



REGULAR COUNCIL AGENDA

For the Corporation of the Town of
Espanola

Council Meeting

To Be Held On

Tuesday, July 9, 2019
Council Chambers

100 Tudhope Street
7:00 pm



Espanola Council AGENDA

*For the Regular Meeting of the Town of Espanola
To Be Held On **Tuesday, July 9, 2019** at 7:00 p.m.
In The Council Chambers, Municipal Building*

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

Please note this meeting will be streamed.

Disclosure of Pecuniary Interest and General Nature Thereof

PUBLIC HEARINGS

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

Council of the Town of Espanola will be considering a request from the DFR Jays (local men's league baseball team) for an exemption to Municipal Bylaw No. 1189/96, being a Noise Bylaw. This exemption will permit the Espanola Annual Mixed Slo-Pitch Tournament to allow a Home Run Derby on Friday, August 9th, from 9:00 pm until 1:00 am on Saturday, August 10th, and music and live bands at the pavilion on Saturday, August, 12th from 8:00 pm until 2:00 am Sunday, August 11th, 2019. This event will take place at the Red McCarthy Memorial Ball Fields Pavilion.

DELEGATIONS

None

QUESTION PERIOD

PART 1 - CONSENT AGENDA

Resolution Prepared Adopting Resolutions for
Items **A1 to F3 inclusive** contained in the Consent Agenda

- CA-13-19 Be It Resolved That: Items A1 to F3 inclusive contained in Part 1, Consent Agenda be adopted.

Adoption of Minutes

A1 Special Meeting of Council of June 18, 2019

A2 Regular Meeting of Council of June 25, 2019

- 19-149 Be It Resolved That: The following Minutes are hereby accepted; Special Meeting of Council of June 18, 2019; Regular Meeting of Council of June 25, 2019.

Board and Committee Reports

B1 Committee of the Whole of June 25, 2019

- 19-150 Be It Resolved That: The following Board and Committee reports are hereby received: Committee of the Whole Meeting Minutes of June 25, 2019.

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

None

Bylaws and Resolutions

The following bylaws will be read and passed.

E1 Bylaw No. 2929/19

- 19-151 Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of June 25, 2019.

Reports

F1 Fire Department Departmental Report for May 2019

F2 Public Health Sudbury and Districts Meeting Minutes of June 20, 2019

F3 Manitoulin – Sudbury District Services Board Meeting Minutes of June 20, 2019.

- 19-152 Be It Resolved That: The following reports are hereby received; Fire Department Departmental Report for May 2019; Public Health Sudbury and Districts Meeting Minutes of June 20, 2019; Manitoulin – Sudbury District Services Board Meeting Minutes of June 20, 2019.

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

Bylaws and Resolutions

G1 Recommendation regarding Noise Bylaw Exemption

- 19-153 See Public Hearing

G2 Bylaw No 2928/19; being a Deeming Bylaw for Lot Consolidation

Page 4

- 19-154 Be It Resolved That: Bylaw 2928/19, being a Deeming Bylaw for lot consolidation of PIN 73408-0344/Roll #011-05200, Algoma St & PIN 73408-0356/Roll #011-05300, 140 Algoma St be adopted.

G3 Recommendation regarding Donation Request

- For Direction

G4 In Camera

- 19-155 Under authority of Section 26.1.3 of Bylaw No. 2062/08, Council goes into an "in camera" session for the purpose stated in Section 239.2 of the Municipal Act:
 - personal matters about an identifiable individual, including municipal or local board employees

G5 Recommendation regarding Building Inspector

- 19-156 Be It Resolved That: WHEREAS Council hereby acknowledges that they have been informed by Management that the Corporation will be unable to meet the requirements as outlined in the Ontario Building Code;
THEREFORE Council accepts the associated risks associated with not hiring a building inspector to assist the Chief Building Official as recommended.

Correspondence For Information Only

H1 Fire Hall Costs

H2 Council Training Budget

Information

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

Cheque Register for June 2019

City of Hamilton Correspondence re: Public Health Changes in Ontario

Sudbury Community Legal Clinic correspondence re: Cuts to Legal Aid

Ministry of the Solicitor General correspondence re: EMCPA Compliance

Andrea Horwath correspondence re: AMO conference

Affordability Fund correspondence re: Affordability Fund

Conference and Conventions

None

Mayor and Councillor Reports and Announcements

Future Council/Committee Meetings

Regular Meeting of Council of August 13, 2019 @ 7:00 pm

Corporate Services Committee Meeting of September 3, 2019 @ 4:00 pm

Adjournment

Closed Meeting (if required)

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

**Council Chambers
Municipal Office**

**June 18, 2019
3:59 pm**

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

Doug Arthur, Partner Desmarais Keenan LLP
Doug Bamberger, Associate Desmarais Keenan LLP

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

In Camera

H. Malott – R. Dufour

Be It Resolved That:

1. Under authority of Section 26.1.3 of Bylaw No. 2062/08, Council goes into an "in camera" session for the purpose stated in Section 239.2 of the Municipal Act:
 - Educating or training member of council, local boards or committee (s. 239 (3.1))
 - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Time: 3:59 pm

Carried

**Resume Special
Meeting**

B. Foster – S. Hayden

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

Time: 4:36 pm

Carried

**Economic
Development
Corporation
Directors**

H. Malott – R. Dufour

Be It Resolved That: All members of Council are listed as directors for the initial formation for the economic development corporation.

Carried

Adjournment

S. Hayden – K. Duplessis

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

Time: 4:39 pm

Carried

J. Beer
Mayor

P. Roque
Clerk



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

**Council Chambers
Municipal Office**

**June 25, 2019
7:00 pm**

Mayor Beer presided over the meeting.

Present:

Councillor K. Duplessis, R. Dufour, B. Foster, H. Malott, M. Van Alstine

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

Absent:

Councillor S. Hayden

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

Disclosure of pecuniary interest and the general nature thereof.

Public Hearing

None

Delegations/Petitions

None

Question Period

Mr. J. Kozlowski stated his name and address of 476 Polojko Dr. asked if In Camera Meetings were private. The Mayor responded "yes". Mr. Kozlowski then stated "after the meeting the vote is in public." Mayor Beer stated there were no In Camera Meetings this evening and the Procedural Bylaw has not been passed. Mr. Kozlowski stated he was asking a question about In Camera meetings. The Mayor advised that questions at this point in time need to be about items on the Agenda. Mr. Kozlowski took his seat.

Mayor Beer asked if there were any items to be severed. Clarification was provided to Councillor Van Alstine on when a items should be severed to the Regular Agenda.

CONSENT AGENDA

CA-012-19 M. Van Alstine – H. Malott

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

Carried

Items A1-A2
Council Minutes

19-136 H. Malott – M. Van Alstine

Be It Resolved That: The following Minutes are hereby accepted; Special Meeting of Council of June 11, 2019; Regular Meeting of Council of June 11, 2019.

Carried

Board and Committee Reports

Item B1

19-137 R. Dufour – M. Van Alstine

Be It Resolved That: The following Board and Committee reports are hereby received: Corporate Services Committee Meeting of June 4, 2019.

Carried

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Corporate Services Committee Meeting of June 4, 2019

Item D1
POA Write Off's

19-138 H. Malott – R. Dufour

Be It Resolved That: As Recommended by the Corporate Services Committee That: Council write off the attached list of flies that have been in default since prior to the transfer in 1999 up to and including 2000.

Carried

Item D2
Code of Conduct

19-139 H. Malott – R. Dufour

Be It Resolved That: As Recommended by the Corporate Services Committee That: Bylaw No 2921/19 be adopted, being a Bylaw to adopt a revised Code of Conduct for Council and Local Boards.

Carried

Bylaws and Resolutions

Item E1
Confirmatory Bylaw

19-140 H. Malott – R. Dufour

Be It Resolved That: Bylaw No 2925/19 be adopted, being a Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of June 11, 2019.

Carried

Item E2

19-141B. Foster – K. Duplessis

eScribe Software Ltd

Be It Resolved That: Bylaw No 2926/19 be adopted, being a Bylaw of the Town of Espanola to execute an Agreement with eScribe Software Ltd for meeting and agenda automation.

Carried

Item E3

R.I.D.E. Grant Program

19-142 K. Duplessis – B. Foster

Be It Resolved That: Bylaw No 2927/19 be adopted, being a Bylaw of the Town of Espanola to execute an Agreement with The Espanola Police Services Board and the Ministry of the Solicitor General under the R.I.D.E. Grant Program.

Carried

Items F1-F4
Reports

19-143 B. Foster – K. Duplessis

Be It Resolved That: The following reports are hereby received; Leisure Services Department Departmental Report for May 2019 Economic Development Department Departmental Report for May 2019; Public Works Department Departmental Report for May 2019; Joint Health and Safety Meeting Minutes of May 2, 2019.

Carried

A discussion ensued regarding the short staffing issue at the Recreation Complex. Councillor Van Alstine was interested in knowing the reasons that employees are leaving the Complex and asked if there was something that Council could do to help. Staff was directed to bring a report to the Community Services Committee in September with suggestions on how Council can improve the situation. Councillor Foster asked that the report contain a description of casual, part time and full time positions, their roles and the amount of hours for each position.

PART II
REGULAR AGENDA
Bylaws and Resolutions

Item G1
Hiring Policy

19-144 H. Malott – R. Dufour

Be It Resolved That: As Recommended by the Corporate Services Committee That: Effective immediately, all new positions and replacement of existing positions will be reviewed by Council, prior to advertising or prior to the internal selections process.

A discussion ensued. Councillor Duplessis advised he would like to amend this motion. As per the Procedural Bylaw each amendment must be voted on separately.

B. Foster – K. Duplessis

Council will review the replacement positions that become vacant excluding firefighters.

Carried

A discussion ensued. The Mayor stated that a change will be made to the Hiring Policy and it will be brought back to Corporate Services Committee.

Councillor Foster questioned if this was for all positions, including temporary. Mayor Beer suggested another amendment to the motion following the vote to the first amendment.

As per the Procedural Bylaw each amendment must be voted on separately.

B. Foster K. Duplessis

And casual positions.

Carried

H. Malott – R. Dufour

Be It Resolved That: As Recommended by the Corporate Services Committee That: Effective immediately Council will review the replacement positions that become vacant excluding firefighters and casual positions.

Carried

Item G2
Building
Inspector/Property
Standards Officer

19-145 K. Duplessis – B. Foster

Be It Resolved That: Staff proceeds with filling the vacant Building Inspector position.

Defeated

Councillor Van Alstine asked for a copy of the KPMG Service Delivery Review.

A discussion ensued regarding utilizing the Building Inspector that was hired to serve the outlying areas. Mayor Beer advised that individual was fully booked with the other areas. Mayor Beer then asked the CBO to comment on the hours regarding that contracted position. Mr. Rivet explained that the outlying areas would like to have this individual work more hours in each municipality and it would not be possible for him to be spread out anymore. He reminded Council that travel distances for those areas takes a lot of time.

Further discussion ensued regarding the use of shared services with other municipalities. Ms. Townsend added that the last time they looked at this position, queries were made to Elliot Lake and the Island Municipalities; no one was willing to share their Building Inspector with the Town, citing liability issues and not enough time to share.

A discussion ensued regarding the amount of hours the

contracted building inspector works, Ms. Townsend advised he is working 35 hours a week.

Councillor Foster and Mayor Beer spoke to the liability to the Town in the event if inspections cannot take place in a timely fashion. Ms. Townsend spoke of the importance of the Building permits and how they are used to ensure the taxation system is done in a fair manner.

Item G3
Video Surveillance Policy

19-146 B. Foster – K. Duplessis

Be It Resolved That: The Video Surveillance Policy be adopted as amended.

Deferred

A discussion ensued regarding the legalities of having audio recordings done.

Staff was directed to seek a lawyers advice on the policy along with a legal opinion on where our cameras are installed and our current practices.

Item G4
2019 Winter Sand Tender Award

19-147 K. Duplessis – B. Foster

Be It Resolved That: Council award the 2019 winter sand tender to OCL Custom Crushing & Quarrying Ltd.

Carried

Item G5
CDM Energy Plan

19-148 B. Foster – K. Duplessis

Be It Resolved That: Council accept and endorse the updated Town of Espanola Energy Conservation and Demand Management Plan (2020-2024), dated July 1, 2019, and approval to consider the energy conservation measures outlined within the plan in an effort to achieve the stated additional 5-10% reduction in energy consumption in municipal operations by 2025 compared to the 2014 baseline.

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.

Crown-Indigenous Relations correspondence re: Boundaries of Whitefish River
Blue Sky Economic Growth correspondence re: Broadband Funding Briefing
MTO correspondence re: Highway classification
Public Health Sudbury & Districts correspondence re: Parity of Esteem Position Statement

MAH correspondence re: More Homes, More Choice Act

Conference and Conventions

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

Mayor and Councillors Reports and Announcements

NOTICE OF MOTION M. Van Alstine – R. Dufour

Be It Resolved That: The audio surveillance at the complex cease immediately.

Carried

Audio Surveillance M. Van Alstine – R. Dufour

Be It Resolved That: The audio surveillance at the complex cease immediately.

Carried

Fire Hall Costs

Councillor Van Alstine spoke to the current firehall costs and the overages. Ms. Townsend provided clarification on those numbers.

Garbage Contract

A discussion ensued regarding negotiating a new garbage contract as the current one is expired. Ms. Townsend advised that this item was brought to the previous Council for direction where discussions took place regarding bag reductions; ultimately it was defeated because it was too complicated. Ms. Townsend advised they are waiting for more information from Riverside before bringing it to Council to start negotiations once again.

Building Inspector

Councillor Foster advised that because this position will not be filled and with the current employee being off on vacation or perhaps sick time from time to time he would like a report from staff advising how they are going to handle this as he feels it may be compromising parts of the business that Council should be aware of.

Future Council Meetings

Regular Meeting of Council of July 9, 2019 @ 7:00 pm

Regular Meeting of Council of August 13, 2019 @ 7:00 pm

Adjournment

K. Duplessis – B. Foster

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

Time: 8:27 pm

Carried

Jill Beer
Mayor

Paula Roque
Clerk

Unapproved

**COMMITTEE OF THE WHOLE
OF THE TOWN OF ESPANOLA**

**Council Chambers
Municipal Building**

**June 25, 2019
6:00 pm**

Her Worship Mayor Beer presided over the meeting.

Present: Councillor R. Dufour; K. Duplessis; B. Foster; H. Malott; M. Van Alstine
Staff: P. Roque, Clerk; C. Townsend, CAO/ Treasurer; T. Denault-Roque, Recording Secretary

Absent: Councillor Hayden

**4th Draft of
Procedural Bylaw**

The Committee reviewed the 4th Draft of the Procedural Bylaw along with the submitted comments from Council.
It was the consensus of the Committee to not list Roberts Rule of Order in the Preamble.

Staff was directed to:

- Remove the statement in section 2.14 "The chair will then canvas each member for their opinion on the motion."
- Add, "but not limited to" following ..."question period is an opportunity for the public to direct a question to Council pertaining to" in section 6.2.1. Add "If question is not answered during the meeting, it shall be submitted in writing" to the list of guidelines in the same section.
- Amend the wording in Schedule B to reflect our current practice for Items to be severed.
- Amend the wording in Schedule H; section c. to state that notification will be provided when the electronic meeting is being scheduled.

The Clerk advised that the Library Board Committee will be added to Schedule F.

The Mayor advised the next Committee of the Whole meeting will be scheduled for September 24th, 2019.

Adjournment

K. Duplessis – B. Foster

Be It Resolved That: The Committee of the Whole is hereby adjourned.

Time: 6:57pm

Carried

J. Beer
Mayor

Paula Roque
Clerk



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2929/19

**Being a bylaw of the Town of Espanola to Adopt
the Minutes of Council for the Term Commencing
December 1st, 2018, and Authorizing
Taking of any Action Authorized Therein and Thereby**

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

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

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

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1st, 2018, held on: June 25, 2019 and the same are hereby adopted.
2. That the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof and the exercise of any powers by the Council or Committees by the said minutes be and the same are hereby ratified, authorized and confirmed.
3. That where no individual bylaw has been or is passed with respect to the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof or with respect to the exercise of any powers by the Council or Committees in the above mentioned Minutes, then this bylaw shall be deemed for all purposes to be the bylaw required for approving and authorizing the taking of any action authorized therein or thereby or required for the exercise of any power therein by the Council or Committees.
4. That the Mayor and proper officers of the Corporation of the Town of Espanola are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council or Committees as evidenced by the above mentioned Minutes in Section 1 and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of the Corporation of the Town of Espanola and to affix the seal of the Corporation thereto.

Read a First, Second and Third Time and Passed this 9th day of June 2019.

J. Beer
Mayor

P. Roque
Clerk

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

DEPARTMENTAL REPORT

DEPARTMENT: FIRE DEPARTMENT	MONTH: May 2019
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Inspection Orders Completed:

- 1 – New Inspection
- 1 – Follow-up Inspection
- 1 – Final Inspection

Inter-Departmental:

- Meeting with PWD regarding propane tank site location for new fire hall
- Met with CBO and contractor to inspect residence
- Review and tour of the new fire hall construction site with the building committee
- Officially assumed possession of new fire hall – May 31st.

Fire Hall Construction Progress:

- Insulation is completed
- All of the drywall is up and mudded
- All plumbing lines are in and fixtures installed
- Electrical is 90% complete
- All interior walls have been painted
- Entrance canopies are completed
- H&V and ductwork is done

Fire Prevention:

- Installed smoke alarm for seniors
- Fire prevention education for apartment building tenants
- Home fire safety inspections continue

Other:

The Fire Chief:

- has taken air samples for compressor and sent out for analysis;
- continues with home inspections that require follow-up;
- reviewed revisions/updates to the Town's Emergency Response Plan and distributed;
- and staff began packing in preparation of move to new fire hall;
- attended the Espanola & Area Safety Coalition Meeting.

Fire Permits Issued:

DEPT. CALLS:

Number of Calls: May 2019 -- 7

Chimney Fire – 1
Car Fire - 1
CO Call/No CO Present - 2
False Alarm - 3

TOTAL CALLS TO DATE: 39

Number of Calls: May 2018 --11

Grass Fires - 1
Alarm System Malfunction/False alarm - 1
CO Call/No CO Present – 2
Outdoor Burning/Unauthorized – 4
Natural Gas Odour Calls - 3

TOTAL CALLS TO DATE: 34

FIREFIGHTER TRAINING – May

F/F Weekly Training – Hours for the Month: - Practices for May -	306.5 Hours (per firefighter/per practice x5 practices for the month)
F/F Extra Training for the Month: Not during regular weekly practice	N/A
Total Hours of Training for the Month:	<u>306.5 Hours</u>
Training Topics:	Hose handling, retrieval and application of water. Wild fire training. Portable pumps and attach team on bush lines. PPE, SCBA, don/doff equipment and timed. Air cascade procedures.
Number of Firefighters in attendance at weekly training:	May 1 – <u>23</u> May 8 – <u>16</u> May 15 – <u>23</u> May 22 – <u>25</u> May 29 – <u>23</u>
Employee Status: Orientation has begun for one of the new firefighters recently hired.	
Visitors: 27	

Department Manager: M. PichorSubmitted on: June 27, 2019



JUL 02 2019

MINUTES – FOURTH MEETING
BOARD OF HEALTH FOR PUBLIC HEALTH SUDBURY & DISTRICTS
PUBLIC HEALTH SUDBURY & DISTRICTS, BOARDROOM, SECOND FLOOR
THURSDAY, JUNE 20, 2019 – 1:30 P.M.

BOARD MEMBERS PRESENT

Janet Bradley
James Crispo
Randy Hazlett
Jeffery Huska

Robert Kirwan
René Lapierre
Glenda Massicotte
Ken Noland

Rita Pilon
Mark Signoretti
Nicole Sykes
Carolyn Thain

BOARD MEMBERS REGRETS

Bill Leduc

Paul Myre

STAFF MEMBERS PRESENT

Sandra Laclé
Stacey Laforest
Jamie Lamothe

Rachel Quesnel
France Quirion
Dr. Penny Sutcliffe

Renée St. Onge
Dr. Ariella Zbar

MEDIA PRESENT

Media

R. LAPIERRE PRESIDING

1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGEMENT

The meeting was called to order at 1:32 p.m.

2. ROLL CALL

3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST

There were no declarations of conflict of interest.

4. DELEGATION/PRESENTATION

i) Opioids: Public Health Update

- Dr. Ariella Zbar, Associate Medical Officer of Health and Director, Clinical Services
- Renée St Onge, Director, Knowledge and Strategic Services

Dr. Zbar and R. St Onge were invited to provide an update on Public Health Sudbury & Districts' local actions related to opioids, including our involvement with the City of Greater Sudbury Community Drug Strategy, what is known through opioid-related surveillance, and the community harm reduction work.

The Community Drug Strategy, jointly led by Public Health Sudbury & Districts and Greater Sudbury Police Service along with multiple stakeholders, has goals of improving community health and addressing drug-related issues through four pillars: health promotion and prevention of drug use, harm reduction, enforcement and justice as well as treatment.

R. St Onge reviewed the public health role in opioid-related surveillance to help understand the community impact of opioids, assist in determining messaging to the community, and to help understand trends to inform proactive or upstream prevention activities. Local opioid-related surveillance systems and data sources were described and snapshots of collated data from various sources were displayed.

On June 7, 2019, Dr. Sutcliffe, with the Greater Sudbury Police Chief's support, convened a special meeting specifically about surveillance and data to address concerns about conflicting information in the media and to come up with a plan to ensure rigour and accurate reporting so as not to erode community confidence. A number of next steps were identified. Work is underway to develop an opioid data dashboard that would be housed on the Community Drug Strategy website and serve as a common go-to for data that could be referred to by all partners.

The harm reduction approaches, including harm reduction messages, Naloxone distribution, and supervised consumption services, were described. The needs assessment and feasibility study that will be launched shortly will help understand the degree of needs and potential structure and type of supervised consumption services required in our community as well as the benefits and concerns.

These various initiatives are but a part of a comprehensive approach to drug use and related harms and additional approaches through health promotion, treatment, and enforcement continue to be built up and maintained.

Questions and comments were entertained and the presenters were thanked for an informative presentation.

5. CONSENT AGENDA

- i) **Minutes of Previous Meeting**
 - a. Third Meeting – May 16, 2019
- ii) **Business Arising From Minutes**
- iii) **Report of Standing Committees**
 - a. Board of Health Executive Committee Unapproved Minutes dated May 16, 2019
- iv) **Report of the Medical Officer of Health / Chief Executive Officer**
 - a. MOH/CEO Report, June 2019
- v) **Correspondence**
 - a. Bill S-228, Child Health Protection Act
 - Letter from the Board of Health, Peterborough Public Health, to the Senate of Canada dated May 9, 2019
 - b. Protecting York Region’s School Children through Immunization
 - Letter from the Regional Municipality of York, to the Public Health Sudbury & Districts Board Chair dated May 17, 2019
 - c. 2019 Ontario Budget and Modernizing Public Health
 - Letter from the Board of Health, Regional Municipality of Peel, to the Minister of Health and Long-Term Care dated May 21, 2019
 - Open Letter from the former Health Ministers, to the Minister of Health and Long-Term Care dated May 23, 2019
 - Letter from the Board of Health, North Bay Parry Sound District Health Unit, to the Deputy Premier and Minister of Health and Long-Term Care dated May 23, 2019
 - Letter from the Chair, Eastern Ontario Wardens’ Caucus, to the Premier of Ontario, Minister of Health and Long-Term Care, Minister of Municipal Affairs and Housing, and the Members of Provincial Parliament representing Eastern Ontario dated May 27, 2019
 - Letter from the Board of Health, Brant County Health Unit, to the Premier of Ontario and the Deputy Premier and Minister of Health and Long-Term Care dated May 27, 2019
 - Letter from the Board of Health, Public Health Sudbury & Districts, to the Premier of Ontario dated May 28, 2019
 - Letter from the Premier of Ontario, to the Public Health Sudbury & Districts Board Chair dated June 3, 2019
 - Letter from the Durham Region, to the Premier and Minister of Intergovernmental Affairs dated May 30, 2019

- Letter from the Board of Health, Timiskaming Health Unit, to the Minister of Health and Long-Term Care dated June 4, 2019, supporting the Board of Health for Sudbury & Districts Public Health's [motion 17-19](#)
- Letter from the Board of Health, Kingston, Frontenac and Lennox & Addington Public Health, to the Premier of Ontario dated June 4, 2019
- Letter from the Algoma Public Health Board of Health to the Minister of Health and Long-Term Care dated June 5, 2019
- Letter from the Board of Health, Timiskaming Health Unit, to the Minister of Health and Long-Term Care dated June 6, 2019
- d. Public Health Vision Screening in Peel Schools
 - Letter from the Board of Health, Regional Municipality of Peel, to the Minister of Health and Long-Term Care dated May 8, 2019
- e. Health Promotion as a Core Function of Public Health
 - Letter from the Board of Health, Kingston, Frontenac and Lennox & Addington Public Health to the Minister of Health and Long-Term Care and Deputy Premier of Ontario dated May 23, 2019
- f. Strengthening the Smoke-Free Ontario Act, 2017 to Address the Promotion of Vaping
 - Letter from the Board of Health Chair and Chief Executive Officer, Windsor-Essex County Health Unit, to the Deputy Premier of Ontario and the Minister of Health and Long-Term Care dated May 2019
- g. Modernization of Alcohol in Retail Stores
 - Letter from the Board of Health Chair and the Chief Executive Officer, Windsor-Essex County Health Unit, to the Minister of Health and Long-Term Care dated May 21, 2019
 - Letter from the Board of Health, Grey Bruce Health Unit, to the Premier of Ontario dated June 4, 2019
 - Letter from the Board of Health, Grey Bruce Health Unit to the Minister of Health and Long-Term Care in dated June 4, 2019
 - Letter from the Council of Ontario Medical Officers of Health to the Minister of Finance dated June 7, 2019
- h. Endorsement of the Children Count Task Force Recommendations
 - Letter from the Board of Health, Grey Bruce Health Unit to the Premier of Ontario dated June 4, 2019
- i. Dental Program for Low Income Seniors
 - Letter from the Deputy Premier and Minister of Health and Long-Term Care, to the Board of Health Chair, Public Health Sudbury & Districts dated June 7, 2019
- j. Smoke-Free Multi-Unit Dwellings

- Letter from the Board of Health Chair and the Chief Executive Officer, Windsor-Essex County Health Unit, to the Prime Minister of Canada dated May 21, 2019
- k. Minimizing Harms Associated with the Announced Expansion of the Sale of Beverage Alcohol in Ontario
 - Letter from the Board of Health, Grey Bruce Health Unit, to the Premier of Ontario dated June 4, 2019
 - Letter from the Medical Officer of Health and Board of Health Chair, Hastings Prince Edward Public Health, to the Premier of Ontario dated June 6, 2019
- vi) **Items of Information**
 - a. alPHa Information Break May 27, 2019
 - b. Public Health Agency of Canada News Release,
“Statement from the Co-Chairs of the Special Advisory Committee on the Epidemic of Opioid Overdoses on Updated Data Related to the Opioid Crisis” June 13, 2019

22-19 APPROVAL OF CONSENT AGENDA

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

CARRIED

6. NEW BUSINESS

- i) **Board of Health Code of Conduct**
 - Briefing Note to the Board Chair from the Medical Officer of Health and Chief Executive Officer dated June 13, 2019
 - *New Code of Conduct Policy C-I-15*
 - (current Code of Conduct Information Sheet C-I-15 included for information)
 - *Revised Ethical Practice Policy and Information Sheet C-IV-10*
 - Draft Declaration Form

Dr. Sutcliffe noted that the regular review cycle for the entire Board of Health manual is next year; however, these proposed revisions are coming forward for approval at this time. The Code of Conduct Information Sheet currently in the Board of Health manual is included in the agenda package for information and would be replaced with the proposed Code of Conduct Policy.

Dr. Sutcliffe pointed out that the second bullet on Page 3 of the proposed Policy should read Board of Health meetings versus Regional Council meetings.

Discussion ensued as to whether the Policy should identify more than one person to contact if a complaint is lodged, such as the Board Chair or, as appropriate, Board Vice-Chair. The Board also discussed whether the Policy should detail the processes for filing, addressing complaints, and outline repercussions. Whether the declaration form should be signed annually or at the onset of a term was also discussed. The Board reflected on municipal policies as it relates to breaches of confidentiality and whether public health had the same authority.

The proposed Board Policy aligns with the staff policies and governance best practices have been taken into consideration.

The Board agreed to the following friendly amendments and Dr. Sutcliffe and team will further look into appropriate action and follow up in the event of an investigation:

- Deleting this sentence on Page 3 of the new Policy: *A breach of confidentiality may result in requiring resignation from the Board of Health.*
- Chair will be updated to reflect *Chair or, as appropriate, Vice-Chair.*

23-19 BOARD OF HEALTH CODE OF CONDUCT

MOVED BY SYKES – SIGNORETTI: THAT the Board of Health approve the revised Code of Conduct and consequential revisions to C-IV-10 Code of Ethics Policy and Information Sheet.

CARRIED

- ii) **alPHA Annual General Meeting (AGM) and Conference**
 - Annual General Meeting and Resolutions Session
 - Appointment of North East Board of Health Representative
 - alPHA Fitness Challenge – Ontario Boards of Health
 - Conference Sessions

Board members who attended the alPHA AGM/Conference, R. Hazlett, R. Kirwan and R. Lapierre, provided highlights of the conference, AGM resolution session and the Boards of Health Section meeting. R. Hazlett and R. Lapierre were both voting attendees along with Drs. Sutcliffe and Zbar. A copy of the resolutions that were carried at the AGM are included in today's addendum package for information.

R. Lapierre was congratulated on his appointment to the alPHA Board for a one-year term as the North East representative.

The overall theme, *Moving Forward with Public Health*, focused on the pending public health changes announced by the provincial government. There is considerable uncertainty about the future with respect to regionalization and funding. Chief Public Health Officer Dr. Tam, presented on *Building Partnerships and Fostering Innovation in Public Health* and explored cross-sector actions and partnerships to support public health in Canada, including the prevention of problematic substance use and spoke of the importance of promoting the work of Public Health. Highlights from the Chief Medical Officer of Health's presentation on public health modernization were provided. It was pointed out that the change in direction announced by the provincial government on May 27 is creating challenges at the ministry level. Dr. Sutcliffe noted that although there are conflicting messages relating to the future state of public health, we are proceeding with our planning work with our North East colleagues based on the government's announced direction in order to be best prepared for the MOHTLC's upcoming consultation.

The Board of Health members were congratulated on their participation for this year's alPHa fitness challenge. alPHa also has a yearly fitness challenge for staff and Public Health Sudbury & District staff received an honorable mention for its 98% participation rate.

iii) North East Public Health Transformation Initiative

The Board was reminded that Dr. Sutcliffe and her North East counterparts have been discussing potential efficiencies since 2017. This work has been supported by the Ministry of Health and Long-Term Care through one-time funding grants.

Our Board Chair, R. Lapierre, called a meeting of the North East Board Chairs which was well received given the pending changes to public health. The meeting served to share information, concerns and discuss possible opportunities. There was agreement that each Board Chair would bring forward a motion to their respective Boards, supporting the continuation of the North East Public Health Transformation Initiative. The North East Board Chairs agreed to meet again in September.

The Board recognized that Dr. Sutcliffe and team are demonstrating tremendous leadership in this initiative. Dr. Sutcliffe's leadership for this project and strategic foresight beyond the last two years was acknowledged. The Board emphasized the importance of regular updates to the staff that are taking place.

The following motion was proposed and the Board agreed to the friendly amendments, reflecting the recently announced Ministry name change from Ministry of Health and Long-Term Care to the Ministry of Health and correction to the alPHa name:

24-19 NORTH EAST PUBLIC HEALTH TRANSFORMATION INITIATIVE

MOVED BY SIGNORETTI – THAIN: WHEREAS since November 2017, the boards of health in Northeastern Ontario, namely the Boards for Algoma Public Health, Public Health Sudbury & Districts, Porcupine Health Unit, North Bay Parry Sound District Health Unit, and Timiskaming Health Unit, have proactively and strategically engaged in the Northeast Public Health Collaboration Project to identify opportunities for collaboration and potential shared services; and

WHEREAS the Northeast Public Health Collaboration Project work to date has been supported by two one-time funding grants from the Ministry of Health and Long Term Care (MOHLTC); and

WHEREAS subsequent to the proposed transformation of public health announced in the April 11, 2019, provincial budget, the work of the Collaboration has been accelerated and reoriented as the Northeast Public Health Transformation Initiative with the vision of a healthy northeastern Ontario enabled by a coordinated, efficient, effective, and collaborative public health entity; and

WHEREAS the Board understands there will be opportunities for consultation with the MOHLTC on the regional implementation of public health transformation;

THEREFORE be it resolved that the Board of Health for Public Health Sudbury & Districts is committed to the continued collaboration of the boards of health in Northeastern Ontario and looks forward to ongoing MOHLTC support for this work;

AND FURTHER that the Board, having engaged in this work since 2017, anticipates sharing with the MOHLTC its experiences so that other regions may benefit and further anticipates providing to the Ministry its expert advice on public health functions and structures for the North East;

AND FURTHER that this motion be shared with the Premier of Ontario, Minister of Health and Long Term Care, Chief Medical Officer of Health, the Association of Local Public Health Agencies, Ontario Boards of Health, AMO, FONOM, and constituent municipalities.

CARRIED

7. ADDENDUM

25-19 ADDENDUM

MOVED BY NOLAND – THAIN: THAT this Board of Health deals with the items on the Addendum.

CARRIED

i) 2019 Ontario Budget and Modernizing Public Health

- Letter from the Hamilton City Council to the Minister of Health and Long-Term Care dated June 14, 2019
- alPHa Email Update to Members - Public Health Modernization dated May 31, 2019
- Letter from the Board of Health for the Porcupine Health Unit to the Minister of Health and Long-Term Care Re: Proposed North East Boundaries dated June 19, 2019
- Motion from the Board of Health for the Porcupine Health Unit Re: Northeast Public Health Transformation Initiative dated June 19, 2019

Correspondence is shared for information.

ii) Provincial Autism Supports

- Letter from the Board of Health for Peterborough Public Health to the Minister of Children, Community and Social Services dated June 17, 2019

Correspondence is shared for information.

iii) Association of Local Public Health Agencies (alPHa) Annual General Meeting Resolutions

- Disposition document, June 2019 alPHa Annual General Meeting Resolutions

All resolutions were passed at alPHa's annual general meeting resolution session.

8. IN CAMERA

26-19 IN CAMERA

MOVED BY THAIN – CRISPO: THAT this Board of Health goes in camera to deal with labour relations or employee negotiations. Time: 3:01 p.m.

CARRIED

9. RISE AND REPORT

27-18 RISE AND REPORT

MOVED BY CRISPO – NOLAND: THAT this Board of Health rises and reports.

Time: 3:23 p.m.

CARRIED

It was reported that one agenda item relating to labour relations/employee negotiations was discussed and the following motion emanated:

28-19 APPROVAL OF MEETING NOTES

MOVED BY HAZLETT – PILON: THAT this Board of Health approve the meeting notes of the May 16, 2019, Board in-camera meeting and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.

CARRIED

10. ANNOUNCEMENTS / ENQUIRIES

Board members were reminded that the mandatory training requirements for the Baby-Friendly Initiative and Emergency Preparedness should be completed by June 28 and to email Rachel once completed.

The next regular Board meeting is scheduled for September 19, 2019. The Board Executive Committee assumes governance of the Board between Board meetings.

Due to technical problems, Board members will be advised once the meeting evaluation survey is available in BoardEffect.

All were wished a restful and memorable summer.

11. ADJOURNMENT

29-19 ADJOURNMENT

MOVED BY KIRWAN – SYKES: THAT we do now adjourn. Time: 3:30 p.m.

CARRIED

(Chair)

(Secretary)



**Draft Minutes
of the June 20, 2019
MANITOULIN-SUDBURY DSB BOARD MEETING
held in Espanola's 210 Mead Blvd. DSB Boardroom**

Present: Les Gamble, Vern Gorham, Arthur Hayden, David Leonard, Richard Malette, Jim Rook, David Santi, Richard Stephens, Maureen Van Alstine, Ned Whynott, Bruce Killah

Regrets: David Ham, Michael Levesque and Jill Beer

Staff : Fern Dominelli, Donna Stewart, Connie Morphet, Melody Ouellette, Robert Smith, and Paul Myre

1.0 CALL TO ORDER

Chair, Les Gamble, called the meeting to order at 10:00 a.m.

2.0 ADOPTION OF AGENDA

Resolution No. 19-48

Moved by: Jim Rook

Seconded by: Ned Whynott

BE IT RESOLVED THAT the agenda be adopted.

Carried

3.0 DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4.0 CLOSED SESSION

Resolution 19-49

Moved by: Vern Gorham

Seconded by: Arthur Hayden

BE IT RESOLVED THAT the Board move into closed session at 10:00 a.m.

Carried

Resolution 19-50

Moved by: Richard Stephens

Seconded by: Maureen Van Alstine

BE IT RESOLVED THAT the Board adjourn this closed session at 10:10 a.m.

Carried

5.0 BUSINESS ARISING FROM CLOSED SESSION

During its Closed Session, the Board discussed Property and Human Resources Issues.

6.0 ADOPTION OF MINUTES

Resolution No. 19-51

Moved by: David Santi

Seconded by: David Leonard

BE IT RESOLVED THAT the Minutes of the May 23, 2019 Board meeting be approved.

Carried

7.0 COMMITTEE REPORT**7.1 Property Committee**

The Property Committee met yesterday afternoon. During the meeting the committee discussed the Single-Family Property Sales & Impact on Tenancy – Issue Report.

7.1.1 Single Family Property Sales & Impact on Tenancy

Donna Stewart, Director of Integrated Social Services walked the Board through the report.

The report speaks to the three single family dwellings in Espanola following the recommendations of the Board at the May 23, 2019 meeting. A resolution was adopted that directed staff to explore specific options with respect to the single-family dwellings in Espanola. The options were as follows:

Option 1: offer the first opportunity to in-situ tenants with support from the DSB's Home Ownership Program to purchase the properties.

Option 3: inform the residents of the intention to sell the property and begin to relocate as units become available.

DSB staff have met with residents of these rental homes to discuss the DSB's intention to sell the properties and discuss the option to be offered the first opportunity to purchase the properties. Residents have been provided with information pertaining to the Home Ownership Program and have all indicated a desire to purchase their homes.

Residents are currently exploring their options for financing through their financial institution. Residents will then advise the DSB of their eligibility for financing and the homes will be offered for purchase to existing tenants at fair market value as

determined by the CAO through a real estate evaluation. Existing tenants will be offered support through the Home Ownership Program if they qualify.

Should any of the residents fail to qualify for financing, the home(s) will be put up for sale at fair market value. Each resident will be offered relocation within the local portfolio if available, and/or Direct Shelter Subsidy (DSS) where they qualify for this program.

Staff are recommending that the CAO have the authority to engage a Real Estate Agent to perform an evaluation of all three single family properties to determine their fair market value. These evaluations will then be used to offer the units to existing tenants if they qualify for financing or be used to list the properties with Real Estate for sale.

Resolution No. 19-52

Moved by: Bruce Killah

Seconded by: Richard Malette

WHEREAS the Property Committee has reviewed the Single-Family Property Sales & Impact on Tenancy – Issue Report and is recommending approval to the Board;

THEREFORE BE IT RESOLVED THAT the Board accept the Property Committees recommendation and approve the Single Family Property Sales & Impact on Tenancy - Issue Report and direct staff to action the recommendations in the report.

Carried

7.1.2 Housing & Homelessness Update

Donna Stewart, Director of Integrated Social Services walked the Board through the 10-Year Housing and Homelessness Plan – 2018 Progress Report.

The purpose of this report is to provide the Property Committee and the Ministry of Municipal Affairs and Housing with a year five (5) update on the 10-Year Housing and Homelessness Plan targets, objectives, and progress achieved for the DSB for the 2018 calendar year.

Through the Long-Term Affordable Housing Strategy and with the passing of the Housing Services Act 2011, the Province completed the devolution of Ontario's affordable housing to municipalities. The Province required the development of a 10-Year Housing and Homelessness Plan to reflect certain principles or 'interests' that the government had prescribed in addition to considering and responding to local needs.

Progress for Years One through Four were presented to the Board each year and submitted to the Ministry of Housing.

We will continue to work towards addressing each recommendation and continuing with the work achieved thus far. We believe in our 10-year plan and will continue to work towards ensuring our communities benefit from our commitment.

As required by the Ministry of Municipal Affairs and Housing, the DSB will undertake a formal review of our 10-year plan at the 5-year anniversary to ensure that our plan continues to meet the housing needs of our communities. This is an in-depth review of the 10-year plan and staff are reviewing the best method to conduct the review which will include hiring a qualified consultant.

Resolution No. 19-53

Moved by: Bruce Killah

Seconded by: Maureen Van Alstine

WHEREAS the Manitoulin-Sudbury DSB Property Committee has reviewed the 10-Year Housing and Homelessness Plan – 2018 Progress Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Property Committee's recommendation and approves the 10-Year Housing and Homelessness Plan – 2018 Progress Report and directs staff to action the recommendations contained within the report.

Carried

8.0 NEW BUSINESS

8.1 Provincial Funding

Fern Dominelli, CAO, discussed a letter received on May 27, 2019 from the Premier of Ontario.

The letter served as notice to municipalities that the Ontario government understands that municipal budgets for the 2019-20 fiscal year have already been set and that the decision was made to maintain in-year cost sharing adjustments for land ambulance, public health and childcare services.

8.2 Child Care Funding Update

Donna Stewart, Director of Integrated Social Services, gave the Board an update on the 2019 Child Care Allocations.

On June 7, 2019, staff received confirmation of the revised childcare allocations, transfer payment agreement amendments and updated funding guidelines for Child Care and EarlyON.

Changes to cost sharing and administrative threshold amounts have been deferred to January 1, 2020.

Service delivery partners are expected to take steps to modernize and transform their operations, to identify and realize opportunities for efficiencies, improved service delivery and better outcomes. Staff are currently looking for efficiencies without reducing service or increasing fees for parents.

Several Key Changes were highlighted in the memo

As announced in the 2019 Budget, the province is introducing the new Ontario Child Care Access and Relief from Expenses (CARE) tax credit. Ontarians will be able to claim the CARE tax credit when they file their tax returns, starting with the 2019 tax year.

Starting with the 2021 tax year, Ontario will give families the choice to apply for and receive more timely support through regular advance payments during the year. More information about the CARE tax credit will be provided as it becomes available.

Funding for **Fee Stabilization Support** was a one-time transition allocation to address increases to parent fees as a result of the increase to the minimum wage requirement. As of March 31st, 2019, the commitment for this funding has ended.

In 2019, **Wage Enhancement Funding** will continue to be funded at current funding levels. CMSMs/DSSABs will be responsible for determining wage enhancement/home childcare enhancement grant entitlement as per their local policies and processes.

In 2018 operating funding was increased to support a **base funding** model for licensed **home childcare agencies** to support the provision of stable, predictable funding and assist agencies with forecasting, planning, and actively recruiting more providers. This funding will continue under the 2019 budget allocation.

Changes to EarlyON Staffing Requirements

Effective immediately, the transition period for ensuring EarlyON Child and Family Centres employ at least one Registered Early Childhood Educator (RECE) at every centre will increase from three to five years. This means that all EarlyON Child and Family Centres must have at least one RECE by January 1, 2023.

CMSMs and DSSABs may now also grant an exemption from the RECE requirement for EarlyON Centres employing a staff person to oversee mandatory core services who is not an RECE but who has at least 10 years of experience working in a child and family program setting as of January 1, 2019. This is good news for EarlyON programs in our district as recruitment and retention of Registered Early Childhood Educators has been challenging.

Staff are currently reviewing the updated guidelines to ensure local policies align with MEDU direction and are exploring all possible efficiencies with as little disruption to programming as possible.

8.3 Land Ambulance Update

Rob Smith, Chief of Paramedic Services gave the Board a brief update on Land Ambulance Funding and the Service Review.

The DSB has received the 50/50 funding letter and the Wikwemikong Paramedic Services funding letter. The letters for First Nation funding or TWOMO funding have not yet been received.

The Service Review took place on June 11 and 12. There was an exit interview with the CAO, Chief and staff. The initial results seem very positive. The Ministry team was very supportive of the technology used by our organization. A full briefing will be provided once the Ministry's report is received.

8.4 Ministry of Municipal Affairs & Housing

Donna Stewart, Director of Integrated Social Services, walked the Board through an announcement from the Ministry of Municipal Affairs & Housing.

An updated Performance Indicator Guide was shared with the letter and staff have reviewed same.

The Ministry is taking immediate steps to streamline the Community Homelessness Prevention Initiative reporting process.

Under CHPI, Service Managers are required to submit a Year-End report to MMAH by May 31 of every fiscal year. This report consists of a financial update as well as a performance indicator section.

Currently, Service Managers are required to report on a total of 60 data points to complete the performance indicator section of CHPI Year-End reports.

As of the 2019-20 fiscal year, Service Managers will only be required to report on a total of 20 data points in the performance indicator section of the CHPI Year-End report. This amounts to a reduction of 40 data points that Service Managers are required to report to MMAH on an annual basis.

8.5 NE-LHIN Home & Community Care

Donna Stewart, Director of Integrated Social Services, briefed the Board on a memo received from the North East LHIN.

In the fall of 2018 work was initiated to engage Early Adopters to develop a new Health Service Delivery Model within the North East that would bring together Social Housing Providers and Health Service Providers in partnership to support a mutually identified senior population with a range of health needs within eligible buildings.

The North East Local Health Integrated Network is building upon recommendations within the Innovative Housing with Health Supports Strategic Plan 2016-2019 and initiating six Early Adopter Sites – three Urban and three Rural.

Models of Service are being developed and tested within settings that provide unique partnerships related to geography with the goal of maximizing existing services and community resources.

Key to success of all pilots will be tenant engagement – actively identifying Tenant Champions who will work with the Core Planning group to ensure health and social needs are identified and addressed within the immediate buildings and in a future state, the surrounding neighbourhood.

Channelview Success to Date:

- Lead Health Service Provider identified and confirmed – Victorian Order of Nurses
- Existing services/resources within Channelview identified and shared
- Tenant/Client information sharing arrangement created in partnership with Manitoulin-Sudbury DSB and Health Service Provider
- Health Eligibility Criteria Tool created to support Manitoulin-Sudbury DSB Housing Waitlist
- Lead Health Service Provider partnership with Community Mental Health Transitional Worker creating stronger core team
- Care Coordination Model underdevelopment in partnership with NELHIN HCC and VON
- Manitoulin-Sudbury DSB Tenant Survey – 88% completion
- InterRAI Preliminary Screener (Health Assessment) 88% completion
- Channelview apartment unit provided to health service providers to secure presence in the building and provide for future programming (e.g. monitored showers, clinics, tenant support)

Without partnerships with the various community stakeholders, this project wouldn't be possible.

8.6 Housing & Homelessness

Donna Stewart, Director of Integrated Social Services, walked the Board through an info graph which shows a summary of the findings of the Enumeration done for the Manitoulin-Sudbury DSB district in 2018.

Enumeration is required to be conducted by the Service Manager every two years to help us and the Ministry of Housing better understand the extent and nature of homelessness and to guide policy and program design. The Manitoulin-Sudbury DSB contracted out the Centre for Research in Social Justice and Policy Poverty, homelessness and Migration at Laurentian University.

Surveys to enumerate homelessness were conducted in 7 communities in the jurisdiction of the Manitoulin-Sudbury District Services Board. The enumeration took place between April 12th and 22nd, 2018 in Espanola, Little Current, Mindemoya, Markstay, Noëlville, Chapleau and Foleyet. The total number of adult and adolescent participants was **122**. With their **49** dependents, the total count was **171**.

The participants ranged from age 16 – 89 years.

Overall, 53% were Indigenous & 7 in 10 absolutely homeless were Indigenous.

51% of the participants were from the Manitoulin area, while 25% were from Espanola, 20% were from Sudbury North and 4% were from Sudbury East. Unseasonably cold weather, including a late snowstorm, impacted on data collection, especially in Sudbury East.

16 Youth up to 24 years old were not connected to a family.

Chronic homelessness is being continuously homeless for 6 months or more in the previous year. 10 participants were absolutely chronic homeless, 22 participants were hidden chronic homeless and 3 were at risk of chronic homeless.

Episodic homeless is being homeless 3 or more times in the previous year. 3 participants were absolutely episodic homeless, 5 participants were hidden in the episodic homeless and 3 were at risk.

Over 75% reported one or more medical, physical, mental health or addictions issue.

The largest subgroup was people living with hidden homelessness.

People who are **absolutely homeless** stay in shelters or in unsheltered places.

Hidden homelessness is often invisible: couch surfing or staying in motels, vehicles, campers or bush camps, or other temporary accommodation.

Over a third of those **at risk of homelessness** – 35% – had been absolutely homeless in the past and 39% had been couch surfers.

Participants reported the need for services to address basic necessities of food, shelter and clothing as well as medical, mental health and addictions services.

The enumeration report resulted in 22 recommendations. Staff are working on some of the recommendations however most of them are 'tied' to additional funding.

A final full report was shared with the board in January 2019.

8.7 NOSDA AGM

Fern Dominelli, CAO, gave the Board an update on the resolutions proposed at the 2019 NOSDA AGM.

Resolution No. 19-54

Moved by: Bruce Killah

Seconded by: Vern Gorham

WHEREAS the Manitoulin-Sudbury District Services Board has reviewed the 2019 NOSDA resolutions that were presented and adopted at the Annual General Meeting on June 7, 2019; and

WHEREAS Leslie Gamble, Mayor of Sables-Spanish Rivers and Chair of the Manitoulin-Sudbury DSB was elected Vice-Chair of the Northern Ontario Service Deliverers Association (NOSDA).

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB endorses the NOSDA Resolutions and encourages NOSDA members to advance these issues with the Federal and Provincial government.

Carried

8.8 Integrity Commissioner

Fern Dominelli, CAO, walked the Board through a presentation on Integrity Commissioner that was presented at the 2019 NOSDA AGM.

In June 2017 the Ontario Government passed Bill 68: Modernizing Ontario's Municipal Legislation Act. Bill 68 amended the Municipal Act, 2001 and the Municipal Conflict of Interest Act. Required that every municipality appoint an integrity commissioner by March 1, 2019.

Authority re Codes of Conduct and Integrity Commissioners

"local boards" do not have the authority to establish a code of conduct or appoint an integrity commissioner

Only Municipalities are empowered to do so per (s. 223.2 and 223.3 of the Municipal Act, 2001

If a DSSAB is a "local board" it is subject to the "municipality's" code of conduct and integrity commissioner

The question becomes which of the 18 municipality's code of conduct and/or which of the 18 municipalities integrity commissioner?

- The DSSAB's could collectively lobby for a legislative change to clarify whether they are required/permitted to have an integrity commissioner.
- The DSSAB's could apply to the court for a declaration as to whether a DSSAB is a "local board" and, therefore, required/permitted to have an integrity commissioner under the current legislative regime.

The Board was advised by the CAO that Gallagher, the DSB Human Resources Consultant does perform the duties of an Integrity Commissioner when required. At this point the Board decided not to take any action and the Board would not engage an Integrity Commissioner until this matter is resolved by the province.

8.9 Community Safety and Well-Being Planning

Rob Smith, Chief of Paramedic Services, walked the Board through a presentation he gave to the Manitoulin Municipal Association called Community Safety and Wellness Plans.

The development of a Community Safety and Wellness Plans for each municipality was established in law effective January 2019 as part of the Safer Ontario Act, under Schedule 1, and is captured under the purview of the Ministry of Community Safety and Correctional Services. This is extremely important as the direction on these plans are not specific to social services organizations.

The desire of the government is said to include development of plans that are not only proactive and preventive, but also collaborative, and specific to the individual community needs. Moreover, the plans are intended to look at social determinants, prevention and mitigation, intervention and response.

The ideal design would see a cyclical program that included ongoing review and amendments, a living document that could evolve with community needs.

The legislation is applicable to municipal governments and allows for the development of joint plans across municipalities. An example is the potential for a single plan to cover Manitoulin Island.

First Nations communities are not included in this legislation but may be included in such planning.

The Legislation requires multisectoral planning, including but not limited to health and mental health agencies (formally the LHIN), Educational services, Community and Social Services, Children and Youth services, including custodial services, Police Services.

The plan must identify and stratify community risks, including causation factors, identify mitigation strategies, and must design measurable outcomes.

The plans require for efficacy, data tracking, specifically looking at risk factors. 2018 provincial data reveals that the top risks categories were mental health, and drugs. Criminal activity was third. The reality is that these plans will have a significant health focus.

In force provisions have been set for January 1, 2021, meaning municipalities have slightly more than 18 months to adopt their plans. While the process for monitoring, reporting and amending the plans has not yet been established, the legislation makes it clear that any plan would need to incorporate such activities.

The DSB plan is to assist all municipalities with the development of their plans, by providing them templates. Since there are 18 municipalities, it would be a heavy workload issue for a DSB staff member to be attached to each of the 18 municipal plans.

We are encouraging municipalities where they choose to develop joint plans with their neighbouring municipalities as a way of efficiently developing plans that protect all citizens within a geographic area.

9.0 OTHER BUSINESS

Municipal Housing Survey

In order to assist the DSB with possible affordable housing planning a survey will be sent to all 18 member municipalities as well as Local Service Boards for input. Municipalities are asked to complete the survey and share ideas about what affordable housing looks like for their communities. The results will be compiled and shared with the Board in September.

10.0 Next Meeting – September 26, 2019

11.0 ADJOURNMENT

Resolution 19-55

Moved by: Richard Malette

Seconded by: David Santi

BE IT RESOLVED THAT we do now adjourn at 11:30 a.m. until the next regular meeting to be held, in the DSB's Espanola Mead Boulevard Board Room on September 26, 2019.

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)

Department:	General Administration	Form Number:	A99-01370
Subject:	Staff Report	Effective Date:	
Policy No:		Revision Date:	06/05/17
Bylaw No:		Version #:	1

STAFF REPORT

DEPARTMENT: Administration

DATE: June 27, 2019

ITEM: 2019 Annual Slo-Pitch Tournament

RECOMMENDATION: Be It Resolved That: Council hereby authorizes a temporary exemption from certain provisions of Noise Bylaw No. 1189/96 during the 2019 Annual Slo-Pitch Tournament at the Red McCarthy Athletic Fields on Friday, August 9, 2019, from 9:00 pm until 1:00 am to host a homerun derby and Saturday, August 10, 2019 from 8:00pm until 2:00am to hold an outdoor dance with a live band at the Red McCarthy Athletic Fields Pavilion provided adequate security is provided and all rules and legislation is adhered to.

BACKGROUND: The attached request was received on June 24, 2019. Under the Notice Provision Bylaw a public hearing is supposed to be advertised in the newspaper 1 week prior to the hearing, there was insufficient time to meet this deadline. However, the notice was in the newspaper 5 days prior to the hearing, it was also posted on Facebook, the Town's Website, the Community Channel and the Mid North Monitor website more than 1 week before the public hearing.

This is an annual event. An outdoor dance has been held in conjunction with this tournament at the pavilion for the past several years. The group had security for the Saturday night event and no previous incidents were reported to staff by Police to cause concern for this portion of the event.

ANALYSIS: This request was circulated to PWD and OPP for comment.

PWD – no concerns with the Noise Bylaw Exemption, not aware of any complaints received over the years.

Police – no concerns with the information provided. Notice of event has been issued to Patrol Sergeants. Extra patrols of the event will take place, when priority calls are not taking precedence.

Please see attached request for details of the event.

EXISTING POLICY: Council Resolution

FINANCIAL COMMITMENT: None

IMPLEMENTATION: Clerk's Office

Prepared By:

Traci Denault-Roque

Department Manager:

Paula Roque

Approval of Recommendation:

Yes ☒ No ☐

JUN 24 2019

JAYS

Espanola Mayor, Town Council and Residents

June 24th 2019

Request for Noise By-Law Extension

We the "Jays" (Men's Baseball team) would like to continue the tradition this year by hosting another successful community ball tournament along with live entertainment and home run competition.

We would like to Request for Noise By-Law Extension for Friday August 9th 2019 for the Homerun competition until 1am and also for Saturday August 10th until 2 am for our Live Band at the pavilion. The bands/DJ will start at approximately 8:00pm and will continue until 2:00am,

Please be aware that we are very conscientious of the rules of our liquor licence and have we have many safety practices in place. There will be designated security, monitored exits, snow fencing around the perimeter for a boundary and the checking of identification.

We hope the tradition of this event can continue for many years to come.

If you have any questions please contact me

Lannie Piche

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: July 25, 2019
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ITEM: Deeming Bylaw for Lot Consolidation
--

RECOMMENDATION: Be It Resolved That: Bylaw 2928/19, being a Deeming Bylaw for lot consolidation of PIN 73408-0344/Roll #011-05200, Algoma St & PIN 73408-0356/Roll #011-05300, 140 Algoma St be adopted.

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

ANALYSIS: This is not a new situation. These lots are part of a plan of subdivision. The property owner would like consolidate the lots and construct a garage accessory to the main residential use on the vacant lot.

EXISTING POLICY: Deeming Bylaw registered on title.
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STRATEGIC GOAL: Excellence in Government

FINANCIAL COMMITMENT: \$0

BUDGETED: NA	Yes	No
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IMPLEMENTATION: Clerk's Office

Prepared By: Paula Roque

CAO/Treasurer:

Approval of Recommendation: Yes ___ No ___



TOWN OF ESPANOLA

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

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

FOR OFFICE USE ONLY

Reviewed for completeness: yes

Date Application Received: June 25/19 Application Fee Received: ☐ Receipt # 44531

PROPERTY LOCATION: 140 Algoma Espanola
(Municipal Address)

NAME OF APPLICANT: Caila Marie Simand
(Agent ☐ or Owner ☒)

PREAMBLE:

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

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

PURPOSE OF PASSING A DEEMING BYLAW

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

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



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

PLEASE PRINT ALL INFORMATION

1. NAME OF APPLICANT:

Caila Marie Simand

MAILING ADDRESS:

140 Algoma

Espanola, ON

TELEPHONE No.:

**POSTAL
CODE:**

PSE 1H6

SIGNATURE:

[Signature]

DATE:

June 24th / 2019

2. PROPERTY LOCATION AND DESCRIPTION:

Municipal Address: 140 Algoma St. / Algoma St.

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

LOT NO (S):

20 & 21

PLAN NO:

M177

PCL 20324 / 22406

3. EXISTING USE OF LANDS:

Nothing (Vacant Land) / Residential.

4. PROPOSED USE OF LANDS:

Consigne Build r

5. REASON DEEMING BYLAW IS REQUIRED:

To erect garage.

6. AUTHORIZATION:

(Must be filled in if Applicant and/or Agent is not the registered Owner of the lands)

I/We, being the registered owner(s) of the lands subject of this application hereby authorize

_____ of the Town/City of _____

in the Regional Municipality of _____
to make application on my/our behalf to the Town of Espanola for a Deeming Bylaw in accordance with Subsection 4, Section 50 of *The Planning Act* of Ontario, R.S.O. 1990, c.P. 13 as amended.

_____ of the Town/City of _____

Espanola

in the Regional Municipality of _____

this 25th Day of June 2019

Caila Simond
Owner (seal)

Angela Kelly
Witness

Owner (seal)

Witness

[Signature]

Signature of Applicant or Authorized Agent

NOTE: IF THE REGISTERED OWNER IS A CORPORATION, THE CORPORATE SEAL MUST BE AFFIXED TO THIS FORM IN ADDITION TO THE SIGNATURE OF AUTHORIZED SIGNING OFFICER.

Personal information contained in this form is collected under the authority of the Planning Act R.S.O. 1990 c.P.13 and will be used for the processing of the Deeming Bylaw. Questions about the collection should be directed to:

Clerk's Office
TOWN OF ESPANOLA
100 Tudhope Street, Ste 2
Espanola, ON P5E 1S6
Phone (705) 869-1540
Fax (705) 869-0083



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2928/19

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

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

1. That the Mayor and Clerk are hereby authorized to deem the property legally known as, PIN 73408-0344, Con 5 Lot 7 Plan M177 Lot 20, PCL 20324; Town of Espanola, 173 Adelaide Street to no longer be part of a Plan of Subdivision and therefore be consolidated with the property legally known as PIN 73408-0356 Con 5 Lot 7 Plan M177 Lot 21 PCL 22406; Town of Espanola, 140 Algoma Street.
2. That proof of consolidation from the Land Registry Office shall be attached to and become part of the Bylaw.

Passed this 9th day of July 2019.

Jill Beer
Mayor

Paula Roque
Clerk

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: June 27, 2019
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ITEM: Donation Request – AB Ellis 100 th Anniversary Celebration Committee
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RECOMMENDATION: For Direction

BACKGROUND: As Council is aware, a 100th Anniversary Celebration Committee has been established for the AB Ellis Public School. This Committee has invited Council members to join them in planning for a celebration on August 2nd to the 4th. During the Regular Meeting of Council on June 25th, Councillor Malott advised she attended the group's planning session and it was decided at that time that letters would be sent out to service groups asking for support (see attached).

ANALYSIS: The Committee will require a building permit the application to include a site plan showing the location of the tent and setbacks to ensure applicable legislation is being adhered to. 2 Committee members have been advised of this requirement by the CBO.

EXISTING POLICY: Council Resolution
--

STRATEGIC GOAL:

FINANCIAL COMMITMENT: \$1094.44. (Tent Rental fee as quoted by Committee \$990.44 + permit fee \$104.00.)

BUDGETED:	Yes	No	X
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IMPLEMENTATION: Clerk's Office

Prepared By: Traci Denault-Rogue

Department Manager: Paula Roque

CAO / Treasurer: _____

Approval of Recommendation: Yes ___ No ___

Comments: _____

June 19, 2019

JUN 24 2019

Dear Mayor Beer and members of the Town Council,

As you know, Espanola / A.B. Ellis Public School turns 100 in 2019, and we will be holding a celebration over the long weekend in August. We are hoping that the event will provide a weekend of fun for residents, perhaps catch the attention of people on their way through to Haweater Weekend, and draw former students back to the town to celebrate.

Although we were unable to secure permission to use the former school building as we had hoped, the Huron Superior Catholic District School Board, which is now leasing the building from the Rainbow Board, has kindly agreed to let us use the schoolyard for the weekend's festivities. Having an outdoor venue means, among other things, that we will need to rent a party tent.

We have spent the better part of this year raising funds, but we are also reaching out to area organizations, service clubs, and businesses for help with finances, donations in kind, and volunteers to staff events. It has been suggested that we approach the town for costs associated with the tent--both the \$990.44 rental fee and the fee for the building permit.

The Town of Espanola has already been instrumental in promoting this event. We want to thank you for the help you have given us, and any further assistance that you can offer.

Sincerely,



Wendy Ashton,
Chair,
The 100th Anniversary Celebration Committee
wendy@keepsharp.ca
705-869-1137

Friday, August 2

Former A.B. Ellis schoolyard

4:00 PM - In-person

registration starts

4:30 PM - 8:00 PM - Knight

Cruisers car show

Royal Canadian Legion

7:30 PM - Registration

continues

8:00 PM - 10:00 PM - Meet

and Greet (light

refreshments provided;

cash bar)

Saturday, August 3

Former A.B. Ellis schoolyard

11:30 AM - Games and displays

12:00 PM - Barbecue hosted

by the Espanola Lions'

Club

2:00 PM - Cake-cutting

ceremony, with speeches

by local dignitaries

Royal Canadian Legion

4:00 PM - Quiet cooldown

time

6:00 PM - 8:00 PM - Social

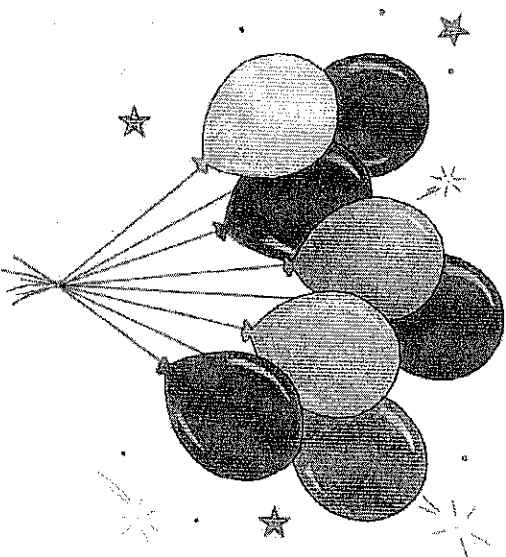
9:00 PM - 1:00 AM - Dance

(cash bar)

Sunday, August 4

Royal Canadian Legion

11:00 AM - 1:00 PM - Brunch



For more information, call:

705-869-1137

705-869-2528

705-285-4387

or 705-869-3584

or e-mail heartofespanola@gmail.com

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

- personal matters about an identifiable individual, including municipal or local board employees

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/Building Services

DATE: June 27, 2019

ITEM: Building Inspector

RECOMMENDATION:

Be it Resolved that:

WHEREAS Council hereby acknowledges that they have been informed by Management that the Corporation will be unable to meet the requirements as outlined in the Ontario Building Code;

THEREFORE Council accepts the associated risks associated with not hiring a building inspector to assist the Chief Building Official as recommended.

BACKGROUND:

On June 25, 2019 Council directed Staff to prepare a report identifying the items that would not get done as a result of not filling the vacant Building Inspector position.

ANALYSIS:

Services that will not be performed:

- Not all mandatory prescribed inspections will get completed, these timelines are set out in the Ontario Building Code (OBC) - See below
- Mandatory timelines for plans examination will not be met
- Deadlines will be missed in responding to insurance companies, solicitors and real estate offices for requests to building file information
- Extremely limited if no capacity at all to address Property Standards complaints
- Effective July 1, 2018 all municipalities in Ontario are required to inspect complaints from residential rental tenants against the Maintenance Standards (property standards) contained within the Residential Tenancies Act (RTA) and enforce those standards. Previously, these complaints were directed to a Landlord.
- The building industry will suffer and possibly force contractors to not comply with the Ontario Building Code.

The impact of contractors building without permits and missed inspections jeopardize the health and safety of current and future residents and expose the municipality to the risk associated with claims by new homeowners.

Mandatory Prescribed Inspections include:

1.3.5. Notices and Inspections

1.3.5.1. Prescribed Notices

(1) This Article sets out the notices that are required under section 10.2 of the Act.

(2) The person to whom a permit under section 8 of the Act is issued shall notify the *chief building official* or, where a *registered code agency* is appointed under the Act in respect of the

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construction to which the notice relates, the *registered code agency* of,

- (a) readiness to *construct* footings,
- (b) substantial completion of footings and *foundations* prior to commencement of backfilling,
- (c) substantial completion of structural framing and ductwork and piping for heating and *air-conditioning* systems, if the *building* is within the scope of Part 9 of Division B,
- (d) substantial completion of structural framing and roughing-in of heating, ventilation, *air-conditioning* and air-contaminant extraction equipment, if the *building* is not a *building* to which Clause (c) applies,
- (e) substantial completion of insulation and *vapour barriers*,
- (f) substantial completion of *air barrier systems*,
- (g) substantial completion of all required *fire separations* and *closures* and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
- (h) substantial completion of fire access routes,
- (i) readiness for inspection and testing of,
 - (i) *building sewers* and *building drains*,
 - (ii) *water service pipes*,
 - (iii) *fire service mains*,
 - (iv) *drainage systems* and *venting systems*,
 - (v) the *water distribution system*, and
 - (vi) *plumbing fixtures* and *plumbing appliances*,
- (j) readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an *outdoor pool* described in Clause 1.3.1.1.(1)(j) of Division A, a *public pool* or a *public spa*,
- (k) substantial completion of the circulation / *recirculation system* of an *outdoor pool* described in Clause 1.3.1.1.(1)(j) of Division A, a *public pool* or *public spa* and substantial completion of the pool before it is first filled with water,
- (l) readiness to *construct* the *sewage system*,
- (m) substantial completion of the installation of the *sewage system* before the commencement of backfilling,
- (n) substantial completion of installation of *plumbing* not located in a structure, before the commencement of backfilling,
- (o) completion of *construction* and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(3) or to permit occupancy under Sentence 1.3.3.2.(1), if the *building* or part of the *building* to be occupied is not fully completed, and
- (p) completion of *construction* and installation of components required to permit the issue

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of an occupancy permit under Sentence 1.3.3.4.(4) or 1.3.3.5.(3).

1.3.5.2. Additional Notices

(1) A by-law, resolution or regulation made by a *principal authority* under clause 7 (1) (e) of the Act may require that notice of one or more of the following stages of *construction* be given by the person to whom a permit is issued under section 8 of the Act:

- (a) commencement of *construction* of the *building*,
- (b) substantial completion of structural framing for each *storey*, if the *building* is a type of *building* that is within the scope of Division B, other than Part 9,
- (c) commencement of *construction* of,
 - (i) masonry fireplaces and masonry *chimneys*,
 - (ii) factory-built fireplaces and allied *chimneys*, or
 - (iii) *stoves*, ranges, *space heaters* and add-on *furnaces* using solid fuels and allied *chimneys*,
- (d) substantial completion of interior finishes,
- (e) substantial completion of heating, ventilating, *air-conditioning* and air-contaminant extraction equipment,
- (f) substantial completion of exterior cladding,
- (g) substantial completion of site grading,
- (h) substantial completion of the pool deck and dressing rooms for a *public pool* or *public spa* and readiness for inspection of the emergency stop system for a *public pool* or *public spa*,
- (i) completion and availability of drawings of the *building* as constructed, and
- (j) completion of a *building* for which an occupancy permit is required under Article 1.3.3.4. or 1.3.3.5.

1.3.5.3. Prescribed Inspections

(1) Except as provided in Sentence (2), an *inspector* or *registered code agency*, as the case may be, shall, not later than two days after receipt of a notice given under Sentence 1.3.5.1.(2), undertake a site inspection of the *building* to which the notice relates.

(2) Where a notice given under Sentence 1.3.5.1.(2) relates to matters described in Clause 1.3.5.1.(2)(l) or (m), an *inspector* or *registered code agency*, as the case may be, shall, not later than five days after receipt of the notice, undertake a site inspection of the *sewage system* to which the notice relates.

(3) When undertaking an inspection required under Sentence (1) or (2), the *inspector* or *registered code agency*, as the case may be, may consider reports concerning whether the *building* or a part of the *building* complies with the Act or this Code.

(4) The time periods referred to in Sentences (1) and (2) shall begin on the day following the day on which the notice is given.

(5) The time periods referred to in Sentences (1) and (2) shall not include Saturdays,

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holidays and all other days when the offices of the *principal authority* are not open for the transaction of business with the public.

Risk Management

The goal of the building department is to accommodate the contractors' needs for quick service yet protect the interest of people occupying buildings in the Town and protect future ratepayers from court judgements that involve the degree to which municipal building officials may be, or may have been at fault.

The risk to the municipality can result from:

- Claims arising from potential errors or omissions in work performed under the permit
- Approving drawings with details that are not in conformity with the OBC and are likely to directly result in personal injury, property damage claim or economic loss for which the municipality would be held liable
- Failure to perform required inspection, leading to failure to identify errors or omissions in construction. Once an inspection is completed on any stage of construction and approved by the inspector, the municipality is exposed to the potential risk of claims arising from construction errors or omissions not found or found but not rectified
- If an inspection is not performed in the timelines established builders are not required to halt construction and the municipality will be held liable for any deficiencies which could result in future claims

These claims generally take years to surface. By not performing the required inspections we are not doing our due diligence in serving current or future ratepayers. We may save a dollar today to find out it has cost tenfold in the future.

Legal Framework

As per the Building Code Act;

Enforcement by municipalities

3 (1) The council of each municipality is responsible for the enforcement of this Act in the municipality, except where otherwise provided by this Act. 2002, c. 9, s. 6 (1).

Chief building official, inspectors

(2) The council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction. 1992, c. 23, s. 3 (2).

The Town of Espanola has had a Building Inspector/Property Standards Officer since 2008. This was the result of major changes in the OBC which have only continued to grow as well as the realignment of Property Standards to the Building Department as

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it falls under the OBC.

Currently, in the new system adopted in 2015 there remain 391 open building permits with a value of \$31,317,849. This does not include open permits from all previous years as this information would have to be reviewed manually. Espanola generates an average of 275 building permits per year. There would be no time available to follow up on these outstanding permits.

In addition to the public health & safety risk and the potential for claims against the municipality, the impact of open building permits leads to not all assessment getting on the assessment roll which generates tax revenue for the municipality. There has been a concerted effort by staff over the last several years to have assessment reflected on the assessment roll. We have seen significant improvements by tracking the assessment vs. the sales price. Having accurate assessment values ensures a fair and equitable distribution of the tax burden throughout the municipality. If work is being done without permits and permits are not being closed, this system of fairness is also jeopardized.

Town Insurance and Public Officials Liability

Our Insurer has advised that as Mandatory Prescribed Inspections are required under the Ontario Building Code, insufficient staff ie. Building Inspectors, to complete mandatory inspections will lead to an issue in regard to insurance coverage in the future; the municipality will have no defense against claims, effectively increasing premiums and possibly the ability to obtain insurance coverage moving forward.

As claims are settled municipal insurances will be increased at an additional cost to the future taxpayer.

Service Delivery Review

It was stated that the Service Delivery Review completed by KPMG in 2015 suggested that the Town only required 1.5 building inspectors. The reference to the 1.5 in the report was in reference to the department status at that point in time as a result of maternity leave which had been replaced by a contracted individual. At that time it was impossible to attract a qualified inspector for a temporary full-time position and we were fortunate enough to attract a retired individual to work three 10 hour days/week, or the equivalent of .85 of a full time position.

Shared Services was encouraged by MMAH as a potential opportunity to fill vacant building inspector positions in small municipalities. The Town has actually moved forward with shared services with the surrounding municipalities. This individual is fully contracted out to these municipalities at cost plus a 15% administration fee to cover the CBO's time for his time required in these municipalities. All of these municipalities have stated that they cannot spare any time allocated to their municipalities, if possible they could use more time and have stated they are concerned about liability if they are unable to meet the required inspections and timelines set by the Ontario Building Code. These municipalities have averaged

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approximately 150 building permits over the last 3 years. The geographic area that they cover is significant and is shown on the attached diagram.

The page from the Service Delivery Review comparing Protective Services personnel numbers to our comparators is attached. It should be noted that it includes 2 positions which is consistent with Cochrane and Iroquois Falls, where Hearst & Kapuskasing had 3 and Parry Sound had 5. It was stated that Parry Sound provides services to the surrounding municipalities.

Current Status

Under the terms of our contract for shared services, the building inspector is not only fully committed but so to is our Chief Building Official, as he is the appointed CBO under the contract for these municipalities and is required to dedicate time as required. This time is supposed to be during his regular hours however the workload in Espanola does not permit this.

There is an option to terminate our shared service agreement and potentially have this inspector work in Espanola. If that is the option Council wants to take we would have to provide notice by September 1st to terminate the agreement effective January 1, 2020.

In consideration of the level of activity in Espanola, specifically the new school project, the Olivadel Developments, a new car wash, a new A&W and potential for development in the Industrial Park all while there continues to be residential permits, the expectation that the required inspections and timelines can be met is unrealistic.

Staff have contacted Elliot Lake, Sudbury, NEMI, Central Manitoulin and Tulloch Engineering to see if they can provide an Inspector during summer vacation and all have advised that they are short staffed and unable to assist.

EXISTING POLICY: n/a

STRATEGIC GOAL:

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

None of the above.

FINANCIAL COMMITMENT: N/A

IMPLEMENTATION: N/A

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Prepared By:

Dan Rivet/Paula Roque/Cynthia Townsend

Department Manager:

CAO/Treasurer:

Cynthia Townsend

Approval of Recommendation:

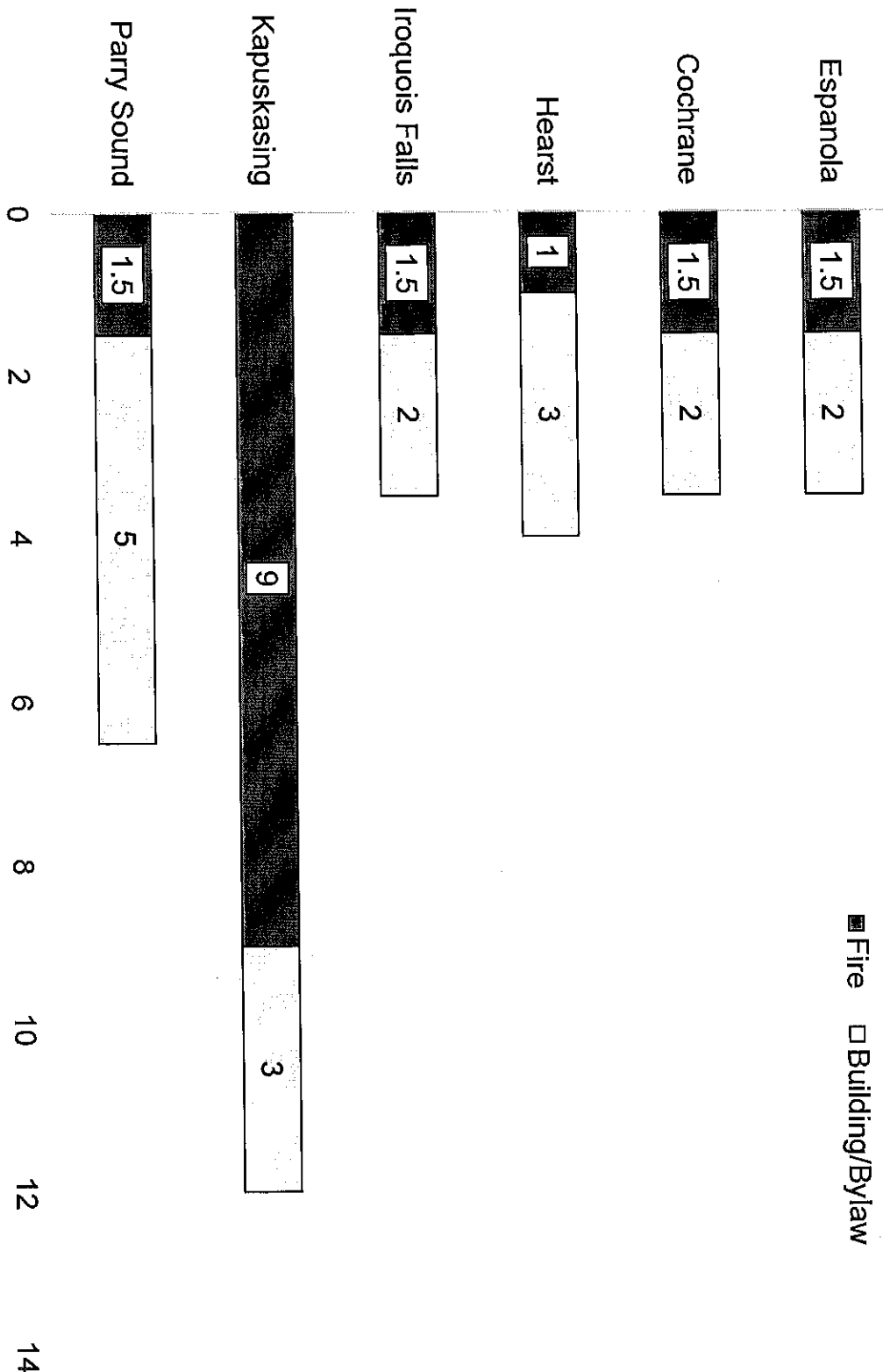
Yes ☒ No ☐

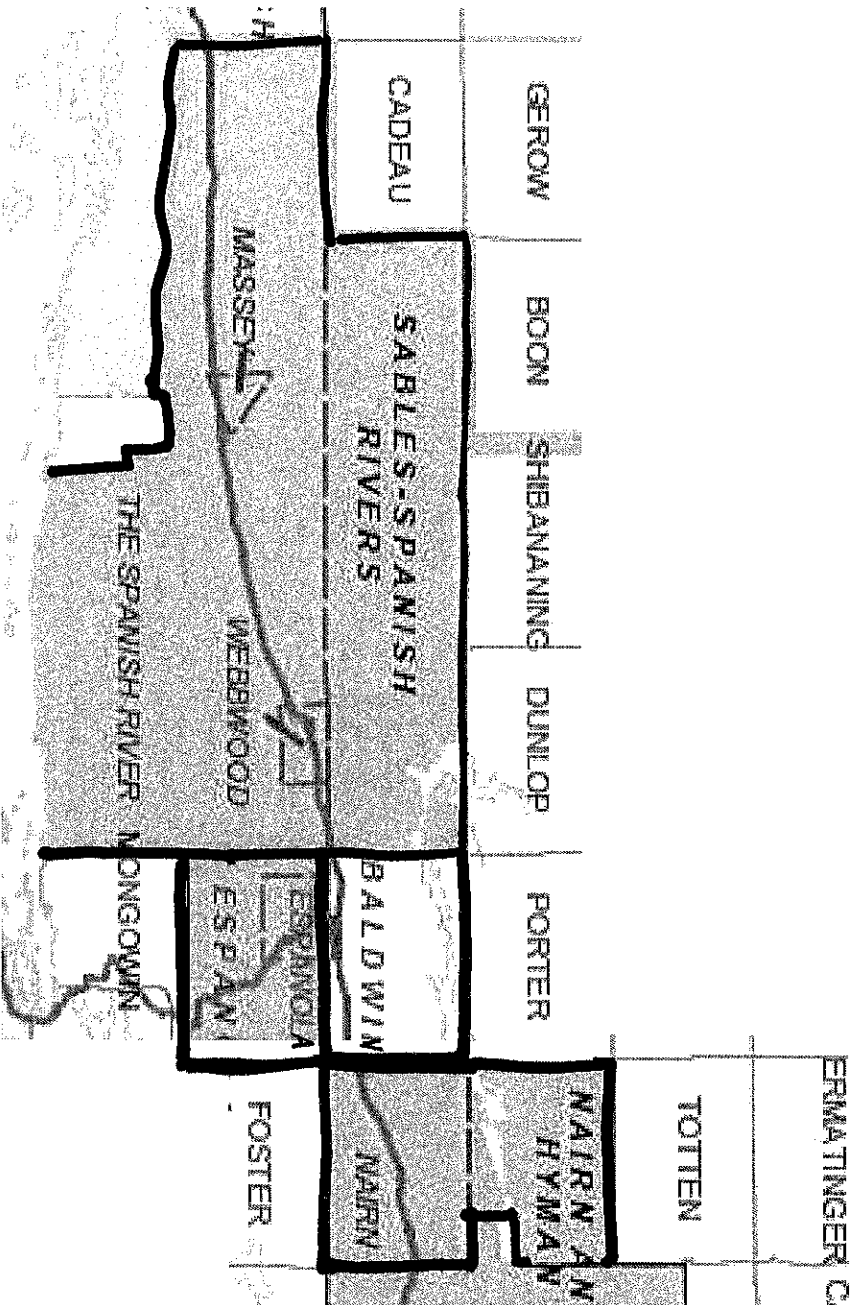
Comments:



Organizational Design
Comparator Municipal Staffing Levels

Protective Services – Fire and Building/Bylaw Services





SABLES-SPANISH RIVERS - 806.3 km²

BALWIN - 81.82 km²

NAIRN & HYMAN - 160.8 km²

ESPANOLA - 82.82 km²

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STAFF REPORT

DEPARTMENT: Administration	DATE: June 25, 2019
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ITEM: Fire Hall Costs

RECOMMENDATION: Be it resolved that: For information.

BACKGROUND:

ANALYSIS: Please see attached analysis. The additional change orders are described briefly. The abatement costs were not known at the time of budgeting. These were identified subsequently in a designated substance report. There may be additional costs from Bell, Eastlink and Hydro hook ups. Overages are not expected to be significant and will be funded by other program area surplus/deficits in 2019 or from the tax rate stabilization reserve if required.
--

EXISTING POLICY: n/a

STRATEGIC GOAL: <input type="checkbox"/> 1) Improve and Maintain our Infrastructure <input type="checkbox"/> 2) Sustainable Economic Growth & Prosperity <input checked="" type="checkbox"/> 3) Excellence in Government <input type="checkbox"/> 4) Safe and Healthy Community
--

FINANCIAL COMMITMENT:

IMPLEMENTATION:

Prepared By: Cynthia Townsend

Department Manager: _____

CAO/Treasurer: Cynthia Townsend

Department: General Administration	Form Number: A99-01370
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Approval of Recommendation: Yes ☐ No ☐

Comments: _____

FIRE HALL COSTS
JUNE 25, 2019

	<u>ACTUAL COSTS</u> <u>TO DATE</u>	<u>OUTSTANDING</u>	<u>TOTAL PROJECT</u> <u>COSTS</u>	<u>2018</u>	<u>2019</u>	<u>TOTAL</u> <u>BUDGETED</u> <u>PROJECT COSTS</u>	<u>VARIANCE</u>
PROFESSIONAL FEES							
Perry & Perry	22,896.00	15,264.00	38,160.00	-	50,000.00	50,000.00	1) 11,840.00 24%
TOWN OF ESPANOLA(PERMIT)	37,807.00		37,807.00			50,000.00	2)
			75,967.00				
GENERAL BUILDING CONTRACT							
LIGNUM BUILDERS - Contract	2,161,485.30	89,158.04	2,250,643.34	830,200.00	1,424,000.00	2,254,200.00	3) 4)
Change Order #1-hardware	1,690.27		1,690.27				
Change Order#2-abatement		22,726.06	22,726.06				
Change Order#3-paving		15,445.07	15,445.07				
CLEANCRETE CUTTING (CURB)	4,070.30		4,070.30				
HOME HARDWARE	14.62		14.62				
			2,294,589.66			2,254,200.00	- 40,389.66 -2%
EQUIPMENT							
FLAGS UNLIMITED (new pole)		1,974.85	1,974.85	-	-	-	
COMMUNICATION EQUIPMENT							
SPECTRUM		4,231.26	4,231.26	-	24,000.00	24,000.00	
DC COMMUNICATION		11,471.91	11,471.91				
BELL - ????							
EASTLINK - ???			15,703.18			24,000.00	8,296.82 35%
			2,388,234.69			2,328,200.00	- 60,034.69 -3%

- 1) Additional outstanding costs for professional fees is an estimate based on previous invoice.
- 2) Town of Espanola permit fees, not budgeted for as it is a journal entry and not a cash outlay.
- 3) Original 2018 Budget for construction was 1,625,000, however only \$830,200 of work was completed so this figure has been updated to reflect actual.
- 4) Curb cutting was required for access from 4 truck bays

The overall negative variance to date of \$60,034.69 includes \$37,807 for the building permit which is not a cash outlay but an inter-departmental charge.
The remaining variance of \$22,227.69 reflects change orders issued mostly for abatement and parking area improvements.

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Bylaw No:	Version #: 2

STAFF REPORT

DEPARTMENT: Administration	DATE: June 25, 2019
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ITEM: Council Training Budget

RECOMMENDATION: Be it resolved that: For information.

BACKGROUND: Below is a summary of Council travel expenditures to date. This is just for information as council is approaching the overall amount budgeted for the year. This is the first year of a new council, so there is more training available than there may be in future years. It is excellent to see council actively seeking out these opportunities which will only return benefits to our community. The AMO conference is highlighted as although rooms and registration costs have been incurred, the actual conference is in August and therefore there will be more costs to come. Overages are not expected to be significant and will be funded by other program area surplus/deficits in 2019 or from the tax rate stabilization reserve if required.

ANALYSIS: Please see attached analysis.							
<u>2019</u>	<u>ROMA</u>	<u>FONOM</u>	<u>August AMO Conference</u>	<u>AMO Councillor Training</u>	<u>OCWA Water</u>	<u>Other</u>	<u>Total</u>
Mayor Beer	2,120.84		1,551.84		173.35		3,846.03
	794.53						
Deputy Mayor Foster	¹	592.60				50.00	1,437.13
Councillor Hayden	-	-		746.67			746.67
Councillor Dufour		381.60					381.60
Councillor Van Alstine		381.60	1,165.16	1,222.46 ✓			2,769.22
Councillor Duplessis		381.60					381.60
Councillor Mallot			798.82	1,249.83 ✓			2,048.65
	2,915.37	1,737.40	3,515.82	3,218.96	173.35	50.00	11,610.90
Budget	1,500.00	3,000.00	4,000.00	-	-	3,500.00	12,000.00

¹ Councillor Foster's ROMA Registration and flight costs were recorded in December 2018 in the amount of \$849.94

Department: General Administration	Form Number: A99-01370
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TRAINING

Estimate based on:

AMO - 2 attendees @ 2,000	4,000	
FONOM 2 attendees @1,500	3,000	
ROMA/OGRA - 1 councillor	1,500	
Other training, AMO, Water, etc.@500 ea.	<u>3,500</u>	12,000

EXISTING POLICY: n/a

STRATEGIC GOAL:

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

FINANCIAL COMMITMENT:

IMPLEMENTATION:

Prepared By: Cynthia Townsend

Department Manager: _____

CAO/Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ___ No ___

Comments: _____