



# **REGULAR COUNCIL AGENDA**

For the Corporation of the Town of  
Espanola

Council Meeting

To Be Held On

**Tuesday, January 15, 2019**  
**Council Chambers**

100 Tudhope Street  
**7:30 pm**



## **Espanola Council AGENDA**

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*For the Regular Meeting of the Town of Espanola  
To Be Held On **Tuesday, January 15, 2019** at 7:30 p.m.  
In The Council Chambers, Municipal Building*

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7:30 P.M.

REGULAR MEETING OF COUNCIL  
Council Chambers, 100 Tudhope Street

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

**Please note this meeting will be streamed.**

**Disclosure of Pecuniary Interest and General Nature Thereof**

**PUBLIC HEARINGS**

None

**DELEGATIONS**

School Council of Sacred Heart School re: Regulating Smoking in Exterior Areas

**QUESTION PERIOD**

**PART 1 - CONSENT AGENDA**

Resolution Prepared Adopting Resolutions for  
Items **A1** to **F2** inclusive contained in the Consent Agenda

- CA-01-19 Be It Resolved That: Items A1 to F2 inclusive contained in Part 1, Consent Agenda be adopted.

**Adoption of Minutes**

**A1 Regular Meeting of Council of December 11, 2018**

**A2 Special Meeting of Council of December 20, 2018**

- 19-001 Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of December 11, 2018; Special Meeting of Council of December 20, 2018.

**Board and Committee Reports**

**B1 Espanola Public Library Meeting Minutes of October 15, 2018; November 12, 2018 and November 20, 2018**

**B2 Joint Health and Safety Committee Meeting of November 1<sup>st</sup> and December 6, 2018**

**B3 Community Services Committee Meeting of December 18, 2018**

**B4 Corporate Services Committee Meeting of January 8, 2019**

- 19-002 Be It Resolved That: The following board and committee reports are hereby received; Espanola Public Library Meeting Minutes of October 15, 2018; November 12, 2018 and November 20, 2018; Community Services Committee Meeting of December 18, 2018; Corporate Services Committee Meeting of January 8, 2019.

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

None

**Business Arising from Board and Committees**

Joint Health and Safety Committee Meeting of December 6, 2018

**D1 Recommendation regarding Revised Health and Safety Policy**

- 19-003 Be It Resolved That: As Recommended by the Joint Health and Safety Committee That: Council adopt the revised Health and Safety Policy.

Corporate Services Committee Meeting of January 8, 2019

**D2 Recommendation regarding Budget Deliberation Schedule**

- 19-004 Be It Resolved That: As Recommended by the Corporate Services Committee That: The Budget Deliberation Schedule be adopted as presented.

**D3 Recommendation regarding Council Remuneration**

- 19-005 Be It Resolved That: As Recommended by the Corporate Services Committee That: The revised council remuneration amounts be reflected in Bylaw No 2834/18.

**D4 Recommendation regarding Rate of Pay Provision Policy**

- 19-006 Be It Resolved That: As Recommended by the Corporate Services Committee That: The Rate of Pay Provision Policy be amended to update the casual and part-time rate of pay as proposed.

**D5 Recommendation regarding Non-Union Salary**

- 19-007 Be It Resolved That: As Recommended by the Corporate Services Committee That: The non-union salaries are adjusted by 1.5% for 2019.

**Bylaws and Resolutions**

**The following bylaws will be read and passed.**

**E1 Bylaw No. 2891/18**

- 19-008 Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of December 11, 2018.

**E2 Bylaw No 2889/19**

- 19-009 Being a Bylaw of the Town of Espanola to execute and agreement

**E3 Bylaw No 2890/19**

- 19-010 Being a Bylaw of the Town of Espanola to Establish and Name a Public Highway.

**E4 Bylaw No 2892/19**

- 19-011 Being a Bylaw to Execute An Agreement Between The Corporation of the Town of Blind River, The Corporation of the City of Elliot Lake, The Corporation of the Town of Spanish; The Corporation of the Township of the North Shore and The Corporation of the Town of Espanola for Court Services.

**Reports**

**F1 Ministry of Municipal and Housing 2017 Financial Indicators for the Town of Espanola**

**F2 Post 2018 Municipal Election Report**

- 19-012 Be It Resolved That: The following reports are hereby received; Ministry of Municipal and Housing 2017 Financial Indicators for the Town of Espanola; Post 2018 Municipal Election Report.

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

**G1 Bylaw No 2888/19; being a Bylaw to Provide for an Interim Tax Levy and the Payment of Interim Taxes for the Year 2019**

- 19-013 Be It Resolved That: Bylaw No 2888/19 be adopted; being a Bylaw to Provide for an Interim Tax Levy and the Payment of Interim Taxes for the Year 2019.

**G2 Recommendation regarding Rescheduling Regular Meeting of Council**

- 19-014 Be It Resolved That: The Regular Meeting of Council scheduled for Tuesday, January 29, 2019 at 7:00 pm be rescheduled to Tuesday, January 31, 2019 at 7:00 pm.

**G2 Recommendation regarding Support for The Corporation of the Town of Kirkland Lake's Resolution dated December 18, 2018.**

- 19-015 Be It Resolved That: Council for the Town of Espanola supports the Town of Kirkland Lake's resolution regarding Northern Ontario's Natural Resource Revenue Sharing Program adopted December 18, 2018.

**G3 Recommendation regarding Council Remuneration - OMERS**

- For discussion and direction

**G4 Recommendation regarding Cannabis Retail Stores**

- For discussion and direction

**G5 Recommendation regarding Budget Presentation**

- For discussion

**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 December 2018

Public Health Sudbury & Districts correspondence re: Smoke Free Ontario

Public Health Sudbury & Districts correspondence re: Oral Health Programs

Public Health Sudbury & Districts correspondence re: congratulations on elections

LAS correspondence re: rebate

MMAH correspondence re: Housing Supply Action Plan

OGRA re: nominations

Stewardship Ontario correspondence re: Industry Funding for Blue Box Program

Municipal World Article re: New Council Members

OGRA correspondence re: Opt In/Opt Out

**Conference and Conventions**

ROMA - Jan 27-29, 2019; Toronto ON

**Mayor and Councillor Reports and Announcements**

**Future Council/Committee Meetings**

Community Services Committee Meeting of January 22, 2019 @ 4:00 pm

Special Budget Meeting of January 22, 2019 @ 7:00 pm

Regular Meeting of Council – see item G2

**Adjournment**

**Closed Meeting (if required)**

Huron-Superior Catholic District School Board  
Sacred Heart Catholic School Council  
128 Park Street  
Espanola, ON P5E 1S7  
(705) 869-4070

OCT 30 2018

November 5, 2018

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

Dear Mayor and Council:

A growing number of communities are passing local bylaws that are more restrictive than the Smoke-Free Ontario Act (SFOA) that effective January 1, 2015 was expanded to include outdoor children's playgrounds and play areas and publicly owned sporting and spectator areas.

These local bylaws prohibit or severely restrict smoking in and around areas such as beaches and parks, municipal entranceways, and other additional municipal properties. These bylaws help to support and encourage tobacco-free living. For example, the Town of Collingwood prohibits smoking within 25 metres of playground equipment in town-owned children's playground parks, and playing fields.

The Ontario Government has proposed changes to the Regulations made under the *Smoke-Free Ontario Act, 2017* (SFOA), in response to the changing landscape of smoking such as vaping of e-cigarettes, and the Federal Government's legalization of recreational cannabis effective October 17, 2018. (See attached for your reference.) When this updated legislation comes into force, in a number of additional public places, it will be prohibitive to:

1. Smoke or hold lighted tobacco.
2. Smoke or hold lighted cannabis (medical or recreational).
3. Use an electronic cigarette.
4. Consume a prescribed product or substance, in a prescribed manner.

The expanded locations where smoking will be prohibited include **"Public areas within 20 metres (65.6 feet) from the perimeter of the grounds of a school or a youth and/or children's recreation centre** during the designated hours that children and youth are allowed to use the facility." Our community day cares are also co-located with our schools.



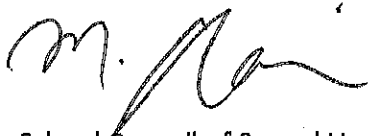
The Town of Espanola's Bylaw *To Regulate Smoking in Exterior Areas* (No. 2476/12), dated September 11, 2012, is in need up updating. Specifically, we propose the following changes:

- 1) that restricted areas for smoking in public be expanded to include within 25 metres (82 feet) of the perimeters of our local schools and daycares;
- 2) that the same distance of 25 metres (82 feet) be implemented for a consistent radius within any public place as defined by the Town of Espanola (such as the recreation complex and parks), to create smoke-free zones within our community; and
- 3) that smoke-free areas be expanded to all municipal walkways, which supports a smoke-free walk to school for our children and youth.

We are especially concerned regarding the exposure of our children and youth to the public smoking of recreational cannabis, which is proposed to be allowed in Ontario anywhere smoking is permitted. Therefore, **these changes are needed as soon as possible**. We encourage the Town of Espanola to take a pro-active leadership role for the best interests in promoting a healthy community for all of its residents, and especially to protect our children.

On behalf of the School Council of Sacred Heart School, Espanola, we respectfully request that our elected municipal officials take action on this important local issue. Let's work together to address the issue now, to enact the change our children need. We are prepared to assist in any way to help promote this positive change, and collaborate with our local schools and Public Health officials. Please do feel free to contact us.

Sincerely,



School Council of Sacred Heart School

- c. Syndy Withers, Principal, Sacred Heart Catholic School  
Lindsay Liske, Board Trustee, Huron-Superior Catholic District School Board  
Thoma Crabs, Board Member, Public Health Sudbury & Districts (PHSD)  
Aniy Belanger, Public Health Nurse, Espanola District Office, PHSD  
Lynn MacLean, Principal, Ecole Saint-Joseph, Espanola  
Michael Bellrose, Principal, A.B. Ellis Public School, Espanola  
Kristina Gobbo, Principal, Espanola High School  
Lynn MacLean, Principal, Ecole Secondaire Catholique Franco-Ouest, Espanola

## Introduction

The *Smoke-Free Ontario Act, 2017* (SFOA, 2017) – Schedule 3 to Bill 174 --received Royal Assent on December 12, 2017. The SFOA, 2017 will come into force on a day to be proclaimed by the Lieutenant Governor. When it comes into force, the SFOA, 2017 will repeal the existing *Smoke-Free Ontario Act* (SFOA) and *Electronic Cigarettes Act, 2015* (ECA) and replace them with a single legislative framework. The SFOA, 2017 will regulate the sale, supply, use, display, promotion of tobacco and vapour products (e.g. e-cigarettes, including heat-not-burn devices, and e-cigarette accessories), and the smoking and vaping of medical cannabis. Additional substances could be made subject to the SFOA, 2017 by regulation in the future.

The following summary outlines the proposed regulation that would be made under the SFOA, 2017. The proposed regulation responds to the changing landscape related to tobacco, vapour products and medical cannabis.

- Since the enactment of the *Smoke-Free Ontario Act* in 2006, the prevalence of tobacco smoking has significantly decreased – from 20.9% in 2005 to 16.7% in 2016 (CCHS, 2017). However, in recent years, the rate of tobacco smoking has plateaued. Approximately two million Ontarians still smoke tobacco cigarettes. Tobacco use remains the leading cause of preventable disease and death in Ontario.
- E-cigarettes are a relatively new and quickly evolving technology. The evidence concerning their potential health effects and implications for tobacco control efforts is in its early stages.
- The federal government has proposed to legalize recreational cannabis in July 2018 and has indicated that medical cannabis will continue as a separate system post-legalization. Evidence about the use, forms, and effectiveness of medical cannabis is still evolving. Smoking is the most common way of consuming medical cannabis<sup>1</sup>.

## Proposed Regulation

The following summary outlines the proposed regulation that would be made under the SFOA, 2017. The ministry is soliciting feedback on the content of the proposed new regulation.

### Places of Use

The SFOA, 2017, when it comes into force, will prohibit the smoking of tobacco, the use of e-cigarettes (including e-cigarettes containing medical cannabis), and the smoking of medical cannabis in the following places:

- Enclosed public places
- Enclosed workplaces

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<sup>1</sup> Canadian Centre on Substance Abuse. "Clearing the Smoke on Cannabis: Respiratory Effects of Cannabis Smoking." J. Diplock and D. Plecas. 2015

The SFOA, 2017 will also have an exemption for the smoking and vaping of medical cannabis in residential hospices.

The SFOA, 2017 will have an exemption for the use of tobacco for traditional Indigenous cultural and spiritual purposes. The Act will also include an obligation on the operator of certain health care facilities to set aside an indoor area to accommodate the use of tobacco for traditional Indigenous cultural or spiritual purposes, at the request of an Indigenous resident.

To assist with the implementation of the exemptions in the SFOA, 2017, the proposed regulation would:

- Designate the following facilities as facilities that may construct and operate a controlled room for tobacco smoking or medical cannabis smoking or vaping:
  - Homes for special care licensed under the *Homes for Special Care Act*
  - Psychiatric facilities formerly designated under the now repealed *Mental Hospitals Act*
  - Specific veterans' facilities: the Parkwood Hospital site of St. Joseph's Health Care London, and the Kilgour wing (K wing) and the George Hees wing (L wing) of the Sunnybrook and Women's College Health Sciences Centre
- Prescribe private hospitals and independent health facilities as health care facilities that must accommodate the indoor use of tobacco for traditional Indigenous spiritual and cultural purposes, at the request of an Indigenous resident of the facility.
- Prescribe structural, ventilation, maintenance and signage requirements for facilities with controlled rooms.
- Expand the exemptions for the smoking of tobacco and the smoking and vaping of medical cannabis in designated guest rooms of hotels, motels and inns, and in controlled rooms of residential care facilities, designated veterans' facilities and designated psychiatric facilities, to include all e-cigarette use.
- Exempt the use of a vapour product by an actor in a stage production, if certain conditions are met (e.g., e-cigarette cannot contain a controlled substance or cannabis, vapour must be unscented, and no consideration can be provided for the depiction of the e-cigarette in the production).
- Allow retailers operating under the proposed display exemption (see Display and Promotion section below) to activate an e-cigarette for the purposes of testing a vapour product or demonstrating to a customer how to operate a vapour product, provided that no vapour is inhaled or exhaled from the product.

## **Flavoured Vapour Products**

The SFOA, 2017 contains a prohibition on selling flavoured vapour products that have been prescribed by regulation. However, at this time, the ministry is not proposing to prescribe any flavoured vapour products as prohibited for sale at this time but may prescribe flavoured vapour products in the future.

## **Sale and Supply to Minors**

The SFOA, 2017 will carry forward existing provisions in the SFOA and ECA that prohibit the sale or supply of tobacco products and vapour products to a person who is less than 19 years old, and the sale or supply of these products to a person who appears to be less than 25 years old without asking the person to provide identification and being satisfied that the person is at least 19 years old.

The proposed regulation would prescribe the following forms of identification to verify a customer's age:

- Identification that includes a photograph of the person, states his or her date of birth, and reasonably appears to have been issued by a government.
- Examples: an Ontario driver's licence, a Canadian passport, a Canadian citizenship card with a photograph of the person to whom the card is issued, a Canadian Armed Forces identification card, or a photo card issued by the Liquor Control Board of Ontario.

The proposed regulation would also include a limited exemption that allows persons under 19 to obtain a vapour product for medical cannabis purposes. The medical cannabis user could obtain the vapour product from a parent, guardian or caregiver, or a person authorized to produce and distribute medical cannabis under applicable federal law.

## **Signs**

The SFOA, 2017, when it comes into force, will carry forward existing provisions in the SFOA and ECA that prohibit the sale of tobacco and vapour products at retail locations if prescribed signs are not posted. It would also continue the existing penalty system in the SFOA for tobacco retail locations where tobacco sales offences are repeatedly committed. These penalties are known as "automatic prohibitions" and they prohibit the retail premise from selling or storing tobacco for a period of six to twelve months.

The proposed regulation would describe the following signs that must be posted by retailers of tobacco and vapour products:

- Health warning sign about tobacco products
- Age restriction sign
- Identification sign

The requirements for these signs would be the same as currently prescribed in the SFOA and ECA regulations (e.g., signs must be posted in a place where each sign is clearly visible).

### *Additional Proposed Conditions for Exemptions*

In order for any business described above to display and/or promote products under the exemption, the following additional conditions would need to be met, subject to any qualification noted below:

- Entry into the place of business must be restricted to persons who are 19 years of age or older. (This condition would not apply to duty free retailers).
- The products displayed inside the place of business and any promotional material cannot be visible from outside the place at any time of day.
- The place of business must be located in a building.
- The place of business must not be a thoroughfare.

### *Signs and Informational Documents*

The proposed regulation would permit any person who sells tobacco or vapour products to post informational signs and make product informational documents (i.e., specifications) available for viewing, if the following conditions are met:

- Signs: no more than three (3) signs, not exceeding 968 square centimetres, with white background and black text or graphics that do not identify or reflect a brand of tobacco product or vapour product, or any element of such a brand.
- Product informational document: only available for viewing inside the establishment by persons over 19; cannot be removed from the establishment.

### **Packaging and Health Warnings**

The SFOA, 2017, when it comes into force, will carry forward existing provisions in the SFOA that prohibit the sale of tobacco products not packaged in accordance with the regulations.

The proposed regulation would include the following packaging requirements:

- Cigarettes and cigarillos must be in packages of at least 20.
- Packaging must comply with the *Tobacco Act* (Canada) and the regulations made under that Act and the package must bear or contain the information required under that Act and those regulations and contains health warnings.

If federal Bill S-5 is passed and the *Tobacco Act* (Canada) and its regulations are amended to regulate the packaging and labelling of vapour products, then the proposed Ontario regulation would also reference those federal requirements for vapour products.

## **Procedure for Employees**

The SFOA, 2017, when it comes into force, will carry forward existing provisions in the SFOA and ECA that prohibit an employer from retaliating against an employee who has acted in accordance with or sought the enforcement of the Act.

The proposed regulation would describe the process that an employee may follow when he or she complains of retaliation. This process would mirror the process currently prescribed by regulation under the SFOA and ECA.

## **Home Health-Care Workers**

The SFOA, 2017, when it comes into force, will provide home health-care workers with a right to request that a person not smoke tobacco, use an e-cigarette (including an e-cigarette containing medical cannabis) or smoke medical cannabis, in his or her presence while he or she is providing health care services. If the person refuses, the home health-care worker will be able to leave the home without providing further services, unless to do so without would present an immediate serious danger to the health of any person.

The proposed regulation would establish the procedure that applies when a home health-care worker has exercised this right and left the home. This procedure would mirror the procedure currently prescribed by regulation under the SFOA.

## **Evidentiary Presumptions for Medical Cannabis**

The SFOA, 2017, once proclaimed into force, will prohibit the smoking and vaping of medical cannabis in certain places, and impose obligations on employers and proprietors to ensure compliance with that prohibition in the places they control that are smoke-free. Non-compliance with this prohibition or employer/proprietor obligations would be an offence under the SFOA, 2017. To assist with the prosecution of such offences, the proposed regulation would prescribe rules of evidence for proving in a prosecution that a substance is medical cannabis.



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

**Council Chambers  
Municipal Office**

**December 11, 2018  
7:30 pm**

**Her Worship Mayor Beer presided over the meeting.**

**Present:**

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

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

The Mayor called the meeting to order.

Disclosure of pecuniary interest and the general nature thereof.

**Public Hearing**

**None**

**Delegations/Petitions**

Ms. Sue Bennett- Hamilton, former physical health and education teacher presented Council with a list of concerns regarding the shortage of lifeguards and instructors at the public pool.

Ms. Bennett-Hamilton explained that the recent loss of a lifeguard/instructor will result in a decrease to programming and swim times and an increase to pool closures which will further result in a shortage of people using the pool. She spoke to the physical and mental health benefits from seniors to toddlers using the facility as well as the rehabilitative purposes. Ms. Bennett-Hamilton advised that keeping senior, adults and children healthy reduces the strain on the health care system. She explained to Council that in order to attract and retain qualified lifeguards and instructors to Espanola full time employment must be offered as they cannot be expected to live on a part-time position. In closing, she asked Council to consider funding for full-time lifeguards.

**Question Period**

**None**

**CONSENT AGENDA**

**CA-018-19 S. Hayden – B. Foster**

Be It Resolved That: Items A1 to F7 inclusive contained in Part 1, Consent Agenda be adopted.

**Carried**

**Items A1-A3**  
**Council Minutes**

**18-183 K. Duplessis – R. Dufour**

Be It Resolved That: The following Minutes are hereby received; Special Meeting of Council of November 12, 2018; Regular Meeting of Council of November 13, 2018 and; The Inaugural Meeting of Council of December 4, 2018 is hereby accepted.

**Carried**

**Board and Committee Reports**

None

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

None

**Business Arising from Board and Committees**

None

**Bylaws and Resolutions**

**Item E1**  
**Confirmatory Bylaw**

**18-184 M. Van Alstine – K. Duplessis**

Be It Resolved That: Bylaw No 2887/18 e adopted; being a Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of November 13, 2018.

**Carried**

**Reports**  
**Item F1-F7**

**18-185 S. Hayden – B. Foster**

Be It Resolved That: The following reports are hereby received; Public Works Department Departmental Report for October 2018; Leisure Services Department Departmental Report for October 2018; Economic Development Department Departmental Report for October 2018; Building Department Departmental Report for October 2018; Fire Department Departmental Report for October 2018; Manitoulin-Sudbury District Services Board Meeting Minutes of November 22, 2018 – Unapproved; Public Health Sudbury & Districts Meeting Minutes of November 22, 2018 – Unapproved

**Carried**

Clarification was provided on the repair costs to the Trackless.

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

**Item G1**  
**Full-Time Lifeguard**

**18-186 H Malott – R Dufour**

Be It Resolved That: Council approve the addition of a full-time lifeguard.



A discussion ensued regarding the financial commitment of \$12,000 to cover benefits.

**Carried**

**Item G2**  
**Casual Crossing**  
**Guards**

**18-187 M. Van Alstine – R. Dufour**

Be It Resolved That: Council approve hiring additional casual crossing guards.

**Carried**

**Item G3**  
**MIS Municipal**  
**Insurance Services**

**18-188 B. Foster – K. Duplessis**

Be It Resolved That: The proposal from MIS Municipal Insurance Services be adopted for property & Liability Insurance and a Bylaw be prepared to execute the agreement.

**Carried**

Staff was asked to get clarification on different areas of coverage. Mayor Beer reminded Council that asking questions of Staff in advance of meetings will ensure Council is better prepared during Council meetings.

**Item G4**  
**Non- Taxable**  
**Allowance for Council**

**18-189 S. Hayden – K. Duplessis**

Be It Resolved That: As a result of the federal government's decision to eliminate the current one-third non-taxable allowance for Municipal Councils effective January 1, 2019, Schedule "A" of Bylaw 2834/18 which provides that one-third of the remuneration paid be deemed as expenses incident to the discharge of their duties as members of council or local board be repealed effective January 1, 2019; and THAT Council Remuneration Option #1 as outlined in the Analysis Section be approved effective January 1, 2019; and THAT the Bylaw be updated to reflect these changes.

**Carried**

Staff was directed to review the remuneration and pension areas of the Bylaw and bring information to the Corporate Services Committee for discussion.

**Item G5**  
**Naming of Road**  
**through Brentwood**  
**Village**

**18-190 H. Malott – K. Duplessis**

Be It Resolved That: The access road through Brentwood Village off of Queensway Avenue be name Yusko Crescent.

**Defeated**

A discussion ensued, it was suggested that the Street Naming Policy had not been followed; Staff provided clarification.

**Item G6**  
**POA Write Offs**

**18-191 R. Dufour – M. Van Alstine**

Be It Resolved That: Staff write off the attached list of files that have been in default since prior to the transfer in 1999 up to and including 2000.

**Carried**

**Item G7**  
**Board of Health for**  
**Public Health**  
**Sudbury & Districts**

**18-192 S. Hayden – B. Foster**

Be It Resolved That: Council for the Town of Espanola recommends that Councillor Glenda Massicotte be appointed to the Public Health Sudbury & Districts Board.

**Carried**

**Item G8**  
**Municipal Cannabis**  
**Update**

**18-193 H. Malott – R. Dufour**

Be It Resolved That: Staff prepare a report that specifically identifies pros and cons to an opt-in option vs an opt-out option; this item be placed on Corporate Services agenda prior to coming to council in January.

**Carried**

**Item G9**  
**January Council and**  
**Committee Meeting**  
**Dates**

**18-194 H. Malott – S. Hayden**

Be It Resolved That: The January 2019 Council and Committee Meetings be moved back one week in order that no meetings are cancelled due to the January 1<sup>st</sup> Statutory holiday. January 2019 would be:

Corporate Services Committee Meeting January 8, 2019

Community Services Committee Meeting January 22, 2019

Regular Meeting of Council January 15, 2019 and January 29, 2019.

**Carried**

**Item G10**  
**Meeting Times**

**18-195 B. Foster – K. Duplessis**

Be It Resolved That: The Regular Meeting of Council start time to be changed to 7:00 pm effective January 29<sup>th</sup>, 2019;

The Corporate Services Committee Meetings start time be changed to 4:00 pm effective January 8, 2019;

The Community Services Committee Meetings start time be changed to 4:00 pm effective January 22, 2019;

The Procedural Bylaw be amended to reflect these changes.

**Carried**

**Correspondence For Information Only**

**None**

**Information**

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

Cheque register for November 2018

Mike Mantha MPP correspondence re: congratulations

Espanola Friendship Circle News

Union Gas correspondence re: congratulations  
MMAH correspondence re: congratulations/working together  
MMAH correspondence re: Housing Supply  
MOF correspondence re: Cannabis Implementation Fund

**Conference and Conventions**

None

**Mayor and Councillors Reports and Announcements**

**Clarification**

The CAO asked for clarification on item G5. It was stated by the Mayor that a special Community Services Committee would be called along with a Special Meeting of Council.

**Procedural Bylaw**

Councillor Van Alstine submitted a Notice of Motion that read: Be It Resolved That: the Procedural Bylaw 2062/08 and amendment Bylaw 2336/11 and amendment Bylaw 2663/15 be open for review.

**Councillor Training**

Mayor Beer encouraged all of Council to take the training that is being offered.

**Conduct of Meetings**

Mayor Beer advised that she intends to follow the Procedural Bylaw closely. She further advised that Council should be sending their questions to Staff in advance of the meeting. This will permit Staff time to get the information needed to answer the question as opposed to being put on the spot to provide information.

**Future Council Meetings**

Corporate Services Committee Meeting of January 8, 2019 @ 4:00 pm  
Regular Meeting of Council of January 15, 2019 @ 7:30 pm  
Community Services Committee Meeting of January 22, 2019 @ 4:00 pm  
Regular Meeting of Council of January 29, 2019 @ 7:00 pm

**Adjournment**

**B. Foster – S. Hayden**

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 8:49 pm

**Carried**

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Jill Beer  
Mayor

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Paula Roque  
Clerk

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

**Council Chambers  
Municipal Office**

**December 20, 2018  
5:30 pm**

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**Her worship Mayor 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

**Notice of  
Reconsideration**

**1. H. Malott – R. Dufour**

Be It Resolved That:  
Council reconsiders resolution #18-190.

**Carried**

**Street Naming**

**2. H. Malott – K. Duplessis**

Be It Resolved That:  
The access road through Brentwood Village off of Queensway Avenue be named Yusko Crescent.

**Carried**

**Adjournment**

**B. Foster – M. Van Alstine**

Be It Resolved That: The Special Meeting of Council is hereby adjourned.  
Time: 5:32 pm

**Carried**

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J. Beer  
Mayor

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C. Townsend  
CAO/Treasurer

**DRAFT**

Espanola Public Library Board

MINUTES OF THE REGULAR MEETING

Held on October 15, 2018, at the Library

JAN 01 2019

Present:

Brian Riche (Chair)  
Clive Fitzjohn  
Evelyn Diebel  
Ken Duplessis  
Heather Wilson  
Robert Yocom

Also present:

Rosemary Rae (CEO)

Regrets:

Robert Sinclair

Call to order

The Chair called the meeting to order at 5:35 p.m.

Approval of agenda

#18-47 Fitzjohn - Diebel  
That the agenda be approved as amended.  
Carried.

Minutes

#18-48 Fitzjohn - Wilson  
That the minutes of the Regular Meeting of September 10, 2018 be approved.  
Carried.

Reports

#18-49 Fitzjohn - Diebel  
That the following reports be received:  
Maintenance – verbal only  
Librarian  
Statistics  
Financials - August and September  
Carried.

Decision items

#18-50 Fitzjohn - Diebel  
That the Volunteer Policy be approved as revised.  
Deferred – further information required.

- #18-51 Yocom - Fitzjohn  
That the Friends of the Library Policy be approved as revised  
Deferred – further information required.
- #18-44 Duplessis – Diebel (Deferred from September 10)  
That the Strategic Plan be approved.  
Carried.
- #18-52 Fitzjohn - Yocom  
That the Information Services Policy be approved as revised  
Carried.
- #18-53 Yocom - Fitzjohn  
That the Procedure Bylaw be approved as revised  
Carried.

#### Discussion items

1. Health & Safety

#### Information items

1. Staff meetings – Sept. 13 / Oct. 3
2. The Friends of the Library minutes – Sept. 21 – N/A

#### Announcements

Next meeting – November 12, 2018

#### Adjournment

- #18-54 Wilson - Yocom  
That the Espanola Library Board does now adjourn at 6:47 pm.  
Carried.

#### Approval

Date Per 17 708  
Chair [Signature]  
Secretary [Signature]

JAN 01 2019

**Espanola Public Library Board**

**MINUTES OF THE REGULAR MEETING**

**Held on November 12, 2018, at the Library**

Present:

Brian Riche (Chair)  
Clive Fitzjohn  
Evelyn Diebel

Also present:

Rosemary Rae (CEO)

Regrets:

Heather Wilson  
Robert Sinclair  
Robert Yocom

Call to order

The Chair was unable to call the meeting to order, there was no quorum reached.

Date Dec 17 2018  
Chair [Signature]  
Secretary [Signature]

JAN 01 2019

**Espanola Public Library Board**

**MINUTES OF THE SPECIAL MEETING**

**Held on November 20, 2018, at the Library**

Present:

Brian Riche (Chair)  
Clive Fitzjohn  
Evelyn Diebel  
Heather Wilson  
Robert Yocom

Also present:

Rosemary Rae (CEO)

Regrets:

Robert Sinclair

Call to order

The Chair called the meeting to order at 11:26 a.m.

Approval of agenda

#18-55 Wilson - Fitzjohn  
That the agenda be approved.  
Carried.

Decision items

#18-59 Duplessis - Yocom  
That the CEO or Assistant Librarian attend OLA Superconference 2019.  
Carried.

#18-60 Diebel - Duplessis  
That the Draft Budget for 2019 be approved.  
Carried.

#18-61 Duplessis - Yocom  
That the Espanola Public Library Board does now adjourn at 11:56 a.m.  
Carried.

Date Dec 17 2018  
Chair [Signature]  
Secretary [Signature]



## JOINT HEALTH & SAFETY MEETING MINUTES

**Thursday, November 1<sup>st</sup>, 2018**

**9:00 a.m.**

**Upstairs – Fire Hall**

**Present:**

D. Parker	Manager Rep.
C. Tessier	Alt. Manager Rep.
A. Kelly	Worker Rep.
D. Sokoloski	Worker Rep.
B. Stewart	Worker Rep.
C. Gervais	Guest

**Recording Secretary:** A. Duguay

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

**Acceptance of Minutes:**

**1. C. Tessier – A, Kelly**

**THAT:** The Joint Health & Safety Committee hereby approves the minutes of the October 4<sup>th</sup>, 2018 meeting. Motion carried.

**Inspections:**

October inspections were completed by the Non-Union/Fire Department.

Dept.	Date Inspected	# of Hazards	Date Repaired
Fire	12-Oct-18	0	N/A
Admin.	11-Oct-18	0	N/A
Recreation	12-Oct-18	1	12-Oct-18
Library	13-Sep-18	1	Repaired
	12-Oct-18	0	N/A
PWD	12-Oct-18	1	16-oct-18

November inspections are to be completed by the Public Works Department.

**Other Reports:** Investigation Report PWD 02-2018: Reviewed.

**Outstanding Issues:** Health & Safety Policy: Members reviewed policy and will make further amendments and forward to members prior to next meeting for final review.

**Any Other Business:** Council Motion – Substance Abuse Policy: Policy passed by Council and given to all Department Managers to review with employees.

**Recognition Sub-Committee:**

**New Business:**

**Next Meeting:** Thursday December 6<sup>th</sup>, 2018 @ 9:00 A.M. – Fire Hall

**Adjournment:** **2. D. Sokoloski**

**THAT:** The Joint Health & Safety Committee is hereby  
adjourned. Time: 9:45 A.M. Motion carried.



**D. Parker, Co-Chair**



**D. Sokoloski, Co-Chair**

JAN 04 2019

## JOINT HEALTH & SAFETY MEETING MINUTES

**Thursday, December 6<sup>th</sup>, 2018**

**9:00 a.m.**

**Upstairs – Fire Hall**

**Present:**

D. Parker	Manager Rep.
C. Tessier	Alt. Manager Rep.
A. Kelly	Worker Rep.
D. Sokoloski	Worker Rep.
B. Stewart	Worker Rep.

**Recording Secretary:** A. Duguay

**Co-Chair D. Sokoloski presided over the meeting. The meeting was called to order at 9:05 A.M.**

### Acceptance of Minutes:

#### 1. A. Kelly - C. Tessier

**THAT:** The Joint Health & Safety Committee hereby approves the minutes of the November 1<sup>st</sup>, 2018 meeting. Motion carried.

### Inspections:

November inspections were completed by the Public Works Department.

Dept.	Date Inspected	# of Hazards	Date Repaired
Fire	23-Nov-18	0	N/A
Admin.	13-Nov-18	0	N/A
Recreation	23-Nov-18	0	N/A
Library	12-Nov-18	0	N/A
PWD	19-Nov-18	1	19-Nov-18

December inspections are to be completed by the Leisure Services Department.

**Other Reports:** WSIB NEER Firm Summary Statement: Reviewed.

**Outstanding Issues:** Health & Safety Policy:

**2. D. Parker – B. Stewart**

**THAT:** The Health and Safety Committee recommend that Council adopt the revised Health and Safety Policy.

Motion carried.

**Any Other Business:**

**Recognition Sub-Committee:**

**New Business:**

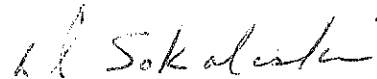
**Next Meeting:** **Thursday January 3<sup>rd</sup>, 2019 @ 9:00 A.M. – Fire Hall**

**Adjournment:** **3. A. Kelly**

**THAT:** The Joint Health & Safety Committee is hereby adjourned. Time: 9:19 A.M. Motion carried.



**D. Parker, Co-Chair**



**D. Sokoloski, Co-Chair**

**Community Services Committee Meeting**  
**Tuesday, December 18, 2018**  
**4:00 pm**  
**Main Level Boardroom**  
**Municipal Building**

**Present:**

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

P. Roque, Clerk; C. Townsend, CAO/Treasurer; D. Parker, Assistant Manager of Public Works; C. Kennelly, Economic Development Officer; T. Denault-Roque, Recording Secretary

**Appointment of Chair**

**R. Dufour – S. Hayden**

Be It Resolved That: As Recommended by the Community Service Committee That: Councillor Malott be appointed as chair.

**Carried**

**Appointment of Vice Chair**

**J. Beer – R. Dufour**

Be It Resolved That: As Recommended by the Community Service Committee That: Councillor Hayden be appointed as vice chair.

**Carried**

**Street Naming**

**S. Hayden – J. Beer**

Be It Resolved That: As Recommended by the Community Services Committee That: The access road through Brentwood Village off of Queensway Avenue be named Yusko Crescent

**Carried**

A discussion ensued.

Mayor Beer advised that this item was sent from the Regular Council meeting to the committee level due to a procedure understanding; she further advised it was not defeated at council level based on the name.

The Clerk clarified that this item was brought to council due to no committee meeting being held in the month of December as that is common practice. She further explained to Councillor Dufour the reasoning behind the road being classified as a Crescent.

**Adjournment**

**J. Beer – R. Dufour**

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

Time: 4:07 pm.

**DRAFT**

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**H. Malott**  
**Chair**

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**Paula Roque**  
**Clerk**

**CORPORATE SERVICES COMMITTEE MEETING****Tuesday, January 8, 2019****4:00 pm****Council Chambers****Municipal Building**

**Chair Bill Foster presided over the meeting following his appointment as Chair.**

**Disclosure of pecuniary interest and general nature thereof.****Present:**

Mayor Beer, Councillors B. Foster; K Duplessis; M. Van Alstine  
Municipal Officials, P. Roque, Clerk/Manager of Planning Services;  
C. Townsend, CAO; C. Tessier, Manager of Financial Planning; T.  
Denault-Roque, Recording Secretary

**Appointment of Chair****K. Duplessis – M. Van Alstine**

Be It Resolved That: Councillor Foster is appointed as Chair.

**Carried****Appointment of Vice  
Chair****J. Beer – M. Van Alstine**

Be It Resolved That: Councillor Duplessis is appointed as Vice-  
Chair.

**Carried****Presentation by Mr.  
Jamy McKenzie re:  
Cannabis Options**

Mr. McKenzie provided a brief history on his involvement and  
research with cannabis and advised that he was in attendance to  
answer any questions the Committee may have.

Mr. McKenzie spoke to the current lottery system to obtain a  
retailer licence for cannabis and advised that Espanola would fall  
under Sudbury, therefore at the present time Espanola would not  
be able to receive a retailer licence but he expected that would be  
possible by the end of 2019. He further suggested that when  
legislation allows, Espanola could accommodate up to 2 cannabis  
stores, employing up to 10 people.

A discussion ensued regarding the concerns that some Committee  
members have with the legalization of cannabis which included  
increased consumption, how it will be enforced, the financial  
implications of opting out now and opting in at a later date. Chair  
Bill Foster thanked Mr. McKenzie for his presentation.

**Cannabis Retail Stores****For Information**

Staff was directed to place this Item on the Regular Agenda in the  
G section for discussion and a resolution of Council.

**Budget Deliberation  
Schedule****K. Duplessis – M. Van Alstine**

Be It Resolved That: As Recommended by the Corporate Services  
Committee That: The Budget Deliberation Schedule be adopted as  
presented.

**Carried**

A discussion ensued regarding the presentation style of the draft 2019 budget. Mayor Beer stated that the budget will not be presented line by line but rather council will be taking more of a governance role and reviewing the variances. Councillors Van Alstine and Foster advised that they would like to have more detail in the presentations and preferred line by line. Mayor Beer advised that Department Managers will be presenting and available to answer any questions Council may have. It was the consensus of the Committee that this topic will be brought to Regular Council for a decision.

**2017 Financial Indicators**

**For Information**

It was explained that the indicator *Debt Servicing Cost as a % of Total Revenues* received a high level of risk back in 2015 was due to the municipality paying off the loan for Recreation Complex.

**Council Remuneration**

**M. Van Alstine – K. Duplessis**

Be It Resolved That: As Recommended by the Corporate Services Committee That: The revised council remuneration amounts be reflected in Bylaw No 2834/18.

**Carried**

A discussion ensued regarding the difficulties administration has with confirming councillors' attendance at different board and committee meetings. Staff was directed to remove item #5 from the Bylaw and correct the wording in item #6 to reflect this change.

**Council Remuneration - OMERS**

A discussion ensued. Council was advised that in order to opt out OMERS Pension Plan a unanimous decision of Council is required. Staff was directed to place this item in the G section of the Regular Meeting of Council.

**Rate of Pay Provision Policy**

**K. Duplessis – J. Beer**

Be It Resolved That: As Recommended by the Corporate Services Committee That: The Rate of Pay Provision Policy be amended to update the casual and part-time rates of pay as proposed.

**Carried**

**Non – Union Salary**

**J. Beer – M. Van Alstine**

Be It Resolved That: As Recommended by the Corporate Services Committee That: The non-union salaries are adjusted by 1.5% for 2019.

**Carried**

A discussion ensued. The CAO advised that this amount follows the CUPE contract.



**Procedural Bylaw**

The Clerk clarified that this document is in an early draft form and the end result is a document that is easy to read and understand. Further discussions took place; Staff was directed to send the draft to all of Council for review and feedback, summarize the comments/feedback received and bring the draft and comments back to the February Corporate Services meeting.

**Adjournment**

**J. Beer**

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

Time: 5:12 pm

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B. Foster  
Chair

---

P. Roque  
Clerk

Unapproved

DEC 06 2018



**Joint Health & Safety Meeting**

Moved By: Glave

Date: Dec. 6, 2018

Seconded By: Bruce

Motion: \_\_\_\_\_

**THAT:** The Health and Safety Com.  
recommend that council  
adopt the revised Health  
and safety policy

CARRIED ✓ DEFEATED \_\_\_\_\_

M. Sokolowski  
Chair

Department: All Departments	Policy Number: H04-01474
Subject: Health and Safety	Effective Date: 07/04/2004
Bylaw No:	Revision Date: 15/10/18
	Version #: 2

## **1.0 POLICY**

The Corporation of the Town of Espanola (The Corporation) is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. We will make every effort to provide a safe, healthy work environment. All Managers, supervisors and workers must be dedicated to the continuing objective of reducing risk of injury. The Corporation is ultimately responsible for worker health and safety, and will take every reasonable precaution possible for the protection of our employees and the public.

In pursuit of our commitment, the Corporation will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. We understand the importance of safety to the well-being and productivity of our people, and strive to safeguard the workplace from injury and malfeasance through dereliction of duty towards safety.

The Corporation will act in compliance with all applicable workplace health and safety legislation.

## **2.0 PURPOSE**

The purpose of this policy is to clearly communicate the responsibilities for all levels of the Corporation to ensure the health and safety of workers and the public within all municipal workplaces.

## **3.0 SCOPE**

The Occupational Health and Safety Act (OHSA) requires those who have any degree of control over the workplace to ensure a safe and healthy work environment. The Act sets out the duties with respect to workplace safety, and materials and equipment in the workplace.

This policy applies to all employees of the Corporation regardless of their employment status. Every employee has a responsibility to protect his or her own health by working in compliance with the law and with safe work practices and procedures established by the Corporation. All new employees will receive orientation training as per policy no. H11-01437 prior to performing any work.

It is important to note that our contractors also have a responsibility for the health and safety of their employees, and when working for the Corporation they must follow the requirements of the Occupational Health and Safety Act and our Safety Regulations.

#### **4.0 COMMUNICATION**

The Corporation encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

- Employees that voice or identify a health and safety concern will not be subject to retaliation.
- Health and safety comments will be reviewed by the Joint Health and Safety Committee. The Committee will initiate an investigation on each reported and/or potential hazard.
- Employees are encouraged to inform their supervisor or Health and Safety representative of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or oral, and may be anonymous, if so desired.

#### **5.0 ORGANIZATION AND RESPONSIBILITIES**

All employees are responsible for being familiar with and implementing the Corporation's Health and Safety Program. That responsibility lies with every level of our organization.

- Level 1: All Employees
- Level 2: Supervisors
- Level 3: Department Managers
- Level 4: Joint Health and Safety Committee
- Level 5: Espanola Council

##### **Level 1 - All Employees**

This level of the organization includes all employees in the workplace, up to and including the CAO/Treasurer, as well as those individuals on the Municipal payroll on a contract basis. The health and safety responsibilities attached to this level include the following:

- Comply with all Municipal health and safety policies and procedures.
- Attend health and safety training required by the Corporation.
- Report ALL accidents or injuries to your supervisor promptly (policy H04-01591 – Accident, Incident and Injury Reporting).
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their Supervisor, Manager or Health and Safety Representative (form P99-01452 – Employee Hazardous Report).
- Protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Corporation.
- Ensure proper use and care of protective clothing and safety equipment
- Report any acts of violence or harassment in the workplace (policy H04-01615 – Respect in the Workplace).

## **Level 2 - Supervisors**

This level of the organization includes all individuals who supervise the work of other employees. The health and safety responsibilities attached to this level include the following:

- Be familiar with and ensure compliance with the applicable requirements of the Occupational Health and Safety Act and Regulations, the Corporation's health and safety program, department health and safety standards and procedures.
- Continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- Accountable for the health and safety of workers under their supervision.
- Ensure the working environment is maintained in a healthy and safe condition.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that the workers wear the appropriate personal protective equipment.
- Promptly investigate all accidents, complete the appropriate forms and ensure that corrective action is taken (policy H04-01591 – Accident, Incident and Injury Reporting).

## **Level 3 - Department Managers**

This level of the organization includes the Chief Administrative Officer, the Clerk and Departmental Managers. The health and safety responsibilities attached to this level include the following:

- Responsible for the administration and direction of the Health and Safety Program within their respective departments.
- Ensure compliance with all applicable health and safety legislation.
- The lead in developing, implementing and enforcing policies and procedures.
- Ensure all injured workers are treated fairly.
- Review accident reports, safety reports, accident statistics and other related material to evaluate the effectiveness of the Health and Safety Policy.
- Provide ongoing safety education, including but not restricted to W.H.M.I.S. and First Aid.
- Ensure permanent employees are given periodic refresher training in health and safety related subjects.
- Provide leadership in all safety activities including the development of safe working attitudes.
- Conduct health and safety meetings in their departments.
- Ensure that health and safety reference materials are readily available to supervisors and workers.

#### **Level 4 - Joint Health and Safety Committee**

The Joint Health and Safety Committee is responsible for assisting and advising management, supervisors and workers in the development, implementation and operation of the Health and Safety Program for the Corporation. The health and safety responsibilities attached to this level include the following:

- Liaise with government agencies to ensure workplace health and safety compliance.
- Act as an advisor to management on health and safety program issues.
- Coordinate health and safety inspections to identify conditions that may be a source of danger or hazard to workers and follow up to ensure the completion of necessary corrective actions.
- Assist and advise on the design and develop accident/incident reports and investigate procedures.
- Compile accident statistics, conduct serious accident investigations and make recommendations for improvement.
- Obtain and distribute safety information and material.
- Assist and advise in developing and conducting training courses.

Detailed roles and responsibilities are included in the Multi-Worksite Joint Health and Safety Committee Agreement as per bylaw 2660/15.

#### **Level 5 - Mayor and Council**

Mayor and Council are responsible for continued support of the Health and Safety Program throughout the municipal workforce. The health and safety responsibilities attached to this level include the following:

- They must ensure that resources are allocated and governed properly to achieve the health and safety requirements of employees, and that their policies comply with the Corporation's legal obligations.
- Foster a workplace culture of safety, with appropriate leadership.
- Encourage the development of safe work practices throughout the Municipal organization through continued liaison with the Joint Health and Safety Committee.
- Maintain a Recognition Program to acknowledge those employees who continue to achieve safe work practices (policy H04-01716 - Recognition Program).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Cynthia Townsend, CAO/Treasurer

## **6.0 ACKNOWLEDGMENT AND AGREEMENT**

I, \_\_\_\_\_, acknowledge that I have read and understand the Health and Safety Policy of the Corporation of the Town of Espanola. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: \_\_\_\_\_

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

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

Witness: \_\_\_\_\_



**CORPORATE SERVICES COMMITTEE**

Moved By: Ken Duplessis

Date: January 8, 2019

Seconded By: Marean Van Alstine

Motion No.: 1

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

The Budget Deliberation Schedule be adopted as presented.

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 #3



# STAFF REPORT

**DEPARTMENT:** Administration

**DATE:** January 2, 2019

**ITEM:** Budget 2019

**RECOMMENDATION:** As recommended by Corporate Services: Be It Resolved That: The Budget deliberation schedule be adopted.

## **BACKGROUND:**

Department managers present the departmental budgets to council during special budget meetings.

## **ANALYSIS:**

### **Format:**

The same as prior year.

### **Timetable:**

#### **January 22, 2019 @ 7:00 pm**

- Overview
- Treasury
- Administration
- Fire
- General Inspections
- Provincial Offences
- Health Services
- Social Services
- Economic Development
- Planning & Land Development

#### **February 5, 2019 @ 7:00 pm**

- Police
- Library
- Transportation

- Environmental - Collection & Disposal
- Water & Sewer
- Recreation
- Cultural Activities

Follow up meetings to be scheduled prior to regular council meetings.

**EXISTING POLICY:** N/A

**FINANCIAL COMMITMENT:** 2019 Levy

**STRATEGIC GOAL:** Excellence in Government

CAO/

Treasurer

*Cynthia Townsend*

**CORPORATE SERVICES COMMITTEE**

Moved By: Maureen Van Alstine  
Seconded By: Ken Duplessis

Date: January 8, 2019

Motion No.: 2

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

The revised council remuneration amounts be reflected in Bylaw No 2834/18.

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 #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

**DEPARTMENT:** Administration

**DATE:** January 3, 2019

**ITEM:** Council Remuneration

## RECOMMENDATION:

**Be It Resolved That:** The revised amounts be reflected in bylaw 2834/18.

## BACKGROUND:

At the December Council meeting, Council opted to keep their net remuneration the same in light of recent federal government changes to the taxation of remuneration and the loss of the one-third non-taxable allowance.

These figures have been updated to account for the increase in the personal maximum amounts for 2019, as well as taken into consideration the increase in OMERS and CPP would be tax deductible. Although each individual's income tax situation will be unique, the updated figures use the tax estimates based upon the honorarium only.

## ANALYSIS:

The updated figures have decreased the overall salary increases significantly from \$17,564.61 to \$11,426.50. The revised figures to be included in the bylaw are as follows:

<u>Position</u>	<u>2018</u>	<u>Preliminary</u>	<u>2019</u>
Mayor	27,917.04	33,365.91	31,949.59
Deputy	16,866.48	19,792.67	18,905.43
Councillor	13,958.52	15,796.43	15,064.97

Sections 4,5,6 of Schedule "A" to be reviewed.

**EXISTING POLICY:** Bylaw 2606/14

## STRATEGIC GOAL:

- ☐ 1) Improve and Maintain our Infrastructure
- ☐ 2) Sustainable Economic Growth & Prosperity
- ☒ 3) Excellence in Government
- ☐ 4) 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: Reflected in the 2019 Budget**

**IMPLEMENTATION: January 1, 2019**

**Prepared By:** Cynthia Townsend

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

**Clerk Treasurer/Administrator:** Cynthia Townsend

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

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



**THE CORPORATION OF THE TOWN OF ESPANOLA**

**BYLAW NO. 2834/18**

**BEING A BYLAW RESPECTING REMUNERATION FOR  
MEMBERS OF COUNCIL**

*WHEREAS Section 283 of the Municipal Act 2001, S.O. 2001, and its amendments, provides that the Council may establish by Bylaw the remuneration and expenses for members of Council for attendance at meetings of Council or for attendance at Committee meetings of Council and that such remuneration and expenses may be determined in any manner that Council considers advisable;*

AND WHEREAS, the said Act provides for salary, expenses and allowances paid by local boards to be established by the Council of a Municipality:

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

**1. INTERPRETATION:**

In this bylaw and in the attached schedules, the following terms shall apply;

- 1.1 MUNICIPALITY" means the Corporation of the Town of Espanola.
- 1.2 COUNCIL" means the Council of the Corporation of the Municipality.
- 1.3 LOCAL BOARDS" means a Local Board as defined in the Municipal Affairs Act.
- 1.4 OTHER BODY" means any body other than a Local Board, of the Council of a Municipality or a Council Committee.
- 1.5 EX OFFICIO" means and includes a member of a Local Board or other body who, by statute, is entitled to be a member of that Board or Body by virtue of his office as Head of Council or as specified class of Council member, or, who serves as a member of the Board or body pursuant to his appointment under the Municipal Act.
- 1.6 COUNCIL COMMITTEE" means any standing or special committee, thereof, established by Council regardless of the name by which it is identified or the fact that persons other than Council members may be included in its memberships.

**2. REMUNERATION**

- 2.1 Members of Council:  
Council members shall receive remuneration as determined according to the provisions of Schedule "A" appended to and forming part of this Bylaw for their services as Council members or officers of the Municipality.

**3. ADMINISTRATION**

Notwithstanding any other provision of this Bylaw, where a person is entitled to receive remuneration or expenses under this Bylaw from the Municipality in respect of his/her membership on an "other body" in respect of a certain period or certain items of expenditures and

where he/she has received or is entitled to receive remuneration or expenses from that "other body" in respect of the same period or for the same items of expenditure. The remuneration and expense he/she has received from the other body will not be duplicated from the expenses that but for this clause would be payable to him/her under this Bylaw in respect of his membership on the board for that period excepting those items and the amounts remaining, if any, shall be the amounts to which he/she is entitled under this Bylaw as remuneration or expenses for that period and those items.

- 3.1 The remuneration provided for in Schedule "A" of this Bylaw shall be paid by the Treasurer of the Municipality from the funds provided by Council. The Treasurer shall pay the said remuneration outlined in Section 1 and 2 of Schedule "A" monthly, in respect of the services rendered during the period just ending.
- 3.2 Notwithstanding Clause 3.2, where a person who has been appointed by the Council as a member of a local board or other board fails to submit any information or documentation required to be submitted in support of a claim for remuneration or expenses, the Treasurer may pay such portion as may be authorized without supporting documentation being submitted.
- 3.3 The Municipal Treasurer shall on or before the 31<sup>st</sup> day of March in each year, submit to the Council an itemized statement of the remuneration and expenses paid pursuant to this bylaw and Section 284 of the Act in the preceding year.
- 3.4 That Bylaw No. 2698/16 is hereby repealed.
- 3.5 This Bylaw shall be deemed to have been in force and effect immediately.

READ A FIRST, SECOND and THIRD TIME AND PASSED IN OPEN COUNCIL  
THIS 8<sup>th</sup> DAY OF May, 2018.

Bill Foster  
Deputy Mayor

Paula Roque  
Clerk



**SCHEDULE "A"**  
**Bylaw 2834/18**

**REMUNERATION OF COUNCIL MEMBERS**

1. An annual remuneration of fifteen thousand sixty four dollars and ninety seven cents (15,064.97) shall be paid to each Councillor of the Town of Espanola.  
**Deleted:** Thirteen Thousand Nine Hundred Fifty-Eight Dollars and Fifty-Two cents (13,958.52)
2. An annual remuneration of thirty one thousand nine hundred and forty nine dollars and fifty nine cents (31,949.59) shall be paid to the Mayor as Head of Council.  
**Deleted:** member of Council  
**Deleted:** , and one-third of such amount shall be deemed to be for expenses incidental to the discharge of his duties as member of Council
3. An annual remuneration of eighteen thousand nine hundred and five dollars and forty three cents(18,905.43) shall be paid to the Deputy Mayor.  
**Deleted:** Thirteen Thousand Nine Hundred Fifty-Eight Dollars and Fifty-Two cents (13,958.52)  
**Deleted:** , and one-third of such amount shall be deemed to be for expenses incidental to the discharge of his duties as a Member of Council
4. A member of Council being absent from a Regular Council meeting without advising administration or Mayor and/or a Council Member, shall have deducted from their remuneration payable under this bylaw, the sum of \$150.00 for each absence from regular meetings of Council. The CAO is required to facilitate the deduction through the normal payroll process.  
**Deleted:** Two Thousand Nine Hundred-Seven Dollars and Ninety-Six cents (2,907.96)  
**Deleted:** and one-third of such amount shall be deemed to be for expenses incidental to the discharge of his duties as a Member of Council
6. Members of Council absent from a Council meeting due to attendance at a duly certified municipal function as defined by Council or absent due to extenuating circumstances and are unable to advise as outlined in Item 4, shall not be deducted.  
**Deleted:** § 5.  
**Deleted:** Members of Council absent from Committees as appointed to by Council without advising administration or Mayor and/or a Council Member on the corresponding Committee, shall have deducted from their remuneration payable under this bylaw the sum of \$60.00 for each absence from the scheduled committee meeting.¶
7. At Council's discretion, an annual increase to Council's base compensation using either a 12 month annual Consumer Price Index (CPI) increase (December 12 month rate) or the annual adjustment provided to non-union Staff whichever is less, to be effective January 1 of each year.  
**Deleted:** Committee or  
**Deleted:** or 5
8. A comprehensive comparison and review of Council remuneration for 10 municipalities is to be completed in the second year of a Council term. Council can choose to amend Council remuneration based on the comparison.
9. Elected Officials are entitled to attend conferences and conventions during each year as follows and as the budget permits:  

Mayor	2 conferences or conventions
Councillor	1 conference or convention



A Councillor may attend a second conference or convention if approved by a resolution of Council.

In addition to the above clause, all of Council is encouraged to attend Council conferences and conventions that are held in the Sudbury District.

Item 9. does not apply to specific Council Training and Workshops.

No more than three members of Council, including the Mayor are permitted to travel together, using the same mode of transportation.

All expenses for the conference, conventions, training and workshops, including travel, parking, lodging, meals (if they are not included in registration fees) are to be reimbursed in accordance with Policy F09-01285 Travel and Training Expenses.

10. A verbal report for information sharing purposes on the conference/convention/training or workshop shall be presented at a public meeting by at least one (1) member of Council who attended the event within a month of attending. A hard copy of the report shall be submitted to the Administrative Assistant to be kept on file with the meeting agenda.



**CORPORATE SERVICES COMMITTEE**

Moved By: Ken Duplessis

Date: January 8, 2019

Seconded By: Jill Beer.

Motion No.: 3

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

The Rate of Pay Provision Policy be amended to update the casual and part-time rates of pay as proposed.

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 #7

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:** December 20, 2018

**ITEM:** Rate of Pay Provision Policy

**RECOMMENDATION:** Be it resolved that:

The Rate of Pay Provision Policy be amended to update the casual and part-time rates of pay as proposed.

## BACKGROUND:

The policy was not amended when minimum wage increased from \$11.60 to \$14.00 as of January 1, 2018.

## ANALYSIS:

The municipality has had a particularly difficult time attracting part-time and casual drivers for the Care Van position. It has been suggested that the current rate did not adequately compensate for the added responsibility.

The only other position affected are the crossing guards who used to be paid approximately 20% more than the minimum wage rate, however when the rate increased their compensation did not.

The impact to this would be approximately \$1,700 in the budget in the Care Van services and about \$2,600 to the Crossing Guard program.

**EXISTING POLICY:** H09-01283 Rate of Pay Provision Policy

## STRATEGIC GOAL:

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

**FINANCIAL COMMITMENT:** \$4,300

**IMPLEMENTATION:** January 1, 2019

**Prepared By:**

Cynthia Townsend

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

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

**Clerk Treasurer/Administrator:** Cynthia Townsend

**Approval of Recommendation:** Yes ✓ No    

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

Cynthia Townsend

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**From:** Aurel Malo <aurel@dlbrina.com>  
**Sent:** December-07-18 9:19 AM  
**To:** Cynthia Townsend  
**Subject:** RE: Job evaluations

Good morning Cynthia!

I have reviewed the documentation related to a salary review and evaluation of Care Van Drive, Library Assistant and Library Clerk. I have also reviewed the Municipality's policy for Part-time employee wages. Based on my review, I offer the following recommendations.

1) Policy for Part-time and Casual employees:

I recommend the Employer maintain this policy (H09-01283). In 2017, the Liberal Government enacted legislation (Bill 148) prohibiting the practice of paying employees a different rate of pay based on employment status (i.e. full-time vs. part-time). More recently, on November 21, 2018, the Conservative government repealed these provision with the passing of Bill 47. As a result of these changes, Employers will see a return to the pre-Bill 148 language with respect to equal pay for equal work. While employers will still be required to provide equal pay on the basis of sex, Bill 47 removes the onerous requirement for employers to pay part-time, casual, and temporary employees at the same rate as full-time employees.

It is not unusual, in fact it is common, for employers to have different rates of pay and working conditions for part-time, casual, and students employees. It has been the practice of this employer to pay employees differently based on employment status. I see no reason to change this practice.

I do recommend, that the rates of pay for Part-time and Casual employees be adjusted to remain competitive with the marketplace and to reflect the increase to the minimum wage in the Province.

As such, I would recommend the following rates:

Part-Time / Temporary Rate: I would recommend the Municipality change this category to Part-Time Casual, as it is more reflective of the nature of the work. I am also recommending the Municipality adopt a policy of paying 15% above Minimum Wage for this category of employees:  $\$14.00 + 15\% = \underline{\$16.10}$

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Part-Time Permanent Rate: I am recommending the Municipality pay this category of employees 15% above the Part-Time Casual rate:  $\$16.10 + 15\% = \underline{\$18.52}$ .

Student Rates: No change to the current policy.

- 2) Care Van Driver: I have reviewed the position and compared it similar positions. The closest comparators would be School Bus Drivers and Patient Transport Drivers who work for the Manitoulin-Sudbury DSSAB. Bus driver rates vary from \$16.50 to \$17.50/hr, while Patient Transport Drivers are paid \$15.27 to \$15.65/hr. It is also important to note, that the Patient Transport Drivers are in Unionized positions. The Municipality's current pay rate for this position is \$17.75. I am recommending increasing the pay to \$18.52 (4.3%). I believe the proposed rate will help the Municipality attract and retain a qualified employee.
- 3) Full-time Library Assistant  
In 2014, the position was evaluated at 225 points. As a result of the changes in the role, the points increase to 285 which result the position moving from Level J to Level I, an increase from \$40,893 to \$44,983 annually, or from \$22.468 to \$24.716/hour. I have recently conducted a survey of salaries for public libraries in small municipalities. The comparators included: West Nipissing, Bracebridge, Clearview, Gravenhurst, Haliburton County, Kenora, Pelham, Petawawa, Fort Frances and Callander. The survey found the rates for Library Assistants ranged from \$20.98 to \$26.18. The revised rate of \$24.16 is well within the range.
- 4) Library Clerk: I would recommend this position be paid in accordance with the Municipality's policy for Part-Time Employees (as revised above). This would result in a rate of either \$16.10 if the incumbent is casual or \$18.52 if the incumbent is Permanent (PT). The majority of the Libraries surveyed above, that had part-time Clerks, paid them minimum wage or slightly above.

Please let me know if you have any questions or require any further clarification on my recommendations.

**Aurel Malo**  
Area Vice President, Human Resources



**DIBRINA GROUP**

Dibrina Group, a division of Gallagher Benefit Services (Canada) Group Inc.

62 Frood Rd. Suite 302  
Sudbury ON P3C 4Z3  
Phone: 705-688-9393 ext.2047 | Toll Free: 1-800-619-8070 | Fax: 705-688-9060  
Email: aurel@dibrina.com  
Visit us at: www.dibrina.com

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Department:	Human Resource	Policy Number:	H09-01283
Subject:	Rate of Pay Provision	Effective Date:	07/01/15
Bylaw No:	1918/06	Revision Date:	01/01/18
		Version #:	8

### Purpose:

To define and outline the rate of pay provision for non-union employees.

### Policy:

#### Part Time/

#### ~~Temporary~~Casual

Part time employee is defined in the hiring policy as an employee who is scheduled to work less than 35 hours per week.

Positions shall include but not limited to; janitorial, crossing guards, care van driver and general office worker.

~~\$14.177/hr~~\$16.10/hr

Increase to the rates shall be consistent with the increase established and maintained by Council in minimum wage and shall be calculated as minimum wage + 15%

#### Part Time/ Permanent

Part time permanent employee is defined in the hiring policy as an employee who is regularly scheduled to work on a continuous basis and an average of 910 hours annually.

Positions shall include but not limited to; care van driver, general office worker.

~~\$17.752~~18.52/hr + 11% in lieu of fringe benefits

If a Part Time Permanent Employee qualifies for OMERS and chooses to enrol, the 11% in lieu of fringe benefits shall be reduced by the Municipality's OMERS contribution rate at that time.

A resolution of Council is required to establish a part time permanent position.

Increase to the rates shall be consistent with the increase established and maintained by Council in minimum wage and shall be 15% above the Part-Time Casual rate.

#### Student

Rates for secondary and post secondary students under 18 years of age shall be student minimum wage as established by the Employment Standards Act.

Rates for students 18 years of age and over, and students under 18 years of age who qualify for general minimum wage, shall be general minimum was as established by the Employment Standards Act.

Students in a leadership position such as the Library program director shall receive an additional \$1.50 per hour above the regular student rate.

#### Subsidy

The rate of pay for employees in a subsidized and sponsored program shall be established by the grant allocation for wages.



**CORPORATE SERVICES COMMITTEE**

Moved By: Bill Beer

Date: January 8, 2019

Seconded By: Maureen Van Alstine

Motion No.: 4

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

The non-union salaries are adjusted by 1.5% for 2019.

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 #8

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:** December 6, 2018

**ITEM:** Non-union salaries

**RECOMMENDATION: Be It Resolved That:**

The non-union salaries are adjusted by 1.5% for 2019.

**BACKGROUND:**

The wording in the salary administration policy is:

Each year the salary grid will be reviewed and may be adjusted by resolution of Council to reflect cost the living or to ensure that remuneration levels appropriately compare to the remuneration of unionized staff of the Municipality.

The Municipality's ability to pay will always be a factor in determining whether adjustments will be made to the Municipality's pay structure.

**ANALYSIS:**

CPI for 2017 was 1.9% as per Statistics Canada, the increase for non-union salaries was 1.25%, to date CPI for 2018 is 2.4% and the increase provided to staff was 1.35%. CPI for 2019 is expected to be 1.8%.

Increases for the two CUPE groups were 1.36% - 1.5%.

The estimated impact to the budget is \$24,700 which has been accounted for in the preliminary budget for 2019. This includes all casual and part-time employees.

**EXISTING POLICY:** H09-01468 Salary Administration Policy

**STRATEGIC GOAL:**

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

**FINANCIAL COMMITMENT:** \$24,700

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: January 1, 2019**

**Prepared By:** Cynthia Townsend

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

**Clerk Treasurer/Administrator:** Cynthia Townsend

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

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

# Town of Espanola Salary Scales (Jan 2019)

Proposed Increase      1.50%

Group	Proposed							Max
	Min	1	2	3	4	5	6	
A	\$ 97,870	\$ 101,133	\$ 104,395	\$ 107,657	\$ 110,920	\$ 114,182	\$ 117,444	
B	\$ 88,973	\$ 91,939	\$ 94,905	\$ 97,870	\$ 100,836	\$ 103,802	\$ 106,768	
C	\$ 80,885	\$ 83,581	\$ 86,277	\$ 88,973	\$ 91,669	\$ 94,365	\$ 97,062	
D	\$ 73,531	\$ 75,983	\$ 78,434	\$ 80,885	\$ 83,336	\$ 85,787	\$ 88,238	
E	\$ 66,847	\$ 69,075	\$ 71,303	\$ 73,531	\$ 75,760	\$ 77,988	\$ 80,216	
F	\$ 60,770	\$ 62,795	\$ 64,821	\$ 66,847	\$ 68,872	\$ 70,898	\$ 72,924	
G	\$ 55,245	\$ 57,087	\$ 58,928	\$ 60,770	\$ 62,611	\$ 64,453	\$ 66,294	
H	\$ 50,223	\$ 51,897	\$ 53,571	\$ 55,245	\$ 56,919	\$ 58,593	\$ 60,268	
I	\$ 45,657	\$ 47,179	\$ 48,701	\$ 50,223	\$ 51,745	\$ 53,267	\$ 54,789	
J	\$ 41,507	\$ 42,890	\$ 44,274	\$ 45,657	\$ 47,041	\$ 48,424	\$ 49,808	
K	\$ 37,733	\$ 38,991	\$ 40,249	\$ 41,507	\$ 42,764	\$ 44,022	\$ 45,280	
L	\$ 33,872	\$ 35,001	\$ 36,130	\$ 37,259	\$ 38,388	\$ 39,517	\$ 40,647	

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THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2891/19

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

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

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

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

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1<sup>st</sup>, 2018, held on: December 11, 2018 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 15th day of January 2019.

\_\_\_\_\_  
J. Beer  
Mayor

\_\_\_\_\_  
Paula Roque  
Clerk



REGULAR MEETING OF COUNCIL

Moved By: Bill Foster Date: December 11, 2018

Seconded By: R. Duplessis Motion No. 18-188

**BE IT RESOLVED THAT:**

The proposal from MIS Municipal Insurance Services be adopted for property & Liability Insurance and a Bylaw be prepared to execute the agreement.

CARRIED ✓ DEFEATED       

DEFERRED       

J. Beer  
Chair

**RECORDED VOTE**

	For	Against
Mayor J. Beer	<u>      </u>	<u>      </u>
R. Dufour	<u>      </u>	<u>      </u>
K. Duplessis	<u>      </u>	<u>      </u>
B. Foster	<u>      </u>	<u>      </u>
S. Hayden	<u>      </u>	<u>      </u>
H. Malott	<u>      </u>	<u>      </u>
M. Van Alstine	<u>      </u>	<u>      </u>

**DECLARATION OF  
PECUNIARY INTEREST**

Mayor J. Beer	<u>      </u>
R. Dufour	<u>      </u>
K. Duplessis	<u>      </u>
B. Foster	<u>      </u>
S. Hayden	<u>      </u>
H. Malott	<u>      </u>
M. Van Alstine	<u>      </u>

**AGENDA #G3**



**The Corporation of the Town of Espanola**

**Bylaw No. 2889/19**

**Being a Bylaw to Execute An Agreement Between  
The Town of Espanola and  
Municipal Insurance Services Ltd.**

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

1. That the Mayor and CAO/Treasurer are hereby authorized to execute an agreement between The Town of Espanola and Municipal Insurance Services Ltd.
2. That the Insurance Renewal Summary shall be attached to and become part of the Bylaw.

**Read a first, second and third time in open Council on this 15th day of January 2019.**

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**Jill Beer**  
Mayor

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**Paula Roque**  
Clerk



## SUMMARY OF COVERAGE, LIMITS AND DEDUCTIBLES

Name of Insured: Corporation of the Town of Espanola  
 Policy Period: January 1, 2019 to January 1, 2020  
 12:01 a.m. local time at the mailing address of the Named Insured

CANADIAN COUNCILS LIABILITY		
LIMIT OF LIABILITY	General Liability <u>(Including Sudden And Accidental Pollution)</u> :	\$ 5,000,000 any one Occurrence and in the Annual Aggregate for Products and Completed Operations during the Policy Period
EXTENSIONS OF COVERAGE	<b>Extension</b>	<b>Limit</b>
	Employers' Liability	\$ 5,000,000 any one Claim
	Tenant Legal Liability	\$ 5,000,000 any one Occurrence
	Employee Benefit Liability	\$ 5,000,000 any one Claim
	Incidental Medical Malpractice Retro Date: November 15, 1993	\$ 5,000,000 any one Claim
	Voluntary Medical Payments	\$ 50,000 any one Claim and in the Annual Aggregate during the Policy Period
	Forest Fire Fighting Expense	\$ 2,000,000 any one Occurrence and in the Annual Aggregate during the Policy Period
	Voluntary Payment for Property Damage	\$ 50,000 any one Occurrence and in the Annual Aggregate during the Policy Period
	Incidental Garage Operations	\$ 250,000 any one Occurrence and in the Annual Aggregate during the Policy Period
	Municipal Marina Legal Liability	\$ 100,000 any one Pleasure Craft \$ 1,000,000 in the Annual Aggregate for Legal Liability for Property Damage during the Policy Period
	Wrongful Dismissal (Legal Expense)	\$ 500,000 any one Claim and in the Annual Aggregate during the Policy Period
	Conflict of Interest Reimbursement Expenses	\$ 100,000 any one Claim \$ 500,000 in the Annual Aggregate during the Policy Period
	Legal Expense Reimbursement Expenses	\$ 100,000 any one Claim \$ 500,000 in the Annual Aggregate





CANADIAN COUNCILS LIABILITY		
	Non-Owned Automobile (including Contractual Liability for Hired Autos)	\$ 5,000,000 any one Occurrence
	Legal Liability for Damage to Hired Autos	\$ 250,000 any one Occurrence
	Wrap-up Liability – Difference in Conditions and Difference in Limits	\$ 5,000,000 any one Occurrence
<b>ENDORSEMENTS</b>	<b>Endorsement</b>	<b>Limit</b>
	Municipal Errors and Omissions Liability Retroactive Date: Unlimited	\$ 5,000,000 any one Claim and in the Annual Aggregate during the Policy Period
	Environmental Impairment Liability Retroactive Date: Unlimited	\$ 5,000,000 any one Claim and \$ 5,000,000 in the Annual Aggregate during the Policy Period
	Abuse / Molestation Liability Retroactive Date: January 1, 2008	\$ 250,000 any one Claim and \$ 500,000 in the Annual Aggregate during the Policy Period
	Voluntary Compensation	As per Endorsement No. 4 – Schedule of Benefits
	Police Officer Assault	\$ 5,000,000 any one Occurrence
<b>DEDUCTIBLE(S)</b>	<b>Applicable Coverage</b>	<b>Deductible</b>
	Public Entity General Liability	\$ 10,000 per Occurrence except per Claimant in respect of Sewer Backup
	Extensions of Coverage	\$ 10,000 per Occurrence / per Claimant for all Extensions of Coverage except: \$NIL with respect to Non-Owned Automobile Liability, Conflict of Interest and Legal Expense Reimbursement, and Voluntary Compensation; \$ 1,000 with respect to Legal Liability for Damage to Hired Autos \$ 5,000 with respect to Wrongful Dismissal (Legal Expense)
	Municipal Errors and Omissions Liability	\$ 10,000 per Claim
	Environmental Impairment Liability	\$ 10,000 per Claim
	Abuse / Molestation Liability	\$ 10,000 per Claim
	Police Officer Assault	\$ 10,000 per Claim



CANADIAN COUNCILS LIABILITY					
ENDORSEMENTS	<p align="center"><b>2 Year Long Term Agreement</b> <b>Primary CAD 5,000,000 / CAD 10,000 Deductible</b></p> <p>The policy will be renewed annually for a period of two years expiring on 01 January 2021 on the existing terms and conditions with the premiums paid annually in advance, as follows:-</p> <table><tr><td>01 January 2019 to 01 January 2020</td><td>CAD \$43,078 (Gross)</td></tr><tr><td>01 January 2020 to 01 January 2021</td><td>CAD \$44,155 (Gross)</td></tr></table> <p>However terms and conditions may be reviewed 60 days prior to annual renewal if any of the following apply:</p> <ul style="list-style-type: none"><li>• Pertinent changes in reinsurance cover</li><li>• there is an increase of 15% or more in population numbers</li><li>• there are legislative changes that may Impact upon the value or frequency of claims against the policy</li><li>• there is a change in the exposure of the Insured (as per the business description) or;</li><li>• the value of Incurred Claims exceeds 40% of net premium (excluding Taxes) for any one Period of Insurance to which this agreement relates.</li><li>• there has been significant adverse development on historical loss record in any of the prior 7 policy years whereby Incurred Claims exceed 50% of the Net Premium.</li></ul> <p>The term "Incurred Claims" means the total cost of claims including actual claim payments (including medical, legal and other costs and expenses) and reserves set by the Insurers on outstanding claims (also including such costs and expenses). "Net Premium" means the premium received by the Insurers net of tax and any commissions or other deductions.</p> <p><b>All other terms and conditions remain unaltered.</b></p>	01 January 2019 to 01 January 2020	CAD \$43,078 (Gross)	01 January 2020 to 01 January 2021	CAD \$44,155 (Gross)
	01 January 2019 to 01 January 2020	CAD \$43,078 (Gross)			
	01 January 2020 to 01 January 2021	CAD \$44,155 (Gross)			
	POLICY FORM	EK1601219000 (2016) UMR B0901EK1802697000			
	INSURER(S) AND PROPORTION OF PARTICIPATION(S)	Certain Lloyd's Underwriters (Syndicate 1886) – 100%			
SUBJECT TO	Terms will remain as indicated subject to no claims deterioration as of January 1, 2019				



CANADIAN COUNCILS UMBRELLA LIABILITY		
<b>LIMITS OF LIABILITY</b>	\$ 45,000,000	any one Occurrence
	\$ 45,000,000	in the Annual Aggregate in respect of Products & Completed Operations
	\$ 45,000,000	in the Annual Aggregate in respect of Municipal Errors and Omissions Liability
	\$ 45,000,000	in the Annual Aggregate in respect of Employee Benefits Liability
<b>EXCESS OF UNDERLYING COVERAGE(S) AND LIMIT(S)</b>	<b>Underlying Coverage</b>	<b>Underlying Limit</b>
	General Liability	\$ 5,000,000 any one Occurrence
	Incidental Medical Malpractice	\$ 5,000,000 any one Claim
	Non-Owned Automobile Liability	\$ 5,000,000 any one Occurrence
	Municipal Errors & Omissions Liability	\$ 5,000,000 any one Claim
	Owned Automobile Liability	\$ 5,000,000 any one Occurrence
	Employee Benefits Liability	\$ 5,000,000 any one Claim
	Transit Automobile Liability	\$ 5,000,000 any one Occurrence for Road Hazard \$ 5,000,000 any one Occurrence for Passenger Hazard
<b>RETAINED LIMIT</b>	\$ Nil	
<b>ENDORSEMENTS</b>	Endorsement #1 - Standard Excess Automobile Liability Policy SPF No. 7 Follow Form Named Insured	
<b>POLICY FORM</b>	EK1601216000 (2016) UMR B0901EK1802696000	
<b>INSURER(S) AND PROPORTION OF PARTICIPATION(S)</b>	Certain Lloyd's Underwriters (Syndicate 1886) – 100%	
<b>SUBJECT TO</b>	Terms will remain as indicated subject to no claims deterioration as of January 1, 2019	



COMBINED PHYSICAL DAMAGE & MACHINERY BREAKDOWN																																					
<b>COVERAGE</b>	Property Of Every Description – All Risks of Direct Physical Loss or Damage (Subject to Policy Exclusions)																																				
<b>LIMITS</b>	<p>\$ 32,732,525 Limit of Loss on Blanket Property of Every Description Including Machinery Breakdown</p> <p>\$ 25,000 Computer / Electronic Data Processing (Included in Blanket Limit)</p>																																				
<b>EXTENSIONS OF COVERAGE</b>	<p>The Limits shown below are included in the Blanket Limit shown above:</p> <table> <tr> <th>Extension</th><th>Limit</th></tr> <tr> <td>Valuable Papers</td><td>\$ 500,000</td></tr> <tr> <td>Extra Expense</td><td>\$ 500,000</td></tr> <tr> <td>Accounts Receivable</td><td>\$ 500,000</td></tr> <tr> <td>Gross Rentals</td><td>\$ 500,000</td></tr> <tr> <td>Computer Media</td><td>\$ 500,000</td></tr> <tr> <td>Fine Arts</td><td>\$ 25,000</td></tr> </table> <p>The Limits shown below are in addition to the Blanket Limit shown above:</p> <table> <tr> <th>Extension</th><th>Limit</th></tr> <tr> <td>Newly Acquired Property</td><td>\$ 1,000,000</td></tr> <tr> <td>Buildings in the Course of Construction</td><td>\$ 1,000,000</td></tr> <tr> <td>Property In Transit</td><td>\$ 500,000</td></tr> <tr> <td>Unnamed Locations</td><td>\$ 1,000,000</td></tr> <tr> <td>Expediting Expense</td><td>\$ 500,000</td></tr> <tr> <td>Business Interruption – Profits</td><td>\$ 300,000 subject to Maximum of \$25,000 per Month</td></tr> <tr> <td>Contingent Business Interruption</td><td>\$ 1,000,000</td></tr> <tr> <td>Fire Extinguishing Materials and Fire Fighting Expense</td><td>\$ 100,000</td></tr> <tr> <td>Professional Fees</td><td>\$ 500,000</td></tr> <tr> <td>Hacking Event or Computer Virus attack – any one Random Attack or Any One Specific Attack, any one event or total loss in a policy year for the combined total loss or damage</td><td>\$ 100,000</td></tr> </table>	Extension	Limit	Valuable Papers	\$ 500,000	Extra Expense	\$ 500,000	Accounts Receivable	\$ 500,000	Gross Rentals	\$ 500,000	Computer Media	\$ 500,000	Fine Arts	\$ 25,000	Extension	Limit	Newly Acquired Property	\$ 1,000,000	Buildings in the Course of Construction	\$ 1,000,000	Property In Transit	\$ 500,000	Unnamed Locations	\$ 1,000,000	Expediting Expense	\$ 500,000	Business Interruption – Profits	\$ 300,000 subject to Maximum of \$25,000 per Month	Contingent Business Interruption	\$ 1,000,000	Fire Extinguishing Materials and Fire Fighting Expense	\$ 100,000	Professional Fees	\$ 500,000	Hacking Event or Computer Virus attack – any one Random Attack or Any One Specific Attack, any one event or total loss in a policy year for the combined total loss or damage	\$ 100,000
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Hacking Event or Computer Virus attack – any one Random Attack or Any One Specific Attack, any one event or total loss in a policy year for the combined total loss or damage	\$ 100,000																																				



<b>EXTENSIONS OF COVERAGE CONTINUED</b>	<b>The Limits shown below are in addition to the Blanket Limit shown above:</b>	
	<b>Extension</b>	<b>Limit</b>
	Master Key	\$ 10,000
	Land and Water Pollution Clean Up Expense	\$ 100,000
	Stock Spoilage	\$ 100,000
	Consequential Damage	\$ 100,000
	Off Premises Service Interruption	\$ 1,000,000
	Exhibition Floater	\$ 100,000
	Ammonia Contamination	\$ 500,000
	Water Escape	\$ 500,000
	Hazardous Substance	\$ 500,000
	Property of Councillors', Board Members' and Employees'	\$ 5,000 any one loss (\$25,000 maximum annual policy limit)
<b>ENDORSEMENTS</b>	Automobile Replacement Cost Deficiency Endorsement	
<b>DEDUCTIBLE(S)</b>	\$ 10,000 each Occurrence for All Losses except: \$ 1,000 each Computer/Electronic Data Processing loss \$ 50,000 each Flood Loss 5% of total loss or \$100,000 minimum, whichever is greater, each Earthquake occurrence. (Ontario/Atlantic Provinces) \$ 1,000 each Fine Arts Loss	
<b>POLICY FORM</b>	Municipal Insurance Program - Master Policy (August 15, 2014)	
<b>INSURER(S) AND PROPORTION OF PARTICIPATION(S)</b>	Physical Damage:  Aviva Insurance Company of Canada – 70%  The Sovereign General Insurance Company – 30%  Machinery Breakdown:  Aviva Insurance Company of Canada – 100%	



**SUBJECT TO**

1. COPE for locations over \$1,000,000 and postal codes for all locations
2. All cooking facilities are ULC wet chemical compliant with semi-annual maintenance contract and Class K portable extinguisher.
3. Unless specifically agreed, all heritage properties are covered for Replacement Cost only. For Heritage Replacement Cost, a professional appraisal must be provided for approval by the insurer.
4. All locations may be subject to Engineering Inspection.
5. Terms will remain as indicated subject to no claims deterioration as of January 1, 2019



COMPREHENSIVE CRIME	
<b>LIMITS</b>	\$ 1,000,000 Employee Dishonesty – Form A \$ 200,000 Broad Form Loss of Money (Inside Premises) \$ 200,000 Broad Form Loss of Money (Outside Premises) \$ 200,000 Money Orders & Counterfeit Paper Currency \$ 1,000,000 Depositors Forgery \$ 200,000 Professional Fees / Audit Expenses \$ 200,000 Computer Fraud or Funds Transfer Fraud
<b>DEDUCTIBLE</b>	\$Nil per Loss
<b>POLICY FORM</b>	Master Crime Wording (Apr. 2012)
<b>INSURER(S) AND PROPORTION OF PARTICIPATION(S)</b>	Aviva Insurance Company of Canada – 100%
<b>SUBJECT TO</b>	Important: 1. Bank Accounts NOT being reconciled by the same person(s) authorized to deposit and withdraw funds. 2. All cheque requisitions and issued cheques containing dual signatures. If the above is not part of your internal Financial controls, please provide explanation(s). 3. Terms will remain as indicated subject to no claims deterioration as of January 1, 2019



AUTOMOBILE INSURANCE (ONTARIO)		
<b>COVERAGE APPLICABLE</b>	<b>Liability – Bodily Injury / Property Damage</b>	Limit: \$5,000,000
	<b>Accident Benefits – Basic Benefits</b>	Limit as stated in Policy
	<b>Uninsured Automobile</b>	Limit as stated in Policy
	<b>Direct Compensation – Property Damage</b>	Limit as stated in Policy
	<b>Loss or Damage – All Perils</b>	Deductible: \$ 10,000
<b>ENDORSEMENTS</b>	<p>Notice of Cancellation Ninety (90) Days</p> <p>OPCF 43R Removing Depreciation Deduction- 24 Months New  OPCF 20 Loss Of Use – Applicable to Nine (9) Light Units  OPCF 21B Blanket Fleet Endorsement – No Annual Adjustment  OPCF 31 Non-Owned Equipment  OPCF 24 Freezing of Fire-Fighting Apparatus  OPCF 44 Family Protection Endorsement:  (Applicable only to Private Passenger Vehicles, Light Commercial Vehicles, Skidoos and All Terrain Vehicles, and Police Vehicles)</p> <p><u>Additional Endorsements:</u>  OPCF 3 Drive Government Automobiles  OPCF 4A Permission to Carry Explosives  OPCF 4B Permission to Carry Radioactive Material  OPCF 5 Permission to Rent or Lease  OPCF 32 Use of Recreational Vehicles by Unlicensed Drivers  Tarmac Exclusion</p>	
<b>POLICY FORM</b>	Provincial Statutory Owner's Policy	
<b>INSURER(S) AND PROPORTION OF PARTICIPATION(S)</b>	Aviva Insurance Company of Canada – 100%	
<b>SUBJECT TO</b>	Terms will remain as indicated subject to no claims deterioration as of January 1, 2019	





AUTOMOBILE INSURANCE (ONTARIO) TRANSIT FLEET		
COVERAGE APPLICABLE	Liability – Bodily Injury / Property Damage	Limit: \$5,000,000 Road Hazard Limit: \$5,000,000 Passenger Hazard
	Accident Benefits – Basic Benefits	Limit as stated In Policy
	Uninsured Automobile	Limit as stated In Policy
	Direct Compensation – Property Damage	Limit as stated In Policy
	Loss or Damage – All Perils	Deductible: \$ 10,000
ENDORSEMENTS	Notice of Cancellation Ninety (90) Days OPCF 43R Removing Depreciation Deduction- 24 Months New  OPCF 6C Permission to Carry Passengers- \$5,000 limit for Property of Passengers OPCF 21B Blanket Fleet Endorsement – No annual adjustment Tarmac Exclusion	
POLICY FORM	Provincial Statutory Owner's Policy	
INSURER(S) AND PROPORTION OF PARTICIPATION(S)	Aviva Insurance Company of Canada – 100%	
SUBJECT TO	Terms will remain as indicated subject to no claims deterioration as of January 1, 2019.	



COUNCILLORS' ACCIDENT COVERAGE	
LIMITS OF COVERAGE	\$ 100,000 Principal Sum
INCLUDED COVERAGE	Number of Councillors: Seven (7) Councillors and Seven (7) Others for a total of Fourteen (14) Members
	While on Duty Only Coverage
	Based on Fourteen (14) Members
POLICY FORM	Insurer's Standard Form
INSURER(S) AND PROPORTION OF PARTICIPATION(S)	AIG Insurance Company of Canada – 100%
SUBJECT TO	\$2,500,000 Aggregate Limit of Indemnity Per Accident
	Terms will remain as indicated subject to no claims deterioration as of January 1, 2019.



VOLUNTEER FIRE FIGHTERS' ACCIDENT COVERAGE	
<b>LIMITS OF COVERAGE</b>	<p>\$ 200,000 Principal Sum</p> <p>While on Duty Only Coverage</p> <p>Disability Benefit 1<sup>st</sup> 4 weeks - \$300</p> <p>Disability Benefit after 4 weeks - \$500</p>
<b>POLICY FORM</b>	Insurers Standard Form
<b>INSURER(S) AND PROPORTION OF PARTICIPATION(S)</b>	AIG Insurance Company of Canada – 100%
<b>SUBJECT TO</b>	Terms will remain as indicated subject to no claims deterioration as of January 1, 2019.



MUNICIPAL VOLUNTEERS ACCIDENT COVERAGE	
LIMITS OF COVERAGE	\$ 50,000 Principal Sum – Volunteers of the Policyholder While on Duty Only under the age of 80
POLICY FORM	Insurers Standard Form
INSURER(S) AND PROPORTION OF PARTICIPATION(S)	AIG Insurance Company of Canada – 100%
SUBJECT TO	\$1,000,000 Aggregate Limit of Indemnity Per Accident Terms will remain as indicated subject to no claims deterioration as of January 1, 2019.



<b>LCIS – ANNUAL LOW RISK EVENTS LIABILITY</b>	
<b>LIMITS OF COVERAGE</b>	Coverage A - Bodily Injury & Property Damage: \$5,000,000 any one Occurrence Coverage A - Products & Completed Operations Aggregate: \$5,000,000 Coverage B - Personal Injury and Advertising Liability: \$2,000,000 Coverage C - Medical Payments – Per Person: \$2,500 Coverage C - Medical Payments – Per Accident: \$25,000 Coverage D – Tenant's Legal Liability: \$5,000,000 Incidental Medical Malpractice Liability: \$5,000,000 Non-owned Automobile Liability: \$2,000,000 SEF 94 – Legal Liability for Damage to Non-owned Autos: \$50,000
<b>ENDORSEMENTS</b>	USA Jurisdiction Security Default Cancellation Clause Service of Suit Clause (Canada) (Action Against Insurer) Notice Concerning Personal Information  Notice to Insureds Lloyd's Underwriters Policyholder's Complaint Protocol
<b>DEDUCTIBLE</b>	\$1,000
<b>POLICY FORM</b>	Insurers Standard Form
<b>INSURER(S) AND PROPORTION OF PARTICIPATION(S)</b>	Certain Lloyd's Underwriters (Syndicate 1886) – 100%
<b>SUBJECT TO</b>	Terms will remain as indicated subject to no claims deterioration as of January 1, 2019.



RISK MANAGEMENT	
ELECTED OFFICIAL, DIRECTORS AND DEPARTMENTAL SEMINARS	Included
AUTOMOBILE FLEET SERVICES	Risk and Driver Assessment included

PREMIUM SUMMARY	
TOTAL ANNUAL PREMIUM (OPTIONS NOT INCLUDED)	\$102,817 plus any applicable provincial sales tax



MUNICIPAL OPTIONS	
<b>Employment Practices Liability</b>	<p>Limit: \$250,000 Each Claim &amp; Aggregate  SIR: \$5,000  Application required in order to quote  Insurer: Creechurch International – Beazley Group 100%  Amended Other Insurance Clause – QBE Primary Insurer with respect to Wrongful Dismissal Legal Expense Limit \$250,000 Any One Claim &amp; Aggregate During the Policy Period  Minimum Retained Premium: 20% of Annual Premium</p>
<b>Automobile Insurance</b>	<p>To Add Limit \$2,500 / Daily Maximum \$1,500 Loss of Use to Six (6) heavy commercial vehicles over 4,500 kgs, excluding Public Emergency Vehicles ie: Fire, Ambulance and Police, and Transit Vehicles – Annual Additional \$1,800</p> <p>Additional Limits available in \$500 increments up to a maximum of \$10,500 – Quotation available upon request.</p> <p><b>Accident Benefits:</b>  <b>OPTION A.</b> Medical &amp; Rehabilitation (Non-Catastrophic) increase Limit \$130,000 - Annual Additional \$265  <b>OPTION B.</b> Catastrophic Injury – Med Rehab and Attendant Care increase Limit from \$1,000,000 to \$2,000,000 - Annual Additional \$165  <b>OPTION C.</b> Medical Rehab and Attendant Care increase Limit from \$1,000,000 to \$2,000,000 - Annual Additional \$541</p> <p>Caregiver Benefit Limit up to \$250 per week plus \$50 each additional dependant - Housekeeping and Home Maintenance – Limit up to \$100 per week up to 2 Years - Non-Catastrophic Impairment -Annual Additional \$558</p> <p>Income Replacement Limit (choose amount) \$600/\$800/\$1,000  Annual Additional \$2,100/\$4,200/\$6,300</p> <p>Death and Funeral Benefits \$50,000 Lump sum to an eligible spouse; \$20,000 lump sum to each dependant; maximum \$8,000 for funeral benefits - Annual Additional \$450</p> <p>Dependant Care up to \$75 per week for the first dependant and \$25 per week for each additional dependant to a maximum \$150 per week  Annual Additional \$750</p> <p>Indexation Benefit – Annual Adjustment according to the Consumer Price Index for Canada - Annual Additional \$1,800</p> <p>Added Coverage to Offset Tort Deductible – OPCF 48</p>

Jardine Lloyd Thompson Canada Inc.



MUNICIPAL OPTIONS	
	Total Annual Additional Premium – \$457





**REGULAR MEETING OF COUNCIL**

Moved By: Mayor J. Beer Date: December 11, 2018

Seconded By: K. Duplessis Motion No. 18-190

**BE IT RESOLVED THAT:**

The access road through Brentwood Village off of Queensway Avenue be name Yusko Crescent.

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 # G5**



**THE CORPORATION OF THE TOWN OF ESPANOLA**

**BYLAW NO. 2890/19**

**BEING A BYLAW TO ESTABLISH AND NAME  
A PUBLIC HIGHWAY OVER LANDS DESCRIBED HEREIN**

**PART OF PIN # 73406-0256 (LT), DESIGNATED AS PART 8, PART OF  
BROKEN LOT 8, CONCESSION 4 ON PLAN 53R-21032**

**WHEREAS**, in accordance with the provisions of section 31 of the *Municipal Act, 2001* S. O., 2001, c. 25 as amended, a municipality may by bylaw establish a Highway as defined under the *Municipal Act, 2001* as amended;

**AND WHEREAS**, "Highway" is defined under the *Municipal Act, 2001* as meaning a common and public highway and includes any bridge, trestle, viaduct or other structure forming part of the highway and, except as otherwise provided, includes a portion of a highway.

**AND WHEREAS** the Council of the Corporation of the Town of Espanola deems it desirable that a bylaw be passed to establish the lands designated as Part of PIN #73406-0256, Part ,8 Part of Broken Lot 8, Concession 4 on Plan 53R-21032 to be transferred from 2628927 Ontario Ltd to the Corporation of the Town of Espanola as a Highway for public use as defined under the *Municipal Act, 2001* as amended and as outlined in Bylaw 2883/18, executing the Land Development Agreement with 2628927 Ontario Limited;

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

1. That the lands described herein are hereby annexed and are hereby established as a public highway as defined under the *Municipal Act, 2001*, as amended, for public use.
2. That the lands described herein and established as a public highway are hereby named Yusko Crescent.
3. This Bylaw to take effect upon the legal property transfer of the land designated as Part of PIN #73406-0256 (LT) Part 8, Part of Broken Lot 8, Concession 4 on Plan 53R-21032 from 2628927 Ontario Ltd. to the Corporation of the Town of Espanola and registered with the Land Registry Office for the District of Sudbury.
4. The Mayor and the CAO/Treasurer are hereby authorized to sign and execute any and all documents necessary to transfer the land and register the Bylaw at the Land Registry Office for the District of Sudbury.

**Bylaw read a first, second and third time in open council this 15th day of January 2019.**

\_\_\_\_\_  
**Jill Beer**  
**Mayor**

\_\_\_\_\_  
**Paula Roque**  
**Clerk**

I, Cynthia Townsend, CAO/Treasurer for the Corporation of the Town of Espanola hereby certifies that the foregoing Bylaw 2890/19 is a true copy of said Bylaw passed in an open meeting of Council on the 15<sup>th</sup> day of January, 2019.

DATED AT the Town of Espanola, District of Sudbury, this 15th day of January, 2019.

\_\_\_\_\_  
**Cynthia Townsend,**  
**CAO/Treasurer**



**The Corporation of the Town of Espanola**

**Bylaw No. 2892/19**

**Being a Bylaw to Execute An Agreement Between  
The Corporation of the Town of Blind River, The Corporation of the City of Elliot Lake,  
The Corporation of the Town of Spanish and the Corporation of the Township of the  
North Shore and  
The Corporation of the Town of Espanola for Court Services**

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

1. That the Mayor and Clerk are hereby authorized to execute an agreement between The Corporation of the Town of Blind River, The Corporation of the City of Elliot Lake, The Corporation of the Town of Spanish and the Corporation of the Township of the North Shore and The Corporation of the Town of Espanola for Court Services.
2. Attached hereto as Schedule A is the agreement which forms part of the bylaw.

**Read a first, second and third time in open Council on this 15th day of January 2019.**

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Jill Beer  
Mayor

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Paula Roque  
Clerk

## Traci Denault-Roque

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To: Cynthia Townsend  
Subject: RE: Town of Espanola: 2017 Financial Indicators

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Hi Cynthia,

The Ministry of Municipal Affairs and Housing reviews each municipality's financial health through the use of key financial indicators in relation to established provincial thresholds. Please find attached the financial indicator template that has been calculated using your 2017 FIR data.

The Ministry reviews the indicators from time-to-time, to make sure they provide useful information, and you will notice that there have been a few changes in the report this year.

The changes this year are relatively minor and are intended to represent improvements in the value of the calculations (making them more representative of overall financial situation) and make them easier for municipal staff and councils to understand.

The Debt Servicing Indicator (Debt Servicing Cost as a % of Total Operating Revenue) has been changed to Debt Servicing Cost as a % of Total Revenue in order to recognize all revenues available to the municipality.

Net Financial Assets or Net Debt is now labelled as a % of Own Purpose Taxation, User Fees and Service Charges (previously Own Purpose Taxation plus User Fees). This is just a name change, the data sources remain the same.

The indicator previously named "Cash and Cash Equivalents as a % of Current Liabilities" has been changed to "Cash Ratio". The formula for this indicator remains the same; however it is now displayed as a ratio as opposed to a percentage. The thresholds for this indicator have also been updated to:

- Low =  $>0.5:1$
- Moderate =  $0.5:1$  to  $0.25:1$
- High =  $<0.25:1$

The names of the Asset Consumption and Operating Surplus Ratios have been changed to recognize that they are displayed as percentages, not ratios. They are now displayed as:

- Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)
- Annual Surplus/(Deficit) as a % of Own Purpose Taxation, User Fees and Service Charges (Operating Surplus Ratio)

The formulas (SLC references and calculations) have been added to the report for all indicators. Financial indicators are an important but incomplete measure of municipal financial health.

This year, none of the indicators for the Town of Espanola exceed the threshold for "low" level of risk.

If you would like to discuss the attached results or have any questions about the financial indicator, please call me.

# FINANCIAL INDICATOR REVIEW

(Based on 2017 Financial Information Return)

Espanola T

Date Prepared:	13-Nov-18
MSO Offices:	Northeast
Prepared By:	Jason Innis
Tier:	5T

2017 Households:	2,440
2017 Population:	5,048
2018 MFCI Index:	7.4

Median Household Income:	67,738
Taxable Residential Assessment as a % of Total Taxable Assessment:	66.1%
Own Purpose Taxation:	7,207,056

## SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	North - Population > 2500 <= 10000		Level of Risk	
			Median	Average		
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2013	11.6%	10.4%	13.8%	MODERATE
		2014	7.8%	12.5%	14.5%	LOW
		2015	5.3%	10.3%	14.2%	LOW
		2016	4.9%	9.3%	13.4%	LOW
		2017	7.6%	9.7%	11.7%	LOW
Net Financial Assets or Net Debt as % of Own Purpose Taxation, User Fees and Service Charges	Low: > -50% Mod: -50% to -100% High: < -100%	2013	-30.4%	-15.1%	-17.0%	LOW
		2014	1.6%	-3.5%	-8.2%	LOW
		2015	22.0%	1.1%	-10.3%	LOW
		2016	30.1%	-17.2%	-10.5%	LOW
		2017	43.9%	12.9%	-7.4%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2013	17.5%	29.9%	34.7%	MODERATE
		2014	32.5%	32.5%	37.5%	LOW
		2015	32.9%	32.9%	39.5%	LOW
		2016	36.8%	32.8%	37.3%	LOW
		2017	43.3%	35.8%	40.0%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 0.5:1 Mod: 0.5:1 to 0.25:1 High: < 0.25:1	2013	0.69:1	1.69:1	2.82:1	LOW
		2014	2.6:1	1.84:1	2.55:1	LOW
		2015	2.85:1	1.78:1	2.35:1	LOW
		2016	2.77:1	1.73:1	2.34:1	LOW
		2017	5.19:1	2.16:1	3.18:1	LOW

## FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues	Low: < 5% Mod: 5% to 10% High: > 10%	2013	5.2%	4.6%	5.6%	MODERATE
		2014	6.6%	4.2%	6.4%	MODERATE
		2015	10.4%	4.6%	9.8%	HIGH
		2016	2.1%	4.8%	5.0%	LOW
		2017	2.5%	4.0%	4.7%	LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2013	35.1%	42.9%	44.2%	LOW
		2014	37.0%	43.8%	44.5%	LOW
		2015	37.7%	44.6%	45.3%	LOW
		2016	37.3%	46.1%	46.1%	LOW
		2017	39.3%	46.9%	47.1%	LOW
Annual Surplus / (Deficit) as a % of Own Purpose Taxation, User Fees and Service Charges (Operating Surplus Ratio)	Low: > -1% Mod: -1% to -30% High: < -30%	2013	33.4%	7.7%	15.8%	LOW
		2014	20.0%	10.8%	15.8%	LOW
		2015	23.2%	8.3%	3.0%	LOW
		2016	32.4%	9.3%	20.4%	LOW
		2017	4.2%	5.2%	9.0%	LOW

The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own. It should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

# FINANCIAL INDICATOR REVIEW

(Based on 2017 Financial Information Return)

Espanola T

## NOTES

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

### Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.  
A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

### Additional Notes on what Financial Indicators may indicate:

**Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied** - How much of the taxes billed are not collected.

**Net Financial Assets or Net Debt as % of Own Purpose Taxation, User Fees and Service Charges** - How much tax and fee revenue is servicing debt?

**Reserves and Reserve Funds as a % of Municipal Expenses** - How much money is set aside for future needs / contingencies?

**Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)** - Measures the ability of the municipality to meet its current obligations with its current resources on hand.

**Debt Servicing Cost as a % of Total Revenues** - Indicates the extent to which past borrowing decisions may impact the current budget.

**Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)** - measures the age of a municipality's physical assets. It measures the extent to which depreciable assets have been consumed by comparing the amount of the assets that have been used up and their historical cost.

**Annual Surplus / (Deficit) as a % of Own Purpose Taxation, User Fees and Service Charges (Operating Surplus Ratio)** - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (i.e. reserves, debt repayment, etc.)

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. (Note: the MFCI index is only available for northern and rural municipalities)

# FINANCIAL INDICATOR REVIEW

(Based on 2017 Financial Information Return)

Espanola T

## CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied

SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)

Net Financial Assets or Net Debt as % of Own Purpose Taxation, User Fees and Service Charges

SLC 70 9945 01 / (SLC 10 0299 01 + SLC 10 1299 01)

Total Reserves and Reserve Funds as a % of Municipal Expenses

(SLC 50 2099 02+SLC 60 2099 03)/(SLC 40 9910 11-SLC 12 9910 03-SLC 12 9910 07)

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)

SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)

Debt Servicing Cost as a % of Total Revenues

(SLC 74 3099 01 + SLC 74 3099 02) / SLC 10 9910 01

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)

SLC 51 9910 10 / SLC 51 9910 06

Annual Surplus / (Deficit) as a % of Own Purpose Taxation, User Fees and

SLC 10 2099 01 / (SLC 10 0299 01 + SLC 10 1299 01)

Service Charges (Operating Surplus Ratio)

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# STAFF REPORT

<b>DEPARTMENT:</b> Administration	<b>DATE:</b> January 7, 2019
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<b>ITEM:</b> Post 2018 Municipal Election Report
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<b>RECOMMENDATION:</b> For Information Only
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**BACKGROUND:** A municipal election was held in 2018 in accordance with the provisions of the *Municipal Elections Act*, 1996 S.O. 1996 c. 32. The Act makes the Clerk responsible for conducting an election and requires that the Clerk have regard to the needs of the electors and candidates with disabilities. Section 12.1 (3) of the *Municipal Elections Act*, 1996, as amended, provides that within 90 days after voting day in a regular election, the Clerk shall submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities. This report is presented to fulfill the requirements of Section 12.1 (3) of the Act in respect of the regular election held on October 22, 2018.

Additionally, this report will provide Council with an overall review of the 2018 municipal election.

## **ANALYSIS:**

The 2018 Municipal Election in the Town of Espanola was conducted by the use of the alternate voting method of Vote by Mail.

On or about September 26, 2018, the Town of Espanola electors on the Voters' List were mailed a Vote by Mail Kit which included:

- A Voter Declaration Form that included an information sheet on the back side
- A Ballot
- A Ballot Secrecy Envelope (white); and
- A postage paid Return Envelope (yellow)

An elector was to complete the Ballot, voting for the candidates of their choice, place the ballot in the Ballot Secrecy Envelope and seal the envelope. The elector was then to sign the Voter Declaration Form and place it, along with the sealed Ballot Secrecy Envelope, in the postage paid Return Envelope. The Return Envelope could be:

- Mailed; or
- Deposited in the Ballot Drop Box at the Municipal Office until October 19; or
- Deposited in the Ballot Drop Box at the Espanola Regional Recreation Complex on October 22 from 10 am – 8 pm

## Identification of Barriers

To aid in the identification of barriers the Accessibility for Ontarians' with Disabilities Act, 2005 (AODA) was referenced. The AODA defines 'barrier' and 'disabilities' as



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follows:

"Barrier" means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

"Disability" means,

- (a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- (b) A condition of mental impairment or a developmental disability
- (c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) A mental disorder, or
- (e) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997

The Town's accessible Customer Service Policy and Procedures were reviewed and incorporated in to the Procedures for Vote by Mail and Counting Tabulators in the Town of Espanola.

The Town's Policy and the AODA include the following:

- Allow for the use of service animals and support persons,
- Provide notice of temporary disruptions of service,
- Provide accessibility customer service training for all election staff,
- Establish procedures for responding to feedback,
- Provide documents in alternate format that take into account a person's disability; and provide notice of availability of the above documents when requested.

Additionally, the 'Clerk's Guide to conducting Accessible Elections' produced by the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) and the Province was reviewed and acted as a reference tool to ensure compliance with the Act and the AODA.

#### Communication and Information

Communication initiatives and information for candidates, as well as electors was posted to the Town's website, in local newspaper, Channel 10 Community Channel,

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Facebook and on the local radio station, Moose FM. The information was available in large print format when requested to assist the visually impaired.

Timely and relevant information on the Vote by Mail process was delivered through the channels mentioned above.

All candidates were provided a copy of the 'Candidates Guide to Accessible Elections' in their Campaign Package when nomination forms were filed; this document was produced jointly by the AMCTO and the Province. A link to this Guide was also made available on the Town's website, together with other related election information material.

The Town's website provides a page dedicated to providing accessibility initiatives and a means to provide feedback.

#### Voting By Mail

This voting method facilitates the opportunity for electors to cast their ballots from a 'vote anywhere any time' perspective (during the voting period). However, electors could return their ballot kits in person at the Municipal Office. Electors could attend the Municipal Office to obtain a Voters' Kit or replacement Voters' Kit, be added to the Voters' List or vote. The Espanola Regional Recreation Complex was the Drop Off location for this on Election Day.

Accordingly, an inspection of the Espanola Regional Recreation Complex was undertaken to identify potential barriers and risks which included:

- The name and address of the building is clearly identified and visible from the street
- Condition of the parking lot is clear, level and in good condition
- Lighting is provided for the parking lot and building
- Designated parking is provided for persons with disabilities
- Accessible push buttons on the entrance doors are available
- The voting area is easily accessed; and
- There are accessible washroom facilities.

Appropriate signage was posted at the Complex to visibly and noticeably direct electors to the designated drop of location and election officials.

The Town of Espanola operates the Espanola Care Van. It is a special transit service for residents over 55 yrs of age, physically or mentally challenged. Required support persons may accompany riders at no cost.

Voting stations were equipped with large print voting instructions and magnifying sheet to aid persons with low vision.

On September 17, 2018 an Election Official, accompanied by Nursing Home Ward Staff

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went room to room verifying residents were on the Voters' List and completing the appropriate forms if they were not to ensure residents would receive their Vote by Mail Kits. The Kits were delivered in person by Election Officials on October 15, 2018. An Election Official, accompanied by Nursing Home Ward Staff went room to room with a Ballot Drop Box to collect Return Ballot Packages. Residents deposited the Return Ballot Package in the Ballot Drop Box provided by the Certified Election Official.

Also, on October 15, 2018 Election Officials set up an election office and drop off location at the Seniors Centre where electors could obtain a Voters' Kit or replacement Voters' Kit if they had not received one and could be added to the Voters' List or Vote.

#### Staff Training

Town Staff served as Election Officials throughout the voting period. All Staff members are trained on the Town's Accessible Customer Service Standards, as well as the purpose of the AODA and the requirements of the customer service regulation.

The day to day election team was comprised of Traci Denault-Roque, Administrative Assistant and the Clerk, with additional municipal staff assigned to the drop off location on voting day and assisting in the Counting Centre.

#### Voter Turn Out

There were 3838 eligible electors in the Town of Espanola for the 2018 Municipal Election. The Voter Turn-out for the 2018 election was 50.54%, 61.75% in 2014 and 56.91% in 2010

<b>Age of Electors</b>	<b>% of those voted were from these age groups 2018</b>	<b>% of those voted were from these age groups 2014</b>	<b>% of age group that voted 2018</b>	<b>% of age group that voted 2014</b>
Unknown	1%	1%	21%	26%
18-30	12%	7%	21%	32%
31-40	12%	7%	27%	42%
41-50	14%	14%	36%	58%
51-60	22%	26%	54%	70%
61-70	20%	25%	73%	81%
71-80	13%	13%	77%	82%
81-90	5%	6%	66%	73%
91+	1%	1%	38%	59%

#### 2018 Election Statistics as reported by AMO

37.66% Voter Turnout based on 430 municipalities reporting as opposed to 43% turnout in 2014 with 389 municipalities reporting.

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#### Summary

Election staff did not have any specific accessible requests during the 2018 election. Every effort was made to make the office, staff and website accessible and knowledgeable. Both Ballot Drop off locations; the municipal office and the Espanola Regional Recreation Complex are wheel chair accessible and voters who wanted to mark their ballots in person on voting day could bring their kit in to the Ballot Drop off location at the Complex and they were provided with a private accessible area to do so. Posting of rules and election information was provided in an accessible format in compliance with the IASR Information and Communication Standard. The Town of Espanola provided multiple communications channels, including the website, radio and print ads, social media, phone, email, fax and in-person. It was the goal of the Town of Espanola to ensure that electors within the municipality who required accessibility services were provided with the best opportunity to vote as independently as possible in the 2018 Municipal and School Board Election. Municipal staff also strived to make the nomination and registration process as accessible as possible for candidates and third parties.

**EXISTING POLICY:** Municipal Elections Act 1996, as amended, Section 12.1 (3)

**STRATEGIC GOAL:** Excellence in Government / Safe and Healthy Community

**FINANCIAL COMMITMENT:** Election Budget - \$40,000 / Actual Cost - \$38,148

<b>BUDGETED:</b>	Yes	X	No	
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**IMPLEMENTATION:** Clerk's Office

**Prepared By:** Paula Roque

**Department Manager:**

**Clerk Treasurer/Administrator:** Cynthia Townsend

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

**Comments:**



## THE CORPORATION OF THE TOWN OF ESPANOLA

### **BY-LAW NUMBER 2888/19**

Being a By-Law to provide for an Interim Tax Levy and  
the Payment of Interim Taxes for the Year 2019

WHEREAS Section 317 of the Municipal Act provides that the Council of a local municipality may pass a by-law to impose an interim levy on the assessment roll for taxation in the current year for property in the municipality rateable for local municipality purposes;

AND WHEREAS Section 317 of the Municipal Act provides a set of rules for determining the interim tax payable, which are also subject to the municipality's discretion under Section 317 of the Municipal Act to decrease or increase the interim tax payable where it is felt that the interim amount would otherwise be too high or too low in relation to the total taxes that are anticipated to be levied on the property in the year;

AND WHEREAS the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

NOW THEREFORE the Municipal Council of The Corporation of the Town of Espanola enacts as follows:

1. Interim tax levies are hereby imposed on the whole of the assessment for real property for all property classes according to the assessment roll for taxation in the current year, and shall be in the amount equal to FIFTY per cent (50%) of the final 2018 taxes on the property.
2. When calculating the total amount of taxes for the year 2019 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2018, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. The dates for payment of taxes on real property under this bylaw shall be as follows and in two equal, or approximately equal installments:  
**February 28<sup>th</sup>, 2019**  
**April 30<sup>th</sup>, 2019**
4. In default of payment of the First Installment of taxes or any part thereof by the day named therein for the payment thereof, the remaining installment or installments shall forthwith become payable.
5. A percentage charge of Fifteen Percent (15%) shall be imposed as a penalty for non-payment of and shall be added to every tax installment or part thereof remaining unpaid on the first day following the first day for payment of each such installment and thereafter an additional charge of Fifteen Percent (15%) shall be imposed and shall be added to every such tax installment or part thereof remaining unpaid on the first day of each calendar month in which default continues up to and including December of this year as per the charge set out in the bylaw establishing a penalty charge for non-payment of current taxes.
6. It shall be the duty of the Tax Collector, immediately after the several dates named in Section 2, to collect at once by distress or otherwise, under the provisions of the statutes in that behalf all such tax installments or parts thereof

as shall not have been paid on or before the respective dates provided aforesaid together with the said percentage charges as they are incurred.

- 7.** The Tax Collector not later than 21 days prior to the date that the first installment is due, shall mail or cause to be mailed to the address of the residence or place of business of each person taxed, a notice setting out the tax payments required to be made pursuant to this bylaw, the respective dates by which they are to be paid to avoid penalty and the particulars of the penalties imposed by this bylaw for late payments.
- 8.** Taxes shall be payable to the Corporation of the Town of Espanola. All taxes are payable at the office of the Tax Collector.
- 9.** The Collector and Treasurer be and are hereby authorized to accept part payment from time to time on account of any taxes due and to give a receipt for such part payment provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectible under Section 5 in respect to non-payment of taxes or of any installment thereof.
- 10.** When tenants of lands owned by the Crown or in which the Crown has an interest is liable for payment of taxes and where any such tenant has been employed either within or outside the municipality by the same employer for not less than thirty days, such employer shall pay over to the Collector or Treasurer on demand out of wages, salary or other remuneration due to such employee the amount then payable for taxes under this bylaw and such payment shall relieve the employer for any liability to the employee for the amount so paid.

READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL, this 15<sup>th</sup> DAY of JANUARY, 2019.

---

Jill Beer, Mayor

---

Paula Roque, Clerk

Department: General Administration	Form Number: A99-01370
Subject: Staff Report	Effective Date: 06/05/17
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# STAFF REPORT

**DEPARTMENT:** Administration

**DATE:** January 7, 2019

**ITEM:** Reschedule Regular Meeting of Council

**RECOMMENDATION:** Be It Resolved That: The Regular Meeting of Council scheduled for Tuesday, January 29, 2019 at 7:00 pm be rescheduled to Thursday, January 31, 2019 at 7:00 pm.

**BACKGROUND:** Procedural Bylaw 2062/07 Section 4.3 states that, 'Except as otherwise provided by the Municipal Act or other statutes, Council may, by resolution, dispense with or alter the time, day or place of any meeting in which case a notice shall be posted in the Municipal Office advising of the time and place.'

**ANALYSIS:** The 2019 ROMA Annual Conference is scheduled for January 27 to 29, 2019, the Mayor, Deputy Mayor and CAO are attending. The Mayor has asked for a resolution to reschedule the Council meeting.

**EXISTING POLICY:** Bylaw 2062/07 Sec 4.3

**STRATEGIC GOAL:** Excellence in Government

**FINANCIAL COMMITMENT:** \$0

**BUDGETED:** NA

Yes

No

**IMPLEMENTATION:** Clerk's Office to provide notice

**Prepared By:**

Paula Roque

**CAO / Treasurer:**

Cynthia Townsend

**Approval of Recommendation:**

Yes

✓

No

**Comments:**

# Discover

KIRKLAND LAKE

December 18, 2018  
Regular Meeting of Council

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

WHEREAS the bulk of Ontario's Natural resources that are harvested, mined and/or extracted are in Northern Ontario, and these industries are essential to the economic growth of Northern Ontario;

AND WHEREAS Northern Ontario municipalities provide services to these industries and their employees;

AND WHEREAS taxes and revenue streams from the natural resource industries go to the Province of Ontario;

AND WHEREAS the Premier of Ontario's Northern Ontario platform calls for sharing revenue generated by natural resource industries with Northern Ontario municipalities;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Kirkland Lake asks the Premier of Ontario to enact its Northern Ontario natural resource revenue sharing program to support economic growth and sustainability of Northern Ontario municipalities.

AND THAT this resolution be forwarded to the, Premier of Ontario, Honourable Doug Ford; Minister of Finance, Honourable Vic Fedei; Minister of Energy, Northern Development and Mines, Honourable Greg Rickford; Minister of Municipal Affairs, Honourable Steve Clark; AMO, FONOM, NEOMA, TeMAG, and all Northern Ontario Municipalities.

Approved: \_\_\_\_\_

MAYOR PAT KIELY

The Corporation of the Town of Kirkland Lake

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[www.kirklandlake.ca](http://www.kirklandlake.ca)



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# STAFF REPORT

**DEPARTMENT:** Administration

**DATE:** January 2, 2019

**ITEM:** Council Remuneration - OMERS

## RECOMMENDATION:

For information. If all of council is in favour, a resolution would have to be drafted and passed unanimously by Council.

## BACKGROUND:

During the discussion on council remuneration in December 2018, staff were directed to inquire of the process for council opting out of OMERS.

## ANALYSIS:

The bylaw to provide pensions for employees was first adopted in 1962, there have been many changes throughout the years. A copy of the current legislation is included.

It was confirmed with OMERS that a municipal council can opt out of the OMERS plan, if all members of council support this, a copy of the municipal resolution must be sent to the Sponsors Corporation for approval, once that approval is granted a bylaw to opt-out would be passed by Council.

**EXISTING POLICY:** Ontario Municipal Employees Retirement System Act, 2006, S.O. 2006, c. 2  
Bylaw 164/62

## 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: General Administration	Form Number: A99-01370
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Bylaw No:	Version #: 2

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

**Clerk Treasurer/Administrator:** Cynthia Townsend

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

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

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[Français](#)

## Ontario Municipal Employees Retirement System Act, 2006

### S.O. 2006, CHAPTER 2

**Consolidation Period:** From March 8, 2018 to the e-Laws currency date.

**Last amendment:** 2018, c. 3, Sched. 5, s. 42.

**Legislative History:** [ + ]

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## INTERPRETATION

### Definitions

1 (1) In this Act,

"Administration Corporation" means the corporation continued by subsection 32 (1); ("Société d'administration")

"annual benefit accrual rate" has the same meaning as under the *Income Tax Act* (Canada); ("taux annuel d'accumulation des prestations")

"associated employer" means an employer who participates in an OMERS pension plan under subsection 6 (1); ("employeur associé")

"benefits" means pension benefits and ancillary benefits, unless the context requires otherwise; ("prestations")

"local board" means local board as defined in section 1 of the *Municipal Affairs Act* and includes any person or entity that, under another Act, is deemed to be a local board for the purposes of this Act; ("conseil local")

"OMERS" means the Ontario Municipal Employees Retirement System; ("OMERS")

"OMERS pension plans" means the primary pension plan, any retirement compensation arrangements that provide benefits for members, former members and retired members of the OMERS pension plans and such other pension plans as may be established by the Sponsors Corporation; ("régimes de retraite d'OMERS")

"primary pension plan" means the pension plan continued by subsection 3 (1); ("régime de retraite principal")

"retirement compensation arrangement" means retirement compensation arrangement as defined in subsection 248 (1) of the *Income Tax Act* (Canada); ("convention de retraite")

"Sponsors Corporation" means the corporation established by subsection 22 (1); ("Société de promotion")

"supplemental plan" means a pension plan that is a supplemental plan as defined in the regulations under the *Income Tax Act* (Canada). ("régime complémentaire") 2006, c. 2, s. 1 (1); 2012, c. 8, Sched. 42, s. 1.

#### Interpretation, pension matters

(2) Words and expressions used in this Act that relate to pension plans and pension funds have the same meaning as under the *Pension Benefits Act*, unless the context requires otherwise. 2006, c. 2, s. 1 (2).

#### Same, municipal matters

(3) Words and expressions used in this Act that relate to municipal matters have the same meaning as under the *Municipal Act, 2001*, unless the context requires otherwise. 2006, c. 2, s. 1 (3).

#### Police and fire sectors

(4) A reference in this Act to persons who are employed in the police and fire sectors is a reference to OMERS pension plan members who are members of a police force as defined in section 2 of the *Police Services Act* or who are employed as firefighters as defined in subsection 1 (1) of the *Fire Protection and Prevention Act, 1997* or as paramedics as defined in subsection 1 (1) of the *Ambulance Act*. 2006, c. 2, s. 1 (4).

**Note:** On a day to be named by proclamation of the Lieutenant Governor, subsection 1 (4) of the Act is amended by striking out "police force as defined in section 2 of the *Police Services Act*" and substituting "police service as defined in subsection 2 (1) of the *Police Services Act, 2018*". (See 2018, c. 3, Sched. 5, s. 42)

#### Section Amendments with date in force (d/m/y) [ + ]

### ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM

#### OMERS continued

2 The Ontario Municipal Employees Retirement System is continued and is composed of the OMERS pension plans. 2006, c. 2, s. 2.

#### Primary pension plan

3 (1) The pension plan that is governed by the *Ontario Municipal Employees Retirement System Act* immediately before that Act is repealed is continued as the primary pension plan. 2006, c. 2, s. 3 (1).

#### Transition: terms and conditions

(2) On the day the *Ontario Municipal Employees Retirement System Act* is repealed, the terms and conditions of the primary pension plan are the terms and conditions that were in effect under that Act immediately before it was repealed. 2006, c. 2, s. 3 (2).

#### Pension Funds

(3) The pension funds that are governed by the *Ontario Municipal Employees Retirement System Act* immediately before that Act is repealed are continued. 2006, c. 2, s. 3 (3).

#### Retirement compensation arrangements

(4) Any retirement compensation arrangements that provide benefits for members, former members and retired members of the OMERS pension plans that are in effect on the day the *Ontario Municipal Employees Retirement System Act* is repealed are continued and have the terms and conditions that were in effect immediately before that Act was repealed. 2006, c. 2, s. 3 (4); 2012, c. 8, Sched. 42, s. 2.

**Section Amendments with date in force (d/m/y) [ + ]****Supplemental plans**

4 (1) The Sponsors Corporation may establish one or more supplemental plans for the purpose of providing optional benefits to members, former members and retired members of the primary pension plan who are, or were, employed in the police and fire sectors or to other members, former members and retired members of the primary pension plan. 2006, c. 2, s. 4 (1); 2012, c. 8, Sched. 42, s. 3.

**Restriction on use of primary pension plan assets**

(2) No assets of the primary pension plan shall be used for the purpose of paying any optional benefit under a supplemental plan or funding the payment of any other liability of a supplemental plan. 2006, c. 2, s. 4 (2).

**Section Amendments with date in force (d/m/y) [ + ]****EMPLOYER PARTICIPATION IN THE PENSION PLANS****Employers generally**

5 (1) Each of the following employers may participate in the OMERS pension plans in respect of its eligible employees:

1. A municipality.
2. A local board other than a hospital board that operates a public hospital, within the meaning of the *Public Hospitals Act*, on behalf of a municipality.
3. A conservation authority within the meaning of the *Conservation Authorities Act*.
4. A district social services administration board within the meaning of the *District Social Services Administration Boards Act*.
5. An area services board established under Part II of the *Northam Services Boards Act*.
6. An association of municipalities or local boards.
7. An association of the officials or employees of municipalities or local boards.
8. The Crown.
9. The Sponsors Corporation.
10. The Administration Corporation. 2006, c. 2, s. 5 (1).

**Same**

(2) A municipality may participate in the OMERS pension plans in respect of its councillors. 2006, c. 2, s. 5 (2).

**Note:** On a day to be named by proclamation of the Lieutenant Governor, section 5 is amended by adding the following subsections:

Other employers as determined by the Sponsors Corporation

(2.1) The Sponsors Corporation is authorized to determine whether an employer described in paragraph 1, 2 or 3 may participate in the OMERS pension plans and to determine the conditions applicable to the employer's participation:

1. An employer that is an authorized subsidiary of the Administration Corporation, within the meaning of subsection 35.1 (1).
2. An employer that is an investment entity or an authorized subsidiary of the Administration Corporation, within the meaning of subsection 35.1 (4),
  - i. if the investment entity provides eligible services described in subsection 35.1 (5), and
  - ii. if the Administration Corporation or an authorized subsidiary of the Administration Corporation

A. in the case of an investment entity that is a corporation, directly or indirectly has beneficial ownership of the issued and outstanding shares of the investment entity representing more than 50 per cent of the shareholders' equity;

B. in the case of an investment entity that is a trust, directly or indirectly owns, or directly or indirectly has beneficial ownership of, more than 50 per cent of the units of the trust; and

C. in the case of an investment entity that is a partnership or other type of entity, directly or indirectly has more than a 50 per cent beneficial interest in the partnership or other entity.

3. Any other employer that is a corporation, trust or partnership:

I. if the corporation, trust or partnership supports the Administration Corporation in carrying out its objects described in paragraph 1 or 2 of section 34 or in exercising its powers under section 35 for the purpose of carrying out those objects; and

II. if the Administration Corporation, an authorized subsidiary of the Administration Corporation or an investment entity described in paragraph 2:

A. in the case of a corporation, directly or indirectly has beneficial ownership of the issued and outstanding shares — shares of any class — of the corporation representing more than 50 per cent of the shareholders' equity;

B. in the case of a trust, directly or indirectly owns, or directly or indirectly has beneficial ownership of, more than 50 per cent of the units of the trust; and

C. in the case of a partnership, directly or indirectly has more than a 50 per cent beneficial interest in the partnership. 2010, c. 26, Sched. 14, s. 1.

Same

(2.2) If the Sponsors Corporation determines under subsection (2.1) that an employer may participate in the OMERS pension plans, the employer may participate in the OMERS pension plans in respect of the employer's eligible employees who are employed in Canada and may do so only in accordance with such conditions as may be imposed by the Sponsors Corporation. 2010, c. 26, Sched. 14, s. 1.

See 2010, c. 26, Sched. 14, ss. 1, 3.

#### Eligible employees

(3) For the purposes of this section and section 7,

"eligible employee" means, in respect of an employer, a person who is employed by the employer but not a person who contributes to a pension plan under the *Ontario Public Service Employees' Union Pension Act, 1994*, the *Public Service Pension Act* or the *Teachers' Pension Act*. 2006, c. 2, s. 5 (3).

#### Section Amendments with date in force (d/m/y) [ + ]

#### Associated employers

6 (1) Each of the following employers may participate in the OMERS pension plans on such conditions as may be agreed upon by the employer and the Sponsors Corporation:

1. A person who, under an agreement with a municipality or local board or under an Act, provides a service, program or thing to a person that the municipality or local board is authorized to provide to the person.

2. A corporation incorporated in accordance with section 142 of the *Electricity Act, 1998* for the purpose of generating, transmitting, distributing or retailing electricity.

3. A person or association of persons that, immediately before the repeal of the *Ontario Municipal Employees Retirement*

*System Act*, was designated by the Lieutenant Governor in Council for the purposes of clause (c) of the definition of "associated employer" in subsection 1 (1) of that Act or that, immediately before the repeal of that Act, was deemed by another Act to have been so designated. 2006, c. 2, s. 6 (1).

#### Eligible employees of associated employers

(2) The following employees of an associated employer are eligible to be members of the OMERS pension plans:

1. For an employer described in paragraph 1 of subsection (1), an employee whose duties relate primarily to the provision of the service, program or thing provided by the employer on behalf of the municipality or local board.
2. For an employer described in paragraph 2 of subsection (1), an employee whose duties relate primarily to the activities referred to in that paragraph.
3. For an employer described in paragraph 3 of subsection (1), every employee. 2006, c. 2, s. 6 (2).

#### Same

(3) For the purposes of paragraphs 1 and 2 of subsection (2), the employee's duties may include administrative activities relating to the provision of the service, program or thing or the performance of the employer's duties, as the case may be. 2006, c. 2, s. 6 (3).

#### Participation in other plans

7 (1) Despite any other Act, a municipality or a local board shall not make a contribution for the provision of a pension to any of its eligible employees unless the contribution is made under the *Canada Pension Plan* or to an OMERS pension plan. 2006, c. 2, s. 7 (1).

#### Approved pension plans

(2) Despite subsection (1), a municipality or local board may make a contribution under another pension plan for the provision of a pension to an eligible employee if all of the following circumstances exist:

1. The pension plan was established by a municipality or local board under a general or special Act and was in effect on the applicable date described in paragraph 4.
2. The employee became employed by the municipality or local board before the applicable date described in paragraph 4.
3. The contribution is made in respect of the employee's service before he or she becomes entitled to be a member of the primary pension plan.
4. For a contribution made under a collective agreement, the applicable date is the earlier of July 1, 1968 or the date on which the agreement is terminated. For any other contribution, the applicable date is July 1, 1965. 2006, c. 2, s. 7 (2).

#### Interpretation

(3) A payment by a municipality or local board to an associated employer with respect to the service, program or thing provided on its behalf by the employer does not constitute a contribution for the provision of a pension to an employee of that employer. 2006, c. 2, s. 7 (3).

#### 7.1

#### Section Amendments with date in force (d/m/y) [ + ]

#### Termination of participation

8 (1) An employer who is described in paragraphs 1 to 7 or paragraph 9 or 10 of subsection 5 (1) is not entitled to terminate its participation in an OMERS pension plan unless it has the consent of the Sponsors Corporation. 2006, c. 2, s. 8 (1).

#### By-law



(2) An employer who is described in paragraphs 1 to 7 or paragraph 9 or 10 of subsection 5 (1) shall not pass a by-law providing for the termination of its participation in an OMERS pension plan except upon such terms as may be established by the Sponsors Corporation. 2006, c. 2, s. 8 (2).

**Note:** On a day to be named by proclamation of the Lieutenant Governor, section 8 is repealed and the following substituted:

**Termination of participation**

8. (1) The following employers are not entitled to terminate their participation in an OMERS pension plan unless the employer has the consent of the Sponsors Corporation:

1. An employer described in paragraphs 1 to 7 or 9 or 10 of subsection 5 (1).

2. An employer described in paragraph 1, 2 or 3 of subsection 5 (2.1). 2010, c. 26, Sched. 14, s. 2.

**By-law**

(2) An employer referred to in subsection (1) shall not pass a by-law providing for the termination of its participation in an OMERS pension plan, except upon such terms as may be established by the Sponsors Corporation. 2010, c. 26, Sched. 14, s. 2.

See: 2010, c. 26, Sched. 14, ss. 2, 3.

**Section Amendments with date in force (d/m/y) [ + ]**

## RESTRICTIONS AFFECTING THE PENSION PLANS

**Defined benefit plan**

9 The primary pension plan must be a defined benefit plan. 2006, c. 2, s. 9.

**Optional increases in pension benefits**

10 An optional pension benefit for members of the primary pension plan in respect of which the annual benefit accrual rate is greater than 2.0 per cent and less than or equal to 2.33 per cent must be implemented using a supplemental plan and not the primary pension plan. 2006, c. 2, s. 10.

**Optional increases, police and fire sectors**

11 (1) Despite any other provision of this Act, the Administration Corporation shall amend the OMERS pension plans to provide optional increases in benefits for members of the primary pension plan who are employed in the police and fire sectors and establish the contribution rates for the benefits. 2006, c. 2, s. 11 (1).

**Same**

(2) The amendment required by this section shall be made within 24 months after the day this section comes into force. 2006, c. 2, s. 11 (2).

**Method of calculating benefits**

(3) A supplemental plan established under this section shall make provision for all of the following:

1. An annual benefit accrual rate that is 2.33 per cent for members under the supplemental plan.
2. The payment of pension benefits to members of the supplemental plan in which the annual amount of pension is not reduced because a member retires before the member's normal retirement age of 65 years if, at the date of retirement, the sum of the member's age, counted in full and part years, plus the member's service, counted in full and part years, equals at least 85 years.
3. The pension benefits payable to members under circumstances described in paragraph 2 shall begin to be paid not more than 10 years before the member's normal retirement age.

4. The payment of pension benefits to members of the supplemental plan in which the annual amount of pension is not reduced because a member retires before the member's normal retirement age of 60 years if, at the date of retirement, the sum of the member's age, counted in full and part years, plus the member's service, counted in full and part years, equals at least 80 years.
5. The pension benefit payable to members under circumstances described in paragraph 4 shall begin to be paid not more than 10 years before the member's normal retirement age.
6. The pension benefit payable to members of the supplemental plan is calculated based on the average annual earnings of the members over a period of service of three years, but the average may be less than three years for members with service of less than three years.
7. The pension benefit payable to members of the supplemental plan is calculated based on the average annual earnings of the members over a period of service of four years, but the average may be less than four years for members with service of less than four years.
8. The option for a member to elect to purchase credit in the supplemental plan for a benefit described in paragraph 1, 2, 4, 6 or 7 in respect of the member's service before the date the employer of the member consents to provide the benefit under the supplemental plan. 2006, c. 2, s. 11 (3).

**Consent of employer**

(4) A supplemental plan established under this section shall not authorize a contribution in respect of or provide for a type of benefit for any members who are employees of an employer participating in the OMERS pension plans unless the employer consents to provide that type of benefit to the members. 2006, c. 2, s. 11 (4).

**Same**

(5) In a consent under subsection (4), an employer may consent to provide a benefit or benefits under only one of the following paragraphs:

1. A benefit described in paragraph 1 of subsection (3).
2. The benefits described in paragraphs 2 and 4 of subsection (3).
3. A benefit described in paragraph 6 of subsection (3).
4. A benefit described in paragraph 7 of subsection (3). 2006, c. 2, s. 11 (5).

**Same**

(6) An employer may consent to provide an additional benefit listed in any of paragraphs 1 to 4 of subsection (5) that the employer has not previously consented to provide, but not until at least 36 months has passed since the employer previously consented to provide an additional benefit under subsection (5) or this subsection. 2006, c. 2, s. 11 (6).

**Amount of benefit under supplemental plan**

(7) The amount of a benefit available to a member under the primary pension plan shall be deducted from the amount of a benefit available to a member under a supplemental plan described in subsection (3) and the cost of credit or contributions for the benefit under the supplemental plan shall be reduced accordingly. 2006, c. 2, s. 11 (7).

**Election to purchase credit for benefit in supplemental plan**

(8) A member may elect to purchase credit for a benefit in a supplemental plan described in paragraph 8 of subsection (3) only if,

- (a) the member is employed by an employer participating in the OMERS pension plans who has consented to provide the benefit;
- (b) the member makes the election within 24 months after the date the employer consented to provide the benefit; and
- (c) the member makes the election to purchase credit for the benefit subject to any conditions determined by the

Administration Corporation on the advice of the actuary. 2006, c. 2, s. 11 (8).

**Same**

(9) Subject to subsection (7), the purchase cost of a credit for a benefit described in paragraph 8 of subsection (3) shall be equal to the present value of that benefit. 2006, c. 2, s. 11 (9).

**Employer contributions**

12 (1) The total amount of the contributions payable to any of the OMERS pension plans by an employer for a year must equal the total amount of the contributions payable to the pension plan for the year by the employer's employees. 2006, c. 2, s. 12 (1).

**Exception**

(2) Despite subsection (1), the Sponsors Corporation may amend any of the OMERS pension plans to authorize unequal amounts of contributions to be made by employers and employees for one or more years if,

- (a) after the amendment, the contribution rates for employers and employees for each class of benefit under the OMERS pension plans are equal; and
- (b) the Sponsors Corporation is of the opinion that it is fair and reasonable to make the amendment. 2006, c. 2, s. 12 (2).

**Application**

(3) Subsection (1) does not apply in respect of contributions payable to a pension plan for a year if,

- (a) the amount of the contributions are in accordance with the terms and conditions of the pension plan as it was governed by the *Ontario Municipal Employees Retirement System Act* immediately before that Act was repealed, and those terms and conditions have not been amended by the Sponsors Corporation; or
- (b) the only reason that the total amount of the contributions payable by the employer does not equal the total amount of the contributions payable by the employer's employees is because one or more employees made contributions to a supplemental plan in respect of pensionable service described in paragraph 8 of subsection 11 (3). 2006, c. 2, s. 12 (3).

**Cap on contributions by employer for increased benefits**

13 (1) If, under a supplemental plan, a municipality or local board may provide an optional pension benefit for its employees in respect of which the annual benefit accrual rate is greater than 2.0 per cent and less than or equal to 2.33 per cent (the "increased benefit"), the municipality or local board may make contributions to the plan for the increased benefit in respect of the employees' service on or after the date on which the municipality or local board decides to provide the increased benefit, but not in respect of service before that date. 2006, c. 2, s. 13 (1).

**Same**

(2) Nothing in subsection (1) prevents an employee from making payments to an OMERS pension plan in respect of the service of the employee before the date on which the municipality or local board decides to provide the increased benefit. 2006, c. 2, s. 13 (2).

**Contribution rate, benefits under multiple plans**

14 In determining the required contribution rate for the primary pension plan and for any retirement compensation arrangement to be paid by the members of the primary pension plan who are also members of a supplemental pension plan and by their employers, the actuary shall use best estimate assumptions to assess the likely impact of the benefits provided by the supplemental plan on the required contribution rate that would otherwise be payable. 2006, c. 2, s. 14.

**Reserve to stabilize contribution rates**

15 (1) The Sponsors Corporation shall not amend the primary pension plan in a manner which reduces contributions or increases

going concern liabilities unless, after the amendment, the ratio of the market value of the assets of the pension fund to the going concern liabilities is not less than 1.05 and the ratio of the solvency assets to the solvency liabilities is not less than 1.00. 2006, c. 2, s. 15 (1).

#### Exception

(2) Subsection (1) does not apply with respect to an amendment that is required to comply with a federal or provincial law or an amendment that does not increase going concern liabilities by more than 1 per cent. 2006, c. 2, s. 15 (2).

### GOVERNANCE AND ADMINISTRATION OF THE PENSION PLANS

#### Pension plan governance

16 (1) The Sponsors Corporation shall determine the terms and conditions of the OMERS pension plans, subject to the restrictions set out in this Act. 2006, c. 2, s. 16 (1).

#### Information

(2) The Administration Corporation shall give the Sponsors Corporation such information as the Sponsors Corporation may reasonably request for the purpose of carrying out its objects under this Act. 2006, c. 2, s. 16 (2).

#### Pension plan administration

17 (1) The Administration Corporation shall act as administrator of the OMERS pension plans and trustee of the pension funds. 2006, c. 2, s. 17 (1).

#### Actuarial assumptions

(2) The actuarial methods and assumptions to be used for the purposes of administering the pension plans and pension funds are to be determined by the Administration Corporation, based upon recommendations from the actuary. 2006, c. 2, s. 17 (2).

#### Pension plan amendments

18 The Sponsors Corporation may amend the OMERS pension plans, including the contribution rates for employees, subject to the restrictions set out in this Act. 2006, c. 2, s. 18.

#### Actuary

19 (1) The Administration Corporation shall appoint a Fellow of the Canadian Institute of Actuaries to act as the actuary for the OMERS pension plans. 2006, c. 2, s. 19 (1).

#### Reports and recommendations

(2) The actuary shall give the Administration Corporation such information and reports as the Administration Corporation may request, and shall make such recommendations to the Administration Corporation as the actuary considers advisable for the proper administration of the pension plans. 2006, c. 2, s. 19 (2).

#### Auditor

20 The Administration Corporation shall appoint one or more persons licensed under the *Public Accounting Act, 2004* to audit the accounts and transactions of the OMERS pension plans each year and to express an opinion on the financial statements for the pension plans based on the audit. 2006, c. 2, s. 20.

#### Annual report

21 (1) Every year, the Administration Corporation shall prepare a report on the affairs of the OMERS pension plans during the preceding year and the report must contain a copy of the financial statements as certified by the auditor. 2006, c. 2, s. 21 (1).

#### Same

(2) The Administration Corporation shall give a copy of the annual report to every employer participating in the pension plans and to any member, former member or retired member of the plans who requests it. 2006, c. 2, s. 21 (2); 2012, c. 8, Sched. 42, s. 4.

**Section Amendments with date in force (d/m/y) [ + ]****SPONSORS CORPORATION****Sponsors Corporation established**

22 (1) A corporation to be known in English as the OMERS Sponsors Corporation and in French as Société de promotion d'OMERS is established as a corporation without share capital and is composed of its members. 2006, c. 2, s. 22 (1).

**Status**

(2) The Sponsors Corporation is not a Crown agency and it is not a local board as defined in subsection 1 (1) of the *Municipal Act, 2001*. 2006, c. 2, s. 22 (2).

**Corporate matters**

(3) Section 132 (conflict of interest), subsection 134 (1) (standard of care) and section 136 (indemnification) of the *Business Corporations Act* apply, with necessary modifications, to the Sponsors Corporation and its members. 2006, c. 2, s. 22 (3).

**Same**

(4) The *Corporations Act* and the *Corporations Information Act* do not apply to the Sponsors Corporation. 2006, c. 2, s. 22 (4).

~~Note: On the day subsection 4 (1) of the *Not-for-Profit Corporations Act, 2010* comes into force, subsection 22 (4) of the Act is repealed and the following substituted: (See: 2017, c. 20, Sched. 8, s. 114 (1))~~

~~**Same**~~

~~(4) The *Not-for-Profit Corporations Act, 2010* and the *Corporations Information Act* do not apply to the Sponsors Corporation. 2017, c. 20, Sched. 8, s. 114 (1).~~

**Section Amendments with date in force (d/m/y) [ + ]****Composition**

23 (1) The composition of the Sponsors Corporation and the method of choosing its members is as specified by by-law. 2006, c. 2, s. 23 (1).

(2) REPEALED: 2006, c. 2, s. 55.

**Eligibility**

(3) A person who is a member of the Administration Corporation is not eligible to hold office as a member of the Sponsors Corporation or to be appointed to any committee established for the purpose of advising the Sponsors Corporation. 2006, c. 2, s. 23 (3).

**Term of office**

(4) The term of office of each member of the Sponsors Corporation is as determined by by-law. 2006, c. 2, s. 23 (4).

**Remuneration and expenses**

(5) Members of the Sponsors Corporation are to be paid such remuneration and expenses as may be authorized by by-law. 2006, c. 2, s. 23 (5).

**Section Amendments with date in force (d/m/y) [ + ]****Objects**

24 The following are objects of the Sponsors Corporation:

1. To make decisions about the design of benefits to be provided by, and contributions to be made to, the OMERS pension

plans.

2. To perform such other duties as may be provided under this Act. 2006, c. 2, s. 24.

#### **Powers**

**25** (1) The Sponsors Corporation has the capacity, rights, powers and privileges of a natural person for carrying out its objects, subject to the restrictions set out in this Act. 2006, c. 2, s. 25 (1).

#### **Same**

(2) For furthering its objects and without limiting the generality of subsection (1), the Sponsors Corporation may,

- (a) make decisions about the design of the OMERS pension plans and make amendments to the OMERS pension plans;
- (b) set contribution rates under the pension plans;
- (c) decide whether to file a valuation more frequently than is required under the *Pension Benefits Act*;
- (d) receive reports from the Administration Corporation. 2006, c. 2, s. 25 (2).

#### **By-laws**

(3) The Sponsors Corporation may pass by-laws and resolutions regulating its proceedings and for the conduct and management of its affairs. 2006, c. 2, s. 25 (3).

#### **Procedural and other requirements for decisions**

**26** (1) A decision of the Sponsors Corporation requires an affirmative vote of a majority of its members. 2006, c. 2, s. 26 (1).

#### **Specified change**

(2) In subsections (3) and (6),

"specified change" means,

- (a) a change in benefits for members of any of the OMERS pension plans,
- (b) a change in the contribution rate for members or participating employers, or
- (c) the establishment of, or a change to, a reserve to stabilize contribution rates. 2006, c. 2, s. 26 (2).

#### **Decision about a specified change**

(3) Despite subsection (1), a decision respecting a specified change is not valid unless it is made in one of the following ways:

1. At a meeting called for the purpose of considering the matter, the Sponsors Corporation decides to make the specified change and passes a by-law providing for the specified change by an affirmative vote of two-thirds of its members.
2. At a meeting called for the purpose of considering the matter, the Sponsors Corporation decides on an affirmative vote of a majority of its members to refer the matter for consideration under the supplementary decision-making mechanisms described in subsection (4) or (5) and, using those mechanisms, the decision is made with respect to the specified change. 2006, c. 2, s. 26 (3).

#### **Supplementary decision-making mechanisms**

(4) The Sponsors Corporation may, by by-law, establish supplementary mechanisms for making decisions about matters that are considered during its meetings. 2006, c. 2, s. 26 (4).

#### **Initial mechanisms**

(5) Despite subsection (4), on the day this section comes into force, the supplementary decision-making mechanisms are those set out in section 42. 2006, c. 2, s. 26 (5).

#### **Rules for arbitration**

(6) If the by-law establishing supplementary decision-making mechanisms provides for arbitration, the following rules apply with respect to the arbitration:

1. The arbitrator shall conduct the arbitration in accordance with the *Arbitration Act, 1991* and for that purpose the matter referred to the arbitrator shall be deemed to have been submitted for arbitration under an agreement and the members of the Sponsors Corporation shall be deemed to be parties to the agreement.
2. When deciding a matter relating to a specified change, the arbitrator shall consider the following matters:
  - i. The legal requirements relating to the pension plans and their administration.
  - ii. The actuarial valuation of each of the OMERS pension plans prepared by the actuary for the purposes of the *Pension Benefits Act*.
  - iii. The advice of the Administration Corporation to the Sponsors Corporation and to the arbitrator concerning the cost of the specified change.
  - iv. The economy of Ontario, the prevailing economic conditions and the overall financial state of the employers participating in the OMERS plans.
3. The arbitrator may make reasonable requests for information and advice from the Administration Corporation and the Administration Corporation shall comply with the requests.
4. The arbitrator shall not make a decision to increase benefits under an OMERS pension plan if the decision, combined with all other decisions made by an arbitrator in the previous 36 months to increase benefits under the plan, would result in a total increase to the contribution rate for the plan for members or participating employers of more than 0.5 per cent.
5. The arbitrator's decision with respect to the terms and conditions of any of the OMERS pension plans shall be deemed to be a decision of the Sponsors Corporation to amend the pension plan, or a decision not to amend the plan, as the case may be. 2006, c. 2, s. 26 (6).

#### Recovery of costs

27 The Sponsors Corporation may require the Administration Corporation to reimburse it from any pension or other fund for any of its costs that in the opinion of the Administration Corporation may lawfully be paid out of the fund. 2006, c. 2, s. 27.

#### Fees to fund other activities

28 (1) The Sponsors Corporation may, by by-law, require the employers who participate in an OMERS pension plan and the members of an OMERS pension plan to pay a fee for the purpose of funding any of the Sponsors Corporation's costs that may not lawfully be paid out of a pension fund. 2006, c. 2, s. 28 (1).

#### Same

(2) The types of costs that the Sponsors Corporation may require funding for include, but are not limited to,

- (a) its expenses incurred in connection with the use of supplementary decision-making mechanisms referred to in section 26, including actuarial or consulting fees necessary for those purposes; and
- (b) the expenses incurred for collecting or administering the fees required under subsection (1). 2006, c. 2, s. 28 (2).

#### Amount of fee

(3) The amount of the fee payable by each employer or member is determined by the Sponsors Corporation and is a debt due to it on the date specified by the Sponsors Corporation. 2006, c. 2, s. 28 (3).

#### Collection

(4) The Sponsors Corporation may ask the Administration Corporation to collect the fees on its behalf and remit them to the Sponsors Corporation at the times and in the manner specified by the Sponsors Corporation. 2006, c. 2, s. 28 (4).

**Same**

(5) The Sponsors Corporation shall reimburse the Administration Corporation for its costs of complying with a request under subsection (4). 2006, c. 2, s. 28 (5).

**Separate fund**

(6) The Sponsors Corporation shall establish a separate fund for fees required under subsection (1) and shall pay the fees into the fund. 2006, c. 2, s. 28 (6).

**Same**

(7) The money in the fund may be spent for the purpose described in subsection (1) and for no other purpose. 2006, c. 2, s. 28 (7).

**29 REPEALED:** 2009, c. 18, Sched. 22, s. 1.

**Section Amendments with date in force (d/m/y) [+]**

**Annual audit**

**30** The Sponsors Corporation shall appoint one or more persons licensed under the *Public Accounting Act, 2004* to audit its accounts and transactions each year and to express an opinion on its financial statements based on the audit. 2006, c. 2, s. 30.

**Annual report**

**31 (1)** Every year, the Sponsors Corporation shall prepare a report on its affairs during the preceding year and the report must contain a copy of its financial statements as certified by the auditor. 2006, c. 2, s. 31 (1).

**Same**

(2) The Sponsors Corporation shall give a copy of the annual report to every employer participating in the OMERS pension plans and to any member, former member or retired member of the plans who requests it. 2006, c. 2, s. 31 (2); 2012, c. 8, Sched. 42, s. 5.

**Section Amendments with date in force (d/m/y) [+]**

**ADMINISTRATION CORPORATION**

**Administration Corporation continued**

**32 (1)** The Ontario Municipal Employees Retirement Board is continued as a corporation without share capital under the name OMERS Administration Corporation and in French as Société d'administration d'OMERS and is composed of its members. 2006, c. 2, s. 32 (1).

**Status**

(2) The Administration Corporation is not a Crown agency and it is not a local board as defined in subsection 1 (1) of the *Municipal Act, 2001*. 2006, c. 2, s. 32 (2).

**Corporate matters**

(3) Section 132 (conflict of interest), subsection 134 (1) (standard of care) and section 136 (indemnification) of the *Business Corporations Act* apply, with necessary modifications, to the Administration Corporation and its members. 2006, c. 2, s. 32 (3).

**Same**

(4) The *Corporations Act* and the *Corporations Information Act* do not apply to the Administration Corporation. 2006, c. 2, s. 32



(4).

**Note:** On the day subsection 4 (1) of the *Not-for-Profit Corporations Act, 2010* comes into force, subsection 32 (4) of the Act is repealed and the following substituted: (See: 2017, c. 20, Sched. 8, s. 114 (2)).

Same

(4) The *Not-for-Profit Corporations Act, 2010* and the *Corporations Information Act* do not apply to the Administration Corporation. 2017, c. 20, Sched. 8, s. 114 (2).

#### Section Amendments with date in force (d/m/y) [ + ]

##### Composition

33 (1) The composition of the Administration Corporation and the method of choosing its members is as specified by by-law of the Sponsors Corporation. 2006, c. 2, s. 33 (1).

Same

(2) Despite subsection 28 (1), a decision of the Sponsors Corporation to pass a by-law under subsection (1) requires an affirmative vote of two-thirds of its members. 2006, c. 2, s. 33 (2).

(3) REPEALED: 2006, c. 2, s. 55.

##### Eligibility

(4) A person who is a member of the Sponsors Corporation is not eligible to hold office as a member of the Administration Corporation or to be appointed to any committee established for the purpose of advising the Administration Corporation. 2006, c. 2, s. 33 (4).

##### Term of office

(5) The term of office of each member of the Administration Corporation is as determined by by-law of the Sponsors Corporation. 2006, c. 2, s. 33 (5).

##### Remuneration and expenses

(6) Members of the Administration Corporation are to be paid such remuneration and expenses as may be authorized by by-law of the Sponsors Corporation. 2006, c. 2, s. 33 (6).

#### Section Amendments with date in force (d/m/y) [ + ]

##### Objects

34 The following are the objects of the Administration Corporation:

1. To act as administrator of the OMERS pension plans and as trustee of the pension funds.
2. To advise and assist the Sponsors Corporation.
3. To exercise such other powers and perform such other duties as may be provided under sections 35.1 and 35.2. 2006, c. 2, s. 34; 2009, c. 18, Sched. 22, s. 2.

#### Section Amendments with date in force (d/m/y) [ + ]

##### Powers

35 (1) The Administration Corporation has the capacity, rights, powers and privileges of a natural person for carrying out its objects, subject to the restrictions set out in this Act. 2006, c. 2, s. 35 (1).

Same

(2) For furthering its objects and without limiting the generality of subsection (1), the Administration Corporation may,

- (a) administer the OMERS pension plans, including paying pensions, making payments under retirement compensation arrangements, establishing investment policies and managing and allocating the assets of the pension plans and the assets of the Administration Corporation;
- (b) provide for the actuarial valuation of the OMERS pension plans, including determining the actuarial methods and assumptions and the funding policy for the plans;
- (c) provide reasonable technical support to the Sponsors Corporation, including, without limitation, providing actuarial advice and cost estimates, estimates of the impact of changes to the OMERS pension plans or other changes on contribution rates and advice with respect to any administrative or other issues arising out of proposed changes to the pension plans;
- (d) provide reasonable administrative support to the Sponsors Corporation. 2006, c. 2, s. 35 (2).

**By-laws**

(3) The Administration Corporation may pass by-laws and resolutions regulating its proceedings and for the conduct and management of its affairs. 2006, c. 2, s. 35 (3).

**Authorized subsidiaries of the Administration Corporation**

**35.1 (1)** The Administration Corporation may incorporate or cause to be incorporated and may make and maintain an investment in one or more corporations that, after the investment is made, are authorized subsidiaries of the Administration Corporation. 2009, c. 18, Sched. 22, s. 3.

**Other subsidiaries**

(2) Subsection (1) does not limit the authority of the Administration Corporation under subsection 35 (1) to otherwise establish and invest in subsidiaries. 2009, c. 18, Sched. 22, s. 3.

**Authorized subsidiary**

(3) For the purposes of this section, a corporation is an authorized subsidiary of the Administration Corporation if,

- (a) the corporation carries on business with a view to profit;
- (b) the business of the corporation is limited to providing one or more eligible services to one or more persons and entities described in subsection (6); and
- (c) the Administration Corporation has beneficial ownership of shares of the corporation representing more than 50 per cent of the shareholders' equity of the corporation. 2009, c. 18, Sched. 22, s. 3.

**Authority re investment entity**

(4) An authorized subsidiary of the Administration Corporation may, for the purpose of providing eligible services, incorporate, establish, manage or operate one or more corporations, trusts, partnerships or other entities as investment entities. 2009, c. 18, Sched. 22, s. 3.

**Eligible services**

(5) For the purposes of this section, each of the following is an eligible service if it is carried out in compliance with all applicable laws:

1. Providing advice to an administrator of a pension plan regarding the administration of the pension plan or the investment policies for the pension fund maintained to provide benefits in respect of that pension plan.
2. Providing advice to a client on investing in, holding, buying or selling securities or other assets.
3. Buying, selling, holding and managing investments for a client, with or without discretionary authority granted by the client to manage the client's investment portfolio.
4. Activities and services ancillary to the services listed in paragraphs 1 to 3, including,

- i. activities relating to the distribution or sale to clients of securities issued by an investment entity referred to in subsection (4), and
- ii. entering into derivative contracts in which the return is based in whole or in part on the performance of all or part of the pension fund maintained to provide benefits in respect of any of the OMERS pension plans or of any of the pension fund's investments.

5. Providing administrative services to an administrator of a pension plan. 2009, c. 18, Sched. 22, s. 3.

#### Clients

(6) An authorized subsidiary may provide services described in subsection (5) only to one or more of the following and only under an agreement authorized under section 35.2:

1. The Administration Corporation.
2. The administrator of a pension plan other than the OMERS pension plans, whether the pension plan is in or outside Canada.
3. The Government of Canada or the government of a province or territory of Canada or,
  - i. a Crown corporation, Crown agency or wholly-owned entity of the Government of Canada or of the government of a province or territory of Canada, or
  - ii. a corporation established by federal or provincial statute.
4. A municipal corporation or a municipal or public body performing a function of government in Canada.
5. A board, within the meaning of the *Education Act*, or a school board or similar authority that operates under comparable legislation in another province of Canada.
6. A college of applied arts and technology established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*, a university that receives regular and ongoing operating funding from Ontario for purposes of post-secondary education or an educational institution in another province in Canada that receives regular and ongoing operating funding from the province.
7. An educational institution outside Canada.
8. An endowment fund for a university, college or educational institution referred to in paragraph 6 or 7.
9. A registered charity within the meaning of the *Income Tax Act* (Canada).
10. A national, federal, state, provincial, territorial or municipal government of or in any jurisdiction outside Canada or any entity owned or controlled by that government.
11. An investment entity referred to in subsection (4).
12. A client or class of clients prescribed by the regulations or that satisfies conditions prescribed by the regulations. 2009, c. 18, Sched. 22, s. 3.

#### Investing in or through investment entity of authorized subsidiary

(7) With the approval of the Administration Corporation, assets of a pension fund maintained to provide benefits in respect of any of the OMERS pension plans may be invested, directly or indirectly,

- (a) in an investment entity referred to in subsection (4); or
- (b) in an investment in which assets of an investment entity referred to in subsection (4) are also invested. 2009, c. 18, Sched. 22, s. 3.

**Regulations**

(8) The Minister of Finance may make regulations,

- (a) prescribing clients or classes of clients for the purposes of paragraph 12 of subsection (6);
- (b) prescribing conditions that must be satisfied by a client or class of clients for the purposes of paragraph 12 of subsection (6). 2009, c. 18, Sched. 22, s. 3.

**Section Amendments with date in force (d/m/y) [ + ]****Authorization to provide eligible services****Interpretation**

**35.2** (1) Expressions used in this section have the same meaning as in section 35.1. 2009, c. 18, Sched. 22, s. 3.

**Agreements**

(2) If authorized by the Sponsors Corporation, the Administration Corporation may enter into agreements under which authorized subsidiaries of the Administration Corporation provide eligible services to clients. 2009, c. 18, Sched. 22, s. 3.

**Transitional matters**

(3) The Administration Corporation itself may continue to provide eligible services to clients under agreements that were authorized by Orders in Council 808/80, 2211/95 and 368/2003, as those agreements read on the day this section comes into force and, for that purpose, the Administration Corporation has the powers of an authorized subsidiary under subsections 35.1 (4), (5) and (7). 2009, c. 18, Sched. 22, s. 3.

**Section Amendments with date in force (d/m/y) [ + ]**

**36-43** REPEALED: 2006, c. 2, s. 55.

**Section Amendments with date in force (d/m/y) [ + ]**

**44** REPEALED: 2006, c. 2, s. 44 (2).

**Section Amendments with date in force (d/m/y) [ + ]**

**45-54** OMITTED (AMENDS OR REPEALS OTHER ACTS). 2006, c. 2, ss. 45-54.

**55** OMITTED (PROVIDES FOR REPEAL OF PROVISIONS OF THIS ACT). 2006, c. 2, s. 55.

**56** OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS ACT). 2006, c. 2, s. 56.

**57** OMITTED (ENACTS SHORT TITLE OF THIS ACT). 2006, c. 2, s. 57.

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**Français**



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DEC 20 2018

Seasons Greetings,

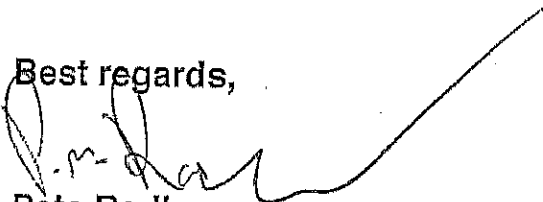
The enclosed document was prepared for the Espanola Town Council  
by Jamy Mckenzie and delivered on his behalf.

These reports are for the mailbox of Mayor Jill Beer, all 6 councillors  
and CAO Cynthia Townsend.

Jamy is available to address any questions and/or concerns.

We look forward to bringing new opportunities to the Town of  
Espanola.

Best regards,



Pete Rodley

Senior Marketing Manager

GreenSource North

DEC 10 2018

## **Resolution**

WHEREAS, Recreational cannabis became legal in Canada on October 17th, 2018;

AND WHEREAS, the Ontario government has introduced legislation that dictates that retail cannabis outlets will be privately operated, but licensed and regulated by the Alcohol and Gaming Commission of Ontario (AGCO);

AND WHEREAS, Municipalities in Ontario will have the option to opt-out of hosting retail outlets within their respective geographic boundaries and would require that municipal councils pass a resolution and advise the AGCO by January 22, 2019;

AND WHEREAS, if a municipality decides to allow cannabis retail stores within its jurisdiction any time before January 22, 2019, the AGCO should be notified as soon as possible;

THEREFORE, BE IT RESOLVED that the Town of Espanola advises the AGCO of its intention to opt in to allowing retail cannabis stores in the Town of Espanola as outlined in the report entitled "Municipal Implementation of Cannabis Act" from the, presented at the City Council Meeting on December 11, 2018.

### **Report Prepared by:**

Jamy McKenzie  
Cannabis Industry consultant with 17 years experience under cannabis legislation.

### **Financial Implications:**

Prepared by Jamy McKenzie,

### **Request for information:**

Town of Espanola,

### **Report for:**

-Committee meeting Jan 8<sup>th</sup> 2019  
-Corporate Services Committee  
-Town Council for Espanola

Votes for:

Votes Against:

Final Decision:

Signed By:

Dated:

## Background

This report provides information regarding the options of opting in or opting out of retail cannabis stores.

Recreational cannabis became legal in Canada on October 17th, 2018. The federal Cannabis Act provides the regulatory framework to legalize, regulate, and restrict access to cannabis. The government of Ontario passed legislation to regulate usage, licensing, retail sales and distribution of cannabis and cannabis related products in Ontario.

The retail model for cannabis sales in Ontario currently only provides for on-line sales through the provincially regulated Ontario Cannabis Store (OCS). When legal in Ontario, bricks and mortar retail cannabis outlets will be privately operated, but licensed and regulated by the Alcohol and Gaming Commission of Ontario (AGCO). It is anticipated that the process to apply for a license for retail outlets will commence on December 17, 2018, with retail outlets being allowed to commence operations on April 1, 2019.

Municipalities will have the option to opt-out of hosting retail outlets within their respective geographic boundaries. This would require that municipal councils pass a resolution and advise the AGCO by January 22, 2019 stating they do not wish to host cannabis retail stores in their communities. The AGCO's receipt of this resolution will automatically cancel any outstanding applications for a storefront in the municipality. There is no formal process for "opting in". For municipalities that opt out, there will be an opportunity for municipalities to opt in at a later date. There has been no confirmation of a time period for a local municipality to opt back in via resolution. If the opt out is reversed by a municipal government, that decision is final.

It is recommended that Council consider taking a decision regarding allowing cannabis retail stores in Espanola and pass the resolution prepared.

## Report Summary

Recreational cannabis became legal in Canada on October 17th, 2018. Canada's provinces and territories are responsible for the licensing and oversight of the distribution and sale of cannabis, subject to Federal conditions. The Government of Ontario has passed legislation that will regulate the sale and distribution of recreational cannabis, rules around usage and possession. Municipalities will be provided with an opportunity to opt-out of allowing retail outlets within their respective geographic boundaries, with a decision required by January 22, 2019. Retail outlets would be allowed to commence operation April 1, 2019.

This report provides the background and information regarding the opt in/opt out decision that will be required of town Council and the potential to make decisions that will impact the range of physical locations where cannabis can be consumed.

## Enforcement

Police will enforce some of the federal and provincial cannabis legislation, including criminal offences. The federal government has provided funds to police forces for training and the Ontario

government has worked with Ontario Provincial Police and municipal police forces to increase the number of officers trained in the Standard Field Sobriety Test and as Drug Recognition Experts.

Public Health Units enforce the Smoke Free Ontario Act (SFOA) which, among other regulations, regulates where tobacco can be consumed. Cannabis use enforcement has been added to these duties and will continue to be enforced by Municipal By-law Enforcement Officers.

The Federal Cannabis Act strictly controls the operations of licensed growers as well as the advertising and promotion of cannabis. The Federal government also regulates the medical cannabis industry, sales and distribution.

## Authorizing and Licensing Retail Outlets

Bill 36, also referred to as The Cannabis Statute Law Amendment Act, 2018 authorizes the Alcohol and Gaming Commission of Ontario (AGCO) to license and regulate private cannabis retail in the province. The AGCO will establish processes for Retail Operator Licensing and Retail Store Authorization for retail cannabis stores in communities where municipal governments have not opted out.

The AGCO will designate the authority to carry out inspections and enforcement of the Act. Municipal official plans, zoning approvals and licensing by-laws will not apply. The AGCO has three licensing functions:

- The AGCO will be responsible for licensing cannabis Retail Store Operators. Licensing will be subject to criminal and financial eligibility checks. The AGCO will open the application process for store operator licenses on December 17, 2018.
- Once a specific cannabis retail site has been proposed, the AGCO will be responsible for determining and granting Retail Store Authorization.
- AGCO will license cannabis store retail managers employed in senior positions at retail locations

The AGCO will provide municipal governments and the public with a 15-day notification period of a proposed store site to receive public input, establish public interest and hear concerns from the local community. The public notification of a proposed cannabis retail site will also be posted on the building and on the AGCO's website.

Cannabis retail siting is exempt from typical land use planning processes in that a cannabis retail store cannot be zoned as a specific land use. As a retail store, it would still need to comply with existing zoning requirements. The province is, however, enforcing some requirements including that store locations will need to observe a minimum distance of 150 metres from schools. A municipal government may consider setting out a policy statement identifying locally sensitive considerations for uses, to best represent the expectations of the community. Note that there is no regulatory requirement for the AGCO to act on the municipal input.

There is no cap on the number of storefronts, leaving it to market demand to decide locations and the number of stores. A market concentration limit of 75 stores per operator has been set to prevent a high



degree of market consolidation, promote opportunities for small businesses and promote investment in the cannabis retail sector.

Other new strict regulations established by the Ontario Government include:

- Retailers will not be permitted to allow anyone under the age of 19 to enter their stores. This approach and other regulations were developed to address the risk of youth exposure to the cannabis retail market.
- Specific instances in which applicants will be denied a licence, including cannabis-related criminal offences. Notably, illegal cannabis retailers who were operating after October 17, 2018 are not eligible for Ontario cannabis sales licenses.
- A prohibition on the issuance of a licence to any individual or organization who has an association with organized crime.
- Requirement that individuals or entities applying for an operator licence demonstrate their tax compliance status to show that they are in good standing with the government.
- A requirement for all private recreational cannabis retail storefronts to be stand-alone stores only.
- Individuals with a store authorization, cannabis retail managers and all retail employees will be required to complete the approved training to ensure that any individual who works in the cannabis retail market is trained in the responsible sale of cannabis.
- Private retail recreational cannabis stores will be permitted to open between 9:00 a.m. and 11:00 p.m. on any day, aligning with regulations for the operating hours of alcohol retail.

## Financial Implications

If approved, the choice to opt-in provides Espanola with the ability to share in a larger portion of future funding provided by the Province. Staff will continue to track the incremental costs of implementing and enforcing the legalization of recreational cannabis at the municipal level. Any additional funding requirements would be subject to Council's review and approval via annual operating budgets.

The transition to legal recreational cannabis will impact some local services and municipal government functions including: policing, public health, by-law enforcement and potentially paramedic services. To help manage these municipal impacts, the provincial government has confirmed the commitment to provide municipal governments with \$40 million from the federal excise tax to municipal governments. An initial \$15 million will be split on a per household basis among the province's municipalities at the start of the new year, with all communities receiving at least \$5,000. An additional \$15 million will then go to municipalities that agree to host cannabis retail stores within their boundaries. The province will set aside an additional \$10 million as a contingency fund to deal with any "unforeseen circumstances" related to marijuana legalization that municipalities might encounter.

An additional funding amount equivalent to the 50/50 provincial-municipal split of federal excise tax will be available if Ontario's revenues exceed \$100 million in the first two years. It is anticipated that opting out of allowing cannabis retail in their respective communities will affect excise tax revenue sharing for municipalities.

## Opting In vs Opting Out

As previously referenced, the Province of Ontario has committed to funding that would see municipal governments share at least \$40 million of the provincial portion of the federal cannabis excise tax. Opting out of retail outlets will impact the amount of funding a municipality receives which is calculated based on a per capita formula.

## Council Consideration

For Council consideration, it is significant to note that opting out of cannabis retail does not prohibit the use of cannabis in Town of Espanola, it only restricts access. Enforcement and other municipal costs will still be incurred, as it is anticipated that recreational cannabis use will still occur. As previously noted, opting out of cannabis retail will have an impact on the revenue realized from senior levels of government.

*Opting out can...*

- *Enforcement Costs increase when opting out due to black market involvement through an easier and quicker method to obtain,*
- *Opting out will decrease revenues able to be collected through direct legalization funding,*
- *Create a similar prohibitive nature as prior Oct 17<sup>th</sup> for underage access to illegal cannabis,*
- *Encourage unregulated cannabis distribution and use,*
- *Discourage entrepreneurs from servicing a vibrant local market,*
- *Remove jobs from employees of said entrepreneurs,*
- *Insuring we are giving Quality Controlled cannabis options eliminating the risk of contamination,*
- *Allow children access to cannabis through the Black-Market due to not asking for proof of ID,*
- *Drive locals to surrounding cities or towns that do have Recreational establishments.*

A municipality can decide to allow cannabis retail stores within its jurisdiction any time before January 22, 2019. If a municipality decides it will allow cannabis retail stores within its jurisdiction, the AGCO should be notified as soon as possible. Early notification to the AGCO will not change the date that licensed retail stores may open, which remains April 1, 2019.

However, with changes to the application process to include a lottery style application with a limit of 25 stores at the beginning, Espanola will not be eligible for the first licensed due to population being below 50 000 people.

## Final Statement

As you may have already realized, legalization of cannabis hasn't created undue burdens on the system since its inception, we don't hear of our youth being demonized, I can say with confidence that I've strolled past the same amount or even fewer public consumers of cannabis than the work up to legalization. With polls stating an estimated 40-50 % of the population are cannabis users with more supporting retail sales, having a Retail model in Espanola would be beneficial in multiple ways.

Retail cannabis will play a vital role in integrating education, consumer awareness, safe and quality-controlled product, along with economic growth into the Town of Espanola. The following are some benefits surrounding the choice of opting in.

- Allowing retail stores will provide jobs for a demographic of people who would otherwise have their talents and knowledge go to waste propelling the un-motivated to participate in many ways.
- Retail cannabis stores bring the option for the user to decide in real time what they want and receive their product choice immediately.
- Retail cannabis will remove the possibility of youth access to cannabis,
- Aid in the elimination of Black-market cannabis sales,
- Keep youth access to cannabis restricted through strict government policy
- Generate extra revenue for the town of Espanola to use towards legalization efforts such as community outreach, policing and policy enforcement.
- Contribute to providing quality-controlled cannabis guaranteeing safety of the community
- Encourage education that allows for informed consent and proper use of cannabis products.
- Bring in patrons from other communities surrounding Espanola who are without access boosting other businesses in the area.

The current legal system does allow for mail order cannabis yet in my experience cannabis users aren't accustomed to waiting for their product to come in the mail 3 days later or not be able to see what they purchase.

## Education

Education is key for consumers to make better choices on the products they consume which correlates to better experiences and a more responsible user.

The following are important factors when consumers chose a selection and successful retail establishments will implement these educational points to our patrons. This harm reduction policy although it may vary from company to company is the best way to implement smart cannabis consumption choices.

- Understanding the plant,
- The plants effects,
- Different percentages of active compounds
- The safety of informed decisions with cannabis and driving,
- Youth use of cannabis
- Proper usage and methodologies with healthier outcomes
- Proper titration of individual needs

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Subject:	Staff Report	Effective Date:	06/05/17
Policy No:		Revision Date:	13/05/29
Bylaw No:		Version #:	2

# STAFF REPORT

**DEPARTMENT:** Administration

**DATE:** Jan 2, 2019

**ITEM:** Cannabis Retail Stores

**RECOMMENDATION:** To be Determined

**BACKGROUND:** Refer to Staff Report and backup Included In December 11, 2018 Regular Council Meeting Agenda.

## **ANALYSIS:**

### **Opt out - Prohibit private cannabis retail stores**

- Council must pass a resolution to opt out and provide it to the Alcohol and Gaming Commission of Ontario by Jan. 22, 2019.
- Council can reverse their decision at a later date, but will then be unable to opt out in the future.
- If Council opts out, no cannabis retail store authorizations will be issued in the Town of Espanola, therefore there will be no legal cannabis storefronts in the municipality.
- Individuals who are 19 years of age and older will be able to continue to legally purchase recreational cannabis through the Ontario Cannabis Store online, or they can purchase cannabis at a retail store in a community that has not opted out.
- Initial funding from the province will be distributed to municipalities in January 2019 on a per-household basis. The Town of Espanola is expected to receive approximately \$6,215. If Council opts out, the second installment will be capped at \$5,000. The municipality will only be able to use these funds for costs related to the transition of legalization (i.e., enforcement, emergency services, etc.).
- If Council opts out, the municipality would not be eligible to receive a share in the federal excise duty.
- The province has set aside \$10 million in funding for "unforeseen circumstances" and priority to access these funds would go to municipalities that have not opted out by the Jan. 22, 2019 deadline.

### **Opt in - Allow private cannabis retail stores**

- If Council does not pass a resolution to opt out by Jan. 22, 2019, they are automatically deemed to have opted in and this decision is final.
- The Alcohol and Gaming Commission of Ontario will be responsible for issuing a licence to operate a cannabis retail store, a licence for a location of a storefront, as well as a licence to manage a cannabis retail store.
- The province has identified a buffer-zone of, at minimum, 150 metres between a

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cannabis retail store and a school.

- The municipality will not be able to pass by-laws to create restrictions specific to cannabis retail stores, it cannot limit the number of cannabis stores in Espanola, and it cannot create separate business licensing regulations for cannabis retail stores.
- The province will post a notice to the public on the Alcohol and Gaming Commission of Ontario (AGCO) website and place a notice on the proposed cannabis store location for 15 days. During that time, the municipality and residents will be able to provide a written submission to the AGCO about any concerns they have with the retail location. The AGCO may refuse to authorize the store if it is in the public interest to do so. The following are the areas of "public interest" the AGCO can consider, as defined by the regulations:
  - Public health and safety;
  - Protecting youth and restricting their access to cannabis; and,
  - Preventing illegal activities in relation to cannabis.
- If Council opts in by Jan. 22, 2019, they will be eligible for a second installment of funds. The municipality will only be able to use these funds for costs related to the transition of legalization (i.e., enforcement, emergency services, etc.).
- If the province's portion of federal excise taxes on recreational cannabis exceeds \$100 million, the province will provide 50% of the surplus to municipalities who did not opt out as of Jan. 22, 2019.

**EXISTING POLICY:** Council Resolution

**STRATEGIC GOAL:** Safe and Health Community / Excellence in Government

**FINANCIAL COMMITMENT:** \$0

**BUDGETED:** NA

Yes

No

**IMPLEMENTATION:** AGCO licences cannabis retail stores

**Prepared By:**

Paula Roque

**CAO / Treasurer:**

Cynthia Townsend

**Approval of Recommendation:**

Yes

No

**Comments:**

# STAFF REPORT

**DEPARTMENT:** Administration

**DATE:** January 9, 2019

**ITEM:** Budget 2019

## RECOMMENDATION:

### BACKGROUND:

Further to the discussion at Corporate Services, and specifically the comment with regard to the same format as last year and the further discussion which took place regarding line by line.

The process for budget presentations will remain the same as in prior years, with Department Managers speaking to their respective budgets as outlined in the budget document. These presentations generally review each program with explanations of variances from one year to the next and highlight any significant projects planned for the upcoming year.

### ANALYSIS:

Currently the g/l is set up so that each program or service is in a separate department. Each department represents a line in the public budget document. In some cases two similar programs may be grouped for presentation purposes.

The g/l report is limited to 5 columns, since switching to the 3 year format, the other two columns are the last council approved budget and the actual year to date. The problem with the year to date numbers is that when printed in January, they are not accurate as they do not represent all of the invoices that are often received two months later or the many other year end accruals and reserve transfers. Many of the questions in the 2018 budget deliberations were due to this and answered by the updated figures.

Quarterly budget to actual figures with variance explanations are circulated to council, in addition the year-end figures are audited and the Financial Information Return submitted to the Ministry.

In keeping with the Budget Policy, a 3 year budget document is required but this may be shown differently in the budget document with the projections included on the summary pages which may provide columns in the departmental budgets for 1-3 years of historical actual figures.

The additional challenge with the current format is that previous councils chose to show the revenue beside the program expenditures, thus creating the need for an additional two columns.

The difficulty in presenting actual figures for 2018 is that they will not be 100% accurate. Often budgets are prepared by looking at a history of historical figures of 3 – 5 years, therefore relying only on one year is also problematic.

Administration is committed to providing the best possible information to council for budget purposes, the concern is that 2018 line by line package may not be the best. To further complicate the presentation from the g/l there is also the reserve transfers and amortization which are shown separately on the budget document but grouped in the g/l.

Included is an example from the 2018 budget and an example of the back up to support it.

**EXISTING POLICY:** Budget Policy

**FINANCIAL COMMITMENT:** 2019 Levy

**STRATEGIC GOAL:** Excellence in Government

CAO/

Treasurer

*Cynthia Townsend*

DEPARTMENT	Required	Expected	Discretionary	2017 NET LEVY	2018 BUDGETED EXPENDITURES	2018 BUDGETED REVENUES	2018 NET LEVY	BUDGET CHANGE	BUDGET %	2019 BUDGETED EXPENDITURES	2019 BUDGETED REVENUES	2019 NET LEVY	BUDGET CHANGE	BUDGET %	2020 NET LEVY	BUDGET CHANGE	BUDGET %
ADMINISTRATION																	
Sources of Revenue:																	
User fees				(29,800)		(32,300)	(32,300)	(2,500)	8.39%		(32,600)	(32,600)	(300)	0.93%	(33,300)	(700)	2.15%
Transfer from reserves				(110,000)		(112,490)	(112,490)	(2,490)	2.26%		-	(3,000)	112,490	-100.00%	-	-	#DIV/0!
Other fees				(3,000)		(3,000)	(3,000)	-	0.00%		(3,000)	(3,000)	-	0.00%	(3,000)	-	0.00%
				(142,800)		(147,790)	(147,790)	(4,990)	3.49%		(35,600)	(35,600)	112,190	-75.91%	(36,300)	(700)	1.97%
Expenses																	
Council																	
Members of Council	R			137,100	135,100		135,100	(2,000)	-1.46%	162,965		162,965	27,865	20.63%	164,265	1,300	0.80%
Office Operations	E			14,300	21,800		21,800	7,500	52.45%	21,300		21,300	(500)	-2.29%	21,400	100	0.47%
Public Relations	E			9,000	9,000		9,000	-	0.00%	9,050		9,050	50	0.56%	9,200	150	1.66%
Elections	E			11,020	40,000		40,000	28,980	262.98%	11,040		11,040	(28,960)	-72.40%	11,300	260	2.36%
Cultural Activities	E			4,500	4,500		4,500	-	0.00%	4,500		4,500	-	0.00%	4,500	-	0.00%
Strategic Planning-Police Costing	D			25,000	1,724,175		1,724,175	1,698,175	6796.70%	-		-	(1,724,175)	-100.00%	-	-	#DIV/0!
Administration																	
Administration Staff	E			802,060	805,750		805,750	3,690	0.46%	821,610		821,610	15,860	1.97%	838,250	16,640	2.03%
Office Operations	E			255,800	249,890		249,890	(5,910)	-2.31%	246,420		246,420	(3,470)	-1.39%	255,260	8,840	3.59%
Building Operations	E			200,210	181,020		150,420	(45,790)	-24.87%	71,650		40,650	(109,770)	-72.98%	35,800	(4,850)	-11.93%
				1,458,990	3,171,235		3,140,635	1,681,645	115.26%	1,348,535		1,317,535	(1,823,100)	-58.05%	1,339,975	22,440	1.70%
Transfer from reserves																	
Amortization				22,700	22,700		22,700	-	-	22,700		22,700	1,702,475	-	-	-	-
General Fund:				1,338,890	3,193,935		1,313,070	(25,820)	-1.93%	1,371,235		1,304,635	(8,435)	-0.64%	1,326,375	21,740	1.67%
Administration Total				1,338,890	3,193,935		1,313,070	(25,820)	-1.93%	1,371,235		1,304,635	(8,435)	-0.64%	1,326,375	21,740	1.67%



TOWN OF ESPANOLA  
Budget Report By Function



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Date : May 25, 2018

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From Category : 0 To Category : 830830

Account Code : ?-?-?????-???? To : ?-?-?????-????

Account Code	Account Description	2017 ACTUAL VALUES	2017 COUNCIL RECOMMENDA TION	2018 DEPARTMENT ESTIMATE	2019 DEPARTMENT ESTIMATE	2020 DEPARTMENT ESTIMATE
1-->	General Operating Fund					
120110-->	Office Operations					
3-->	Revenue					
1-3-120110-0594	TRANSFER FROM RESERVE	0	-10,000	-10,000	0	0
	Total Revenue	0	-10,000	-10,000	0	0
4-->	Expense					
1-4-120110-3111	STATIONERY	6,701	8,000	7,000	7,000	7,000
1-4-120110-3113	COMPUTER EQUIPMENT	5,164	7,000	7,000	7,000	7,100
1-4-120110-3119	PUBLICATIONS AND SUBSCRIPTION	0	100	0	0	0
1-4-120110-3151	FURNITURE & EQUIPMENT	2,743	3,000	3,000	3,000	3,100
1-4-120110-3595	MATERIALS & SUPPLIES	889	1,000	1,000	1,000	1,000
1-4-120110-4119	MEETING SUPPLIES	255	1,000	1,000	1,000	1,000
1-4-120110-4311	POSTAGE	6,944	8,000	7,000	8,000	9,000
1-4-120110-4329	TELEPHONE, INTERNET & FAX	2,670	4,000	3,500	4,000	4,100
1-4-120110-4335	PHOTOCOPY	1,948	4,000	3,500	4,000	4,100
1-4-120110-4411	AUDIT	27,135	27,500	28,000	28,500	29,100
1-4-120110-4412	LEGAL	3,025	7,500	6,500	6,500	6,500
1-4-120110-4453	OTHER CONSULTING	15,875	17,000	16,300	16,700	17,000
1-4-120110-4455	SOFTWARE SUPPORT	31,640	30,000	30,490	30,990	31,600
1-4-120110-4531	SPECIAL SERVICES	0	10,000	10,000	0	0
1-4-120110-4712	OFFICE EQUIPMENT LEASE	9,134	12,000	12,000	12,000	12,000
1-4-120110-4911	ACCIDENT POLICY (COWAN)	105,274	109,600	107,000	110,000	115,800
1-4-120110-5312	TRANSACTION CHARGES	6,811	6,000	6,500	6,630	6,760
1-4-120110-5521	GENERAL ACCOUNT WRITE-OFF	-634	100	100	100	100
	Total Expense	225,574	255,800	249,890	246,420	255,260
	Office Operations Surplus/Deficit	225,574	245,800	239,890	246,420	255,260

TOWN OF ESPANOLA  
Budget Report By Function



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Date : May 25, 2018

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From Category : 0 To Category : 830830  
Account Code : ?-?-??????-???? To : ?-?-??????-????

Account Code	Account Description	2017 ACTUAL VALUES	2017 COUNCIL RECOMMENDA TION	2018 DEPARTMENT ESTIMATE	2019 DEPARTMENT ESTIMATE	2020 DEPARTMENT ESTIMATE
1-->	General Operating Fund					
120120-->	Building Operations					
3-->	Revenue					
1-3-120120-0449	BUILDING RENTS	-25,932	-25,900	-26,400	-26,800	-27,300
1-3-120120-0461	FACILITY RENTAL	-4,200	-4,200	-4,200	-4,200	-4,300
1-3-120120-0594	RESERVES	-100,000	-100,000	-50,970	0	0
	Total Revenue	-130,132	-130,100	-81,570	-31,000	-31,600
4-->	Expense					
1-4-120120-3221	HYDRO	16,032	22,000	22,430	22,790	23,200
1-4-120120-3561	JANITORIAL SUPPLIES	770	1,500	1,500	1,500	1,500
1-4-120120-3595	MATERIALS & SUPPLIES	1,571	1,500	1,500	1,500	1,500
1-4-120120-4329	TELEPHONE, INTERNET & FAX	283	310	310	310	300
1-4-120120-4531	JANITORIAL	14,036	14,000	14,280	14,550	14,800
1-4-120120-4575	HEALTH SERVICES	611	1,000	1,000	1,000	1,000
1-4-120120-4619	GENERAL BUILDING MTCE.	167,776	190,000	140,000	30,000	25,000
1-4-120120-5502	AMORTIZATION EXPENSE	9,112	22,700	22,700	<del>22,700</del> 10,000	<del>22,700</del> 10,000
	Total Expense	210,191	253,010	203,720	94,350	90,000
	Building Operations Surplus/Deficit	80,059	122,910	122,150	63,350	58,400