### **9. Temporary Garden Centre**

A temporary garden centre shall be permitted for up to 5 months of the year, designed and constructed in accordance with the Ontario Building Code Act and Regulations made thereunder and all other applicable laws. The garden centre structure shall be removed no later than August 31<sup>st</sup> each year. The temporary garden centre is subject to the issuance of a temporary Building Permit on an annual basis. Specifications shown on the approved Plans attached hereto in Schedule "E".

### **10. Buffering / Fencing**

Specifications shown on the approved Plans attached hereto in Schedule "E".

### **10. Exterior Lighting**

All exterior lighting proposed for the subject lands shall be installed in the locations and in accordance with specifications shown on the approved plans attached hereto in Schedule "E" unless otherwise approved in writing by the Town.

### **11. Loading**

The loading shall be at least 9.0 m long, 3.6 m wide and have a vertical clearance of at least 4.0 m and shown on the approved plans attached hereto in Schedule "E".

### **12. Snow Removal**

Snow removal around the perimeter of the Owners property is as per the Town of Espanola snow removal policies. Service levels beyond these policies will be the responsibility of the Owner. Snow removal on the property shall take place in a manner ensuring no required parking spaces, access / egress areas or fire lanes are blocked.

### **13. Municipal Number Signs**

The Owner shall provide and erect or affix, at its expense, such municipal number signs, illuminated or otherwise, in such locations and of such a size, design and colour as submitted to and approved by the Town, prior to occupancy of any buildings, or part thereof, in the subject development.

**14. Waste Handling**

The Owner shall provide, to the Town's satisfaction, an enclosed environmentally acceptable solid waste disposal system and handling facilities for waste generated from the building as per the approved plans attached hereto on Schedule "E".

**PLANS**

**15. Submission of Approved Plans**

The Owner shall file with the Town one copy of all approved Plans which form Schedules to this Agreement, in a format acceptable to the Town.

**16. Provision of As-Built Drawings**

The Owner shall submit to the Chief Building Official, As-Built Drawings, prepared and certified by an Engineer.

## **SCHEDULE "D"**

### **SITE PLAN STANDARD CONDITIONS**

1. The Owner shall obtain such permits as may be required from Municipal or Provincial authorities and shall file copies thereof with the Town.
2. The Owner shall provide adequate water supply for firefighting for the building.
3. Any portion of the subject property which is intended to be used for snow storage shall be as shown on the approved site plan or as otherwise approved by the Town. Snow storage areas shall be set back from property lines, foundations, fencing or landscaping a minimum of 1.5 metres. Snow storage areas shall not occupy driveways, aisles, required parking spaces, fire lanes or any portion of a road allowance.
4. The Town does not guarantee the quality or quantity of the groundwater. If, at some future date, the quality or the quantity of the groundwater becomes deficient, the Town bears no responsibility, financial or otherwise, to provide solutions to the deficiency, such solutions being the sole responsibility of the Owner.
5. No occupancy permit shall be issued until all requirements with respect to completion of the Works as identified in this Agreement have been carried out and received approval by the Town. Provided that notwithstanding the non-completion of the foregoing Works, conveyance and/or occupancy of a lot or structure may otherwise be permitted, if in the sole opinion of the Town, the aforesaid Works are proceeding satisfactorily toward completion. The consent of the Town for such conveyance and/or occupancy shall be obtained in writing by the Owner.



**SCHEDULE "E"**

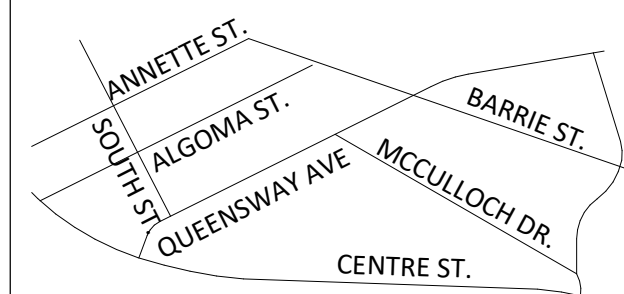
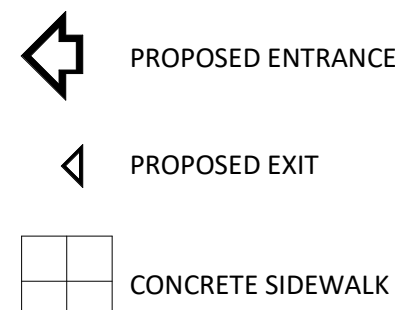
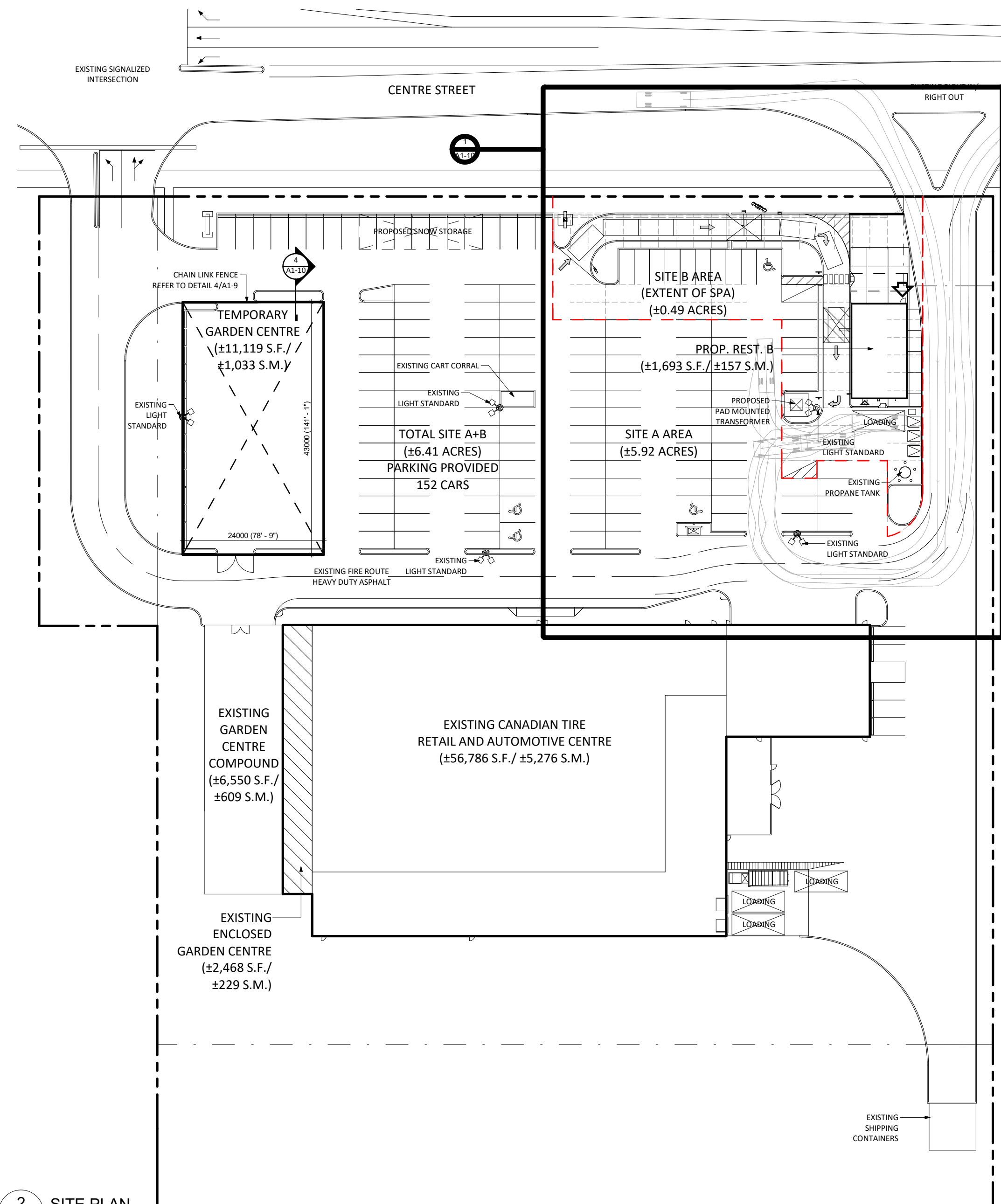
**Site Plan**

**CT REIT LIMITED PARTNERSHIP**

**As Built Drawings**

This drawing, as an instrument of service, is provided by and is the property of Turner Fleischer Architects Inc. The contractor must verify and accept responsibility for all dimensions and conditions on site and must notify Turner Fleischer Architects Inc. of any variations from the supplied information. This drawing is not to be used for any other purpose without the written consent of Turner Fleischer Architects Inc. The contractor must verify and accept responsibility for all dimensions and conditions on site and must notify Turner Fleischer Architects Inc. of any variations from the supplied information. This drawing is not to be used for any other purpose without the written consent of Turner Fleischer Architects Inc. The contractor must verify and accept responsibility for all dimensions and conditions on site and must notify Turner Fleischer Architects Inc. of any variations from the supplied information. This drawing is not to be used for any other purpose without the written consent of Turner Fleischer Architects Inc.

## LEGEND

3 KEY PLAN  
A1-10 / N.T.S.2 SITE PLAN  
A1-10 / 1 : 600

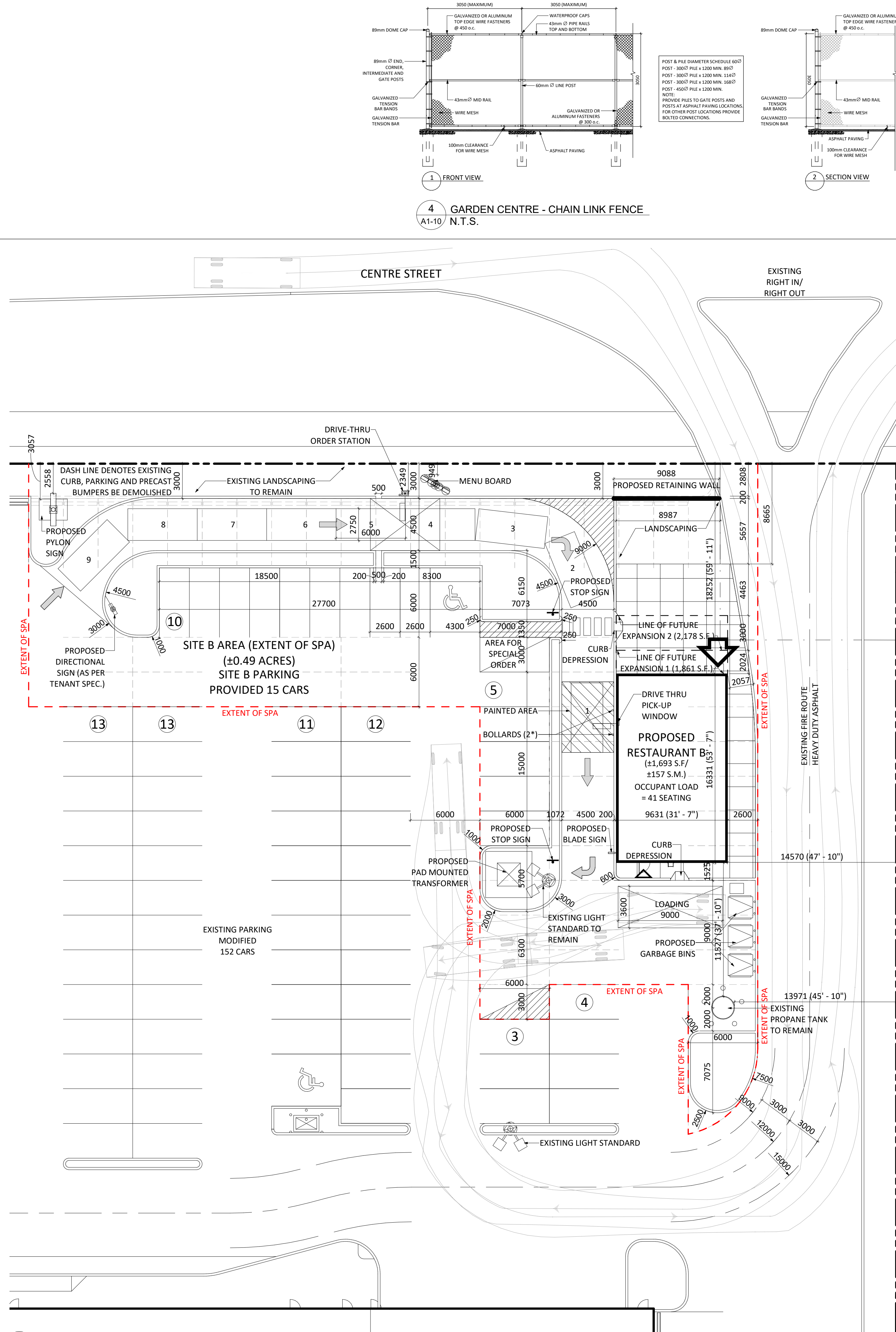
		EXISTING			PROPOSED		
		IMPERIAL (SF)	METRIC (SM)	RATIO / NO.	IMPERIAL (SF)	METRIC (SM)	RATIO / NO.
EXISTING CANADIAN TIRE RETAIL AND AUTOMOTIVE CENTRE		30,773	2,859	67%	30,773	2,859	67%
RETAIL (1)		11,038	1,026		11,038	1,026	
WAREHOUSE - GROUND FLOOR (2)		4,230	393		4,230	393	
WAREHOUSE - MEZZANINE (3)		15,269	1,419	33%	15,269	1,419	33%
WAREHOUSE TOTAL (4)		6,324	588		6,324	588	
SERVICE - GROUND FLOOR (5)		177	16		177	16	
SERVICE - MEZZANINE (6)		6,500	604	10 BAYS	6,500	604	10 BAYS
SERVICE TOTAL (7)		589	55		589	55	
OFFICE - GROUND FLOOR (8)		3,655	340		3,655	340	
OFFICE - MEZZANINE (9)		4,244	394		4,244	394	
OFFICE TOTAL (10)		48,724	4,527		48,724	4,527	
CANADIAN TIRE GROUND FLOOR (11)		56,786	5,276		56,786	5,276	
CANADIAN TIRE TOTAL FLOOR AREA (12)		52,556	4,883		52,556	4,883	
BUILDING STRUCTURAL AREA (13)		56,786	5,276		56,786	5,276	
BUILDING FUNCTIONAL AREA (14)		2,468	229		2,468	229	
ENCLOSED GARDEN CENTRE (15)		6,550	609		6,550	609	
GARDEN CENTRE COMPOUND (16)		9,018	838		9,018	838	
GARDEN CENTRE TOTAL (17)		-	-		1,693	157	
PROPOSED RESTAURANT B (18)		55,724	5,177		57,417	5,334	
TOTAL GROUND FLOOR COVERAGE (19)		16.41 ACRES	12.59 HA		15.92 ACRES	12.40 HA	
SITE A AREA (20)		-	-		10.49 ACRES	10.20 HA	
SITE B AREA (21)		16.41 ACRES	12.59 HA		16.41 ACRES	12.60 HA	
TOTAL SITE AREA (22)		-	-		21.57%		
COVERAGE (23)		-	-		7.93%		
COVERAGE (24)		-	-		20.56%		
COVERAGE (25)		19.96%					
TOTAL SITE							

		LOADING REQUIREMENT		
		EXISTING	REQUIRED	PROPOSED
LOADING SPACES		2 SPACES	2 SPACES	4 SPACES
(TOTAL BUILDING FLOOR AREA ABOVE 1,000 S.M. AND BELOW 299 SHALL REQUIRE A MINIMUM OF 2 LOADING SPACES)				

		EXISTING		PROPOSED	
		METRIC (SM)		METRIC (SM)	
CANADIAN TIRE RETAIL (1 SPACE/20.0 S.M. GFA)		2,859	143 CARS	2,859	143 CARS
CANADIAN TIRE WAREHOUSE (1 SPACE/25.0 S.M. GFA)		1,419	57 CARS	1,419	57 CARS
CANADIAN TIRE SERVICE CENTRE (A MINIMUM OF 10 PARKING SPACES)		604 (10 BAYS)	10 CARS	604 (10 BAYS)	10 CARS
CANADIAN TIRE OFFICE (1 SPACE/25.0 S.M. GFA)		394	16 CARS	394	16 CARS
RESTAURANT B (1 SPACE/14.0 S.M. GFA)				156	12 CARS
TOTAL NUMBER OF PARKING SPACES REQUIRED (N.I.C. NUMBER OF REQUIRED ACCESSIBLE PARKING SPACES)		5,276	226 CARS	5,432	238 CARS
PARKING PROVIDED		4.28/100 S.M.		4.38/100 S.M.	
NUMBER OF ACCESSIBLE PARKING SPACES (TOTAL PARKING SPACES ABOVE 200 AND BELOW 299 SHALL REQUIRE A MINIMUM OF 3 ACCESSIBLE PARKING SPACES)		3 CARS		3 CARS	

		EXISTING		PROPOSED	
		METRIC (SM)		METRIC (SM)	
OVERALL PARKING PROVIDED (N.I.C. GARDEN CENTRE)		4.16/1000 S.F.	4.47/100 S.M.		
PARKING RATIO (12+18)		195 CARS		152 CARS	
OVERALL PARKING PROVIDED (INC. GARDEN CENTRE)		3.43/1000 S.F.	3.70/100 S.M.	2.60/1000 S.F.	2.80/100 S.M.
PARKING RATIO (12+18)		3 CARS		4 CARS	
NUMBER OF ACCESSIBLE PARKING SPACES					

\*FLOOR AREA SHALL MEAN: FOR A BUILDING OTHER THAN A DWELLING, THE TOTAL AREA OF ALL THE FLOORS CONTAINED WITHIN THE OUTSIDE WALLS OF THE BUILDING. IN ALL CASES, ONLY THAT FLOOR AREA HAVING A CLEAR HEIGHT TO THE CEILING OF AT LEAST 2.2 M SHALL BE CALCULATED FOR FLOOR AREA PURPOSES.

1 ENLARGED SITE PLAN  
A1-10 / 1 : 200

**SCHEDULE "F"**

**Storm Water Management**

## **SCHEDULE "G"**

### **FINANCIAL REQUIREMENTS**

The Owners covenant and agree that prior to the commencement of work on the site and/or registration of the Site Plan Agreement, to deposit with the Town of Espanola the Sum of EIGHTY ONE THOUSAND ONE HUNDRED AND SIXTY TWO (\$81,162.00) DOLLARS in Canadian dollars or by way of irrevocable Letter of Credit to ensure the fulfilment of all the terms and conditions of the Site Plan Agreement and the satisfactory performance of all work to be carried on or within the site as noted on the plans and specifications provided in the application for the building permit.

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

<b>DEPARTMENT:</b> Administration	<b>DATE:</b> September 9, 2019
-----------------------------------	--------------------------------

<b>ITEM:</b> Deeming Bylaw for Lot Consolidation
--------------------------------------------------

<b>RECOMMENDATION:</b> Be It Resolved That: Bylaw 2939/19, being a Deeming Bylaw for lot consolidation of Roll # 5226-000-007-13700-0000, PIN 73407-0595, Con 5 Lot 8 Plan M75 Lot 55, PCL 9909; Town of Espanola, 508 Mead Blvd to no longer be required as part of a Plan of Subdivision and therefore be consolidated with the property legally known as Roll # 5226-000-007-13600-0000, PIN 73407-0709 Con 5 Lot 8 Plan M75 Lot 54, PCL 27943A; Town of Espanola, 549 Secord Street be adopted.
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>BACKGROUND:</b> Under the Ontario Planning Act Section 50 (4), passing a deeming bylaw is the procedure that must be followed in order to consolidate lots in a registered plan of subdivision. A deeming bylaw deems areas of land to no longer be part of a registered plan of subdivision. This type of bylaw allows certain lots, or parts of lots, on a plan of subdivision to merge.
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>ANALYSIS:</b> This is not a new situation. These lots are part of a plan of subdivision. The property owner would like consolidate the 2 lots to create one residential lot; 549 Secord Street is the property owner's main dwelling and 508 Mead Blvd is a vacant adjacent lot.
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>EXISTING POLICY:</b> Deeming Bylaw registered on title.
------------------------------------------------------------

<b>STRATEGIC GOAL:</b> Excellence in Government
-------------------------------------------------

<b>FINANCIAL COMMITMENT:</b> \$0
----------------------------------

<b>BUDGETED: NA</b>	Yes	No
---------------------	-----	----

<b>IMPLEMENTATION:</b> Clerk's Office
---------------------------------------

**Prepared By:** Paula Roque

**CAO/Treasurer:**

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



**THE CORPORATION OF THE TOWN OF ESPANOLA**

**BYLAW NO. 2939/19**

**Being a Deeming Bylaw  
For a Lot Consolidation**

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

1. That the Mayor and Clerk are hereby authorized to deem the property legally known as, Roll # 5226-000-007-13700-0000, PIN 73407-0595, Con 5 Lot 8 Plan M75 Lot 55, PCL 9909; Town of Espanola, 508 Mead Blvd to no longer be part of a Plan of Subdivision and therefore be consolidated with the property legally known as Roll # 5226-000-007-13600-0000, PIN 73407-0709 Con 5 Lot 8 Plan M75 Lot 54, PCL 27943A; Town of Espanola, 549 Secord Street
2. That proof of consolidation from the Land Registry Office shall be attached to and become part of the Bylaw.

Passed this 24th day of September 2019.

---

Jill Beer  
Mayor

---

Paula Roque  
Clerk



## TOWN OF ESPANOLA

**APPLICATION FOR DEEMING BYLAW  
TO THE TOWN OF ESPANOLA**

Under Subsection 4, Section 50 of *The Planning Act*, R.S.O. 1990, c.P.13, as amended and other applicable legislation.

## FOR OFFICE USE ONLY

Reviewed for completeness: September 5, 2019

Date Application Received: Sept 5/2019 Application Fee Received: ☒ Receipt # 2888

**PROPERTY LOCATION:** 549 Second Street, Espanola <sup>Roll #</sup> 007-13600  
(Municipal Address)

**NAME OF APPLICANT:** Dale and Brenda Gauthier  
(Agent ☐ or Owner ☒)

**PREAMBLE:**

It is the responsibility of the Applicant or Authorized Agent to complete this form and to supply all of the documents required by the Planning Department.

- ☐ One (1) copy of the subject property's registered deed showing an instrument number and date of registration.

**PURPOSE OF PASSING A DEEMING BYLAW**

The purpose of passing a deeming bylaw is to deem certain Lots within a registered plan of subdivision (a registered plan of subdivision which has been registered for eight years or more) not to be part of that registered plan of subdivision.

All information is to be forwarded to: Clerk's Office  
TOWN OF ESPANOLA  
100 Tudhope Street, Ste 2  
Espanola, ON P5E 1S6  
Phone (705) 869-1540  
Fax (705) 869-0083



Pursuant to the provisions of *The Planning Act*, application is hereby submitted for:

**PLEASE PRINT ALL INFORMATION**

**1. NAME OF APPLICANT:**

Brenda and Dale Gauthier

**MAILING ADDRESS:**

549 Secord Street, Espanola, ON

PIN# 73407-0709

**TELEPHONE No.**

705-583-2026

**POSTAL  
CODE:**

P5E 1L9

**SIGNATURE:**

*Dale Gauthier*

**DATE:**

Sept 4, 2019

**2. PROPERTY LOCATION AND DESCRIPTION:**

Municipal Address: 508 Mead Blvd

Roll#  
007-13700

PIN#  
73407-0595

Legal description of the lands to be de-registered. (Lot & Registered Plan):

LOT NO (S):

Plan M75 Lot 55

PLAN NO:

PCL 9909

**3. EXISTING USE OF LANDS:**

Vacant

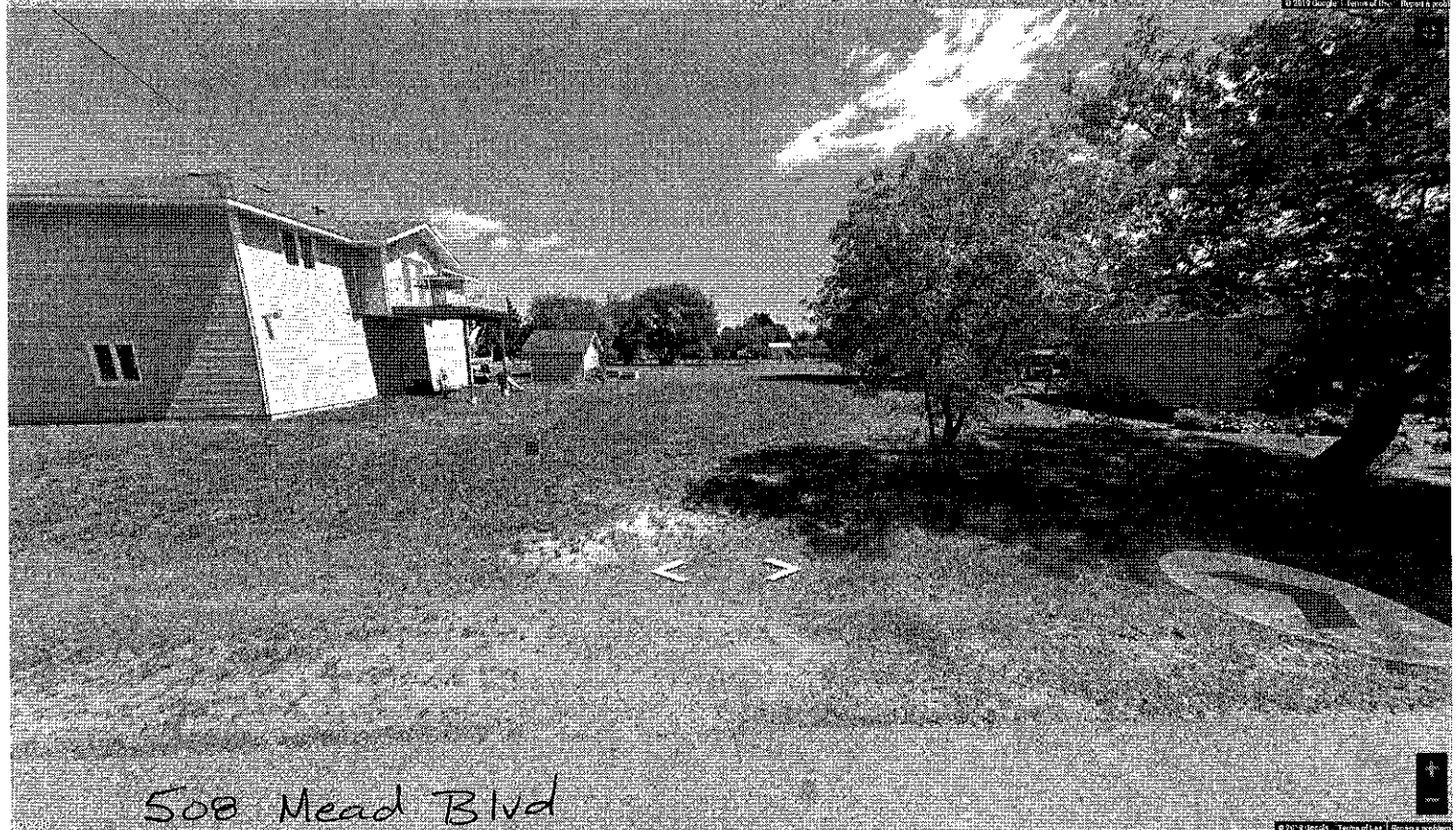
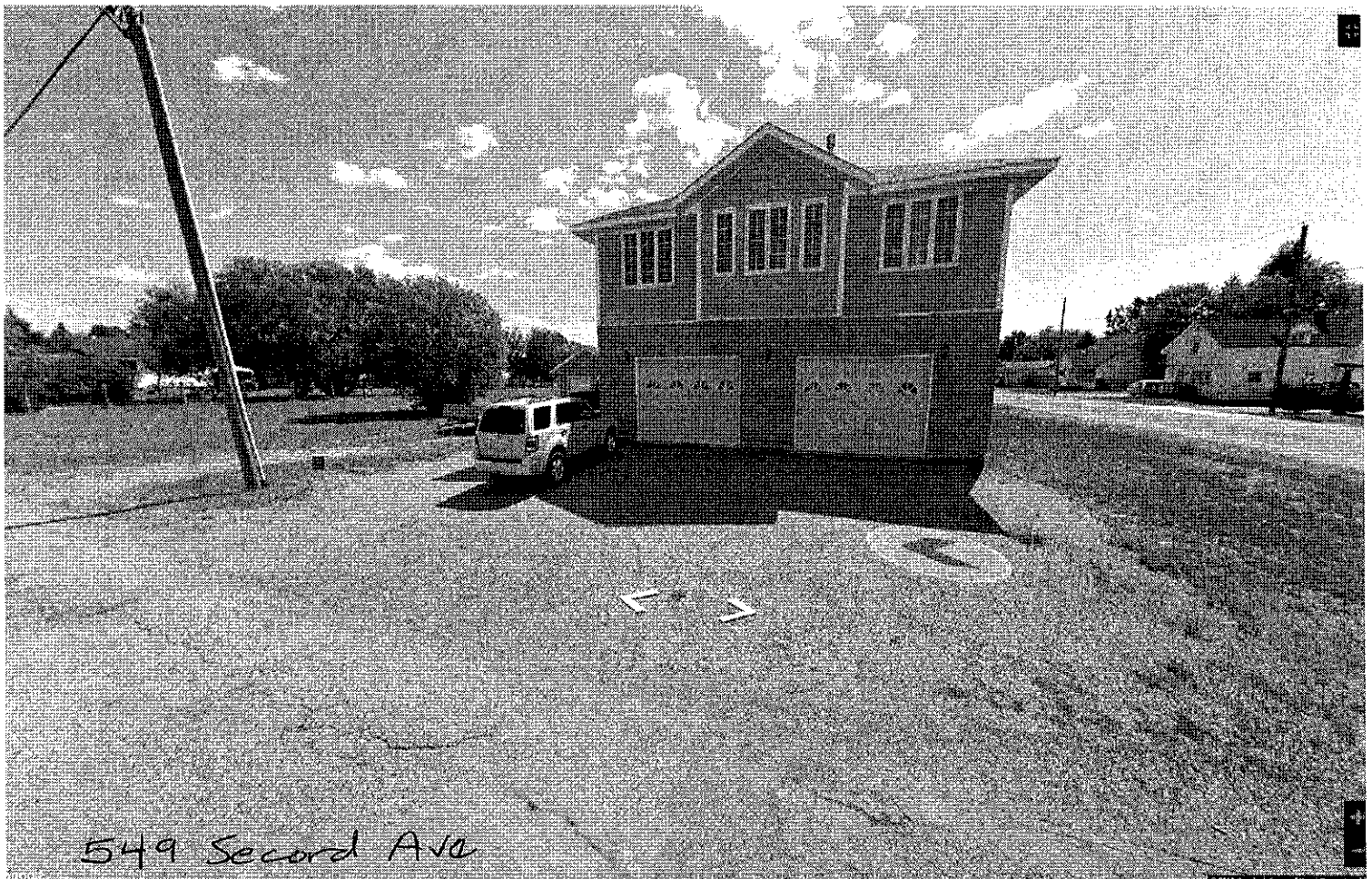
**4. PROPOSED USE OF LANDS:**

Consolidate with 549 Mead Blvd <sup>Secord St</sup> to create one large lot

**5. REASON DEEMING BYLAW IS REQUIRED:**

Per Planning Act must pass deeming bylaw that property is no longer required in Plan of Subdivision M74 in order to Consolidate







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

# STAFF REPORT

**DEPARTMENT:** Administration

**DATE:** September 9, 2019

**ITEM:** Regional EDO Intern Opportunity

**RECOMMENDATION:** Be it resolved that:

**Council hereby supports an internship opportunity for a Regional Economic Development Officer with surrounding municipalities, local service boards and potentially First Nations with a financial commitment not to exceed \_\_\_\_\_ and hereby appoints \_\_\_\_\_ to be council's representative.**

## **BACKGROUND:**

The Lacloche Foothills Municipal Association (LFMA) first introduced this several years ago, however as a result of other competing priorities the project was not pursued.

This was recently re-introduced at the LFMA by LAMBAC as it would be a good fit with the Community Investment Initiative for Northern Ontario (CIINO). The member communities supported this and LAMBAC has also introduced the idea to unorganized territories and First Nations. LAMBAC, FedNor and NOHFC recently presented to the LFMA on this opportunity and the next step would be for each community to pass a resolution of support and identify a member to sit on the Committee to oversee the position and set direction.

## **ANALYSIS:**

The CIINO program would contribute 90% of eligible costs to a maximum of \$100,000, or up to \$170,000 for a regional project. The eligible costs included salary and benefits and travel. Espanola's share of the remaining 10% would be dependent on the number of municipalities, unorganized areas and FN's that decide to partner.

A similar position was recently established for Western Manitoulin and each partner's share was approximately \$1,000.

This potential EDO would be hired by LAMBAC and each municipality would pay their share. Other costs could include potential office space, as LAMBAC would have space available at their Espanola office, costs related to any publications, computer equipment and software, internet applications, etc. that may be a result of this position.

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

Many economic development projects/positions are difficult for individual municipalities to justify dedicating scarce resources to as outcomes are not always easily identifiable. For example for Espanola to undertake a cultural mapping exercise or promote our Al Second fitness trail may in itself not generate sufficient interest and it would be difficult to measure an increase in numbers of users to the trail. However when grouped with the region it becomes more attractive to tourists and new residents or even longer term residents that may not be aware of certain attractions. For example it has been noted that the boat launches are underutilized, maybe there isn't a high level of awareness of such community assets among newer residents.

It is important to note that this position would only work on regional initiatives, and things specific to Espanola would still be the responsibility of our staff. For example, current economic development initiatives such as the Community Improvement Plan, a regional publication would include it in advertising for the area but it would still be up to our own staff to review applications and approve.

**EXISTING POLICY:** N/A

**STRATEGIC GOAL:**

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

**FINANCIAL COMMITMENT:** N/A

**IMPLEMENTATION:** N/A

**Prepared By:** Cynthia Townsend

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

**Clerk Treasurer/Administrator:** Cynthia Townsend

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

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



Government  
of Canada

Gouvernement  
du Canada

[Home](#) → [FedNor](#) → [Our programs](#)

# Community Investment Initiative for Northern Ontario (CIINO (Community Investment Initiative for Northern Ontario))

FedNor's investment through the Community Investment Initiative for Northern Ontario will enable recipient communities and First Nations to increase the number of community and/or regional economic development initiatives implemented leading to increased business investment; job creation; and increased regional collaboration and partnerships among communities.

## Expected Results

Community Investment Initiative for Northern Ontario (CIINO (Community Investment Initiative for Northern Ontario)) investments are anticipated to:

- Create jobs;
- Increase the number of community and/or regional economic development initiatives implemented (e.g., waterfront development, downtown diversification, etc.) leading to investment attraction, economic growth and sector development, and/or innovation;
- Increase regional collaboration and partnerships among communities.

## Eligible Applicants

- Rural municipalities, First Nation communities in [Northern Ontario](#);
- Community Futures Development Corporations ([CFDCs \(Community Futures Development Corporations\)](#)) and Tribal Councils on behalf of several communities.

Applicants would need to meet the following criteria, stating that:

- They do not have a dedicated full-time economic development officer position.
- They have either an existing economic plan or strategy with a concrete economic opportunity requiring support to implement **or** an identified economic opportunity to capitalize on, develop and implement
- They can demonstrate administrative capacity to undertake the project, including establishing work objectives and monitoring project outcomes.

Note: Regionally-based projects may include communities or First Nations with an economic development officer that do not have the capacity to lead a regional effort.

## Eligible Project Activities

- An economic opportunity is one that supports investment attraction, economic growth and sector development, innovation and/or job creation.
- Implementation of economic opportunities identified in community and/or regional economic development plans that demonstrate strong achievable economic results.
- Activities that strengthen communities', First Nations and/or regional economic foundation.

Communities, First Nations and organizations with limited resources and assets will be encouraged to partner with neighbouring communities or First Nations to share resources and make linkages in order to maximize regional economic impact.

## Eligible Costs

Eligible costs include all expenses directly related to the project and deemed reasonable and necessary for its execution.

- Salary and Benefits;
- Travel (related to meeting the above activities);
- Applicants are expected to cover all associated administrative costs.

## Funding Conditions

- FedNor will contribute up to 90% of eligible costs to a maximum of \$100,000 annually for a period of up to three years.
- A regional project may be eligible for increased funding up to \$170,000 depending on the number of partner communities and geographic coverage.
- Contributions will be non-repayable.

## Service Standards

FedNor is committed to providing quality service to all applicants and funding recipients in the official language of their choice.

Our goal is to:

- acknowledge receipt of an application within three (3) working days; and,
- provide a decision on applications within eighty (80) working days of receipt of a fully completed application.

## How to Apply

Please call 1-877-333-6673 to discuss your proposal with a FedNor Officer in your area or begin your application process.

**Date modified:**

2017-12-21

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

<b>DEPARTMENT:</b> Administration	<b>DATE:</b> September 13, 2019
-----------------------------------	---------------------------------

<b>ITEM:</b> 2019 Citizen Survey
----------------------------------

## **RECOMMENDATION: Be it resolved that:**

Council hereby accepts the 2019 Citizen Survey Report.

## **BACKGROUND:**

As per the Communications Policy, engaging the public includes conducting a public opinion poll survey at a minimum every three years.

The questions were reviewed and tweaked by council and staff and the poll ran over July/August. The consistency in the type of questions asked is important so that a trend can be established and you can measure overall citizen satisfaction/dissatisfaction with services.

## **ANALYSIS:**

In total 500 residents answered the survey and 36 businesses. This would represent approximately 10% of residents and 1/3<sup>rd</sup> of business owners. Residents over 18 were asked to complete the survey.

Overall, the results are very positive and council and staff should feel reassured in knowing the efforts of the past few years have been recognized and appreciated by citizens.

Some of the highlights are as follows:

- Economic concerns was the most important economic concern (26%), followed by taxation (13%) and crime or public safety (10%) – of particular importance is taxation was down from 22% in 2016 and 45% in 2012
- The small town atmosphere is what residents like the most about living in Espanola, while smell from the mill was the most recalled when residents asked what they liked the least 16% although that showed an improvement from 20% in 2016
- Overall 67% of citizens feel they are getting adequate information, up 2% from the previous survey



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

- 42% responded that “Expansion and Enhancement of Quality of Place” was the most important Economic Development priority this includes infrastructure, programming, housing, recreation, access to the natural environment, downtown regeneration, arts, culture & heritage opportunities and cost of living
- 75% of respondents plan on staying in Espanola for the next 5 years, of those that said no or were unsure cited work, not enough for seniors to do, or children to do, or family for reasons for not staying in Espanola – this may lead to opportunities to the Town to consider working towards an Age-Friendly Designation or the need to further promote what assets the Town does have
- The Town’s greatest assets included our people, the natural environment, recreation, the mill, healthcare and our schools
- When asked what citizens would like Espanola to offer in the future answers included improved health care, more parts/trails/green spaces, employment opportunities, youth activities, more diverse businesses, lower taxes, more recreational activities, and entertainment
- Overall satisfaction rate with Town services was 64% up from 54% in the last survey
- Overall satisfaction with specific services continue to rate high with the greatest percentage of 85% satisfaction with fire services, and building services with the highest increase of 21% with an overall satisfaction of 81%
- 89% were satisfied or very satisfied with overall products and services provided by the municipal office
- Overall satisfaction with recreation opportunities were strong and when asked what recreation opportunities the Town should develop 31% stated walking/bike trails, 23% supported a splash pad
- Citizen’s generally support a subsidy for youth and senior programming between 25% - 50% of program costs
- When asked about garbage bags 45% supported a two bag limit, 23% supported a three bag limit and 97% claim that they recycle weekly
- When asked about the Town’s strategic direction, 30% cited sustainable economic growth & prosperity and 29% supported improving and maintaining our infrastructure
- When asked if there were currently services being provided that should not be 92% responded no
- 46% of citizens feel they get value for their tax dollar, up from 31% in 2012
- The survey also asked about the types and forms of communications preferred electronic communications with 33% referencing the website, 29% facebook
- 78% read the Town’s newsletter and 70% are satisfied with this as a source of information
- 70% satisfied with the vote by mail method for municipal voting

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

Business results were similarly positive and are included in the report.

These will be important considerations, along with the consultations sessions conducted by LAMBAC in forming the new strategic plan.

**EXISTING POLICY:** N/A

**STRATEGIC GOAL:**

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

**FINANCIAL COMMITMENT:** N/A

**IMPLEMENTATION:** N/A

**Prepared By:** Cynthia Townsend

**Department Manager:**

**Clerk Treasurer/Administrator:** Cynthia Townsend

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

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



## 2019 Citizen Survey Report



# TABLE OF CONTENTS

Methodology & Logistics	2
Residential Results	4
<i>Most important Issue Facing the Community</i>	4
<i>Likes and Dislikes About the Community</i>	5
<i>Adequate Information</i>	6
<i>Economic Development Priority</i>	7
<i>Living in The Community</i>	8
<i>Satisfaction with Range of Services</i>	10
<i>Rating Town Services</i>	11
<i>Rating Municipal Departments</i>	12
<i>Public Library</i>	13
<i>Leisure Services</i>	14
<i>Cultural Services and Events</i>	17
<i>Public Works</i>	18
<i>Strategic Direction</i>	19
<i>Communicating with Residents</i>	21
<i>Voting and Citizen Input</i>	23
Business Results	24
<i>Top of mind</i>	24
<i>Economic Development Priority</i>	26
<i>Rating Town Services</i>	27
<i>Cultural Services and Events</i>	28
<i>Public Works</i>	29
<i>Police</i>	29
<i>Strategic Direction</i>	30
<i>Communicating with Businesses</i>	31
<i>Voting</i>	32

# METHODOLOGY & LOGISTICS

## Overview

The following represents the findings of a July and August 2019 public opinion survey conducted among Espanola residents and businesses for the Town of Espanola by Oraclepoll Research Limited. The objective of this survey was to gauge the opinions of residents and businesses of The Town on a series of issues related to life in community and about municipal services.

This is the fourth data point for a series of citizen's surveys conducted by Oraclepoll for the Town of Espanola. The first baseline survey was completed in 2007, with a follow up tracking study conducted in 2012 and another in 2016. Where and when possible, data is benchmarked over time and in this current survey period new baseline indicators have been added. New indicators were added in the questionnaire and some were also removed.

## Study Sample

A dual sample frame random database (RDD) was used for the residential sample frame. It was inclusive of landline and cellular telephone numbers. A total of N=473 residential respondents 18 years of age and older were interviewed. The surveys screened for the person at the contact residence who was 18 years of age or older and responsible for making buying/payment decisions and other decisions related to areas such as their utility or municipal tax bills.



An open online survey was also made available for residents to complete. The survey was kept open throughout the entire data collection stage, but none were completed after July 17<sup>th</sup>. In total, N=27 residents completed online surveys and the results were merged with the telephone sample for a total of N=500 completed interviews.

In addition, N=36 businesses from the Town were also interviewed in the survey process. Business surveys screened for the owner, manager or president of each organization.

## Survey Method

Surveys were conducted using computer-assisted techniques of telephone interviewing (CATI) and Computer Assisted Web Interviewing (CAWI). Calls were first initiated to residents by Oraclepoll staff using person-to-person live telephone interviewing and random number selection. Initial calls to residents were made from 5:30 p.m. to 9:00 p.m. with call-backs of no-answers and busy numbers made on a (staggered) daily rotating basis up to 5 times (from 10:00 a.m. to 9:00 p.m., including a weekend call) until contact was made. In addition, telephone

interview appointments were attempted with those respondents unable to complete the survey at the time of contact.

The randomized residential database used was inclusive of landlines as well as cell phone only residences. A total of 20% of all telephone interviews were monitored and the management of Oraclepoll Research Limited supervised 100% for quality assurance.

Among businesses, calls were made from 8:30 a.m. to 6:00 p.m. with call-backs of no-answers and busy numbers made on a (staggered) daily rotating basis (including at least once after 5 pm) up to 5 times until contact was made. Those unwilling to complete the survey by telephone were provided the online option where they were given a permissive pass code to access the survey site. In addition, the survey was kept live on the Town's website where respondents could access the questionnaire.

### **Logistics**

The telephone surveys were conducted between the days of July 10<sup>th</sup> and August 10<sup>th</sup>, 2019.

### **Confidence**

The margin of error for the N=500 residential survey is  $\pm 4.2\%$ , 19/20 times and  $\pm 15\%$ , 19/20 times for the N=36 business component.

### **Reporting**

This report contains the executive summary of findings of the tracking survey. It highlights this survey's findings and provides a comparison of results (when possible) against the previous years polls.

Separate results by question reports have also been provided for the residential and business surveys that display the findings by each individual question.

# RESIDENTIAL RESULTS SUMMARY

## Most Important Issue Facing the Community

Respondents were first asked in an open ended or unaided question what they considered to be the most important issue facing Espanola.

**Q1. "In your opinion, what is the most important issue facing the community of Espanola at this time?"**



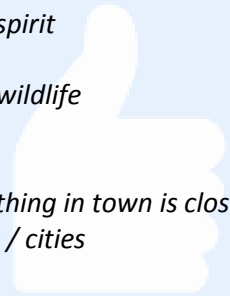
Jobs / unemployment / employment	70	14%
Taxes	66	13%
Crime / public safety	48	10%
None / nothing	34	7%
Attracting new industry / business to the area	33	7%
Lack of activities for youth	29	6%
Don't know	23	5%
Health care services	21	4%
Attracting (new) people	20	4%
Road conditions	19	4%
City Council / leadership	18	4%
Infrastructure	17	3%
Economy	16	3%
Budget / spending / finances	15	3%
Mental health / addiction issues / drugs	13	3%
Quality of life	12	2%
Police / OPP issue / level of policing	10	2%
The future of the Mill	10	2%
Water and sewer service	9	2%
Affordable living / housing	8	2%
Clean up old buildings	6	1%
Wildlife / animals	3	1%

Economic concerns topped the list of issues (26%) with 14% naming jobs (8% in 2016), 7% the attraction of new businesses (11% in 2016), 3% the economy in general and 2% the future of the Mill. Taxation was the second highest mention at 13%, but down from the 22% in 2016 (45% in 2012), while crime or public safety was named by 10% (5% in 2016), followed by a lack of activities for youth at 6% (9% in 2016), health care at 4% (7% in 2016) and attracting new people at 4% (<1% in 2016). A basket of issues around infrastructure were cited including road conditions (4%), infrastructure in general (3%), water and sewer service (2%) and cleaning up old or derelict buildings (1%). Other mentions included City Council or leadership (4%) and the related topic of budgets or finances (3%), mental health or addictions (3%), quality of life (2%), the OPP and policing (2%), quality of life (2%) and affordable housing (2%).

## Likes & Dislikes

Next, residents were asked in two additional open ended or unaided questions to describe their life in the community. The first indicator asked respondents to identify what they most like about living in the Town and the second what they least like.

### Q2. "What do you like most about living in Espanola?"



Small town atmosphere	33%
Community based / spirit	14%
It's quiet / peaceful	11%
The nature / lakes / wildlife	10%
People are friendly	7%
My hometown	7%
Convenience / everything in town is close by	4%
Close to other towns / cities	4%
Safe / low crime	3%
The lifestyle	2%
My family	2%
Don't know	2%
Recreational activities	1%
None / nothing	1%

Most liked among residents is the small-town atmosphere at 33% as it was in 2016 (42%), followed by the community feel or spirit at 14% (3% in 2016), and the peace and quiet at 11% (12% in 2016). Ten percent cited the nature or outdoors (4% – 2016), 7% friendly people (9% – 2016), 7% that it is home (4% – 2016), 4% the convenience of having everything (9% – 2016) and 4% the proximity to other places (2% – 2016). Other mentions related to safety, a good lifestyle, having family close by and recreational activities.

There were 30% that said they either dislike nothing (23%, compared to 24% in 2016) or were unsure (7%, 6% in 2016). Among those with an opinion, the smell from the Mill was most recalled by 16% (20% – 2016), followed by high taxes at 13% (down from 23%), a lack of shopping by 7% (8% – 2016) and that the Town is too small by 6% (4% – 2016). A lack of services or amenities was named by 5% (3% – 2016), the management of the Town by 4% (3% – 2016), a lack of entertainment or recreational activities by 4% (1% – 2016) and a lack of medical services by 3% (2% – 2016). The remaining responses were spread out among issues related to the cost of groceries, a lack of businesses as well as jobs, the look, crime, roads and drug issues.

### "What do you least like about living in Espanola?"



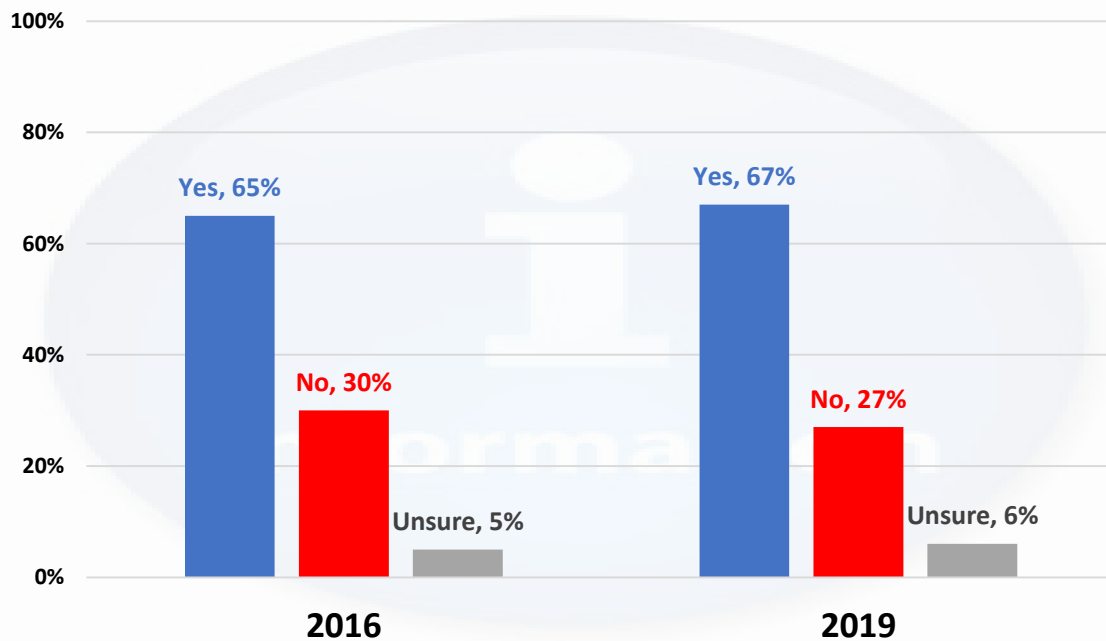
None / nothing	23%
The smell	16%
High taxes	13%
Don't know	7%
Lack of shopping	7%
Too small	6%
Lack of services / amenities	5%
Finances / spending / Council / Town management	4%
Lack of activities	4%
Lack of medical services	3%
Groceries / shopping is expensive	2%
Lack of businesses	2%
The Town is not clean looking / appealing	2%
Crime	2%
Lack of jobs	1%
Roads	1%
Drug problems	1%
Lack of retirement homes	1%



## Adequate Information

Respondents were then asked if they felt the Town is providing them with adequate information

***Q4. "Overall, do you feel that the Town is providing citizens like yourself with adequate information?"***



Two-thirds or 67% of Espanola residents are of the opinion that the Town is providing them with enough information, similar but +2% higher than in 2016. There are 27% that do not think enough information is being provided (30% in 2016), while 6% were unsure (5%).

## Economic Development Priority

In a new question, residents were asked to name which from a list of four priorities they felt should be the Town's number one economic development priority.

<b>Q5. "What in your opinion should be the Town's top economic development priority?"</b>		
<b>LIST READ TO RESPONDENTS</b>	<b>Espanola as a Regional Service Hub</b> (i.e. Health Care, Government Services, Professional and Business Services for the area)	25%
	<b>Support for the Local Business Community</b> (i.e. Business & Industrial Development, Internal Business Retention & Expansion, Tourism)	21%
	<b>Expansion and Enhancement of Quality of Place</b> (i.e. Community Infrastructure & Programming, Housing, Recreation, Access to Natural Environment, Downtown Regeneration, Arts, Culture & Heritage Opportunities, Cost of Living – Taxes)	42%
	<b>Being a Leader in Regional Collaboration &amp; Outreach</b> (i.e. Community & Residential Marketing, Regional Partnerships & Outreach, Investment Attraction)	5%
	<b>Don't know</b>	8%

The priority that was most named was for the expansion and enhancement of quality of place by 42%. Residents were then split with 25% favouring Espanola as a regional service hub and 21% support for the local business community. Only 5% named being a leader in regional collaboration and outreach, while 8% were unsure.

## Shopping

In a newly worded open-ended or unaided question allowing for multiple responses, residents were then asked about what they purchase out of Town but would buy in Espanola if available. Findings below show the total percentage of cases or results for each category as named by residents.

### Q6. "What products or services do you typically purchase outside of Espanola that you would buy in Town if it was available?"

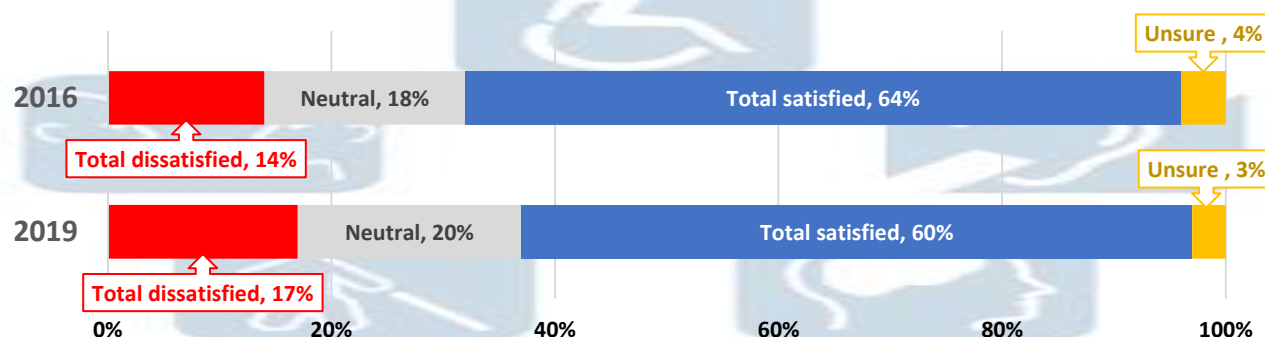
Clothing	N=151	30%	Household items	N=8	2%
None / nothing	N=108	22%	Health services	N=3	1%
Groceries	N=68	14%	Vehicle repairs / parts	N=3	1%
Electronics	N=43	9%	Movie theatre	N=6	1%
Entertainment / recreation	N=41	8%	Books	N=3	1%
Restaurants	N=39	8%	Hardware	N=3	1%
Shoes	N=22	4%	Banking	N=3	1%
Big box store products	N=20	4%	Hobby / art supplies	N=2	<1%
Everything	N=19	4%	Swimming pools	N=1	<1%
Appliances	N=17	3%	Hygiene products	N=1	<1%
Vehicles	N=13	3%	Haircut	N=1	<1%
Furniture	N=12	2%	Business supplies	N=1	<1%
Veterinarian / pet supplies	N=9	2%			

Shopping for clothing including shoes was most named, followed by grocery items, electronics and for entertainment or dining. Twenty-two percent answered none or nothing.

## Living in the Community

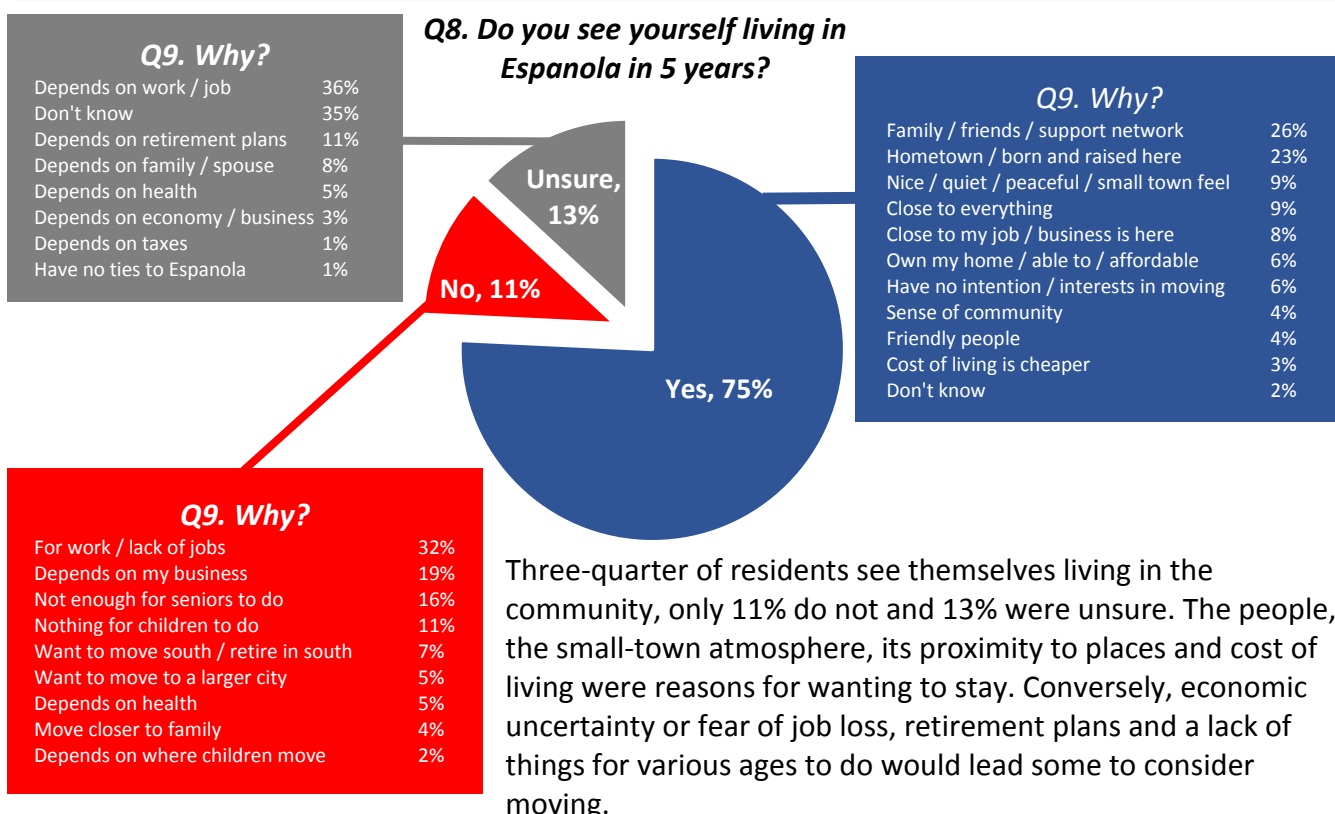
An overall question asked residents to rate the community in terms of it being accessible.

### Q7. How would you rate our community for accessibility?



A total of 60% of residents are satisfied (41%) or very satisfied (19%) with the community being accessible, slightly lower than the 64% in 2016. There are 17% dissatisfied (12%) or very dissatisfied (5%), while 20% had a neutral opinion (neither satisfied nor dissatisfied) and 4% were unsure.

A new indicator asked residents if they plan on living in Espanola in five years. They were then asked in an open-ended probe as to the reasons why.



In a new question, residents were asked if they have lived in Espanola for less than five years. The 7% or N=34 that said yes were then probed as to why they moved to the community.

**Q10. Have you lived in Espanola for less than 5 years?**



**Q5. "Why did you move to Espanola?"**

<i>Like the small town feel</i>	<i>N=10</i>	<i>29%</i>
<i>Family</i>	<i>N=8</i>	<i>24%</i>
<i>Work / business</i>	<i>N=7</i>	<i>21%</i>
<i>Housing costs (cheaper)</i>	<i>N=5</i>	<i>15%</i>
<i>Wanted to move (out of Sudbury)</i>	<i>N=2</i>	<i>6%</i>
<i>Retirement</i>	<i>N=2</i>	<i>6%</i>

Quality of life being in a smaller town, family, work or business as well as affordability of housing were the main reasons cited for moving to Espanola from the 7% or N=34 persons asked.

Two open-ended probes asked what residents felt were Espanola's greatest asset and what they would like to see offered in the future.

**Q12. What is Espanola's greatest asset?**

<i>People / friendliness</i>	<i>27%</i>
<i>Natural Environment</i>	<i>21%</i>
<i>Recreation</i>	<i>14%</i>
<i>Mill / Domtar</i>	<i>9%</i>
<i>Health care</i>	<i>8%</i>
<i>Don't know</i>	<i>8%</i>
<i>Schools</i>	<i>5%</i>
<i>Small town feel</i>	<i>3%</i>
<i>Businesses</i>	<i>2%</i>
<i>Tourism</i>	<i>1%</i>
<i>Shopping</i>	<i>1%</i>
<i>Location</i>	<i>1%</i>

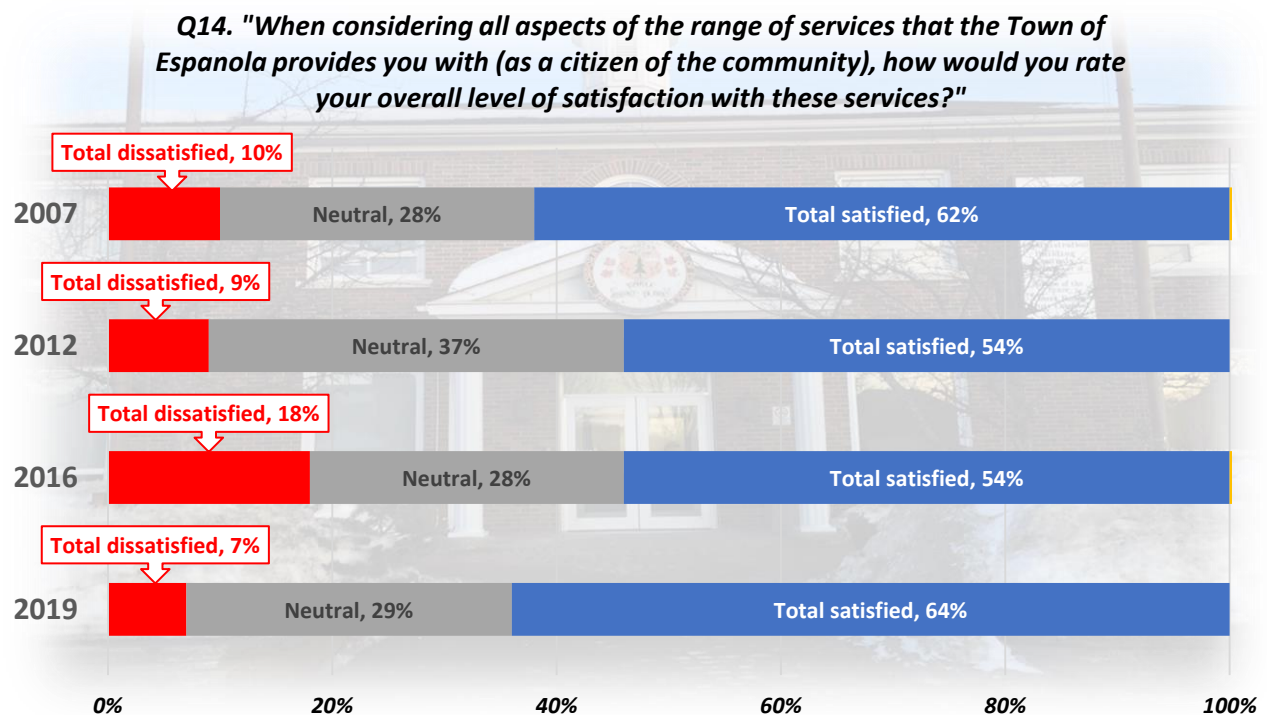
The people, the natural environment and amenities such as recreation were most named as assets. Features people would like to see included improved health care, parks, recreation and green spaces, jobs, more industry and activities.

**Q13. What would you like Espanola to offer in the future?**

<i>Improved health care services</i>	<i>11%</i>
<i>Don't know</i>	<i>10%</i>
<i>More parks / trails / green spaces</i>	<i>9%</i>
<i>More jobs / employment opportunities</i>	<i>9%</i>
<i>Youth activities</i>	<i>7%</i>
<i>More diverse businesses / industries</i>	<i>7%</i>
<i>Nothing</i>	<i>7%</i>
<i>Lower taxes</i>	<i>5%</i>
<i>More recreational activities</i>	<i>5%</i>
<i>More entertainment (movies, music)</i>	<i>5%</i>
<i>Improved infrastructure / roads</i>	<i>4%</i>
<i>Improved senior care (Housing, health)</i>	<i>3%</i>
<i>More retail / shopping</i>	<i>3%</i>
<i>More community activities / events</i>	<i>3%</i>
<i>Beautification projects</i>	<i>2%</i>
<i>Improved housing</i>	<i>2%</i>
<i>Improved transportation</i>	<i>2%</i>
<i>Attract more people</i>	<i>2%</i>
<i>Improved policing</i>	<i>1%</i>
<i>Service for disabled people</i>	<i>1%</i>
<i>Lower utility rates</i>	<i>1%</i>
<i>Open government / transparency</i>	<i>.4</i>
<i>Tourist attractions</i>	<i>.4</i>
<i>By-law enforcement</i>	<i>.4</i>

## Satisfaction with Range of Services

In a tracking question first asked in 2007, respondents rated their satisfaction with the range of services provided by the Town. A five-point rating scale was used and the chart below groups the total satisfied (4 & 5 rating) as well as the total dissatisfied (1 & 2) scores.



Positive results or the total satisfied score is at 64% (42% satisfied & 22% very satisfied), +10% higher than in 2016, while only 7% are dissatisfied (5%) or very dissatisfied (2%), -12% lower than those dissatisfied in 2016. Almost three in ten gave a neutral or neither satisfied nor dissatisfied rating, similar to 2016 (28%).

## Rating Town Services

Respondents were asked to rate the following Town services using a scale from one very poor to five very good. A comparison of the historical survey results of the top two (good and very good) scores are provided in the following table when and where possible as new indicators have been added over time.

***“Using the scale where one is very poor and five is very good, please rate your satisfaction with the Town in providing each of the following services?”***

Services Area Ratings (total good)	2007	2012	2016	2019
Q15. Garbage collection and recycling service	75%	82%	75%	91%
Q16. Road and sidewalk maintenance	-	62%	50%	49%
Q17. Property Maintenance Standards Enforcement	50%	45%	37%	45%
Q18. Ensuring quality water and sewer services	55%	72%	69%	67%
Q19. Providing safe neighborhoods	69%	65%	68%	55%
Q20. Providing Care Van Services	47%	52%	46%	58%
Q21. Fire Prevention, Education and Suppression	-	-	-	81%

The highest rated service continues to be garbage collection and recycling services at a very strong 91%, which is also a +16% improvement over 2016. Next highest rated was fire prevention, education and suppression at 81%, followed by ensuring quality water and sewer services at 67% only slightly below 2016 (-2%), Care Van Services at 58% (+12% over 2016) and providing safe neighborhoods (-13% compared to 2016). The road and sidewalk maintenance result are consistent with 2016 at 49% (-1%), while the lowest scored was property maintenance standards enforcement at 45%, although an +8% improvement compared to 2016. It should be noted that a high 21% of residents answered do not know or unsure to the Care Van Services indicator revealing a lack of awareness of this function.

## Rating Municipal Departments

All respondents were asked to rate the following Departments that they have visited or contacted in the last month. The ratings illustrated are only from those that have visited or have had a contact in the past month (excluding results of no contact or experience).

***Q22. Using a scale from one very dissatisfied to five very satisfied please rate your satisfaction with each of the municipal departments that you may have visited or contacted in the last month.***

Departments Ratings (total good)	2012	2016	2019
a. Building Services (67% had no contact / experience)	62%	60%	81%
b. Fire (48% had no contact / experience)	88%	84%	85%
c. Library (62% had no contact / experience)	95%	92%	83%
d. Provincial Offences (63% had no contact / experience)	66%	59%	56%
e. Public Works (35% had no contact / experience)	64%	67%	72%
f. Leisure Services (29% had no contact / experience)	71%	58%	61%

Ratings were highest for Fire (+1% over 2016), Library (-9%), Building Services (+21%) and the Public Works departments (+5%). Lower scored were Leisure Services (+3%) and lowest was Provincial Offences (-3%).

Those (98%) that have had contact with a municipal department (Q22) were asked in Q23 to rate the Municipal Office and then Q24 about future services.

<b><i>Q23. When you last visited or called the Municipal Office, how would you rate your satisfaction with the overall products and services provided by the staff?</i></b>		
	1-very dissatisfied	1%
	2-dissatisfied	6%
	3-neither satisfied nor dissatisfied	4%
	4-satisfied	49%
	5-very satisfied	40%

Eighty nine percent of those asked provided a satisfied or very satisfied rating. When then asked in Q24 about what services they would like offered at the Office, most or 89% said none or were unsure. Those with suggestions named extended hours (N=12), knowledgeable staff (N=9), quicker service (N=7), more staff (N=5), better animal control (N=4), more online services (N=4), coordination of departments (N=2), better by-law enforcement (N=1) and fewer fees (N=1).



## Public Library

Respondents were then asked if they had visited the Public Library in the past 12 months of which 51% (57% in 2016 & 52% in 2012) said that they have visited. Visitors were then asked to rate their satisfaction with the overall products and services provided by the Library.



Satisfaction was strong at 92% with 43% being satisfied and 49% very satisfied with products and services at the library. This compares to 96% that were satisfied in 2016, 92% in 2012 and 95% in 2007.

When then asked in Q27 if they visited the historical display at the library, 59% said they have – compared to 38% in 2016.

Q26. "How would you rate your satisfaction with the overall products and services provided by the library using a scale from one very dissatisfied to five very satisfied?"		
	1-very dissatisfied	1%
	2-dissatisfied	5%
	3-neither satisfied nor dissatisfied	2%
	4-satisfied	43%
	5-very satisfied	49%
	Don't know	1%






## Leisure Services

Residents were asked about their usage of the following recreation opportunities over the past 12 months, with most of the indicators changed or amended in this survey over previous ones. Playgrounds were most used, followed by the indoor rink and Clear Lake Beach. There was also consistent usage among the Swimming Pool, Fitness Centre, sports fields and the Clear Lake Outdoor Fitness Park.

**Q28. “Has anyone at this residence used any of the following recreation opportunities in the past 12 months?”**

Recreation Opportunity	Usage
Playgrounds	42%
Indoor Rink	36%
Clear Lake Beach	33%
Swimming Pool	31%
Fitness Centre	30%
Sports Fields	29%
Clear Lake Outdoor Fitness Park	28%
Al Second Fitness Trail	24%
Outdoor Rink	18%
Heritage Park	18%
Squash Courts	9%
Tennis Courts	6%

**IF RESPONDENTS ANSWERED YES TO ONE OR MORE IN Q28 THEY WERE ASKED Q29 TO Q31 – ALL OTHERS SKIPPED TO Q32**

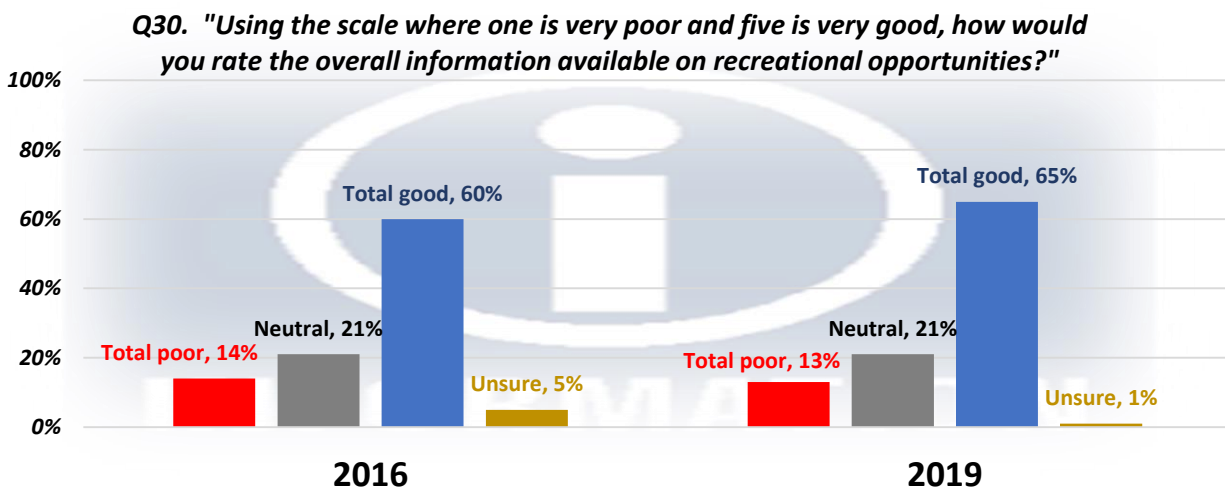


In an unprompted question, users of recreation facilities (87%) were asked how they find out about programming and special events. Multiple responses were accepted and the most named were Facebook by 35% and word of mouth by 33%.

**Q29. “How do you find out about recreational programming and special events in our community?”**

Facebook	35%
Word of mouth	33%
Newspaper	16%
Flyer / pamphlet	14%
Town Website	11%
Town newsletter	11%
Common knowledge	10%
Radio	7%
Twitter	7%
Instagram	7%
Community TV Channel	5%
At the complex	5%
LED Sign	4%
Ads in general	2%
Library	1%

Users of recreational opportunities (86%, N=433) then rated the overall information available or provided on recreational opportunities. A total of 65% provided a good (39%) or very good rating (26%) for the information available, +5% higher than in 2016. There were 13% that said it was poor (7%) or very poor (5%), down -1% compared to 2016 while 21% gave a neutral answer (unchanged) and 1% said that they were unsure (-4%).



Next, those using recreational opportunities were asked to rate them all using a five-point scale. Results below illustrate the total positive good and very good scores for each area. Results from those that said they had no experience in each category are removed.

**Q31. "How would you rate your overall satisfaction with each of the following recreational opportunities using a scale from one very poor to five very good?"**

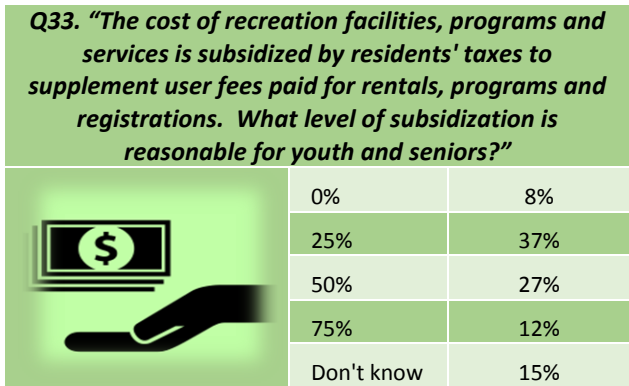
Recreation Opportunity Ratings	Total Good
Swimming Pool	83%
Indoor Rink	82%
Fitness Gym	80%
Sports Fields	79%
Outdoor Rink	79%
Clear Lake Outdoor Fitness Park	78%
Clear Lake Beach	77%
Al Secord Fitness Trail	67%
Playgrounds	58%
Tennis Courts	54%

Ratings were strong with positive scores of around eight in ten for most areas. They were lower for the Al Secord Fitness Trail where 15% gave a poor mark (10% were unsure), Playgrounds that received the highest poor rating of 19% and Tennis Courts where 22% said they did not know.

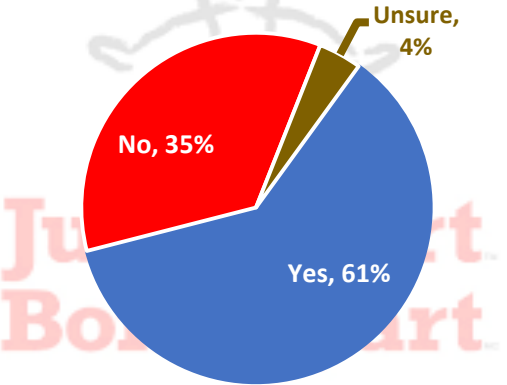


All respondents were asked about what they felt was the most important opportunity to develop. Walking or bike trails was most named, followed by a splash pad and then having more sporting events.

On the issue of the level of subsidies for youth and seniors, few or only 8% said there should be none. Most responses fell into the 25% and 50% range. Only 12% wanted a higher level of 75%.



**Q34. Are you aware of sport and recreation subsidizes for youth recreation programs? (ie. Jumpstart, Our Kids Count-MSDSB)**



Awareness of sport and recreation subsidies for youth programs is at slightly more than six in ten.

## Cultural Services & Events

In a new question, residents were asked to rate the importance to them of a series of nine community events. A five-point scale was used and the results below illustrate the total important responses of 4-important and 5-very important.

### ***Q35. "How important are the following events in our Community?"***

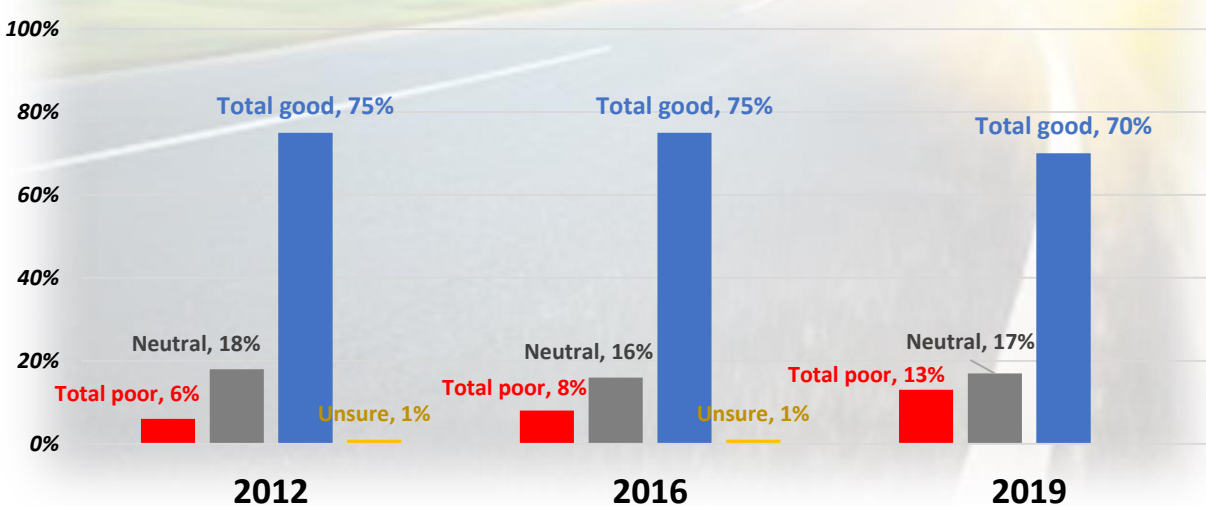
Community Events	Total Important
July 1st Fireworks	87%
Santa Claus Parade	83%
Volunteer Appreciation	80%
Seniors Appreciation	76%
Winter Carnival	64%
Pumpkin Festival	57%
Fibre Arts Festival	55%
Outdoor Movie	51%
Wall of Fame	42%

Rated in terms of highest importance was the July 1<sup>st</sup> Fireworks, while also seen as being of strong importance was the Santa Claus Parade, Volunteer Appreciation and Seniors Appreciation. Lower rated but still viewed by a majority as being important was the Winter Carnival, followed by lesser number that said the Pumpkin Festival and Fibre Arts Festival. The lowest total important scores were for Outdoor Movies and the Wall of Fame.

## Public Works

Residents rated the appearance and cleanliness of the community using a five-point scale. The graph below combines the total poor (1-very poor & 2-poor) as well as the total good (4-good & 5-very good) responses. Total positive results are -5% lower than the two previous survey periods, while the total poor numbers have increased +5% over 2016 and the neutral score by +1%.

**Q36. "How would you rate the overall appearance or cleanliness of the community including such areas as town-maintained streets, sidewalks?"**



When asked about bag limits, the most recalled number was having two. There is limited support for only one and not a great demand for four.

**Q37. "What should the maximum number of garbage bags be?"**



**Q38. "Do you recycle weekly through the curbside collection?"**



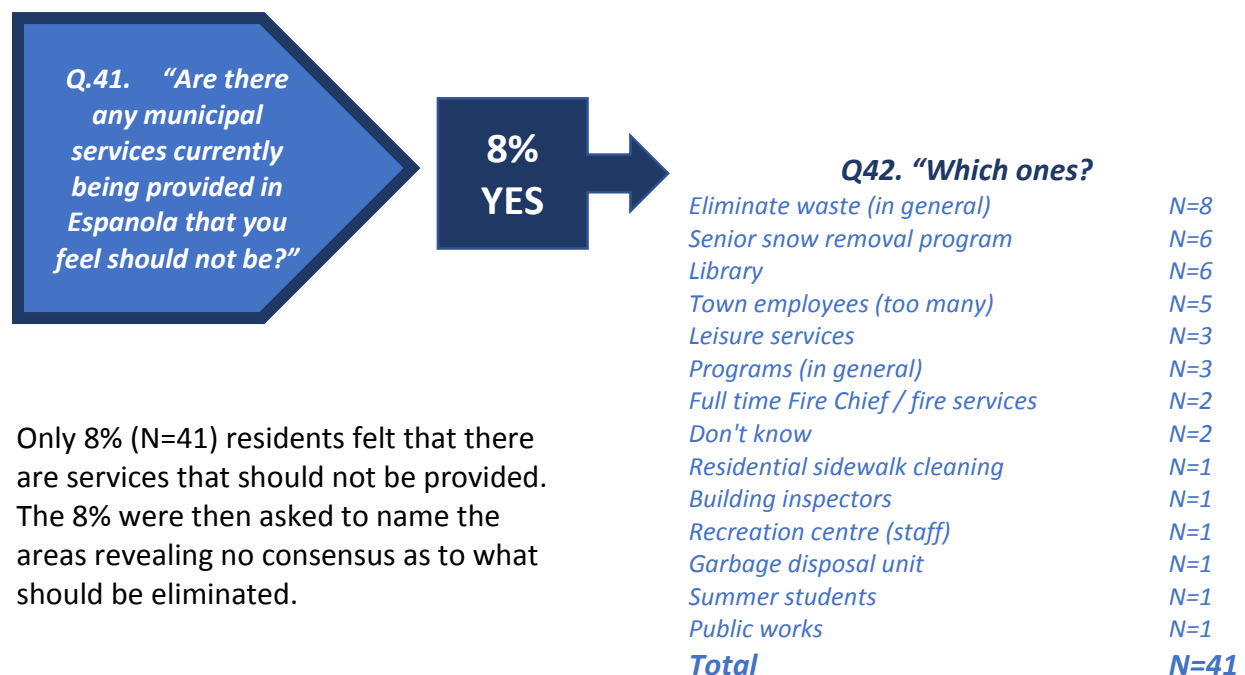
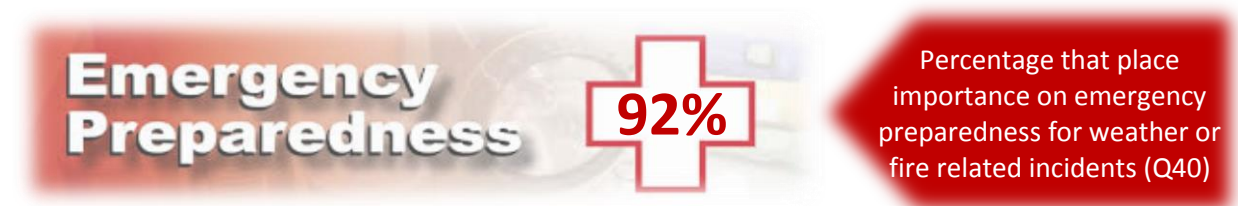
Almost all residents or 97% claimed they recycle weekly.

## Strategic Direction

In a new question, residents were asked to name which from a list of four priorities they felt should be the Town's number one priority for the future.

Q39. What should be the Town's number one priority when planning for the future?		
LIST READ TO RESIDENTS	Improve and Maintain our Infrastructure i.e. water/sewer/roads, municipal facilities	29%
	Sustainable Economic Growth & Prosperity i.e. business attraction,/retention, housing	30%
	Efficient and Effective Government i.e. effective communication, openness & transparency	9%
	Safe and Healthy Community i.e. healthy lifestyles, safe neighbourhoods	24%
	Don't know	9%

There was no clear priority identified as there was a near equal split between those that said sustainable economic growth and prosperity (30%) and improving and maintaining infrastructure (29%), while in a close third was a safe and healthy community (24%). Few or only 9% named efficient and effective government.



Residents were then asked to rate their level of agreement with two statements using a five-point rating scale from one strongly disagree to five strongly agree. The following table combines the total disagree (1-strongly disagree & 2-disagree) as well as the total agree (4-agree & 5-strongly agree) results.

	Total Disagree	Neutral	Total Agree	Unsure
Q43. <i>"Espanola should invest in maintaining and improving existing infrastructure?"</i>	6%	9%	82%	3%
Q44. <i>"Your property tax bill includes municipal, social and education services. The municipal portion is approximately 80%, do you believe that you are getting value in services for the municipal portion of your tax bill?"</i>	20%	26%	46%	8%

Eighty two percent agreed that Espanola should invest in maintaining and improving infrastructure, a result consistent with the previous poll in 2016 (81%) and higher than in 2012 (72%).

The question on value for tax dollars was amended in this survey to add a descriptive of the services and percentage of municipal portion of 80%. There were 46% that agreed they were getting value, while only two in ten disagreed, but slightly more than a quarter were neutral (neither agree nor disagree) and 8% were unsure.

When asked in 2012 in a straight question if they were getting value for their tax dollar, 31% agreed as did 38% in 2012.

## Communicating with Residents

Residents were first questioned about the Town's website. They were asked if they have used it over the past year and if so, there were a series of follow-up questions that were presented.

**71%**

The percentage that have visited the website over the past 12 months (Q45). Sixty nine percent visited in 2016 and 37% in

In a follow-up, visitors to the site were asked in a question allowing for multiple responses why they accessed the website. The main reason named was for community events and information by more than six in ten.

**Q46. "What information have you accessed on the Town website?"**

Community events / information	61%
Public notices	28%
Town Hall / Council & Mayor updates	20%
Garbage / recycling information	19%
Contact information/My311	18%
Streamed Council Meetings	12%
Bylaw information	10%
Business directory	9%
Freedom of Information Requests and Responses	4%
Integrity Commissioner	2%

**72%**

The number that said the Town's website is user friendly (Q47).

The 28% or N=101 that said it is not user friendly were asked about what improvements they would like to see (Q48). Comments related to just making it more user friendly, while a significant number were unsure on how to improve the site.

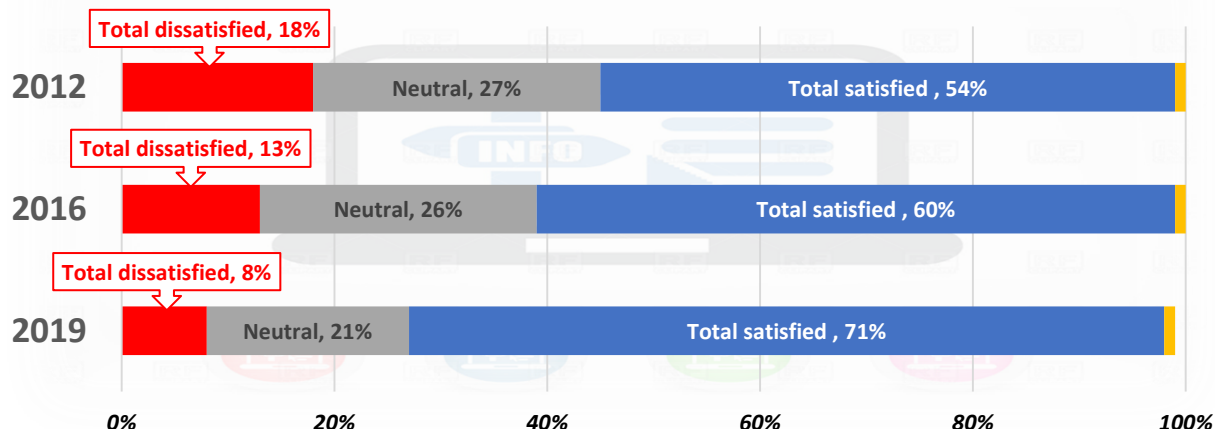
**Q48. What improvements do you suggest?**

Make it more user friendly	39%
Don't know	24%
Update graphics	11%
Have less pages / quicker access to information	11%
A complete overhaul	9%
More information	5%
More updated information	2%



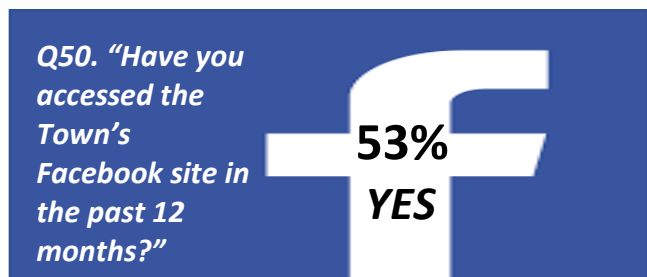
Website visitors (N=354) then rated their satisfaction with the content or information on the site.

**Q49. "Using a scale from one very dissatisfied to five very satisfied, how would you rate your satisfaction with the information on the Website?"**



More than seven in ten or 71% are satisfied with the content of the website, while only 8% are dissatisfied with satisfaction results being +11% higher than in 2016 and +17% greater compared to 2012.

Fifty three percent of residents have accessed the Town's Facebook site (44% in 2016) and most or 78% (77% in 2016) read the Town's Newsletter. When the 78% of readers (N=392) were asked to rate it as a source of information, 70% accorded a positive or good rating (73% in 2016), only 9% a poor one (4% in 2016) and 21% a neutral mark (23% in 2016).



Electronic methods of communication are preferred by residents, with most citing the website (33%) and Facebook (29%).

**Q53. "What is your preferred method of communication with the Town?"**

Website	33%
Facebook	29%
Telephone	14%
Newsletter	9%
Face to face / in person	7%
Email	2%
Town hall meetings	2%
Don't know	1%
Radio	1%



**Q52. "Using a scale from one very poor to five very good, how would you rate the Town's newsletter as a source of information?"**

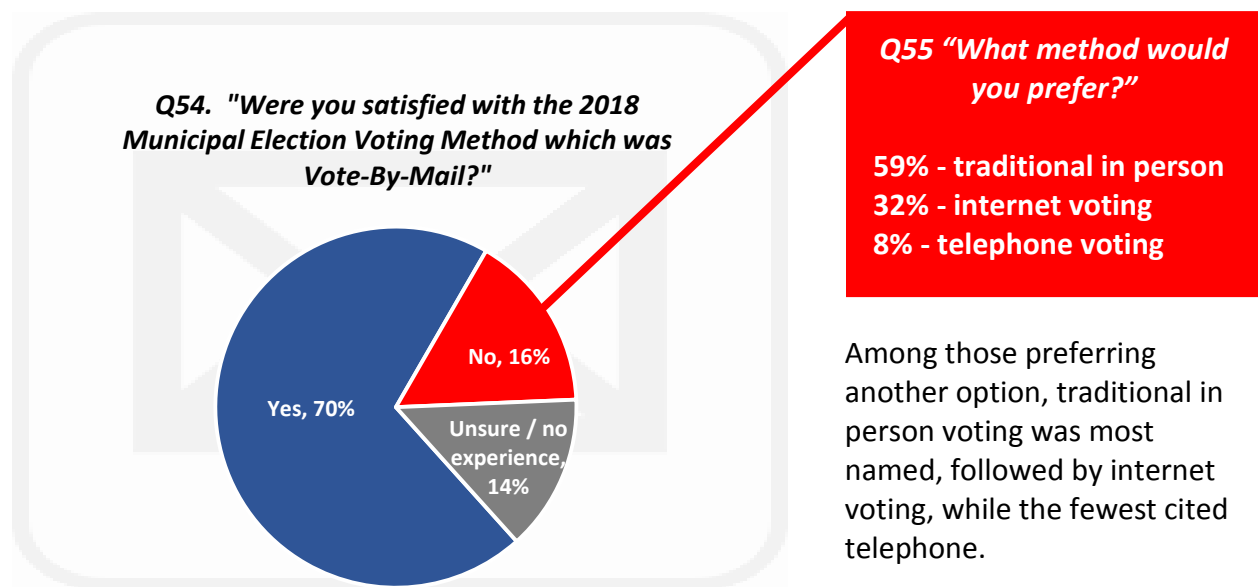
<b>TOTAL POOR</b>	<b>9%</b>
<b>NEUTRAL</b>	<b>21%</b>
<b>TOTAL GOOD</b>	<b>70%</b>



## Voting & Citizen Input

Two survey questions asked residents about the 2018 Vote-By-Mail electoral method, first starting with an overall satisfaction question with the vote by mail method (regardless of whether they voted or not) used in the last Election.

Most or 70% said they were satisfied, compared to 66% in 2016, while only 16% claimed to be dissatisfied – lower than the 29% in the previous survey. The 16% or N=79 were then asked a follow-up question about what method of casting a ballot they would prefer.



In the final question, residents were asked if they have enough opportunity to voice their concerns.

**Q56. "Do you feel you have sufficient opportunity to voice your concerns?"**

	Yes	65%
	No	22%
	Don't know	14%

Sixty five percent of residents are of the opinion they have enough opportunity to voice their concerns, only 22% do not and there were 14% that answered do not know or unsure.

# BUSINESS RESULTS SUMMARY

## Overview

The following is the summary of the results from the business component of the survey where N=36 respondents completed questionnaires (N=31 in 2016). Given the small nature of the sample, included are the counts or number of responses (N) as well as the percentage (%). In some cases, only the counts or N are presented, especially when there are single mention verbatim responses. The small sample year over year, which is a function of the limited survey population, means that some results may vary considerably.

The business questionnaire was shorter than the residential one and while some similar questions were asked, it also contained specific indicators that were specific to this commercial segment of the Town.

## Top of Mind Issues

**Q1. "From the perspective of your business, what is the most important issue facing the community of Espanola at this time?"**

Attracting new business / industry	N=9
Increase in crime	N=5
None / nothing	N=4
Don't know	N=4
More jobs / employment	N=3
Taxes	N=2
Roads	N=2
Lack of transportation	N=2
Lack of support from City council	N=2
The infrastructure	N=1
Health care	N=1
Poverty	N=1

When first asked about what they considered to be the top issue facing the community, attracting new business, industry and creating jobs was most named. Other responses included crime and issues with infrastructure in the Town.

In 2016, attracting new business and infrastructure were also the top mentions, while in 2012 high taxes topped the agenda.

In a new open-ended question allowing for multiple responses, businesses were asked what in the Town adds value to their business. The adjacent results indicate the count as well as the total percentage of cases for each category. Most named by N=15 or 42% were the people, closely followed by location and being a full-service community. Skilled labour, tourism and the Mill were also notable references.

**Q2. "What, in Espanola adds value to your business?"**

People	N=15	42%
Location	N=14	39%
Being a full-service community	N=13	36%
Skilled labour	N=9	25%
Tourism	N=4	11%
The Mill	N=3	8%
Other local businesses	N=2	6%
Don't know	N=1	3%

**Q3. "What presents the biggest challenge for your business?"**

Location	N=8
Skilled labour / getting employees	N=5
Limited customer base / traffic	N=5
Utility costs	N=3
Taxes	N=3
Competition	N=3
Weather	N=2
Crime (shoplifters, break-ins, etc.)	N=2
Cost / expenses	N=2
Funding	N=1
Attracting people to the area	N=1
Don't know	N=1

Another open probe asked for the first-time questioned businesses about challenges. Responses varied but tended to relate to locational concerns including attracting employees, customers and being in an area with high costs of operation (utilities, taxes, etc.).

## Economic Development Priority

In a new question, businesses were asked to name which from a list of four priorities they felt should be the Town's number one economic development priority.

Q4. "What in your opinion should be the Town's top economic development priority?"		
LIST READ TO RESPONDENTS	<b>Espanola as a Regional Service Hub</b> (i.e. Health Care, Government Services. Professional and Business Services for the area)	N=5, 14%
	<b>Support for the Local Business Community</b> (i.e. Business & Industrial Development, Internal Business Retention & Expansion, Tourism)	N=21, 58%
	<b>Expansion and Enhancement of Quality of Place</b> (i.e. Community Infrastructure & Programming, Housing, Recreation, Access to Natural Environment, Downtown Regeneration, Arts, Culture & Heritage Opportunities, Cost of Living – Taxes)	N=9, 25%
	<b>Being a Leader in Regional Collaboration &amp; Outreach</b> (i.e. Community & Residential Marketing, Regional Partnerships & Outreach, Investment Attraction)	N=1, 3%

The priority that was most named was support for the local business community, next by expansion and enhancement of quality of place and being a regional service hub.

## Getting Adequate Information

Respondents were then asked if they felt that the Town is currently providing businesses like theirs with adequate information of which only slightly more than half said yes, they were. There were more in 2016 (81%) and in 2012 (60%) that claimed to be getting adequate information.

Q5. Overall, do you feel that the Town is providing businesses like yours with adequate information?			
	Yes	N=19	53%
	No	N=8	22%
	Don't know	N=9	25%

## Rating Town Services

Businesses were asked to rate a series of Town services using a five-point scale from one very poor to five very good. Below is a summary of the findings, illustrating the top two good or very good scores.

***“Using the scale where one is very poor and five is very good, please rate your satisfaction with the Town in providing each of the following services.”***

Q6. Garbage collection and recycling service — 67%, N=24 total good (81%-2016, 70%-2012)
Q7. Road and sidewalk maintenance — 83%, N=30 total good (52%-2016, 47%-2012)
Q8. Property Maintenance Standards Enforcement—78%, N=28 total good (45%-2016, 47%-2012)
Q9. Ensuring quality water and sewer services — 67%, N=24 total good (77%-2016, 67%-2012)
Q10. Providing safe neighborhoods — 72%, N=25 total good (68%-2016, 63%-2012)
Q11. Providing Care Van Services — 42%, N=15 total good (58%-2016, 57%-2012)
Q12. Fire Prevention, Education and Suppression — 64%, N=23 total good

Total good scores were highest for road and sidewalk maintenance and property maintenance standards enforcement, followed by providing safe neighbourhoods.

## Rating Municipal Office

When asked (Q13a), N=10 of the N=36 businesses said they have not or do not recall visiting the Municipal Office. Among the N=26 that have, all or 100% were either satisfied (N=15) or very satisfied (N=11) with their most recent experience. In 2016 88% were satisfied and in 2012 82%.

The N=26 visitors were then asked two follow-up probes.

**Q14. “What was the nature of your most recent contact with the Municipal Office?”**

Ask for information	N=7
Payment of bill / taxes	N=6
Request a service or assistance	N=3
Make a complaint	N=3
Building permit / licence	N=3
Work / job / committee / council meeting	N=2
To offer a suggestion / comment	N=1
Don't know	N=1

**Q15. “What services would you like to see offered at the municipal office?”**

None / nothing more / good as is	11
Don't know	11
Small business loans	2
More parking for visitors	1



N=9 (25%) businesses out of the N=36 surveyed are aware that the Town of Espanola has a Community Improvement Plan, offering incentives to local businesses (Q16).

Businesses were then asked about their interest in four workshops, with results showing that interest was consistent at around one quarter to a third.

**Q17. "If the following workshops were offered would you attend?"**

N=12, 33%	Funding opportunities and how to apply
N=10, 28%	Social media
N=11, 31%	Succession planning
N=9, 25%	Human Resources

## Cultural Services & Events

In a new question, businesses were asked to rate the importance to them of a series of nine community events. A five-point scale was used and the results below illustrate the total important responses of 4-important and 5-very important.

**Q18. "How important are the following events in our Community?"**

Community Events	Total Important
Seniors Appreciation	N=32, 89%
Santa Claus Parade	N=31, 86%
Volunteer Appreciation	N=29, 81%
July 1st Fireworks	N=28, 78%
Winter Carnival	N=28, 78%
Fibre Arts Festival	N=26, 72%
Pumpkin Festival	N=24, 67%
Outdoor Movie	N=24, 67%
Wall of Fame	N=20, 56%



A high level of importance was placed on most areas, but results were lowest for the Wall of Fame.

## Public Works

When asked about the maximum number of garbage bags that should be permitted, most want four or more with the most common responses being four, six or higher.

<b>Q19. "What should be the maximum number of garbage bags permitted per week for Commercial business?"</b>			
	2	N=2	6%
	3	N=1	3%
	4	N=10	28%
	5	N=2	6%
	6	N=6	17%
	8 or more	N=12	33%
	Don't know	N=3	8%

More than seven in ten businesses claimed that they recycle weekly through curbside collection.

<b>Q20. "Do you recycle weekly through the curbside collection?"</b>			
	Yes	N=26	72%
	No	N=10	28%

## Police

Most of the businesses surveyed or N=24 of the N=36 are satisfied with Police visibility and response time, while only N=4 are dissatisfied.

<b>Q21. "Using a scale from one very dissatisfied to five very satisfied, how would you rate your satisfaction with Police visibility and response time?"</b>			
	1-very dissatisfied	N=1	3%
	2-dissatisfied	N=3	8%
	3-neither satisfied nor dissatisfied	N=5	14%
	4-satisfied	N=21	58%
	5-very satisfied	N=3	8%
	Don't know	N=3	8%

## Strategic Direction

In a new question, businesses were asked to name which from a list of four priorities they felt should be the Town's number one priority for the future.

Q22. What should be the Town's number one priority when planning for the future?		
LIST READ	<b>Improve and Maintain our Infrastructure</b> i.e. water/sewer/roads, municipal facilities	N=6, 17%
	<b>Sustainable Economic Growth &amp; Prosperity</b> i.e. business attraction,/retention, housing	N=13, 36%
	<b>Efficient and Effective Government</b> i.e. effective communication, openness & transparency	N=6, 17%
	<b>Safe and Healthy Community</b> i.e. healthy lifestyles, safe neighbourhoods	N=11, 31%

There was a near equal divide between those that want sustainable economic growth and prosperity as well as a safe and healthy community as top priorities. The remaining responses were split among those favouring a safe and healthy community and those wanting improved / maintained infrastructure.

When asked (Q23), only N=5 or 13% (7% in 2016) businesses said there are services currently being provided in Espanola that should not be. The N=5 were asked to name the services (Q24), with N=3 answering don't know, N=1 the seniors snow shovelling program and N=1 lifeguards at Clear Lake.

Respondents rated their level of agreement with the following two statements using a five-point scale of one strongly disagree to five strongly agree.

	Total Disagree	Neutral	Total Agree	Unsure
Q25. "Espanola should invest in maintaining and improving existing infrastructure?"	-	N=4, 11%	N=32, 89%	-
Q26. "Your property tax bill includes municipal, social and education services. The municipal portion is approximately 80%, do you believe that you are getting value in services for the municipal portion of your tax bill?"	N=3, 9%	N=10, 28%	N=17, 47%	N=6, 17%

There is majority support for maintaining and improving infrastructure and higher than in previous years (74% in 2016 & 70% in 2012) and in a modified value for tax dollar question roughly half agreed or feel they are getting value for the municipal portion of their tax bill (42% in 2016 & 27% in 2012).

## Communicating with Businesses

● 67%, N=24 have accessed the Town's website (Q27) in the past 12 months (61% in 2016 & 53% in 2012).

● Q28 then probed respondents that have visited the website (N=24) about the information they accessed. Multiple responses were accepted and are displayed below.

Community events / information	N=16
Public notices	N=8
Business directory	N=7
Town Hall / Council & Mayor updates	N=5
Media releases	N=3
Contact information/My311	N=3
By-Law information	N=3
Integrity Commissioner	N=1
Streamed Council Meetings	N=1

● N=20 or 83% of visitors to the site said it is user friendly, N=4 or 17% said it is not (Q29).

● The N=4 were asked (Q30) about what improvements they would like. N=2 want it more user friendly, N=1 claim it needs more information and N=1 want it to be visually appealing.

● Q31 asked website visitors to rate their satisfaction with the site. N=2 (8%) were dissatisfied, N=4 (17%) neither satisfied nor dissatisfied, N=18 (75%) satisfied.

▲ N=22 (61%) stated that they read the Town's newsletter in Q32 (61% in 2012 & 57% in 2012).

▲ The N=22 readers of the newsletter were asked to rate it as a source of information (Q33). N=3 (14%) scored it as poor, N=6 (27%) as neither poor nor good and N=13 (59%) as good.

■ 64%, N=23 have accessed the Town's Facebook site in the last year (Q34), compared to 23% in 2016.

## Voting

Two final survey questions asked residents about the 2018 Vote-By-Mail electoral system, first starting with an overall satisfaction question (Q35) with the voting method (regardless of whether they voted or not) used in the last Election.



*N=24 or 67% said they were satisfied, compared to 65% in 2016, while N=7 or 19% claimed to be dissatisfied (19% in 2016). There were N=5 or 14% that answered do not know or that they had no experience with the ballot.*



*The 7% or N=7 dissatisfied were then asked a follow-up question about what method of casting a ballot they would prefer (Q36). N=3 respondents named traditional in person voting, N=3 internet balloting and N=1 a phone option.*



## MEMO

DATE: September 12, 2019

TO: Mayor and Council

FROM: Cynthia Townsend, CAO/Treasurer

RE: 2020 Budget Challenges

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

- The cuts to health & social services could present a significant challenge if MSDSB and Public Health look to transfer those cuts to the member municipalities rather than look for cuts and savings within their own organizations. It should be noted that since 2013, our grants and commercial and industrial assessment have been reduced significantly and the municipality has worked very hard to compensate for those without having significant increases to the tax levy.
- OMPF – A further decrease is anticipated as the Transitional component of this grant is allocated to other core components. This is the largest regular operating grant the municipality receives and it has been declining 3-5%/year under the newly designed program. This could result in further declines of \$60,000 - \$100,000, which could range from \$26 – 44/household.
- Human Resources – summer students continue to be a challenge to attract, the major detractors being working outside in the heat, cold or rain. The number of applications continues to decline, this year 2 students didn't complete the summer. Summer students present cost savings opportunities as the work is being performed at minimum wage.
- Grants – it is anticipated that there will be fewer grants available for capital projects, however we have been successful in the Connecting Link funding and the project will be completed in 2020. An application for the Recreation Complex is due in November and may address some of the capital needs

- CPI is expected to be 2%
- Both CUPE contracts expire December 31<sup>st</sup> increases for 2020 are unknown
- Garbage and Recycling contracts to be tendered/renewed increases are unknown although the contractor expressed concern that they could no longer continue with just a CPI increase. We are currently trying to schedule discussions with the current service provider for more information to bring to council.