



COMMUNITY SERVICES COMMITTEE AGENDA

For the Corporation of the Town of Española

Community Services Committee Meeting

To Be Held On

**April 16, 2019
Council Chambers**

100 Tudhope Street

4:00 P.M.

Disclosure of Pecuniary Interest

Departmental Reports

1. Public Works Department Departmental Report for March 2019
2. Leisure Services Department Departmental Report for March 2019
3. Fire Department Departmental Reports for February and March 2019

Public Works Department

4. Laneway Plow Routes

Administration

5. Streetlight Request – For Direction

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

DEPARTMENTAL REPORT

DEPARTMENT: Public Works	MONTH: March 2019
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<p>PROJECT STATUS:</p> <ul style="list-style-type: none"> ➤ Bio-Solids: Awaiting reply on funding. ➤ Water Meters: Balancing proposed rates. ➤ Asset Management: Paused for auditing. ➤ Hwy 6/Centre St.: Surface asphalt, property restorations and traffic sensing loops at Second Avenue in spring/early summer of 2019. ➤ IRP Phase 2A: Surface asphalt and property restorations in 2019. <p>TRANSPORTATION:</p> <ul style="list-style-type: none"> ➤ Public Works continued with regular maintenance of town streets and back roads including winter road and sidewalk maintenance, patching, sign repairs and garbage/debris pick-up. ➤ Performed senior snow removal two times during the month of March. ➤ There were 808 loads of snow removed for the month of March and 3390 cumulative loads of snow removed to date. ➤ Snow removal for Espanola Regional Hydro at full cost recovery. ➤ Half loading signs were installed on March 14 and 18, 2019. ➤ Scraped ice out of maintained lanes. <p>EQUIPMENT:</p> <ul style="list-style-type: none"> ➤ #13 Tri-axle Truck is still down from February 4th. <p>ENVIRONMENTAL:</p> <ul style="list-style-type: none"> ➤ Started preparations for 2019 HHWD to be held on April 27, 2019. The Township of Baldwin is joining the event. <p>BEAUTIFICATION:</p> <ul style="list-style-type: none"> ➤ Nothing for this report. <p>CEMETERY:</p> <ul style="list-style-type: none"> ➤ Nothing for this report.

BALL FIELDS/PARKS/CLEAR LAKE BEACH:

- Nothing for this month.

WATER & SEWER:

- Thawed culverts and catch basins.
- There were 4 dirty water complaints.
- There was one frozen water service. PWD thawed at no charge as it was a first freeze for this building owner.
- There were four complaints of sewer back-ups. One was backed up in the Town sewer main, which was flushed and cleared. Others were advised to contact plumbers as the blockages were in the services.
- There were many requests for catch basin and culvert thawing.
- There was one compliment regarding catch basin thawing.

INTER DEPARTMENTAL:

- Maintained vehicles and equipment for other departments.
- PWD required to remove snow on the roof of the Complex.
- Assisted at the ski hill.
- Moved materials at the Fire Hall.

COMPLAINTS/COMPLIMENTS:

- There were many requests/complaints for snow removal and patching potholes.
- There was one compliment regarding the senior snow removal program.
- There were three complaints regarding road conditions in regards to ice, ruts, sand, and snow removal.

EMPLOYEE STATUS:

- EHS Co-op student began working at PWD on Feb. 25, 2019.
- Six PWD employees attended propane training on March 27, 2019.

VISITORS:

- Four blue boxes were issued during the month of March.

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DEPARTMENTAL REPORT

DEPARTMENT: Leisure Services	MONTH: March, 2019
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Outdoor Rink

- The outdoor rink was open for the duration of March Break – thanks to the efforts of volunteer Rock Taylor with support from Leisure Services & Public Works staff

Building

- Building shut down for 5.5 days due to engineers assessment of snow & ice load with the forecast of impending rain
- A crew comprised of Recreation, Public Works & local contractors cleared the roof

Pool

- Introduced the inflatable “Neptune” obstacle float to a Recreation Swim, the program enhancement was well received by 70 participants
- The monthly sponsored Shelley Newton Memorial Swim attracted 63 participants
- The aquatics department began promoting pool programs on Twitter

Arena

- The Skating Club hosted a Carnival with guest Olympians Meagan Duhamel & Eric Radford – event was a huge success
- The Sportsmen ended their season with a tournament
- Espanola Midget Eagles won the division banner
- Express did not make the playoffs
- Minor Hockey season was extended this year due to a strong season
- Ice plant shut down on March 30th with ice removal by April 3rd

Events/Programs

- M’Nidoo Mnising hosted a Free Women’s Wellness event for International Women’s Day offering quality speakers, programming and lunch
- Fibre Arts Festival hosted a Stash Sale to raise funds for the festival
- The Recreation Complex & Library co-hosted a live Theatre Show for families during March Break called The Snow Queen. 40 people attended & the show was of excellent quality. We purchased a half page colour ad in Around & About, also advertised on Moose FM, Monitor, LED, Website, Handout and Social Media
- Department promoted March Break Camps & Events hosted by outside providers to include: Art Camps, Boogie Mountain Ski Hill Camps, Dodgeball Tournament,

Free Family Yoga, "I AM" Children's Retreat. In-house programs and promotion included the Outdoor Rink, Toonie Shinny, Toonie Public & Free skates, Toonie Junior Squash, Fun Days at the Library, Free Lions Club Swim, Recreation Swims

- Released the "to-date" listing Summer Camps & Events for early promo
- Began working on Senior Appreciation Day & Volunteer Appreciation Day
- Continue to work on building summer camp roster and confirming event information

Promotions

- 74 posts on facebook
- Began tagging facebook posts to a Recreation Instagram account to extend reach
- Ongoing daily ad Moose FM

Recreation Master Plan

- March meeting with the Recreation & Culture Advisory Committee cancelled due to building shut down

Complaints / Compliments:

- Sportsmen League complimented facility staff on their professionalism
- Patron complimented department for many free skating opportunities this season
- Patron wants a set skating & shinny schedule on weekends
- Swim parent appreciated that we had on-deck seating
- 3 patrons complained the gym was filthy with dust & dirt
- Patron complained that women's change room was cold
- 3 patrons complained that gym users are not putting their weights away
- Patron complained that people are wearing outdoor shoes in the change rooms and putting them in lockers which creates messy floors and muddy lockers
- Squash member complained that he was unable to drop in for squash because the court was already booked
- Patron complained of tripping hazard in the women's change room (lifting tile)
- 2 patrons complained that the parking lot is full of cars belonging to students and teachers at EHS

Employee Status: one full-time facility attendant off on short-term

Training: Department Manager & Program Manager attended the Parks & Recreation Ontario Conference.

Visitors: Lower March numbers for 2019 due to closure & significant bad weather days.

MARCH 2019

DROP INS	
Aquafit	4
Fitness Centre	57

MARCH 2018

DROP INS	
Aquafit	10
Fitness Centre	98

Line Dancing	20
Shinny	22
Toonie Shinny	19
Skate	9
Toonie Skate	30
Squash	13
Swim	617
After School Skate	15
TOTAL	806

Line Dancing	13
Shinny	30
Toonie Shinny	67
Skate	23
Toonie Skate	52
Squash	9
Swim	826
After School Skate	n/a
TOTAL	1128

Memberships - RESIDENT	
Aquafit	75
Bronze Pool	131
Fitness	896
Squash	7
Silver	80
Gold	6
Pool Pass	61
Private Swim Lessons	1
TOTAL	1257

Memberships - RESIDENT	
Aquafit	130
Bronze Pool	126
Fitness	1486
Squash	17
Silver	111
Gold	5
Pool Pass	71
Private Swim Lessons	2
TOTAL	1948

Memberships - NON RESIDENT	
Aquafit	45
Bronze Pool	47
Fitness	202
Squash	4
Silver	45
Gold	0
Pool Pass	25
Private Swim Lessons	0
TOTAL	368

Memberships - NON RESIDENT	
Aquafit	73
Bronze Pool	64
Fitness	274
Squash	8
Silver	78
Gold	23
Pool Pass	70
Private Swim Lessons	0
TOTAL	590

SHELLEY NEWTON FREE SWIM	
Mar. 10	63

LIONS' FREE SWIMS	
Mar. 2	55
Mar. 9	91
Mar. 23	66

LIONS' FREE SWIMS	
Mar. 3	40
Mar. 10	83
Mar. 17	103

Mar. 30	76	Mar. 24	60
TOTAL	288	Mar. 31	50
		TOTAL	336
TIM HORTONS FREE SWIMS		TIM HORTONS FREE SWIMS	
Mar. 11	72	Mar. 12	114
Mar. 12	132	Mar. 13	157
Mar. 13	105	Mar. 14	114
TOTAL	309	Mar. 15	157
		TOTAL	542

Department Manager:

Joel Yusko

Submitted on: April 4, 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: FIRE DEPARTMENT	MONTH: February 2019
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<p><u>Inspection Orders Completed:</u></p> <ul style="list-style-type: none"> ▪ 7 – New Inspections ▪ 3 – Follow-up Inspections ▪ 2 – Final Inspections <p><u>Inter-Departmental:</u></p> <ul style="list-style-type: none"> ▪ Review of the new fire hall construction ▪ Follow-up to complaints received on parking in fire lanes at business <p><u>Fire Hall Construction Progress:</u></p> <ul style="list-style-type: none"> ▪ Most of the exterior doors and windows are in ▪ Concrete pads poured in all sections except the truck bays ▪ 90% of insulation is complete ▪ Stone work in the front of building is complete ▪ All plumbing lines that had to go into the floor are done ▪ Electrical is 30% complete ▪ Interior walls have been started ▪ Shingling is complete except for over entrance canopies. <p><u>Fire Prevention:</u></p> <ul style="list-style-type: none"> ▪ Installed CO and smoke alarms for residents <p><u>Other:</u></p> <p>The Fire Chief:</p> <ul style="list-style-type: none"> ▪ had the air compressor shipped to the U.S. for overhaul; ▪ met with DC Communications regarding the new fire hall; ▪ met with the representative from Emergency Management Ontario; ▪ worked on the Mutual Aid Plan; ▪ had a number of firefighters receive First Aid/CPR training; ▪ attended the Espanola & Area Safety Coalition Meeting. <p><u>Fire Permits Issued: 1</u></p>

<p><u>DEPT. CALLS:</u></p> <p><u>Number of Calls: February 2019 --8</u></p> <p>Fires – 1 False Alarm - 1 CO Call/ No CO – 3 Overheat – no fire – 1 Natural Gas Leak – 2 TOTAL CALLS TO DATE: 18</p>	<p><u>Number of Calls: February 2018 --6</u></p> <p>CO call – CO Present - 1 CO call – no CO present - 1 Medical Assist - 2 Fire Code Violation – 1 Pre-fire Condition – no fire - 1 TOTAL CALLS TO DATE: 15</p>
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FIREFIGHTER TRAINING - February

F/F Weekly Training - Hours for the Month: - Practices for February -	194 Hours (per firefighter/per practice x4 practices for the month)
F/F Extra Training for the Month: Not during regular weekly practice	N/A
Total Hours of Training for the Month:	<u>194 Hours</u>
Training Topics:	Ventilation, salvage & overhaul training. First aid scenarios. Rope & knots and ladders, water flows.
Number of Firefighters in attendance at weekly training:	Feb 6 - <u>19</u> Feb 13 - <u>17</u> Feb 20 - <u>16</u> Feb 27 - <u>17</u>
Employee Status: Looking at advertising for new recruits.	
Visitors: 25	

Department Manager: M. Pichor

Submitted on: March 13, 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: FIRE DEPARTMENT	MONTH: March 2019
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<p><u>Inspection Orders Completed:</u></p> <ul style="list-style-type: none"> 5 – New Inspections 7 – Follow-up Inspections <p><u>Inter-Departmental:</u></p> <ul style="list-style-type: none"> Review and tour of the new fire hall construction site <p><u>Fire Hall Construction Progress:</u></p> <ul style="list-style-type: none"> Concrete pads poured in all sections 90% of insulation is complete Brick work in the front of building is complete Electrical is 50% complete Interior walls are all up and 70% drywalled Shingling is complete except for over one entrance canopy Ductwork has commenced. <p><u>Fire Prevention:</u></p> <ul style="list-style-type: none"> Fire safety inspection complaint dealt with Smoke alarm check requested Residential Fire Code compliance inspection done Fire route concern looked into <p><u>Other:</u></p> <p>The Fire Chief:</p> <ul style="list-style-type: none"> and 3 officer's attended the Northeastern Fire Education Conference; worked on data and communication systems for new fire hall; attended the Mutual Aid Chief's meeting; attended the Mutual Aid Association Meeting in Markstay; attended the Espanola & Area Safety Coalition Meeting. <p><u>Fire Permits Issued: 0</u></p>

<p><u>DEPT. CALLS:</u></p> <p><u>Number of Calls: March 2019 --2</u></p> <p>Fires – 1 Natural Gas Leak – 1 TOTAL CALLS TO DATE: <u>20</u></p>	<p><u>Number of Calls: March 2018 --2</u></p> <p>Alarm System Malfunction/False alarm - 1 Overheat, no fire - 1 TOTAL CALLS TO DATE: <u>17</u></p>
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FIREFIGHTER TRAINING – March

F/F Weekly Training – Hours for the Month: - Practices for March -	185.5 Hours (per firefighter/per practice x4 practices for the month)
F/F Extra Training for the Month: Not during regular weekly practice	N/A
Total Hours of Training for the Month:	<u>185.5 Hours</u>
Training Topics:	Building construction, collapse presentation. Structure ventilation using horizontal hydraulic ventilation, using mechanical positive-pressure ventilation. Incline, blanket, webbing drag. Seat lift/carry rescue. Ropes & knots and ladder training. First Aid scenarios.
Number of Firefighters in attendance at weekly training:	Mar 6 – <u>20</u> Mar 13 – <u>21</u> Mar 20 – <u>22</u> Mar 27 – <u>18</u>
Employee Status: Advertising for new recruits.	
Visitors: 30	

Department Manager: M. Pichor

Submitted on: April 4th, 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: Public Works Dept.	DATE: April 5, 2019
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ITEM: Laneway Plow Routes Bylaw No. 2326/11
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RECOMMENDATION: That Council adopt the revised laneway plow routes as recommended by the Public Works Dept.
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<p>BACKGROUND: The Public Works Dept. submitted a report to council suggesting the removal of 1 laneway section from the recognized laneway plow routes in March. Council requested that all lanes on the plow route be reviewed to see if they meet the plowing justification.</p> <p>The primary justification for why certain laneways are plowed is to provide vehicle access to properties that do not have roadside driveways.</p>

<p>ANALYSIS: The following are laneway sections on the plow route where all properties serviced by the lane have roadside driveway access:</p> <ol style="list-style-type: none"> 1. Laneway off of South St. between Annette St. and Adelaide St. 2. Laneway connecting Adelaide St. and Annette St. behind Marshall's Motel 3. Laneway connecting Hwy 6 to Spruce St. between Sime St. and Sacred Heart School (formerly A.B. Ellis) 4. The section of 'T' laneway that connects Hwy 6 to the North-South laneway between Sime St. and Wilson St. <p>Attached is the laneway plow route map with the sections that are recommended to be removed highlighted in green.</p>

EXISTING POLICY: Plow all laneways recognized in Bylaw No. 2326/11, being a bylaw to adopt laneway plow routes.
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<p>STRATEGIC GOAL:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1) Improve and Maintain our Infrastructure <input type="checkbox"/> 2) Sustainable Economic Growth & Prosperity <input type="checkbox"/> 3) Excellence in Government <input checked="" type="checkbox"/> 4) Safe and Healthy Community
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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: Savings are roughly estimated at \$100 per winter event (1hr of loader w/operator). It would also eliminate the potential to damage private property with equipment or piled snow in these locations.

IMPLEMENTATION: Cease plowing the above laneways beginning in the 2019/2020 winter season.

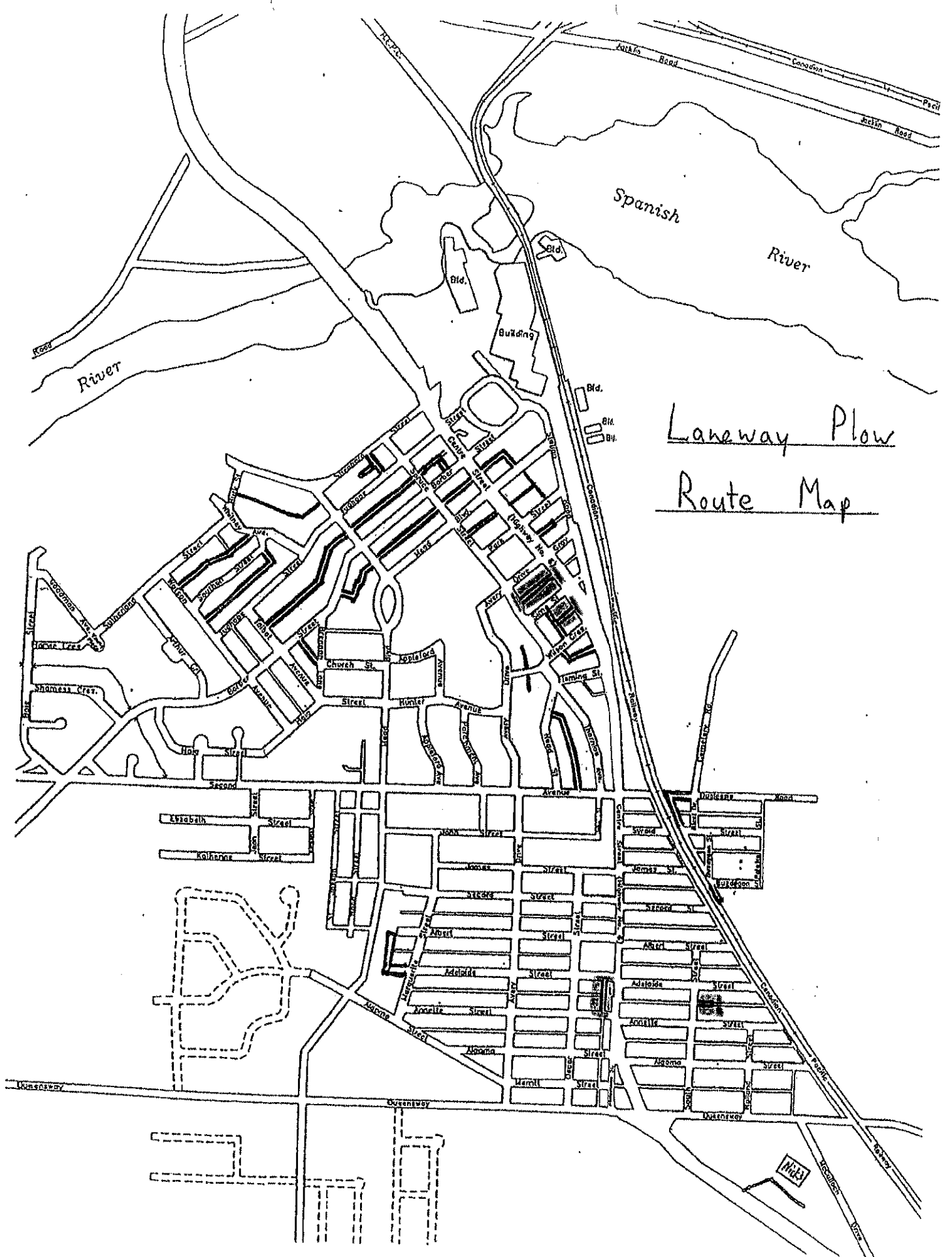
Prepared By: Dave Parker

Department Manager: *Joel Yusko*

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes No

Comments: _____



Laneway Plow
Route Map

Dear maire and council,

I live at _____ My phone number is _____
do not have a driveway off Tudhope street. Other constituents and I are
requesting that a light be installed on hydro poll number 1049, which is directly at the
bottom of my driveway. It would also benefit others with the same situation. The reasons
are:

- We are forced to use the laneway between Barber and Tudhope St.
- There's always a danger of backing into this poll.
- It would allow us to see it, anyone is walking in this laneway.
- Seniors use walkers in this laneway.
- People walk their pets there.
- It would discourage vandalism. They have pilfered through my vehicle in the past.
- If a bear comes through my yard, as it has in the past, we could avoid injuries to myself, my grandchildren and pets.

Also, there is a very serious condition right now with heavy ice in this laneway.
There's an urgent need for public works to send heavy machinery to remove this ice,
not just shave the top but to totally remove the center and drain the water. It's
practically impossible with a car.

I would sincerely hope the serious consideration be given to these requests for the
safety of all concerned.

I have amassed other taxpayers' signatures.

Yours very respectfully,

See Attachements.



COMMENTING FORM

DEPARTMENT: Public Works
DATE: April 3, 2019
RE: Street Light in Lane Request

Please review the attached letter and provide comments/recommendations and return to Traci by April 4, 2019

DEPARTMENT COMMENTS:

The Town of Espanola does not have a policy for putting street lights in laneways. In all of the maintained laneways there are 5 street lights total, and 4 of them are at 90 degree corners or T intersections. The 1 street light not at a corner or intersection is on Brennan Lane, which is a paved laneway. The cost to install a new streetlight is estimated at \$820.00 plus tax. The yearly hydro consumption and maintenance cost is estimated at \$100.00 plus tax per year.

I do not recommend that this request be satisfied at the Town's cost. This is not the first request for a street light to be installed by the Town that the department has recommended to deny. The department has even received complaints about street lights that shine into bedrooms at night. Espanola Hydro has options for "sentinel" lights that can be installed on hydro poles and all costs billed to the property owner.



Signature & Department

Installing a street light by request/petition would set a precedent and you should expect more requests.