



REGULAR COUNCIL AGENDA

For the Corporation of the Town of
Espanola

Council Meeting

To Be Held On

Tuesday, April 23, 2019
Council Chambers

100 Tudhope Street
7:00 pm



Espanola Council AGENDA

*For the Regular Meeting of the Town of Espanola
To Be Held On **Tuesday, April 23, 2019** at 7:00 p.m.
In The Council Chambers, Municipal Building*

6:00 P.M. SPECIAL MEETING OF COUNCIL
Council Chambers, 100 Tudhope Street

7:00 P.M. REGULAR MEETING OF COUNCIL
Council Chambers, 100 Tudhope Street

Please note this meeting will be streamed.

Disclosure of Pecuniary Interest and General Nature Thereof

PUBLIC HEARINGS

None

DELEGATIONS

None

QUESTION PERIOD

PART 1 - CONSENT AGENDA

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

- CA-07-19 Be It Resolved That: Items A1 to F5 inclusive contained in Part 1, Consent Agenda be adopted.

Adoption of Minutes

A1 Special Meeting of Council of April 4, 2019

A2 Regular Meeting of Council of April 9, 2019

A3 Special Meeting of Council of April 16, 2019

- 19-075 Be It Resolved That: The following Minutes are hereby accepted; Special Meeting of Council of April 4, 2019; Regular Meeting of Council of April 9, 2019; Special Meeting of Council of April 16, 2019

Board and Committee Reports

B1 Community Services Committee Meeting of April 16, 2019

B2 Espanola Public Library Board Meeting of March 4, 2019

- 19-076 Be It Resolved That: The following board and committee reports are hereby received; Community Services Committee Meeting of April 16, 2019; Espanola Public Library Board Meeting of March 4, 2019.

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Community Services Committee Meeting of April 16, 2019

D1 Recommendation regarding Revised Laneway Plow Routes

- 19-077 Be It Resolved That: As Recommended by the Community Services Committee That: Council adopt the revised laneway plow routes as recommended by the Public Works Department, with the exception of the laneway behind Marshall's Motel.

Bylaws and Resolutions

The following bylaws will be read and passed.

E1 Bylaw No. 2911/19

- 19-078 Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of April 9, 2019.

Reports

- F1** Public Works Department Departmental Report for March 2019
- F2** Leisure Services Department Departmental Report for March 2019
- F3** Fire Department Departmental Reports for February and March 2019
- F4** Joint Health and Safety Meeting Minutes of March 7, 2019
- F5** Public Health Sudbury and Districts Meeting Minutes of February 19, 2019
 - 19-079 Be It Resolved That: The following reports are hereby received; Public Works Department Departmental Report for March 2019; Leisure Services Department Departmental Report for March 2019; Fire Department Departmental Reports for February and March 2019; Joint Health and Safety Meeting Minutes of March 7, 2019; Public Health Sudbury and Districts Meeting Minutes of February 19, 2019

<h2><u>PART II - REGULAR AGENDA</u></h2>

Bylaws and Resolutions

G1 Recommendation regarding Safety Recognition Budget

- 19-080 Be It Resolved That: Council approve a recognition award budget of \$15/employee for the 22 employees of the 2 departments

that achieved zero recordable injuries in 2018, which were the Library and Administrative departments.

G2 Recommendation regarding Espanola Lions Club Sponsorship

- 19-081 Be It Resolved That: Council accept the Espanola Lions Club offer to sponsor two additional afternoons of life guard supervision at Clear Lake Beach for the summer of 2019.

Correspondence For Information Only

None

Information

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

Cheque Register for March 2019

Correspondence from Cheryl Gallant re: Bill C-68

Correspondence from Crown Indigenous Relations and Northern Affairs re: Boundaries

Conference and Conventions

FONOM Annual Conference; May 8, 9 & 10, 2019; Sudbury

2019 AMO AGM & Annual Conference; August 18-21, 2019; Ottawa

Mayor and Councillor Reports and Announcements

Future Council/Committee Meetings

Corporate Services Committee Meeting of May 7, 2019 @ 4:00 pm

Special Meeting of Council of May 14, 2019 @ 6:30 pm

Regular Meeting of Council of May 14, 2019 @ 7:00 pm

Adjournment

Closed Meeting (if required)

**SPECIAL MEETING OF COUNCIL
OF THE TOWN OF ESPANOLA**

**Council Chambers
Municipal Office**

**April 4, 2019
5:00 pm**

Her Worship Beer presided over the meeting.

Disclosure of pecuniary interest and general nature thereof

Present: Councillors R. Dufour; B. Foster; S. Hayden; H. Malott; M. Van Alstine

Laurie Bissonette, Partner, KPMG LLP

Staff: C. Townsend, CAO/Treasurer, C. Tessier, Manager of Financial Services

Absent: Mayor J. Beer; Councillor K. Duplessis

In Camera H. Malott – M. Van Alstine

Be It Resolved That:

1. 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:

- Educational or training session

Time: 5:01 pm

Carried

Resume Special Meeting

H. Malott – R. Dufour

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

Time: 6:19pm

Carried

A session was held for the purpose of financial education.

Adjournment

R. Dufour – M. Van Alstine

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

Time: 6:20 pm

Carried

B. Foster
Deputy Mayor

C. Townsend
CAO/Treasurer

Unapproved



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

**Council Chambers
Municipal Office**

**April 9, 2019
7:00 pm**

Mayor Beer presided over the meeting.

Present:

Councillors K. Duplessis, R. Dufour, B. Foster, S. Hayden, H. Malott, M. Van Alstine

Staff: C. Townsend, CAO/Treasurer; C. Kennelly, Manager of Economic Development; J. Yusko, Manager of PWD & Leisure Services Departments; T. Denault-Roque, Recording Secretary

The Mayor advised this meeting would be posted online following the meeting.

Disclosure of pecuniary interest and the general nature thereof.

Public Hearing **None**

Delegations/Petitions **None**

Question Period

A local resident asked why item G2 was brought back after it was defeated at Corporate. Mayor Beer advised she was going to address that when the item was brought up for discussion and asked if he could wait for that response or if he needed an answer now. He responded "no" and asked a follow up question of who authorized it to be on the agenda. Mayor Beer advised that she had.

Mayor Beer then stated as part of the procedure of question period, you are to state your name, address and organization you represent. Mr. Kozlowski stated his name and address of 476 Polojko St.

Councillor Dufour asked for item E3 to be severed. Clarification was given to Councillor Van Alstine on which areas of the agenda can be severed.

CONSENT AGENDA

CA-019-07 H. Malott – R. Dufour

Be It Resolved That: Items A1 to F1 contained in Part 1, Consent Agenda be adopted, with the exception of E3.

Carried

Items A1
Council Minutes

19-065 R. Dufour –M. Van Alstine

Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of March 26, 2019.

Carried

Board and Committee Reports

Items B1-B2
Community Services
Committee Meeting
Minutes

19-066 R. Dufour – H. Malott

Be It Resolved That: The following board and committee reports are hereby received; Corporate Services Committee Meeting of April 2, 2019; Espanola Public Library Meeting Minutes of December 10, 2018.

Carried

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

None

Bylaws and Resolutions

Item E1
Confirmatory Bylaw

19-067M. Van Alstine – R. Dufour

Be It Resolved That: Bylaw No 2908/19 be adopted; being a Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of March 26, 2019.

Carried

Item E2
Integrity
Commissioner

19-068 K. Duplessis – S. Hayden

Be It Resolved That: Bylaw No 2909/19 be adopted, being a Bylaw of the Town of Espanola to execute an Agreement between the Town of Espanola and Robert J. Swayze.

Carried

Item E3
Lignum Builders

Item Severed. See Regular Agenda.

Be It Resolved That: Bylaw No 2910/19 be adopted, being a Bylaw of the Town of Espanola to execute an Agreement between the Town of Espanola and Lignum Builders Limited.

Carried

Reports

19-070 K. Duplessis – S. Hayden

Item F1

Be It Resolved That: The following reports are hereby received;
Espanola WPCP 2018 Annual Report.

Carried

PART II
REGULAR AGENDA
Bylaws and Resolutions

Item E3

19-069 S. Hayden – R. Dufour

Be It Resolved That: Bylaw No 2910/19 be adopted, being a Bylaw of the Town of Espanola to execute an Agreement between the Town of Espanola and Lignum Builders Limited.

Carried

A discussion ensued regarding timelines. It was explained to council that this bylaw is a housekeeping issue for record purposes. It was stated by Councillor Foster that the previous council voted to accept the contract by Lignum and proceed with the project.

Item G1
**Espanola Economic
Development
Corporation**

19-071 S. Hayden – B. Foster

Be It Resolved That: Whereas Section 203 of the Municipal Act 2001, S.O. c.25 provides the ability for a municipality to create corporations for the purposes of economic development; and

Whereas Council acknowledges receipt of the Espanola Development Corporation - Business Case Study dated February 2019; and

Whereas staff advertised and held a public open house on March 20th, 2019 at Municipal Office Board Room from 1:30 – 3:00 pm and 6:00 - 7:00pm;

Now therefore Council directs staff to proceed with the establishment of the Espanola Development Corporation.

A discussion ensued.

As per the Procedural Bylaw each amendment must be voted on separately. Mayor Beer called for a vote in favour of the amendment; the majority of Council members were in support.

19-071 S. Hayden – B. Foster

Be It Resolved That: Whereas Section 203 of the Municipal Act 2001, S.O. c.25 provides the ability for a municipality to create corporations for the purposes of economic development; and

Whereas Council acknowledges receipt of the Espanola

Development Corporation - Business Case Study dated February 2019; and

Whereas staff advertised and held a public open house on March 20th, 2019 at Municipal Office Board Room from 1:30 – 3:00 pm and 6:00 - 7:00pm;

Now therefore Council directs staff to proceed with the establishment of the Espanola Development Corporation with council reviewing the final documentation prior to submission.

Carried

Item G2
Remediation of
Highway 6 Property

19-072 S. Hayden – B. Foster

Be It Resolved That: The Town of Espanola negotiate an agreement with the property owner for the remediation of Merritt Con 5; Lot 8: PCL 17164 Plan M74 Lot 96; Lot 97; 461 Centre Street.

A discussion ensued regarding the process of bringing this item to Council.

Mayor Beer explained that this item was defeated at Corporate Services because it was a budgetary item. Ms. Beer advised she wanted all of Council to decide on allowing staff to contact the property owner to see if they would be willing to execute an agreement, which would provide the Town with service rights that could be developed at a later point in time.

As per the Procedural Bylaw each amendment must be voted on separately. Mayor Beer called for a vote in favour of the amendment; the majority of Council members were in support.

19-072 S. Hayden – B. Foster

Be It Resolved That: The Town of Espanola have a discussion with the property owner for the remediation of Merritt Con 5; Lot 8: PCL 17164 Plan M74 Lot 96; Lot 97; 461 Centre Street.

Defeated

Item G3
Clear Lake Beach

19-073 K. Duplessis – M. Van Alstine

Be It Resolved That: Scheduled supervision at the Clear Lake Beach remains the same as 2018; that being 3 afternoons per week for 4 weeks for a total program cost of \$4476.00.

Carried

Item G4
Health Care
Recruitment
Committee

19-074 H. Malott – R. Dufour

Be It Resolved That: Councillors Foster and Dufour are appointed to the Health Care Recruitment Committee.

Carried

Correspondence For Information Only

None

Information

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

Correspondence re: Request for Reconsideration of Hanging Baskets
OMLI correspondence re: Lean Six Sigma training
MNRF correspondence re: Draft Environmental Study Report
MOI correspondence re: Canada Infrastructure Program
Stewardship Ontario re: Industry Funding for Municipal Blue Box

Conference and Conventions

FONOM Annual Conference; May 8, 9 & 10, 2019; Sudbury
2019 AMO AGM & Annual Conference; August 18-21, 2019; Ottawa

Mayor and Councillors Reports and Announcements

Fire Lanes

Councillor Van Alstine asked if she could receive a list of fire routes and maps. It was explained that there are fire lanes and not routes. These fire lanes are owned by the property owner but are used and usually marked for the use of fire services to the property.

Notice of Motion

Councillor Van Alstine spoke of bringing a Notice of Motion to list agenda items for up to 6 months in advance.

Policy Review

Councillor Duplessis advised that if there are any policies the members would like to review they should be brought to the attention of Councillor Foster in order to get them on the Corporate Services Agenda.

**OPP Detachment
Commander
Community
Volunteers**

Mayor Beer stated that the OPP Interim Detachment Commander has been hired as the permanent Commander. Mayor Beer attended a recognition award ceremony for Elks' members. She further spoke of the importance of our community volunteers.

**Community Events
Attendance**

Mayor Beer explained the importance of Councillors attending community functions.

Future Council Meetings

Community Services Committee Meeting of April 16, 2019 @ 4:00 pm
Regular Meeting of Council of April 23, 2018 @ 7:00 pm

Adjournment

H. Malott – M. Van Alstine

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time:8:06 pm

Carried

Jill Beer
Mayor

Cynthia Townsend
CAO/Treasurer

Unapproved

DRAFT



**SPECIAL MEETING OF COUNCIL
OF THE TOWN OF ESPANOLA**

**Council Chambers
Municipal Office**

**April 16, 2019
4:30 pm**

Her Worship Beer presided over the meeting.

Disclosure of pecuniary interest and general nature thereof

Present: Councillors R. Dufour; K. Duplessis; B. Foster; S. Hayden; H. Malott; M. Van Alstine

Staff: C. Townsend, CAO/Treasurer, C. Tessier, Manager of Financial Services

In Camera

H. Malott – S. Hayden

Be It Resolved That:

1. 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:
 - Educational or training session

Time: 4:33 pm

Carried

Resume Special Meeting

K. Duplessis – H. Malott

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

Time: 5:07pm

Carried

A session was held for the purpose of education for Council.

Adjournment

H. Malott – S. Hayden

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

Time: 5:07 pm

Carried

B. Foster
Deputy Mayor

C. Townsend
CAO/Treasurer

**Community Services Committee Meeting
Tuesday, April 16, 2019
4:00 pm
Council Chambers
Municipal Building**

Chair Heather Malott presided over the meeting

Present: Municipal Officials: Mayor Beer; Councillor R. Dufour; S. Hayden

C. Townsend, CAO/Treasurer; J. Yusko, Manager of Public Works/Leisure Services; C. Kennelly, Economic Development Officer; M. Pichor, Fire Chief; T. Denault-Roque, Recording Secretary

Absent: P. Roque, Clerk

Departmental Reports The Committee received the following reports; Public Works Department Departmental Report for March 2019; Leisure Services Department Departmental Report for March 2019; Fire Department Departmental Reports for February & March 2019.

Laneway Plow Routes

1. S. Hayden – J. Beer

Be It Resolved That: As Recommended by the Community Services Committee That: Council adopt the revised laneway plow routes as recommended by the Public Works Department.

A discussion ensued.

As per the Procedural Bylaw each amendment must be voted on separately. The majority of Committee members were in support of voting on the amendment.

1. S. Hayden – J. Beer

Be It Resolved That: As Recommended by the Community Services Committee That: Council adopt the revised laneway plow routes as recommended by the Public Works Department. With the exception of the laneway behind Marshall's motel.

Carried

Streetlight Request

A discussion ensued regarding a request from a local resident to have a streetlight installed near the homeowner's property. It was the consensus of the committee to deny this request.

Direction was given to staff to advise the homeowner that sentinel lights can be purchased and installed on hydro poles through Espanola Hydro.

Adjournment

R. Dufour – S. Hayden

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

Time: 4:27 pm

Heather Malott, Chair

Cynthia Townsend, CAO/Treasurer

Espanola Public Library Board

APR 11 2019

MINUTES OF THE REGULAR MEETING

Held on March 4, 2019, at the Library

Present: Allen McCulloch
Brian Riche
Debbie Graham
Evelyn Diebel
Ken Duplessis
Ray Dufour
Sylvia Belanger

Also present: Rosemary Rae (CEO)

Call to order

The CEO called the meeting to order at 5:30 p.m. (CEO chairs meeting until election of Chair)

Approval of agenda

#19-01 Duplessis - Diebel
That the agenda be approved, as amended.
Carried.

Nominations for Chair were received. Brian Riche was acclaimed as Chair.
At this point, the new Chair assumed his duties.

Nominations for Vice-Chair were received. Allen McCullough was acclaimed.

The Board appointed the CEO, Rosemary Rae as Board Secretary / Treasurer.

Minutes

#19-02 Riche - Graham
That the minutes of the Regular Meeting of December 10, 2018 be approved.
Carried.

Reports

#19-03 McCulloch - Riche
That the following reports for December 2018 and January 2019 be received:
Maintenance – verbal + references in items 6.2 and 8.2
Librarian's summary
Statistics
Financials – including preliminary final 2018 and draft 2019
Past Chair
Carried.

Decision items

- #19-04 McCulloch - Riche
That the Board requests that the \$14,000 Capital expenditure requisition designated for Carpet replacement, including installation funds required (actual costs yet to be determined) be taken from the library building reserve funds (currently standing at \$24,748).
Deferred pending further information about budget (specifically reserves).
- #19-05 Riche - Diebel
That the Board requests that the Town of Espanola Council endorse the Huntsville Town Council Resolution of April 23, 2018 (attached) in:
- support of continued, adequate, sustainable provincial funding of Ontario public libraries, increasing annually in line with the consumer price index;
- and further that: the province commit to adequate and sustained funding for a shared and efficient Ontario Digital Library;
- and further that: a copy of the resolution of support be forwarded to the Minister of Tourism, Culture and Sport, to the Minister of municipal Affairs, to our local MPP, to the Ontario Library Association, and the Federation of Ontario Public Libraries.
Carried.

Discussion items

1. Strategic Plan / Plan of Action per background information, budget + CEO evaluations
2. Annual Board Plan of Action
3. Health & Safety – Summary

Information items

1. Staff meetings – December 2018 / January & February 2019
2. The Friends of the Library minutes – February 2019 (no meeting December 2018 & January)

Correspondence – Town of Espanola – Library Board appointments

Announcements - Next meeting – April 10, 2019 – 2:00 pm – Library meeting room

Adjournment

- #19-06 Diebel - Duplessis
That the Espanola Library Board does now adjourn at 7:26 pm.
Carried.
A tour of the library followed.

Approval

Date April 10 2019
Chair [Signature]
Secretary [Signature]



COMMUNITY SERVICES COMMITTEE

Moved By: Amelia Dwyer

Date: April 16, 2019

Seconded By: Jill Boer

Motion No: 1

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

Council adopt the revised laneway plow routes as recommended by the Public Works Department.

- with the exception of the laneway behind Marshall's hotel.

CARRIED ✓ DEFEATED _____
DEFERRED _____

Heather Malott
Chair

**RECORDED VOTE
INTEREST**

	For	Against
Mayor J. Beer	_____	_____
R. Dufour	_____	_____
S. Hayden	_____	_____
H. Malott	_____	_____

DECLARATION OF PECUNIARY

Mayor J. Beer	_____
R. Dufour	_____
S. Hayden	_____
H. Malott	_____

AGENDA # 4

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

ITEM: Laneway Plow Routes Bylaw No. 2326/11

RECOMMENDATION: That Council adopt the revised laneway plow routes as recommended by the Public Works Dept.

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.

The primary justification for why certain laneways are plowed is to provide vehicle access to properties that do not have roadside driveways.

ANALYSIS: The following are laneway sections on the plow route where all properties serviced by the lane have roadside driveway access:

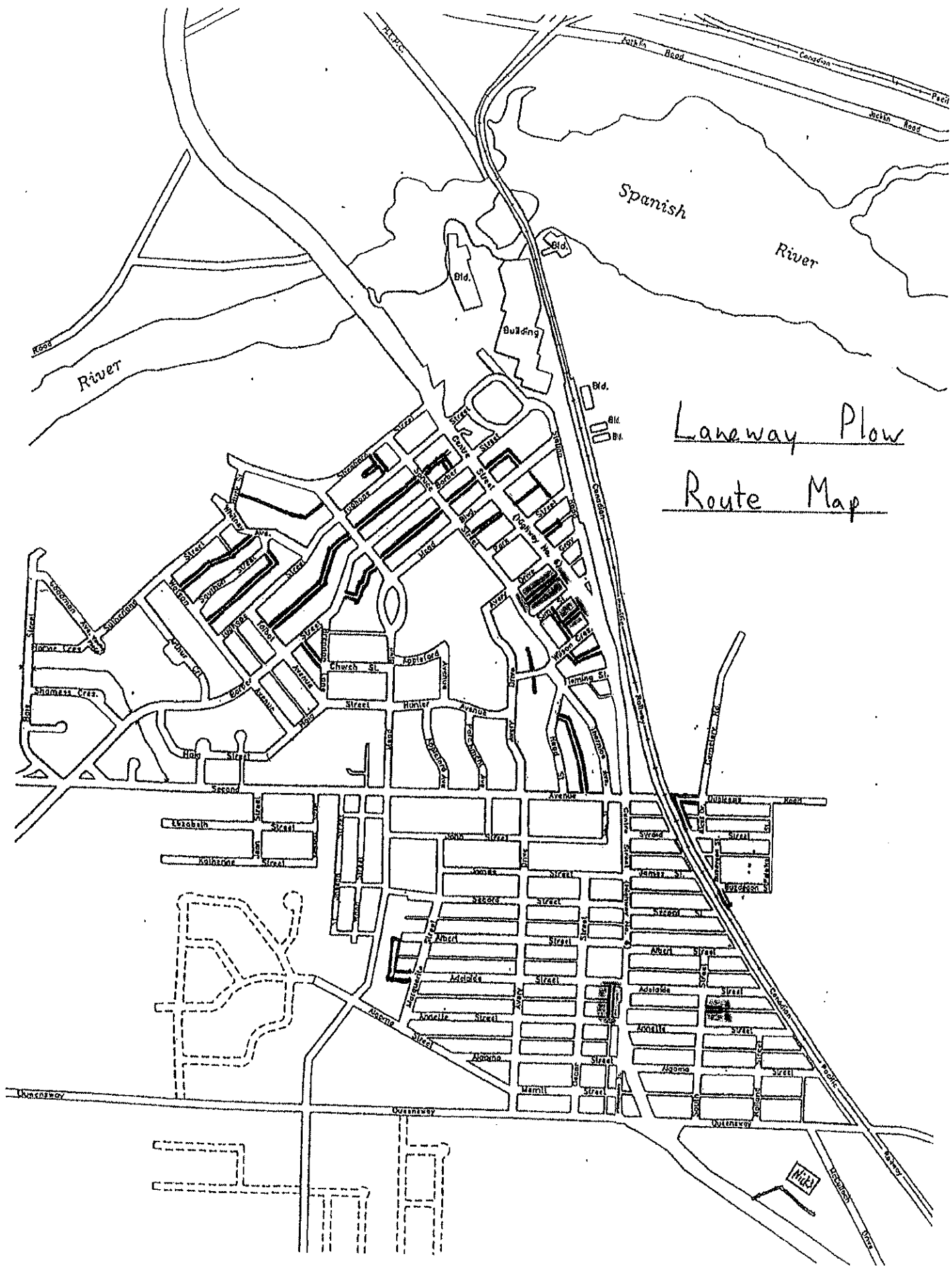
1. Laneway off of South St. between Annette St. and Adelaide St.
2. Laneway connecting Adelaide St. and Annette St. behind Marshall's Motel
3. Laneway connecting Hwy 6 to Spruce St. between Sime St. and Sacred Heart School (formerly A.B. Ellis)
4. The section of 'T' laneway that connects Hwy 6 to the North-South laneway between Sime St. and Wilson St.

Attached is the laneway plow route map with the sections that are recommended to be removed highlighted in green.

EXISTING POLICY: Plow all laneways recognized in Bylaw No. 2326/11, being a bylaw to adopt laneway plow routes.

STRATEGIC GOAL:

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



Laneway Plow
Route Map



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2911/19

**Being a bylaw of the Town of Espanola to Adopt
the Minutes of Council for the Term Commencing
December 1st, 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 1st, 2018, held on: April 9, 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 23TH day of April 2019.

J. Beer
Mayor

Cynthia Townsend
CAO/Treasurer

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

PROJECT STATUS:

- **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.

TRANSPORTATION:

- 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.

EQUIPMENT:

- #13 Tri-axle Truck is still down from February 4th.

ENVIRONMENTAL:

- Started preparations for 2019 HHWD to be held on April 27, 2019. The Township of Baldwin is joining the event.

BEAUTIFICATION:

- Nothing for this report.

CEMETERY:

- 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.

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: 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
Toonle Shinny	19
Skate	9
Toonle Skate	30
Squash	13
Swim	617
After School Skate	15
TOTAL	806

Line Dancing	13
Shinny	30
Toonle Shinny	67
Skate	23
Toonle 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
TOTAL	288

Mar. 24	60
Mar. 31	50
TOTAL	336

TIM HORTONS FREE SWIMS	
Mar. 11	72
Mar. 12	132
Mar. 13	105
TOTAL	309

TIM HORTONS FREE SWIMS	
Mar. 12	114
Mar. 13	157
Mar. 14	114
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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Inspection Orders Completed:

- 7 - New Inspections
- 3 - Follow-up Inspections
- 2 - Final Inspections

Inter-Departmental:

- Review of the new fire hall construction
- Follow-up to complaints received on parking in fire lanes at business

Fire Hall Construction Progress:

- 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.

Fire Prevention:

- Installed CO and smoke alarms for residents

Other:

The Fire Chief:

- 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.

Fire Permits Issued: 1

DEPT. CALLS:

Number of Calls: February 2019 --8

Fires - 1
False Alarm - 1
CO Call/ No CO - 3
Overheat - no fire - 1
Natural Gas Leak - 2

TOTAL CALLS TO DATE: 18

Number of Calls: February 2018 --6

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

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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Inspection Orders Completed:

- 5 – New Inspections
- 7 – Follow-up Inspections

Inter-Departmental:

- Review and tour of the new fire hall construction site

Fire Hall Construction Progress:

- 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.

Fire Prevention:

- Fire safety inspection complaint dealt with
- Smoke alarm check requested
- Residential Fire Code compliance inspection done
- Fire route concern looked into

Other:

The Fire Chief:

- 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.

Fire Permits Issued: 0

DEPT. CALLS:

Number of Calls: March 2019 --2

Fires – 1

Natural Gas Leak – 1

TOTAL CALLS TO DATE: 20

Number of Calls: March 2018 --2

Alarm System Malfunction/False alarm - 1

Overheat, no fire - 1

TOTAL CALLS TO DATE: 17

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. PichorSubmitted on: April 4th, 2019

JOINT HEALTH & SAFETY MEETING MINUTES**Thursday, March 7th, 2019****9:00 a.m.****Upstairs – Fire Hall**

Present: D. Parker Manager Rep.
D. Sokoloski Worker Rep.
T. Smith Alternate Worker Rep.

Absent: C. Tessier Alt. Manager Rep.
B. Stewart Worker Rep.

Recording Secretary: D. Parker

Co-Chair D. Parker presided over the meeting. The meeting was called to order at 9:02 A.M.

Acceptance of Minutes: 1. T. Smith – D. Sokoloski

THAT: The Joint Health & Safety Committee hereby approves the minutes of the February 7th, 2019 meeting. Motion carried.

Inspections: February inspections were completed by the Recreation Department.

Dept.	Date Inspected	# of Hazards	Date Repaired
Fire	Feb. 14/19	0	N/A
Admin.	Feb. 14/19	1	Feb. 14/19
Recreation	Feb. 14/19	1	Feb. 14/19
Library	Feb. 14/19	0	N/A
PWD	Feb. 14/19	0	N/A

March inspections are to be completed by Public Works in place of Recreation.

Other Reports:

Outstanding Issues:

Any Other Business:

Recognition Sub-Committee: Recognition Sub-Committee to make recommendation to council for 2018 safety recognition.

New Business: There was a discussion related to reviewing the newly adopted health & safety policy with staff. The Management Co-Chair advised that the policy has been distributed to the department managers who should review it with their employees.

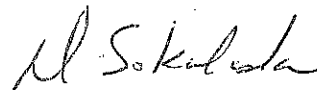
Next Meeting: Thursday April 4th, 2019 @ 9:00 A.M. – Fire Hall

Adjournment: **2. D. Sokoloski**

THAT: The Joint Health & Safety Committee is hereby adjourned. Time: 9:15 A.M. Motion carried.



D. Parker, Co-Chair



D. Sokoloski, Co-Chair



APR 15 2019

**UNAPPROVED MINUTES – FIRST MEETING
BOARD OF HEALTH FOR PUBLIC HEALTH SUDBURY & DISTRICTS
PUBLIC HEALTH SUDBURY & DISTRICTS, BOARDROOM, SECOND FLOOR
TUESDAY, FEBRUARY 19, 2019 – 1:30 P.M.**

BOARD MEMBERS PRESENT

Janet Bradley	Bill Leduc	Mark Signoretti
Randy Hazlett	Glenda Massicotte	Nicole Sykes
Jeffery Huska	Paul Myre	Carolyn Thain
Robert Kirwan	Ken Noland	
René Lapierre	Rita Pilon	

BOARD MEMBERS REGRETS

James Crispo

STAFF MEMBERS PRESENT

Sandra Laclé	France Quirion	Dr. Ariella Zbar
Stacey Laforest	Dr. Penny Sutcliffe	Jamie Lamothe
Rachel Quesnel	Renée St. Onge	

RACHEL QUESNEL PRESIDING

1. CALL TO ORDER

- Resolution from Corporation of the Municipality of French River Re: Sudbury East Municipal Association (SEMA) Appointment of Randy Hazlett dated December 19, 2018
- Letter from the Lacloche Foothills Municipal Association Re: Appointment of Glenda Massicotte dated January 10, 2019
- Email from the Manitoulin Municipal Association (MMA) Re: Re-Appointment of Ken Noland dated January 10, 2019
- Resolution from the City of Greater Sudbury Council Re: Council Appointments of Councillors Mark Signoretti, Robert Kirwan, René Lapierre, and Bill Leduc dated January 29, 2019
- Resolution from the City of Greater Sudbury Nominating Committee Re: Municipal Appointment of Jeffery Huska, Carolyn Thain, and Paul Myre dated February 5, 2019
- Email from the Township of Chapleau Re: Appointment of Rita Pilon dated January 24, 2019

The meeting was called to order at 1:30 p.m. New and returning Board members were welcomed. Formal introductions took place at the Board of Health orientation session this morning.

2. ROLL CALL

3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST

There were no declarations of conflict of interest.

4. ELECTION OF OFFICERS

Following a call for nominations for the position of Chair of the Board, René Lapierre was nominated. There being no further nominations, the nomination for the Board of Health Chair for Public Health Sudbury & Districts for 2019 was closed.

René Lapierre accepted his nomination and the following was announced:

THAT the Board of Health appoints René Lapierre as Chair of the Board for the year 2019.

RENÉ LAPIERRE PRESIDING

APPOINTMENT OF VICE-CHAIR OF THE BOARD

Following a call for nominations for the position of Vice-Chair of the Board, Jeff Huska was nominated. There being no further nominations, the nomination for Vice-Chair for the Board of Health for 2019 was closed. Jeff Huska accepted his nomination and the following was announced:

THAT the Board of Health appoints Jeff Huska as Vice-Chair of the Board for the year 2019.

APPOINTMENTS TO THE BOARD EXECUTIVE COMMITTEE

Following a call for nominations for three positions of Board Member at Large to the Board Executive Committee, Randy Hazlett, Nicole Sykes, James Crispo, Ken Noland and Paul Myre were nominated.

There being no further nominations, the nominations for the Board Executive Committee for the year 2019 was closed. Paul Myre declined his nomination. The four other nominees accepted their nominations and a ballot vote was conducted. The Chair announced:

THAT the Board of Health appoints the following individuals to the Board Executive Committee for the year 2019:

- 1. Nicole Sykes, Board Member at Large***
- 2. Ken Noland, Board Member at Large***
- 3. James Crispo, Board Member at Large***
- 4. René Lapierre, Chair***
- 5. Jeffery Huska, Vice-Chair***
- 6. Medical Officer of Health/Chief Executive Officer***
- 7. Director, Corporate Services***
- 8. Secretary Board of Health (ex-officio)***

APPOINTMENTS TO THE FINANCE STANDING COMMITTEE OF THE BOARD

Following a call for nominations for three positions of Board Member at Large to the Finance Standing Committee of the Board, Mark Signoretti, Carolyn Thain, Robert Kirwan, and Paul Myre were nominated.

There being no further nominations, the nominations for the Finance Standing Committee of the Board of Health for the year 2019 was closed. Paul Myre and Robert Kirwan declined their nominations. C. Thain and M. Signoretti accepted their nominations. The nominations were re-opened as three Board members at large are required. Randy Hazlett was nominated and accepted. The Chair announced:

THAT the Board of Health appoints the following individuals to the Finance Standing Committee of the Board of Health for the year 2019:

- 1. Carolyn Thain, Board Member at Large***
- 2. Randy Hazlett, Board Member at Large***
- 3. Mark Signoretti, Board Member at Large***
- 4. René Lapierre, Board Chair***
- 5. Medical Officer of Health/Chief Executive Officer***
- 6. Director, Corporate Services***
- 7. Secretary Board of Health***

5. DELEGATION/PRESENTATION

i) 2018 Year-In Review

- Dr. Ariella Zbar, Associate Medical Officer of Health and Director, Clinical Services Division
- Stacey Laforest, Director, Environmental Health Division
- Sandra Laclé, Director, Health Promotion Division
- Renée St Onge, Director, Knowledge and Strategic Services Division

Dr. Sutcliffe shared that annually, program directors present divisional statistical updates of activities from the preceding year. The presentation showcases the scope, breadth, and volume of divisional work and complements the annual statistical report included in this month's Medical Officer of Health and Chief Executive Officer report.

The directors were introduced and individually presented high-level updates of divisional program activities undertaken in 2018. Questions and comments were entertained. The directors were thanked for the annual snapshot of public health work from the preceding year.

6. CONSENT AGENDA

- i) Minutes of Previous Board of Health Meeting**
 - a. Eighth Meeting – November 22, 2018
- ii) Business Arising From Minutes**
- iii) Report of Standing Committees**
- iv) Report of the Medical Officer of Health / Chief Executive Officer**
 - a. MOH/CEO Statistical Report, February 2019
- v) Correspondence**
 - a. Cannabis Retail Model
 - Letter from the Kingston, Frontenac and Lennox & Addington Board of Health to the Attorney General and Minister of Francophone Affairs dated December 5, 2018
 - Letter from Southwestern Public Health CEO and Medical Officer of Health to the Executive Director, Ministry of the Attorney General dated January 10, 2019
 - Letter from the Grey Bruce Health Unit Medical Officer of Health to the Executive Director, Ministry of the Attorney General Legalization of Cannabis Secretariat dated January 18, 2019
 - Letter from the Grey Bruce Health Unit Medical Officer of Health to the Attorney General and Minister of Francophone Affairs dated January 22, 2019
 - b. Provincial Legislation for Cannabis and the amended Smoke-Free Ontario Act, 2017
 - Letter from the Peterborough Board of Health Chair to the Minister of the Attorney General dated November 18, 2018
 - Letter from the Grey Bruce Health Unit Medical Officer of Health to the Minister of the Attorney General dated January 22, 2019
 - c. Healthy Babies Healthy Children (HBHC) Program Funding
 - Letter from the Thunder Bay District Health Unit Board of Health Chair to the Minister of Children, Community and Social Services dated November 21, 2018

- d. Ontario Basic Income Pilot Project
 - Letter from the Thunder Bay District Health Unit Board of Health Chair to the Premier of Ontario and the Minister of Children, Community and Social Services dated November 21, 2018
- e. Nutritious Food Basket
 - Letter from the Wellington-Dufferin-Guelph Public Health Board of Health Chair to the Minister of Children, Community and Social Services/Minister Responsible for Women's Issues dated November 27, 2018
- f. The Truth and Reconciliation Commission of Canada Calls to Action
 - Letter from the Middlesex-London Health Unit Medical Officer of Health to Public Health Colleagues and Community Partners dated November 16, 2018
- g. A Population Health Perspective on Bill 47, Making Ontario Open for Business Act, 2018
 - Letter from the Board of Health Chair for the Timiskaming Health Unit to the Minister of Economic Development, Job Creation and Trade and the Minister of Labour dated December 5, 2018
- h. Provincial Oral Health Program for Low Income Adults and Seniors
 - Letter from the Simcoe Muskoka Board of Health Chair to the Premier of Ontario dated February 6, 2019
 - Board of Health for Public Health Sudbury & Districts' Motion 42-18*
 - Letter from the Premier of Ontario to Dr. Sutcliffe dated December 12, 2018
 - Letter and Resolution from the Municipality of Killarney to Dr. Sutcliffe dated January 10, 2019
 - Letter from the Grey Bruce Health Unit Medical Officer of Health to the Premier of Ontario dated January 22, 2019
- i. C.P. Shah Alumni Award of Excellence in Public Health – Dr. Sutcliffe
 - Letter from the Northwestern Health Unit Medical Officer of Health and Board of Health Chair to Dr. Sutcliffe dated November 20, 2018
 - Letter from the Association of Local Public Health Agencies (aLPHa) to Dr. Sutcliffe dated November 23, 2018
- j. Bill 66, Restoring Ontario's Competitiveness Act, 2018
 - Letter from the Association of Local Public Health Agencies President to the Minister of Economic Development, Job Creation and Trade dated January 16, 2019
- k. Sustainable Public Health System and Funding
 - Letter from the Public Health Sudbury & Districts Board of Health Chair to the Minister of Health and Long-Term Care dated December 21, 2018
- l. Advocacy to Increase Actions re Opioid Crisis
 - Letter from the Peterborough Public Health Board of Health Chair to the Premier of Ontario dated January 7, 2019

- Letter from the Grey Bruce Health Unit Medical Officer of Health to the Minister of Health and Long-Term Care dated January 18, 2019
- m. alPHa AGM Notice and Call for Resolutions – June 2019
- Notice of the 2019 alPHa Annual General Meeting; Call for 2019 alPHa Resolutions; Call for 2019 alPHa Distinguished Service awards; and Call for Board of Health Nominations to the alPHa Board of Directors
- n. Vapour Products Display and Promotion
- Letter from the Grey Bruce Health Unit Medical Officer of Health to the Minister of Health and Long-Term Care dated January 18, 2019
- o. Congratulations Re: Public Health Anniversaries
- Letter to Peterborough Public Health Medical Officer of Health and Board Chair from Public Health Sudbury & Districts Medical Officer of Health dated February 5, 2019
- Letter to the Algoma Public Health Board of Health Chair from Public Health Sudbury & Districts Board Chair dated December 7, 2018

vi) **Items of Information**

- a. alPHa's Public Health Resource Paper: *Improving and Maintaining the Health of the People*
- b. alPHa Information Break December 17, 2018
January 25, 2019
- c. Health Canada News Release re New Approach for Canada's Food Guide January 22, 2019
- d. 2018 Nutritious Food Basket Scenarios
- e. Public Health Sudbury & Districts *2018 Highlights*

01-19 APPROVAL OF CONSENT AGENDA

MOVED BY LEDUC – HAZLETT: THAT the Board of Health approve the consent agenda as distributed.

CARRIED

7. NEW BUSINESS

- i) **Board Survey Results from Regular Board of Health Meeting Evaluations**
 - Board of Health Meeting Evaluations Summary – 2018

Dr. Sutcliffe explained that the annual roll-up of individual Board of Health meeting evaluations for 2018 is tabled for information and discussion as the Board sees relevant. The Board Chair noted that, in addition to the Board of Health meeting-specific self-evaluation process to ensure continuous quality improvement, a self-evaluation is also completed annually regarding the Board's governance practices and outcomes. There were no questions or comments.

ii) **Board of Health, Public Health Sudbury & Districts Meeting Attendance**

- Board of Health Meeting Attendance Summary – 2018

A summary of Board of Health member attendance at regular Board of Health meetings is tabled annually for information. Comments were entertained. Discrepancies in the table will be reviewed and corrected as necessary.

iii) **Corporate Name Registration**

- Briefing Note from the Medical Officer of Health and Chief Executive Officer dated February 12, 2019

We have been notified that our Corporation name was inadvertently registered incorrectly as *"Sudbury and District Health Unit"* at the time of obtaining an Ontario Corporation number.

The proposed resolution endorses the Special Resolution instructing our solicitors to take all required steps to rectify the corporation name from *"Sudbury and District Health Unit"* to *"Board of Health for the Sudbury and District Health Unit"*. It was noted that, if carried, every Board member will be asked to sign a *Special Resolution of the Members of Sudbury and District Health Unit (the Corporation)* form.

02-19 CORPORATE NAME REGISTRATION

MOVED BY LEDUC – HAZLETT: WHEREAS the name of the Corporation was inadvertently coined to be "Sudbury and District Health Unit" at the time of obtaining an Ontario Corporation number for the Corporation.

AND WHEREAS, in order to rectify this error, Supplementary Letters Patent are to be filed with the Ministry of Government Services confirming the correct name of the Corporation to be "Board of Health for the Sudbury and District Health Unit".

BE IT RESOLVED, AS A SPECIAL RESOLUTION, THAT:

- 1. The name of the Corporation, as registered for business names purposes, be changed from "Sudbury and District Health Unit" to "Board of Health for the Sudbury and District Health Unit".***
- 2. Any two of the directors or officers of the Corporation are authorized and directed for and on behalf of the Corporation to execute and deliver Supplementary Letters Patent, in duplicate, and to do and perform all acts and things, including the execution of documents, necessary or desirable to give effect to the foregoing resolutions.***

CARRIED

8. ADDENDUM

None.

9. IN CAMERA

03-10 IN CAMERA

MOVED BY NOLAND – MYRE: THAT this Board of Health goes in camera to deal with personal matters involving one or more identifiable individuals, including employees or prospective employees. Time 2:26 p.m.

CARRIED

10. RISE AND REPORT

04-19 RISE AND REPORT

MOVED BY KIRWAN – MYRE: THAT this Board of Health rises and reports. Time: 2:42 p.m.

CARRIED

It was reported that one agenda item relating to a personal matter was discussed and the following motion emanated:

05-19 APPROVAL OF MEETING NOTES

MOVED BY MYRE – KIRWAN: THAT this Board of Health approve the meeting notes of the November 22, 2018, Board in camera meeting and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.

CARRIED

11. ANNOUNCEMENTS / ENQUIRIES

Board of Health members are invited to attend a three-hour Bridges out of Poverty workshop offered by our agency on Friday, April 12, from 9 a.m. until 12 p.m. in the Ramsey Room at 1300 Paris Street. RSVP to the Board Secretary by Friday, March 22, 2019.

Board of Health members are also invited to attend a lecture and discussion with Dr. Evelyn Forget, keynote speaker for this year's Jennifer Keck Lecture Series on Social Justice at Laurentian University on March 8, 2019 from 11:30 a.m. to 1:30 p.m. The session is being co-hosted by Public Health Sudbury & Districts, the Laurentian University School of Social Work, and the Partners to End Poverty Steering Committee. Please RSVP to the Board Secretary by February 25, 2019.

There is no regular Board of Health meeting in March. The date of next regular Board of Health meeting is Thursday, April 18, 2019, at 1:30 p.m.

12. ADJOURNMENT

06-19 ADJOURNMENT

MOVED BY NOLAND – HUSKA: THAT we do now adjourn. Time: 2:48 p.m.

CARRIED

(Chair)

(Secretary)

Joint Health & Safety Meeting

Moved By: Dave P.

Date: April 4, 2019

Seconded By: Bruce S.

Motion: 2

THAT: The Joint Health and Safety committee recommends that Council approve a recognition award budget of \$15/employee for 2018 as recommended by the Safety Recognition sub-committee.

CARRIED ✓

DEFEATED

M. Sokolowski
Chair

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: March 25, 2019

ITEM: Safety Recognition Budget for 2018

RECOMMENDATION: That Council approve a recognition award budget of \$15/employee for the 22 employees of the 2 departments that achieved zero recordable injuries in 2018, which were the Library and Administration departments.

BACKGROUND: The Recognition Program provides the framework for employee, departmental and corporate-wide recognition for the achievement of zero recordable injuries each calendar year. Individual employee recognition is by 5-year intervals. The first eligibility for individual recognition will be 2020.

In 2018 the Library and Administration departments achieved the goal of zero recordable injuries throughout the year for all of their employees. This totals 22 employees. Departmental recognition is due to these employees for their achievement. According to the program, Council sets the budget for a recognition token/award.

As there were recordable injuries in the other departments in 2018, corporate-wide recognition was not achieved nor was departmental recognition for those departments.

ANALYSIS: At \$15/person the total cost would be \$330. The Joint Health and Safety Committee budget will cover this cost.

EXISTING POLICY: Health & Safety Policy and Recognition Program H04-01716. Council recognizes safe work achievements each year and sets the recognition award budget.

STRATEGIC GOAL:

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

FINANCIAL COMMITMENT: \$330.00

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

IMPLEMENTATION: 2018 safety recognition event in June

Prepared By: Dave Parker

Department Manager:

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments:

Department: Joint Health and Safety	Policy Number: H04-01716
Subject: Safety Recognition Program	Effective Date: 14/02/11
Bylaw No:	Revision Date: 16/06/14
	Version #: 2

Purpose:

The purpose of a safety recognition program is to encourage employees to work safely through an incentive award program that rewards employees for safe workplace performance. The goal of the management should be to change the "safety culture" of the organization by providing proactive management and the right training and awards to employees.

Policy:

A "Safety Recognition Sub-Committee" of the Joint Health and Safety Committee shall be formed that will set recognition awards for individual, departmental and town-wide milestones and make recommendations to the Joint Health and Safety Committee. This will be carried out through regular committee meetings as designated by the group and as activities warrant.

The following terms of reference shall govern the sub-committee:

- 1 – Membership is voluntary. The committee endeavours to have equal representation from both hourly staff and management.
- 2 – The number of participants will fluctuate, not to exceed 5. **A minimum of 3 members are required at each meeting and constitute a quorum.**
- 3 – There is no minimum or maximum time identified for the member participation. This may be determined at a later date.
- 4 – A chair for the sole purpose of organizing meetings and document preparation will be elected amongst the members.
- 5 – The committee will meet annually, unless otherwise warranted. All other communication will take place via email or phone.
- 6 – An agenda will be prepared prior to the meeting to allow for feedback from individuals who cannot attend.
- 7 – Minutes will be taken and forwarded to the Joint Health and Safety Committee.
- 8 – All decision and recommendations will be by consensus of the committee and forwarded to the Joint Health and Safety Committee for recommendation to council.
- 9 – The committee will review the terms of reference at least annually.

Recognition Criteria:

Individual, Departmental and Corporation-wide recognition will focus on recordable injuries. Zero recordable injuries is required for each level of recognition in the timeframe.

Recordable will be defined as work-related injuries and illnesses that result in:

- Death,
- Loss of consciousness,
- Days away from work,
- Restricted work activity or job transfer, or
- Medical treatment beyond first aid. First aid is defined as any one-time treatment, and any follow-up visit for the purpose of observation of minor scratches, cuts, burns, splinters, or other minor industrial injury, which do not ordinarily require medical care

A recognition event will be held sometime between June and September each year to recognize the previous calendar year (Jan. – Dec.). In order for employees to be eligible for recognition, they must be a current employee at the time of the recognition event and have worked the previous year being recognized. Current employees include full time, part time, casual employees as well as returning students.

Recognition Milestones:

<u>LEVEL</u>	<u>TIME INTERVAL</u>	<u>AWARD</u>	<u>BUDGET</u>
Individual	5 year	Token (e.g. pin, sticker, pen)	< \$20
Departmental *	1 year	Award determined by Department Manager (e.g. coffee mug, water bottle, hat)	TBD by Council
Corporation-Wide *	1 Year	Award determined by Recognition Sub-Committee (e.g. jacket with embroidered details)	TBD by Council

***Departmental recognition will not be awarded in a year when Corporation-Wide recognition is achieved.**

Department: Administration	Form Number: A99-01370
Subject: Staff Report	Effective Date: 01/09/2019
Policy No:	Revision Date:
Bylaw No:	Version #:

STAFF REPORT

DEPARTMENT: Leisure Services

DATE: April 16, 2019

ITEM: Espanola Lions Sponsorship offer to enhance supervision at Clear Lake Beach

RECOMMENDATION:

- Be It Resolved That: Council accept the Espanola Lions Club offer to sponsor two additional afternoons of life guard supervision at Clear Lake Beach for the summer of 2019.

BACKGROUND:

- In March of 2019 Council agreed to provide Life Guard Supervision at Clear Lake Beach for 3 afternoons per week 12-4pm in July during the annual pool shutdown.
- Beach supervision will help Leisure Services with lifeguard retention during the pool shut down which will help to ensure our ability to provide the Swim to Survive School swimming lessons in May and June and the return of our August pool programming.
- Like tennis, snowshoe lending, volley ball or pickle ball - these are all considered services to enhance accessible and free community recreation opportunities
- This outdoor summer program promotes water safety, physical activity & social inclusion and features a natural and accessible community asset.
- Beach supervision during the pool shut down was met with enthusiastic community support; on average, 66 participants used the program per afternoon

ANALYSIS:

- The Espanola Lions Club propose the cancellation of the weekly free Lions Swims during August with a redirection of those funds towards Clear Lake Beach Supervision for the month of July during the pool shut down.
- Historically, the Free Lions Swims held indoors in August have attracted a low participation rate (average of 25) due to people being away at camps, on

Department: Administration	Form Number: A99-01370
Subject: Staff Report	Effective Date: 01/09/2019
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- vacation and having so many natural lake and outdoor private pool options.
- Council should be mindful that five afternoons of supervision a week could contribute to a community expectation for the continuity of this service delivery level in years to come
 - It remains Council's prerogative to accept the sponsorship offer because the sponsorship requires municipal staff and community assets for delivery

EXISTING POLICY: NA

STRATEGIC GOAL:

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

FINANCIAL COMMITMENT: no additional financial commitment required from Council

IMPLEMENTATION: Leisure Services

Prepared By:

Cheryl Kennelly

Department Manager:

Joel Yusko

Clerk Treasurer/Administrator:

Cynthia Townsend

Approval of Recommendation:

Yes ☒ No ☐

Comments: _____



ESPANOLA LIONS CLUB

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April 17, 2019
Cynthia Townsend
CAO - Town of Espanola
100 Tudhope St., Suite 2
Espanola, Ontario
P5E 1S6

Cynthia,

The Espanola Lions club has reviewed last years August free swim support and have passed a resolution to cancel the Espanola Lions Free swims for the month of August in 2019 and instead provide support for life guards at Clear Lake Beach for the month of July.

Council has recently decided to budget for life guards at the beach for three days each week. The Espanola Lions Club is prepared to provide the financial support for two additional days per week for the month of July.

The Espanola Lions club will continue to support free swims for each month except for August.

Yours sincerely,

Bill Foster
Secretary Espanola Lions Club