



REGULAR COUNCIL AGENDA

For the Corporation of the Town of
Espanola

Council Meeting

To Be Held On

Tuesday, March 14, 2017
Council Chambers
Municipal Building

100 Tudhope Street
7:30 pm



Espanola Council AGENDA

*For the Regular Meeting of the Town of Espanola
To Be Held On **Tuesday, March 14, 2017** at 7:30 p.m.
In The Council Chambers, Municipal Building*

7:30 P.M.

REGULAR MEETING OF COUNCIL
Council Chambers, 100 Tudhope Street

Please note this meeting will be live streamed.

Disclosure of Pecuniary Interest and General Nature Thereof

PUBLIC HEARINGS

None

DELEGATIONS

None

QUESTION PERIOD

PART 1 - CONSENT AGENDA

Resolution Prepared Adopting Resolutions for
Items **A1** to **F4** inclusive contained in the Consent Agenda

- CA-005 -17 Be It Resolved That: Items A1 to F4 inclusive contained in Part 1, Consent Agenda be adopted.

Adoption of Minutes

A1 Special Meeting of Council of February 23, 2017

A2 Regular Meeting of Council of February 28, 2017

A3 Special Meeting of Council of February 28, 2017

- 17-044 Be It Resolved That: The following Minutes are hereby accepted; Special Meeting of Council of February 23, 2017; Regular Meeting of Council of February 28, 2017; Special Meeting of Council of February 28, 2017

Board and Committee Reports

B1 Corporate Services Committee Meeting of March 7, 2017

- 17-045 Be It Resolved That: The following Board and Committee Reports are hereby received: Corporate Services Committee Meeting of March 7, 2017.

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

D1 Recommendation regarding Procurement of Good Policy

- 17-046 Be It Resolved That: As Recommended by Corporate Services That: The Procurement of Goods Policy be adopted as amended.

D2 Recommendation regarding Tax Policy

- 17- 047 Be It Resolved That: As Recommended by Corporate Services That: Council proceed with a review to the Vacancy Rebate and Reduction Programs.

Bylaws and Resolutions

The following bylaws will be read and passed.

E1 Bylaw No. 2772/17

- 17-048 A Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of February 28, 2017.

E2 Bylaw No. 2770/17

- 17- 049 A Bylaw of the Town of Espanola to Execute the Purchase of Property at 124 Tudhope Street.

Reports

F1 Public Works Department Departmental Report for February 2017

F2 Espanola Court Service Area 2016 Annual Report

F3 Elliott Lake & Blind River Court Service Area 2016 Annual Report

F4 Treasurer's Statement of Remuneration - 2016

- 17-050 Be It Resolved That: The following reports are hereby received; Public Works Department Departmental Report for February 2017; Espanola Court Service Area 2016 Annual Report; Elliott Lake & Blind River Court Service Area 2016 Annual Report; Treasurer's Statement of Remuneration - 2016

PART II - REGULAR AGENDA

Bylaws and Resolutions

G1 Recommendation regarding Automated External Defibrillators

- 17-051 Be It Resolved That: Council for the Town of Espanola hereby supports the resolution adopted by the Municipality of Thames Centre regarding Automated External Defibrillators.

G2 Bylaw No. 2769/17, being a Deeming Bylaw for Lot Consolidation

- 17-052 Be It Resolved That: Bylaw 2769/17, being a deeming bylaw for lot consolidation of Roll #002-02400/ 124 Tudhope & #002-0230/128 Tudhope Street be adopted.

G3 Bylaw NOo. 2771/17, being a Deeming Bylaw for Lot Consolidation

- 17-053 Be It Resolved That: Bylaw 2771/17, being a deeming bylaw for lot consolidation of Roll # 008-09500/390 James & 008-09400/384 James be adopted.

G4 Recommendation regarding ARB Representative

- 17-054 Be It Resolved That: A bylaw be adopted appointing MTE Paralegal Professional Corporation to act as agent in matter related to assessment and taxation matters effective January 1, 2017

G5 Recommendation regarding OPP Policing vs Existing Local Police Services

- 17-055 Be It Resolved That: A by-election be held to allow the residents of Espanola to chose who will provide policing series for the Town.

G6 Recommendation regarding Specialized Transit – Care Van

- 17-056 Be It Resolved That: 1. The town of Espanola enter into an agreement for joint transit procurement. 2. The Town of Espanola proceed with Option 3 with funding being subsidized from the PTIF and funds in the Provincial Gas Tax Trust Account.

Correspondence For Information Only

**H1 2016 Annual and Summary Report for the Espanola Water System
Information**

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

Cheque register for February 2017
SDHU 2016 Performance Monitoring Report
Ontario News correspondence re: Waste Free
FONOM correspondence re: Addressing Electricity Costs

Conference and Conventions

FONOM, Wednesday May 10th – Friday May 12th, 2017
North Bay, Ontario

Mayor and Councillor Reports and Announcements

Verbal

Future Council/Committee Meetings

Community Services Committee Meeting of March 21st @ 4:00 pm
Regular Meeting of Council of March 28th @ 7:30 pm

Adjournment

Closed Meeting (if required)

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

**Council Chambers
Municipal Building**

**February 23, 2017
12:36 pm**

Chair Bill Foster presided over the meeting.

Present:

Councillor: Mayor Piche, K. Duplessis, B. Yocom

Councillor R. Dufour and K. Duplessis arrived to the meeting at 12:43 pm

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

N. Haley, CEO, ERHHC

K. Roy, Chief Financial Officer, ERHHC

J. Brunetti, Manager of Espanola and Area Family Health Centre

Absent:

Councillor S. Meikleham

In Camera

1. R. Piche – R. Yocom

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

- ☐ The security of the property of the municipality or local board;
- ☒ personal matters about an identifiable individual, including municipal or local board employees;
- ☐ a proposed or pending acquisition or disposition of land by the municipality or local board;
- ☐ labour relations or employee negotiations;
- ☐ litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- ☐ advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- ☐ a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act. 2001, c. 25, s. 239 (2).

Time: 12:36 pm

Carried

**Resume Special
Meeting**

2. R. Yocom – R. Piche

Be It Resolved That: The Special Meeting of Council hereby resumes. Time: 1:15 pm

Carried

DRAFT

**2017 Budget 1st
Draft**

Christine Desjardins, Manager of Court Services presented Council with the budget for POA.

A discussion ensued regarding the decrease to regular wages and transaction charges. Ms. Desjardins advised that she will revisit the transaction charges line item and provide Council with an update.

Mr. J. Yusko, Manager of Public Works presented Council with details of the Transportation budget.

He explained the reason for being over budget in the previous year for summer job services was due to the student grant being eliminated, he further stated that he budgeted for the same for 2017.

Further discussion ensued on office operations, GPS, asset management and the general operating fund. Mr. Yusko explained the need to have the line item "departmental work" was to help better allocate the expenses associated with helping other departments. Discussions ensued regarding the waste oil furnace that was brought forward from the 2016 budget as well as propane discrepancies from 2016 to the current year.

Mr. Yusko advised that he will revisit the PPE budget as he feels this figure may be on the high end.

A discussion ensued regarding the asphalt budget and if any unused funds could be placed into reserves. C. Townsend, CAO advised Council she will review the reserve policy. Council and Mr. Yusko further discussed unpaved road maintenance, bridges and culverts, engineering fees, sand/salt allocations, hydro and Clean up Week.

**2001Trackless MT5
Tractor and Dual
Auger Snow Blower**

R. Piche – R. Yocom

Be It Resolved That: Council allocated funds in the 201 municipal budget to replace the Public Works Department's 2001 trackless MT5 Tractor and dual-auger snow blower.

Carried

Plow Truck

R. Yocom – R. Piche

Be It Resolved That: Council establish a budget of \$190,000 for the plow truck replaced in 2017.

Carried

Adjournment

R. Yocom – R. Piche

Be It Resolved That: The Special Meeting of Council is hereby adjourned. Time: 3:15 pm

Carried

Bill Foster
Chair

Cynthia Townsend
CAO/Treasurer

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

**Council Chambers
Municipal Office**

**February 28, 2017
7:30pm**

His Worship Mayor Piche presided over the meeting.

Present:

Councillor R. Dufour, B. Foster, K. Duplessis, R. Duplessis, S. Meikleham, R. Yocom

Nicole Haley, CEO of ERHHC

Jon Brunetti, Manager of Espanola and Area Family Health Team

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

The Mayor advised that this meeting is being live streamed.

Disclosure of pecuniary interest and the general nature thereof.

Public Hearing

None

Delegations/Petitions

Nicole Haley and Jon Brunetti presented Council with information on the many services the ERHHC offers. Ms. Haley highlighted that the facility is recognized provincially as a model for healthcare integration with a health campus providing a continuum of care all under one roof for primary, ambulatory, community, acute, long-term and seniors housing/assisted living. Discussions took place regarding the Patient Advisory Committee and applications were distributed to Council to encourage their participation.

In closing, Ms. Haley spoke of the Nursing Home Park Project and its benefits.

Mayor and Council thanked Ms. Haley and Mr. Brunetti for their presentation.

Question Period

None

CONSENT AGENDA

CA-004-17B. Foster – R. Yocom

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

Carried

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Items A1-A4
Minutes

17-038 K. Duplessis – B. Foster

Be It Resolved That: The following Minutes are hereby accepted; Special Budget Meeting of Council of February 7, 2017; Special Budget Meeting of Council of February 14, 2017; Regular Meeting of Council of February 14, 2017; Special Meeting of Council of February 14, 2017.

Carried

Board and Committee Reports

None

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

None

Bylaws and Resolutions

Item E1
Confirmatory Bylaw

17-039K. Duplessis – B. Foster

Be It Resolved That: Bylaw No 2767/17 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of February 14, 2017.

Carried

Item E2
Bylaw to Amend
Water and Sewer
Rates

17-040B. Foster – K. Duplessis

Be It Resolved That: Bylaw No 2764/17 be adopted, being a Bylaw of the Town of Espanola to Amend the Tariff of Fees for Water and Sewer Rates.

Carried

Item E3
Bylaw to Provide for
Fire Protection

17-041 R. Dufour – K. Duplessis

Be It Resolved That: Bylaw No 2768/17 be adopted, being a Bylaw of the Town of Espanola to execute an Agreement with the Ministry of Natural Resources and Forestry for Fire Protection.

Carried

Reports
Items F1 –F7

17-042 R. Dufour – R. Duplessis

Be It Resolved That: The following reports are hereby received: The following reports are hereby received: Sudbury and District Board of Health Meeting Minutes of February 16, 2017; Manitoulin-Sudbury District Services Board Meeting Minutes of January 26, 2017; Espanola Police Services Board Meeting of January 18, 2017; Leisure Services Department Departmental Report for January 2017; Public Works Department Departmental Report for December 2016 & January

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2017; Fire Department Departmental Report for January 2017;
Building Department Departmental Report for January 2017.
Carried

PART II
REGULAR AGENDA
Bylaws and Resolutions

Item G1
Building Inspector for
Sables-Spanish
Rivers, Baldwin,
Nairn and Spanish

17-043 R. Yocom – K. Duplessis

Be It Resolved That: The Town of Espanola proceed in advertising for a third full-time building inspector to provide services to Sables-Spanish River, Baldwin, Nairn and Spanish.

Carried

A discussion took place regarding the agreement being reviewed by Council prior to hiring for this position. The resolution was amended to give direction to advertise for this position.

Further discussion ensued regarding cost recovery, succession planning and possible funding for intern programs.

The Clerk reminded Council that the agreement would need to be approved by all Council's involved prior to implementation.

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.

Municipality of Thames Centre resolution re: Fire Department Infrastructure funding
Ministry of Community Safety and Correctional Services correspondence re: Program Funding
FONOM Winter Newsletter
City of Temiskaming Shores correspondence re: Northern Ontario Mining Showcase

Conference and Conventions

FONOM, Wednesday May 10th – Friday May 12th, 2017
North Bay, Ontario

Mayor and Councillors Reports and Announcements

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- Canada 150 Mosaic** Councillor Yocom commented on the beautifully finished mosaic that was the product of community presentation.
- Winter Maintenance** Councillor Yocom complimented PWD on their efforts to keep the streets and sidewalks plowed during snowfall events.
- Asphalt** Councillor R. Duplessis reminded Council of the problems some municipalities are facing with substandard asphalt. Councillor Yocom advised that, as Chair of the Community Services Committee would revisit this item with PWD.
- Family Day** Councillor Foster advised that the QPC and Lions Club partnered to offer events at the Complex during Family Day and the result was 500+ people visiting the Complex.

Future Council Meetings

Corporate Services Committee Meeting of March 7, 2017 @ 3:00 pm
Regular Meeting of Council of March 14, 2017 @ 7:30 pm

Adjournment

B. Foster – R. Yocom

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time:8:12pm

Carried

Ron Piche
Mayor

Paula Roque
Clerk

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

**Council Chambers
Municipal Building**

**February 28, 2017
8:16 pm**

Mayor Piche presided over the meeting.

Present:

Councillors: R. Dufour, B. Foster, K. Duplessis, R. Duplessis, S. Meikleham, B. Yocom

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

Mayor Ron Piche advised that during the last Special In Camera meeting he should of declared a pecuniary interest. It was not until after the meeting he realized that a declaration should have been made.

In Camera

1. R. Dufour – K. Duplessis

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

- ☐ The security of the property of the municipality or local board;
 - ☐ personal matters about an identifiable individual, including municipal or local board employees;
 - ☒ a proposed or pending acquisition or disposition of land by the municipality or local board;
 - ☐ labour relations or employee negotiations;
 - ☐ litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - ☐ advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - ☐ a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act. 2001, c. 25, s. 239 (2).
- Time: 8:15 pm

Carried

Staff was directed to proceed with a pending acquisition of land.

**Resume Special
Meeting**

2. R. Duplessis – R. Dufour

Be It Resolved That: The Special Meeting of Council hereby resumes. Time: 8:20pm

Carried

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Adjournment

R. Dufour – R. Duplessis

Be It Resolved That: The Special Meeting of Council is hereby adjourned. Time: 8:20 pm

Carried

Ron Piche
Mayor

Paula Roque
Clerk

DRAFT

CORPORATE SERVICES COMMITTEE MEETING**Tuesday, March 7, 2017****3:00 pm****Council Chambers****Municipal Building****Chair K. Duplessis presided over the meeting.****Disclosure of pecuniary interest and general nature thereof.****Present:**

Mayor Piche, Councillor B. Foster; Councillor R. Duplessis
Municipal Officials, C. Townsend, CAO/Treasurer; P. Roque,
Clerk/Manager of Planning Services; C. Tessier, Manager of
Financial Services; T. Denault-Roque, Recording Secretary

**Procurement of Goods
Policy****B. Foster – R. Duplessis**

Be It Resolved That: As Recommended by the Corporate Services
Committee That: The Procurement of Goods Policy be adopted as
amended.

Carried

A discussion ensued.

It was explained by Ms. Townsend that POs are now built in to the
new accounting program used by the municipality so this policy
needed to be updated.

Staff was directed to amend the policy further.

**Vacancy Rebate and
Reduction Programs****R. Duplessis – B. Foster**

Be It Resolved That: As Recommended by the Corporate Services
Committee That: Council proceed with a review to the Vacancy
Rebates and Reduction Programs.

Carried

A discussion ensued.

Ms. Townsend provided the Committee with a summary of the
vacancy rebate and reduction programs.

Adjournment**R. Piche – R. Duplessis**

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

Time: 3:15 pm

Carried

K. Duplessis
Chair

P. Roque
Clerk

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CORPORATE SERVICES COMMITTEE

Moved By: Bill Foster

Date: March 7, 2017

Seconded By: [Signature]

Motion No.: 1

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

The Procurement of Goods Policy be adopted as amended.

CARRIED ✓ DEFEATED

[Signature]
Chair

**RECORDED VOTE
INTEREST**

For Against

Mayor R. Piche	_____	_____
B. Foster	_____	_____
S. Meikleham	_____	_____
B. Yocom	_____	_____

DECLARATION OF PECUNIARY

Mayor R. Piche	_____
B. Foster	_____
S. Meikleham	_____
B. Yocom	_____

AGENDA #1

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

STAFF REPORT

DEPARTMENT:Administration

DATE:February 27, 2017

ITEM:Procurement of Goods Policy

RECOMMENDATION:As recommended by Corporate Services:
that:

The Procurement of Goods Policy be adopted as amended.

BACKGROUND:

In 2016, it was recommended that changes be made to this policy, specifically item 7.2 was added, "The purchase of goods and services cannot be divided into two or more parts to avoid the provisions of this policy or the purchasing procedure."

ANALYSIS:

Further review of the policy was required as it referred to a separate tendering policy, which we do not have and the procedure for purchase orders changed significantly when the new electronic version of PO's was initiated.

The policy has been updated to reflect these changes and hopefully clarify a bit the different types of purchasing methods and when to use them.

EXISTING POLICY:F17-01325

STRATEGIC GOAL:

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

FINANCIAL COMMITMENT: N/A

IMPLEMENTATION:

Prepared By:

Cynthia Townsend

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

Department Manager: _____

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ✓ No

Comments: _____

Department: Finance and Accounting	Policy Number: F17-01325
Subject: Procurement of Goods Policy	Effective Date: 2002
Bylaw No: 1785	Revision Date: June 22, 2010
	Version #: 1

1.0 Purpose

To provide a Corporate wide policy for the procedures and controls in the acquisition of goods and services.

Policy will be applicable to all departments of the Corporation of the Town of Espanola and where their operational and reporting structure permits, boards and services responsible to the Corporation.

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2.0 Principles

2.1 To ensure fairness among bidders;

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2.2. To ensure all goods and services are purchased on a competitive basis at lowest cost consistent with the quality required and availability;

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2.3 To provide a level of service that meets the time frame requirements for each department;

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2.4 To ensure openness, accountability and transparency while protecting the financial best interest of the Town of Espanola;

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2.5 To monitor all purchases within current control resources;

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2.6 To maximize savings to the taxpayers.

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3.0 Objectives

To provide policy and procedure for methods of acquisition.

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4.0 Responsibilities

4.1 CAO/Treasurer

The CAO/Treasurer has the overall responsibility for administering and maintaining the purchasing policy.

Municipal Council will have the responsibility by bylaw to establish review, amend and enact the purchasing policy.

4.2 Department Administration

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Request for tenders exceeding \$100,000¶
Request for quotations not exceeding \$100,000 ¶
Request for quotations not exceeding \$25,000 (Department Manager)¶
Written price quotations¶
Purchases not exceeding \$10,000¶
Purchases not exceeding \$1,000¶
Petty Cash purchases ¶
Vendor Selection¶
Bulk Purchasing¶
Purchase Orders¶
Blanket Purchase Orders¶
Approved vendors¶
¶
¶
3. Objectives continued-¶
¶
Single Source Items¶
Emergency Purchases¶
Purchase Control¶

Finance and Administration will be responsible for implementing and maintaining the proper accounting controls.

All other Department Managers shall, where authorization has been delegated to purchase, be responsible for ensuring that the principles and objectives of this policy are adhered to and be responsible for procurement activity and decisions within their Department.

5. Methods of procurement

5.1 Request for Proposals

A request for proposal shall be used where one or more of the criteria for issuing a request for tender cannot be met such as;

- a) owing to the nature of the requirement, suppliers are invited to propose a solution to a problem, requirement or objective and the selection of the supplier is based on the effectiveness of the proposed solution rather than on price alone; or
- b) it is expected that negotiations with one or more bidders may be required with respect to any aspect of the requirement.

The proposal selected earns the highest score and meets the requirements specified in the competition, based on qualitative, technical and pricing considerations.

5.2 Request for Tender

The Request for Tender process shall be utilized for obtaining competitive bids based on precisely defined requirements for which a clear or single solution exists.

Tender documents are to be prepared, advertised, analyzed and evaluated by the originating department and a recommendation prepared for Council consideration.

If a consultant is engaged to issue a tender on behalf of the corporation the CAO/Treasurer and the appropriate department manager will ensure that the documentation and recommendation is prepared for Council consideration.

Initial opening of the documents for the above noted preparation and evaluation will be conducted by the Department Manager, CAO/Treasurer. All tendering review will be open to the parties submitting the tender.

5.3 Request for Quotation

A Request for Quotation will be utilized as in the Request for Proposal with the exception that bids will be solicited on an invitational basis from a pre-determined

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¶ The following policies and procedures shall apply to the procurement of all goods and services for the corporation:¶
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Deleted: <#>Where the contract price is anticipated to be \$100,000.00 or greater and the request for proposal method of procurement is utilized¶
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bidders list but may be supplemented with public advertising of the procurement opportunity.

Request for quotations will require a minimum of three sources as determined by the department manager.

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Quotations will be analyzed, evaluated and reviewed by the originating department, reviewed by the CAO/Treasurer and where an amount exceeds \$25,000 with a recommendation to be forwarded to Council for approval.

Where the requirement of the originating department is such that time does not permit the use of a formal R.F.Q. the CAO/Treasurer may waive this requirement if in his/her discretion it is in the best financial interests of the corporation.

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Support documentation will be required to support any discretionary exercise within the R.F.Q. provisions.

5.3.1 Request for Quotations (Department Managers) not exceeding \$25,000

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Where the price of an acquisition is between \$10,000 and \$25,000 three written quotations will be required. Any deviation from the number of quotations required will be subject to documented rationale and approval from the CAO/Treasurer.

Where time requirements and cost effectiveness require a faster response, written price quotations may be waived by the Department Manager if prices can be confirmed by telephone and properly documented.

All copies of the written quotation will be received by the Administration department for documentation except where authorized by the CAO/Treasurer.

5.3.2 Purchases not exceeding \$10,000

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Where the price of an acquisition is between \$1,000.00 and \$10,000.00 properly documented or noted telephone quotations will be required from three different sources. Any deviation from the number of quotations required will be subject to documented rationale and approval from the CAO/Treasurer.

5.4 Non-Competitive Procurement

5.4.1 Purchases not exceeding \$1,000

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Where the value of the acquisition is less than \$1,000 competitive quotations need not be recorded.

5.4.2 Petty Cash Purchases not exceeding \$200.00

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Cash purchases (petty cash) may be used by approved departments in accordance with established procedures and where the value is less than \$200.00. They are not to be grouped to achieve larger purchases.

5.4.3 Corporate Credit Cards

Where corporate credit cards are utilized, it is the Department Managers responsibility to ensure purchases are consistent with this policy as well as the Corporate Credit Card Policy F27-01287.

5.3 Vendor Selection

Notwithstanding section 5 and adhering to principle 2.2, the Town of Espanola reserves the right to deviate from the established policy if in the opinion of the Town of Espanola it is in the best financial interests of the municipality.

The municipality is therefore under no obligation to accept the lowest cost or any of the amounts as submitted and can request further submissions conforming to the provisions of section 5.

5.4 Exemptions

5.4.1 The purchase of goods and services listed in Schedule "A" to this Bylaw may be made provided that sufficient funds are available and identified in Council's approved budget. The purchase of goods and services in Schedule "A" may be made without following the procedures set out.

5.5 Irregularities

5.5.1 The process for administering irregularities contained in bids shall be set out in Schedule "B".

6.0 Procedures for procurement

6.1 Purchase Orders

The following procedures shall be observed for all the procurement of all materials and services.

6.1.1 Purchase orders will be generated through iCity for all items > \$1,000.

6.1.1 Purchase orders will be initiated by the staff of each department and should include actual prices or close estimates.

All purchase orders should be coded to correct general ledger accounts and include the correct vendor number.

6.1.2 The department manager shall approve purchase orders up to \$25,000. All purchase orders above \$25,001 must be approved by the CAO/Treasurer in accordance with the resolution of council.

6.1.3 Materials received will be verified by matching the packing slip and the items received with the purchase order. If the shipment is complete, this will be matched with the invoice, signed and returned to the Municipal Office. Indicate "All materials received" on the copy.

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<#> boards and committees, for the purchase of supplies and services, equipment, replacement articles, repairs, etc.¶

<#>¶
<#> The purchase order form (Schedule C) has the following four parts for use:¶

<#>¶
<#> Copy 1 (white). To be forwarded to the supplier¶
<#> Copy 2 (yellow). To be forwarded to the main office accounting dept.¶

<#> Copy 3 (pink). This receiving copy to be attached to the approved invoice along with the shipping slip.¶

<#> Copy 4 (gold). To be retained by the originating department¶
<#>¶

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Deleted: of his/her designate

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Deleted: <#> Originator's copy will be removed and retained. The accounting copy will be forwarded immediately to the municipal office. The supplier's copy will be mailed or delivered to the supplier by the originating office. The originating office for inclusion with the approved invoice will retain receiving copies.¶
<#>¶

<#> Purchase orders are to indicate correct delivery designation of the supplies or equipment.¶
<#>¶

Deleted: checking off the items against the Receiver's Copy #3

Deleted: copy

Deleted: with the invoice

Deleted: The municipal office will attach the invoice and receiving slip to their Copy #2 process the invoice for payment.

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6.2 Blanket Purchase Orders

Blanket Purchase Orders, may be issued if such a purchase order is desirable. Any such purchase order issued shall be limited as to the time and value per order.

Time Not to exceed a period of 12 months

Value Not to exceed a specific amount of \$1,000.00 per order.

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6.2.1 Department Managers approval must be obtained for items over \$100.00 on blanket purchase orders.

6.2.2 Invoices for materials and supplies purchased under blanket purchase orders must be signed, coded to proper expense account or a notation made on the invoice as to what the material was used for, and delivered to the Department Manager.

6.3 Approved Vendors

Finance and Administration will, in cooperation with the user departments, compile a list of approved vendors from which no quotes will be required. Such vendors are such that they supply a specific contracted service, or product.

6.4 Single Source Items

When the Department Manager has selected a vendor as the single source of an item the acquisition may be made by a regular purchase order. Items exceeding \$25,000 will require the approval of Council.

6.5 Emergency purchases

Where an emergency exists requiring the immediate procurement of goods, services and construction, the CAO/Treasurer may authorize the purchase required by the most expedient and economical means.

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Deleted: /Administrator

6.5.1 During working hours the CAO/Treasurer or designate shall be contacted to approve the applicable purchase.

6.5.2 After working hours the Department Manager may arrange to make the applicable purchase and provide the relevant documentation and rationale in a timely manner to Finance and Administration for review of the CAO/Treasurer or designate

7.0 Purchase control

The Finance and Administration Department will maintain a system of controls and provide guidance and review of all purchasing policy activities. These controls shall ensure that:

7.1 The proper methods and procedures for procurement are used.

7.2 The purchase of goods and services cannot be divided into two or more parts to avoid the provisions of this policy or the purchasing procedure.

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7.3 All purchases are made from approved vendors where applicable.

7.4 The procedures applicable to blanket purchase orders emergency purchases are being adhered to by all departments.

7.5 All deviations will be monitored and brought to the attention of the department manager with a copy of the CAO/Treasurer.

Deleted: <#> All accounting copies (yellow) of the applicable purchase order are to be forwarded to Finance and Administration.¶

8.0 Addendum

Schedules "A", and "B" attached hereto shall form part of the Bylaw.

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SCHEDULE "A"

To Bylaw No. 1785/04

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The purchasing methods described in this bylaw do not apply to the following goods and services:

1. Training and Education
 - a) registration and tuition fees for conferences, conventions, courses and seminars
 - b) magazines, books and periodical unless the purchase of such magazines, books and periodicals are subject to value-added services
 - c) memberships
2. Refundable employee/councillor expenses
 - a) advances
 - b) meal allowances
 - c) travel and entertainment
 - d) miscellaneous – non travel
3. Employer's general expenses
 - a) payroll deductions remittances
 - b) medical
 - c) licenses, (vehicles, etc)
 - d) debenture payments, grants, tax remittances, petty cash
 - e) damage claims
4. Professional Services
 - a) legal fees and other professional services related to litigation or legal matters
 - b) utilities
 - c) advertising services required by the Town on or in but not limited to radio, television, newspaper and magazines
 - d) Engineering Services

SCHEDULE "B"

To Bylaw No. 1785/04

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Irregularity	Response
Late Bids	Automatic rejection and not opened or read publicly.
Unsealed Envelope	Automatic rejection
Insufficient financial security (no bid security or agreement to bond or insufficient bid bond	Automatic rejection

or agreement to bond)

All required sections of bid documents not completed

Automatic rejection, unless, in the consensual opinion of the agent, the Department Manager in charge and the CAO/Treasurer, the incomplete nature is trivial or insignificant

Bids received on documents other than those provided or specified by the Town

Automatic rejection

Bids containing minor obvious clerical errors

48 hours to correct and initial errors

Failure to execute agreement to Bond (surety's consent) or bonding company corporate seal or signature missing from agreement to bond

Automatic rejection

Failure to execute bid bond by Bidder and bonding company
a) Corporate seal of the Bidder and bonding company missing

Automatic rejection

48 hours to correct

Documents – execution
a) corporate seal or signature missing;
signatory's authority to bind the corporation or signature missing

48 hours to rectify situation

CORPORATE SERVICES COMMITTEE

Moved By: [Signature]

Date: March 7, 2017

Seconded By: Bill Foster

Motion No.: 2

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

Council proceed with a review to the Vacancy Rebate and Reduction Programs.

CARRIED ✓ DEFEATED

[Signature]
Chair

**RECORDED VOTE
INTEREST**

	For	Against
Mayor R. Piche	<u> </u>	<u> </u>
B. Foster	<u> </u>	<u> </u>
S. Meikleham	<u> </u>	<u> </u>
B. Yocom	<u> </u>	<u> </u>

DECLARATION OF PECUNIARY

Mayor R. Piche	<u> </u>
B. Foster	<u> </u>
S. Meikleham	<u> </u>
B. Yocom	<u> </u>

AGENDA #2

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: February 28, 2017

ITEM: Tax Policy – Vacant Rebate and Reduction Programs

RECOMMENDATION: As recommended by Corporate Services: Be it resolved that:

Council proceed with a review to the Vacancy Rebate and Reduction Programs.

BACKGROUND:

See the attached background from the Minister of Finance.

ANALYSIS:

VACANT UNIT REBATES:

The municipality has refunded municipal taxes in the past 4 years as follows:

2013 - \$13,271
2014 - \$16,856
2015 - \$15,291
2016 - \$15,750

This has averaged \$15,000 with an additional \$5,000 in education tax also being refunded.

The Ministry has provided broad flexibility in this rate moving forward. The current rebate is 30% for commercial space and 35% for vacant industrial space.

Several municipalities have already indicated that they will be eliminating this rebate in its entirety moving forward, citing:

- "the program contributes to buildings remaining vacant for long periods of time.....disincentive to address the vacancies inhibits potential development and results in an overall negative impact on the community."
- It was also noted that it increases the work load to administer this program
- "revitalization efforts are also hampered..."
- "Economic burden is witnessed through increased costs for insurance, ...increased costs for enforcement of property standards, fire and health regulations."

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

"Ontario is the only Canadian province where commercial and industrial ratepayers are eligible for a vacant unit tax rebate."

To the benefit of the program, it does assist struggling business owners who struggle with vacancies and not realizing the full potential of their commercial/Industrial space.

Over the years, we have also seen a significant change in assessment values with "current value" being refined more and more each passing assessment cycle and commercial and industrial values continuously being eroded.

When commercial and industrial properties are assessed based upon the income approach method, they are benefiting with a vacancy factor built into their assessment, so this rebate can almost be seen as a double benefit, although a small one. Any vacancy is most likely reflected in the CVA reflected under the cost basis of valuation as well, through accelerated discount factors, obsolescence, etc.

In 2015, there were 8 properties that claimed the vacancy rebate and in 2014, there were 7, 6 were on both lists.

VACANT & EXCESS LAND PROPERTY TAX SUBLASSES:

The reduction for these tax classes are 30% for commercial and 35% for industrial.

For 2016, the taxation revenue in these classes amounted to \$28,718 for commercial and \$2663 in industrial, meaning without the reduction we could have realized approximately \$8,615 + \$932 or \$9,547 in additional revenues.

Neither of these changes will create substantial additional revenues however it will assist with shifting some of the tax burden back to the commercial class from the residential class.

To proceed with a review to the Vacancy Rebate and Reduction Programs, Council will have to seek Business Community Engagement and outline the program details. It is proposed that a press release be issued with council's intent on reviewing the program and seeking input to be considered at the March 28th council meeting, with a copy of the resolution provided to the Ministry by the April 1st deadline.

Administration is recommending the reduction of the commercial vacancy rebate, over a 2 year period, with reductions of 15% per year.

In addition, the reduction to these vacant & excess commercial and vacant & excess

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

Industrial tax classes be phased out, bringing the levels of taxation to 85% for both the commercial and industrial classes for 2017 and eliminating the reduction in 2018.

The 2016 Vacancy rebate will not be affected.

EXISTING POLICY: n/a

STRATEGIC GOAL:

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

FINANCIAL COMMITMENT: N/A

IMPLEMENTATION:

Prepared By:

Cynthia Townsend

Department Manager:

Clerk Treasurer/Administrator:

Cynthia Townsend

Approval of Recommendation:

Yes ☒ No ☐

Comments:

VACANT UNIT REBATE AND VACANT/EXCESS LAND SUBCLASSES

January 2017

Since 1998, the Vacant Unit Rebate and Vacant/Excess Land Subclasses have provided tax rebates and reductions to property owners who have vacancies in commercial and industrial buildings or land.

- **Vacant Unit Rebates:** The Vacant Unit Rebate provides a tax rebate to property owners who have vacancies in commercial and industrial buildings. This application-based program is administered by municipalities. The current rebate is 30% of the property tax for vacant commercial space and 35% for vacant industrial space.
- **Vacant and Excess Land Property Tax Subclass:** Commercial and industrial properties or portions of these properties in the Vacant and Excess Land Property Tax Subclasses are taxed at a fixed percentage rate below the tax rate of the broad class. These properties are discounted at 30% to 35% of the full Commercial and/or Industrial rate.

Currently, upper- and single-tier municipalities may choose to apply the same percentage of relief (between 30% - 35%) to both the commercial and industrial property classes.

NEW MUNICIPAL FLEXIBILITY FOR 2017 AND FUTURE YEARS

The Province has reviewed the Vacant Unit Rebate and the Vacant/Excess Land Subclasses in consultation with municipal and business stakeholders.

In response to municipal and other stakeholders' requests, the Province is now moving forward with providing municipalities broad flexibility for 2017 and future years. This change, announced in November 2016, is intended to allow municipalities to tailor the vacant rebate and reduction programs to reflect community needs and circumstances, while considering the interests of local businesses.

In order to provide the most flexibility for municipalities, changes to the rebate and reduction programs will be implemented through regulation. Upper- and single-tier municipalities that have decided to change the programs can notify the Minister of their Intent to utilize this flexibility and provide details of the proposed changes along with a council resolution.

To support implementation of changes to the vacant rebate and reduction programs, municipalities should review the attached checklist prior to submitting a request for changes to the Minister.

IMPLEMENTATION

Municipalities wishing to utilize the flexibility available to them must submit details of proposed changes to the Minister along with a council resolution by one of the following dates to ensure amendments are included in a regulation as soon as possible.

- March 1, 2017
- April 1, 2017
- July 1, 2017

Municipalities will be notified when the regulation implementing the requested changes has been enacted.

Note that in two-tiered municipalities, any program changes to be implemented will be an upper-tier municipal decision, consistent with the flexibility currently available to upper-tier municipalities, to determine the rebate and reduction percentage between 30% and 35%.

The Province has an interest in continuing to ensure tax competitiveness and consistency for taxpayers and as such, the Minister will consider proposed program changes within this context.

FURTHER INFORMATION

For general information about the vacant rebate and reduction programs, please contact the Ministry of Finance at info.propertytax@ontario.ca.

**VACANCY REBATE AND REDUCTION PROGRAM CHANGES
CHECKLIST
January 2017**

BUSINESS COMMUNITY ENGAGEMENT

- ✓ Have you engaged the local business community?
- ✓ Can you provide details on how and when you have engaged the local business community?
- ✓ Have you considered the potential impacts the proposed changes may have on local businesses?
- ✓ Have you communicated potential impacts of proposed changes to the business community?
- ✓ Has Council been made aware of the potential impacts on the business community?

PROGRAM DETAILS

- ✓ Have you outlined details of program changes in your submission?
- ✓ For municipalities in a two-tiered system, have you discussed proposed changes with lower-tier municipalities?
- ✓ Have you considered how you will implement or administer any potential changes to the vacancy programs?
- ✓ Have you considered these changes as part of a multi-year strategy?
- ✓ Has Council passed a resolution indicating approval of these changes?

FURTHER INFORMATION

If you have any questions about implementation of changes to the vacant rebate and reduction programs, please contact the Ministry of Finance at info.propertytax@ontario.ca.



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2772/17

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

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

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

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

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1st, 2014, held on: February 28, 2017 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 14th day of March 2017.

Ron Piche
Mayor

Cynthia Townsend
CAO/Treasurer

The Corporation of the Town of Espanola

Bylaw No. 2770/17

**Being a Bylaw to Execute
the Purchase of Property**

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

1. That the Mayor and CAO / Treasurer are hereby authorized to execute the purchase of property at 124 Tudhope St by the Corporation of the Town of Espanola.
2. That the Agreement to purchase shall be attached to and become part of the bylaw.

Read a first, second and third time in open Council on this 14th day of March 2017.

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

DEPARTMENTAL REPORT

DEPARTMENT: Public Works

MONTH: February 2017

PROJECT STATUS:

- **Bio-Solids:** Staff comments regarding report and findings were submitted to OCWA.
- **Highway 6 Connecting Link Design:** To be completed in early spring.
- **Water Meter:** Neptune Staff mobilized to Espanola February 28th to commence meter installations. Project is expected to be completed March 31, 2017.
- **Asset Management:** Old assets of Phase 1F are being disposed and new assets are being allocated costs, life-cycles, etc.

TRANSPORTATION:

- Public Works continued with regular maintenance of town streets and back roads including plowing, snow removal, ice blading, patching, sign repairs and garbage/debris pick-up.
- Completed senior snow removal 7 times in the month of February.
- Winter maintenance of Baldwin portion of Jacklin Road until February 16th with total cost recovery. Baldwin no longer requires Espanola PWD to perform winter maintenance on this road section.
- Winter snow removal program removed 731 loads of snow in the month of February (Also removed an additional 687.5 loads during the month of January).

EQUIPMENT:

- #3 Grader was down on the morning of February 8th and was repaired later that afternoon.
- #4 Truck was sent to Sudbury for diagnostics/repairs. It was out of service for a total of 6 days.

ENVIRONMENTAL:

- Nothing for this report.

BEAUTIFICATION:

- Nothing for this report.

CEMETERY:

- One cemetery plot was purchased and another was transferred by affidavit of interment rights during the month of February. Two plots were also refunded.

BALL FIELDS/PARKS/CLEAR LAKE BEACH:

- Nothing for this report.

WATER & SEWER:

- Circulating pump replacement for the Albert-Adelaide watermain loop.
- There was one complaint if dirty water which was related to the fire trucks filling up nearby to fight a fire in the trailer park.

INTER DEPARTMENTAL:

- Maintained vehicles/equipment for other departments.

COMPLAINTS/COMPLIMENTS:

- There were many requests for snow removal, sanding, ice blading and opening of catch basins during the month of February.
- There was one compliment about snow removal and plowing.

EMPLOYEE STATUS:

- Public Works is currently at its full complement of employees.
- Four employees attended Genie TZ-50 training on February 27, 2016.
- Three employees attended Working from Heights training on February 21, 2016.
- A PWD employee achieved his Class 1 Waste Water Collection License.
- In house training for #5 chains, grader and hydro gate.

VISITORS:

- One blue box was issued during the month of February.

Department Manager: _____



Submitted on: _____

March 17, 2017

January 31, 2017

ESPANOLA COURT SERVICE AREA
2016 ANNUAL REPORT

The Corporation of the Town of Espanola, Cynthia Townsend
The Township of Baldwin, Peggy Young-Lovelace
The Township of Sables-Spanish Rivers, Kim Sloss
The Township of Nairn & Hyman, Robert Deschene

Dear Members,

I would like to present you with the Annual Report for the Espanola Court Service Area for 2016.

The enclosed statistics indicate an increase of 16.9% in charges received and a slight decrease of 3.4% for fines paid compared to 2015. Please note this data is based on Part I and Part III charges only.

A local POA User Committee was held in the summer of 2016 to review local practices and processes. This committee was chaired by the local Administrative Justice of the Peace for Espanola and Manitoulin. Several topics of relevance were discussed specifically concerning the Espanola and area courts. A next meeting date is yet to be determined.

Amendments to O.Reg. 679/92 under the Provincial Offences Act (POA) increase the administrative fee added to a POA fine in default from \$20.00 to \$40.00 for fines imposed on or after January 1, 2016. This fee applies to defaulted fines for all offences under Part I, Part II, and Part III of the POA.

I invite you to review the enclosed reports and statistics and please feel free to contact me with any questions or comments that you may have.

Yours sincerely,



Christine Desjardins
Manager of Court Operations

January 31, 2017

ELLIOT LAKE & BLIND RIVER COURT SERVICE AREA
2016 ANNUAL REPORT

The Corporation of the City of Elliot Lake, Rob deBortoli
The Corporation of the Town of Spanish, Ms. Pamela Lortie
The Town of Blind River, Ms. Katie Scott
The Township of the North Shore, Ms. Brenda Green

Dear Members,

Please find attached the Annual Report for the Elliot Lake & Blind River Court Service Area for 2016.

The enclosed statistics indicate a slight decrease of 5.0% in charges received and also a decrease of 19.5% for fines paid compared to 2015. Please note this data is based on Part I and Part III charges only.

A local POA User Committee was held in the summer of 2016 to review local practices and processes. This committee was chaired by the local Administrative Justice of the Peace for the North Shore. Several topics of relevance were discussed specifically concerning the Elliot Lake and Blind River area courts. A follow up meeting date was scheduled in January 2017 and is planned on being held quarterly.

In addition, a Court Security Advisory Committee was held in the fall of 2016 with discussions of a Court Security Plan for both Elliot Lake and Blind River. A final copy is currently being distributed for signatures from the committee members.

Amendments to O.Reg. 679/92 under the Provincial Offences Act (POA) increase the administrative fee added to a POA fine in default from \$20.00 to \$40.00 for fines imposed on or after January 1, 2016. This fee applies to defaulted fines for all offences under Part I, Part II, and Part III of the POA.

I invite you to review the enclosed reports and statistics and please feel free to contact me with any questions or comments that you may have.

Yours sincerely,



Christine Desjardins
Manager of Court Operations



TREASURER'S STATEMENT OF REMUNERATION - 2016

As per remuneration and expenses paid to Members of Council, Local Boards and other bodies, prepared pursuant to Bylaws 1880/06, 2212/09, 2421/12 and 2606/14 and the Municipal Act S.O., 2001, c. 25, s. 25, s. 284 and the Municipal Act, S.O., 2001, c. 25, s. 284 as amended.

CORPORATION OF THE TOWN OF ESPANOLA

Name	Position	Remuneration	Conference/ Travel	Total
Piche, Ron	Mayor	27,917.04	1,857.13	29,774.17
Foster, William	Deputy Mayor	16,866.48	1,666.84	18,533.32
Dufour, Ray	Councillor	13,808.52	634.11	14,442.63
Duplessis, Ken	Councillor	13,958.52	20.00	13,978.52
Duplessis, Ron	Councillor	13,958.52	-	13,958.52
Meikleham, Stewart	Councillor	13,748.52	1,030.61	14,779.13
Yocom, Robert	Councillor	13,958.52	20.00	13,978.52
		\$ 114,216.12	\$ 5,228.69	\$ 119,444.81

ESPANOLA POLICE SERVICES BOARD

Name	Position	Remuneration	Conference/ Travel	Total
Kay, Cheryl	Appointee	80.00	-	80.00
Sakaluk, Deborah	Appointee	400.00	1,065.42	1,465.42
Mick, Mary-Lou	Appointee	900.00	1,680.74	2,580.74
Foster William	Councillor	-	1,660.74	1,660.74
Piche, Ron	Mayor	-	-	-
		\$ 1,380.00	\$ 4,406.90	\$ 5,786.90

**MANITOULIN-SUDBURY SOCIAL SERVICES
ADMINISTRATION BOARD**

Name	Position	Remuneration	Travel/ Training	Total
Piche, Ron	Mayor	1,485.69	-	1,485.69
Meikleham, Stewart	Councillor	995.09	-	995.09
		\$ 2,480.78	\$ -	\$ 2,480.78

ESPANOLA REGIONAL HYDRO DIST. CORP.

Name	Position	Remuneration	Travel/ Training	Total
Duplessis, Ron	Councillor	2,900.00	-	2,900.00
Meikleham, Stewart	Councillor	2,400.00	-	2,400.00
		\$ 5,300.00	\$ -	\$ 5,300.00


SUDBURY & DISTRICT HEALTH UNIT

Name	Position	Remuneration	Travel/ Training	Total
Meikleham, Stewart	Councillor	1,100.00	862.40	1,962.40
		\$ 1,100.00	\$ 862.40	\$ 1,962.40

Information in this document is subject to the Freedom of Information and Protection of Privacy Act, and this record's use will be the responsibility of the requester to adhere to this Act.

Date: March 31, 2017

Signature:


Cynthia Townsend
CAO/Treasurer

Traci Denault-Roque

From: Ron DuPlessis [ron.duplessis@hotmail.com]
Sent: Friday, March 03, 2017 10:27 AM
To: Traci Denault-Roque
Subject: Re: Thames Centre Resolution Re: Automated External Defibrillators

Could this be added to our agenda as well to be sent to the ministry.

Sent from Outlook

From: Traci Denault-Roque <TDenault@espanola.ca>
Sent: March 2, 2017 2:16:19 PM
To: Bill Foster (wpfosterespanola@gmail.com); Bob Yocom; kenduplessis1@gmail.com (kenduplessis1@gmail.com); 'Ray Dufour'; Ron Duplessis; rpiche45@gmail.com; Stewart Meikleham (smeikleham@yahoo.com)
Cc: Cynthia Townsend; Paula Roque
Subject: FW: Thames Centre Resolution Re: Automated External Defibrillators

For circulation.

From: Sara Henshaw [mailto:SHenshaw@thamescentre.on.ca]
Sent: Thursday, March 02, 2017 1:41 PM
To: kwynne.mpp.co@liberal.ola.org
Cc: minister.edu@ontario.ca; policy@amo.on.ca; laura.elliott@tvdsb.on.ca; kbunting@middlesex.ca; k.waud@tvdsb.on.ca; c.zeisner@tvdsb.on.ca; sterpstra@ldcsb.ca; c.johnston@tvdsb.on.ca;
Subject: Thames Centre Resolution Re: Automated External Defibrillators

Dear Premier Wynne,

Please find attached, a resolution passed by the Council of the Municipality of Thames Centre regarding developing a policy that would enable all schools and school boards in Ontario to have an Automated External Defibrillator installed.

Respectfully,

Sara Henshaw
Covering for Jenny Bailey-Wood
Administrative Assistant/Records Clerk
Municipality of Thames Centre
4305 Hamilton Road
Dorchester, ON N0L 1G3
Phone 519-268-7334 ext.244

"Confidentiality Notice: The content of this communication, including the content of any accompanying attachments, is private and intended for the exclusive use of the intended recipient only. The content, including the content of any accompanying attachments may also contain information that is confidential, privileged and/or is exempt from disclosure pursuant to applicable law. If you are not the intended recipient, you are strictly prohibited from reading, using, disclosing, copying, or distributing this e-mail or any of its content. If you have received this e-mail in error, please notify the sender by reply e-mail immediately shenshaw@thamescentre.on.ca and permanently delete this e-mail and its attachments along with any copies thereof. Thank you for your cooperation."

--



Corporation of the Municipality of Thames Centre

4305 Hamilton Road, Dorchester, Ontario N0L 1G3 - Phone 519-268-7334 - Fax 519-268-3928 - www.thamescentre.on.ca - inquiries@thamescentre.on.ca

February 28, 2017

Honourable Kathleen Wynne, Premier of Ontario
Legislative Building – Room 281
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Wynne:

At its last regular meeting held on February 22, 2017, the Council of The Corporation of the Municipality of Thames Centre enacted the following resolution:

"WHEREAS, Automated External Defibrillators are used to treat sudden cardiac arrest and have been proven to be life-saving during the waiting time period for emergency services;

AND WHEREAS, for every minute a person in cardiac arrest goes without being successfully treated by defibrillation, the chance of survival decreases by 7 percent in the first, and decreases by 10 percent per minute as time advances past 3 minutes;

AND WHEREAS, Andrew Stoddart, a 15 year old boy, passed away while playing soccer in Kintore, Ontario, an AED on site may have increased his odds of survival. Andrew's Legacy Foundation has currently purchased 22 AEDs for across Oxford County, including all three elementary schools in Zorra Township;

AND WHEREAS, Thames Valley District School Board has yet to put together a policy for having AED's in place in all, or any, of their public elementary and secondary schools;

THEREFORE BE IT RESOLVED THAT the Municipality of Thames Centre requests that the Premier, and Minister of Education, develop a policy that enables all schools and school boards in Ontario, including the Thames Valley District School Board, that allows individual elementary and secondary schools to have an AED installed in their schools;

AND THAT the Municipality of Thames Centre request that the Thames Valley District School Board and all other schools in Ontario develop a policy to install AEDs in all schools as soon as possible for the safety of our children.

AND THAT this resolution be sent to the Premier, Minister of Education, AMO, Thames Valley District School Board; Middlesex County; and all Ontario Municipalities for consideration and support."

Letter – Premier Wynne
February 28, 2017
Page 2

The Council is very concerned with this issue and respectfully requests that further consideration be given to ensure a policy is developed that enables all schools and school boards in Ontario, including the Thames Valley District School Board, and that allows individual elementary and secondary schools to have an AED installed in their schools.

Thank you.

Sincerely,

The Corporation of the Municipality of Thames Centre



Jim Maudsley
Mayor

cc: Minister Mitzie Hunter, Education
Association of Municipalities of Ontario (AMO)
Laura Elliott, Director, Thames Valley District School Board
Kathy Bunting, Clerk, Middlesex County
All Ontario Municipalities
Kerby Waud, Principal, River Heights Public School
Catherine Zeisner, Principal, Northdale Central Public School
Suzanne Terpstra, Principal, St. David Catholic School
Cathy Johnston, Principal, West Nissouri Public School
Christine Vitsentzatos, Principal, Lord Dorchester Secondary School

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: March 7, 2017
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ITEM: Deeming Bylaw for Lot Consolidation
--

RECOMMENDATION: Be It Resolved That: Bylaw 2769/17, being a deeming bylaw for lot consolidation of Roll #002-02400 /124 Tudhope & #002-02300 / 128 Tudhope 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. Both of these lots are vacant properties. They are narrow lots, 22' x 124' and 28' x 124', nothing can be done with the lots in their current state, individually.

ANALYSIS: This is not a new situation. These lots are part of a very old registered plan of subdivision. 124 Tudhope St will be purchased by the Town and consolidated with 128 Tudhope St and used for municipal purposes.

EXISTING POLICY: Bylaw / Register on Title

STRATEGIC GOAL: Sustainable Economic Growth & Prosperity

FINANCIAL COMMITMENT: Legal fees to register to Bylaw on title

BUDGETED: NA	Yes	No
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IMPLEMENTATION: Clerk's Office

Prepared By: Paula Roque

CAO/Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2769/17

**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 CAO / Treasurer are hereby authorized to deem the property with the legal description, CON 6 LOT 9 Plan M77 PT LOTS 81 and 82 PARTS 1 and 2 PCL 19577 SR902 PIN #73409-0320 in the Town of Espanola currently known as 124 Tudhope Street to no longer be part of a Plan of Subdivision and therefore be consolidated with the property legally known as MERRITT CON 6 LOT 8 PCL 19290 PLAN M77 LOT 84 PT LOT 82 PT LOT 83 RP SR167 PART 1 TO PART 3, PIN #73409-0037 in the Town of Espanola currently known as 128 Tudhope Street.
2. That proof of consolidation from the Land Registry Office shall be attached to and become part of the Bylaw.

Read a first, second and third time in open Council on this 14th day of March 2017.

Ron Piche
Mayor

Cynthia Townsend
CAO / Treasurer



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

PLEASE PRINT ALL INFORMATION

1. NAME OF APPLICANT:

Town of Espanola

MAILING ADDRESS:

100 Tudhope St, Ste 2 Espanola, ON

TELEPHONE No. 705-869-1540 x2113 **POSTAL CODE:** P5E 1S6

SIGNATURE: **DATE:**

2. PROPERTY LOCATION AND DESCRIPTION:

Municipal Address: 124 Tudhope Street

Legal description of the lands to be de-registered. (Lot & Registered Plan): PIN# 73409-0320

CON 6 LOT 9 PLAN M77 PT LOTS
81 AND 82 PARTS 1 AND 2 PCL

LOT NO (S): 19577 PLAN NO: SR902

3. EXISTING USE OF LANDS:

Vacant Property

4. PROPOSED USE OF LANDS:

Vacant Property – Municipal Purposes

5. REASON DEEMING BYLAW IS REQUIRED:

To consolidate with 128 Tudhope St, both are in existing Plan of Subdivision

6. AUTHORIZATION:

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

Town of Espanola will be the registered owner of 124 Tudhope and 128 Tudhope when
the properties are consolidated.

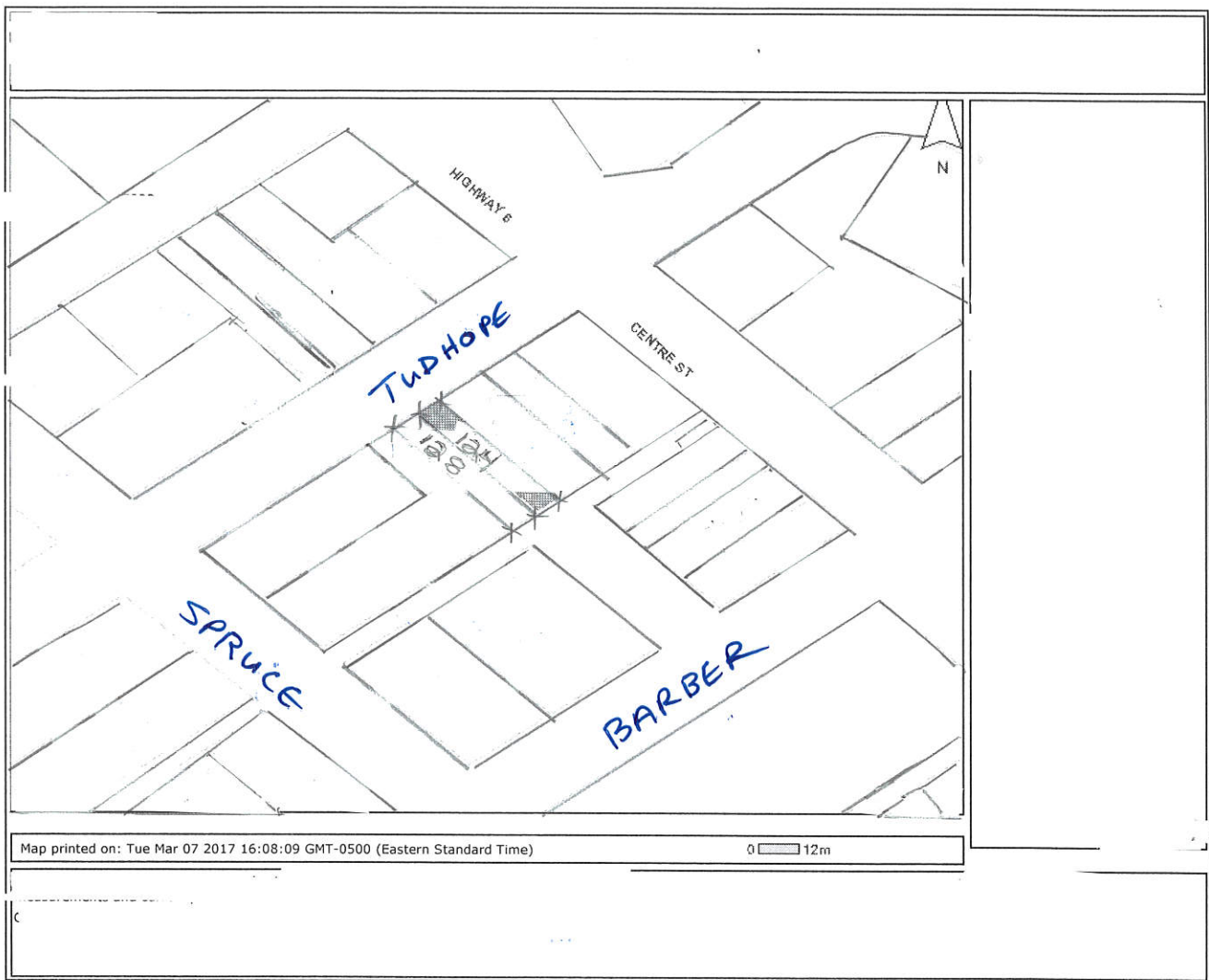
A handwritten signature in blue ink, appearing to read "Paula Rogers", is written over a horizontal line.

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



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: March 7, 2017
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ITEM: Deeming Bylaw for Lot Consolidation
--

RECOMMENDATION: Be It Resolved That: Bylaw 2771/17, being a deeming bylaw for lot consolidation of Roll # 008-09500/390 James & 008-09400/384 James 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.

ANALYSIS: This is not a new situation. These lots are part of a very old registered plan of subdivision. The property owner would like consolidate the lots so he can expand his garage at 390 James on to the adjacent vacant property he owns at 384 James.

EXISTING POLICY: Deeming Bylaw registered on title.
--

STRATEGIC GOAL: Sustainable Economic Growth & Prosperity /Excellence in Government

FINANCIAL COMMITMENT: \$0

BUDGETED: NA	Yes	No
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IMPLEMENTATION: Clerk's Office

Prepared By: Paula Roque

CAO/Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2771/17

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

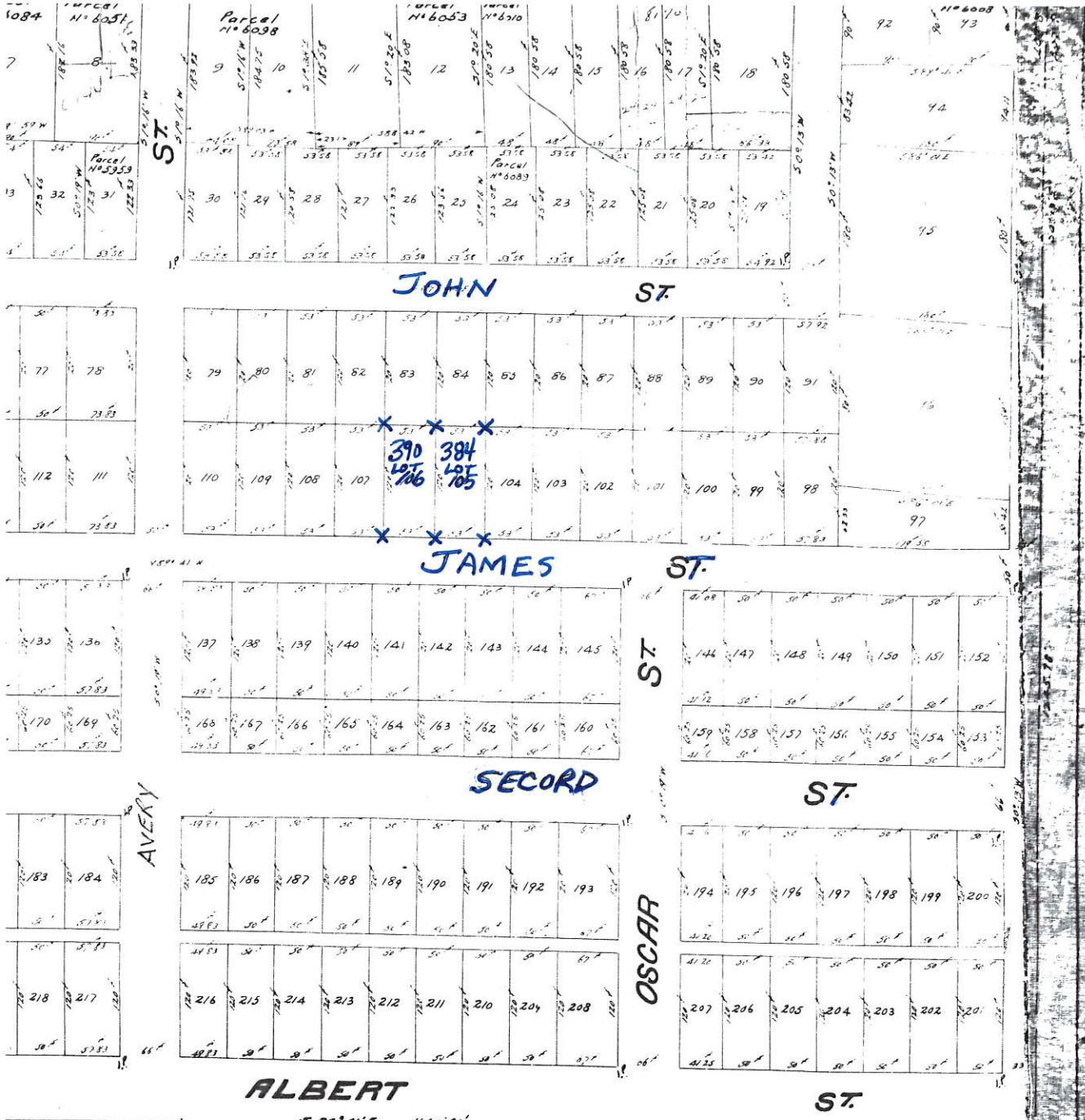
THAT the Council of the Corporation of the Town of Espanola enacts as follows:

1. That the Mayor and CAO / Treasurer are hereby authorized to deem the property with the legal description, in the Town of Espanola currently known as MERRITT CON 5 LOT 8 PLAN M74 LOT 105 PCL 6674 384 James Street to no longer be part of a Plan of Subdivision and therefore be consolidated with the property legally known as MERRITT CON 5 LOT 8 PLAN M74 LOT 106 PCL 21793, in the Town of Espanola currently known as 390 James Street.
2. That proof of consolidation from the Land Registry Office shall be attached to and become part of the Bylaw.

Passed this 14th day of March 2017.

Ron Piche
Mayor

Cynthia Townsend
CAO / Treasurer



I hereby certify that this plan is duly entered and registered in the Office of the Registrar at Sudbury, to Book 6282 in the Register for said County West Section as Plan 2274 this 27th day of June 1921.
 J. J. Foxworth
 Registrar of Titles.

PLAN
 of subdivision of part of the south half of Lot 8, Concession 5.
TOWNSHIP of MERRITT.
DISTRICT of SUDBURY.
 Scale: 100 feet to 1 inch.

Note
 All Lots tinted yellow do not form part of this plan.
 L.H.

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:March 8, 2017

ITEM:ARB Representative

RECOMMENDATION:Be it resolved that:

A bylaw be adopted appointing MTE Paralegal Professional Corporation to act as agent in matters related to assessment and taxation matters effective January 1, 2017.

BACKGROUND:

See the attached memo from MTE outlining requirements for ARB.

ANALYSIS:

A licensed paralegal is required in certain dealings with the ARB, this bylaw ensures these requirements are met.

EXISTING POLICY:n/a

STRATEGIC GOAL:

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

FINANCIAL COMMITMENT: N/A

IMPLEMENTATION:

Prepared By:

Cynthia Townsend

Department Manager:

Clerk Treasurer/Administrator:

Cynthia Townsend

Approval of Recommendation:

Yes ☒ No ☐

Department:	General Administration	Form Number:	A99-01370
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Comments: _____

As a standard for Ontario municipalities filing complaints to the Assessment Review Board (ARB) the following criteria must be met in order to authorize such appeals:

1. The municipality must authorize a representative/agent prior to the filing of appeals to the ARB.
2. The municipality must invoke a By-Law prescribing specific staff members the administrative authority to deal with issues of filing assessment complaints.
3. The municipal council must ratify/approve a list of appeals filed with the ARB.

It is further recommended that council ratify the complaints filed in previous years as a safeguard against risks associated with the authority to file historical complaints.

MTE Paralegal requires immediate attention to the following next steps in the appeal process:

1. Produce on municipal letterhead, complete, authorize and fax to MTE the attached "Letter of Authorization". This letter is to be signed by an authorized officer of the municipality and emailed directly to MTE at conniem@mte.ca or faxed to 905-878-9092.
2. Ratify a list of complaints filed with the ARB for 2017 and prior, if not already completed.
3. Select a date to present council with a list of 2017 complaints filed to the ARB and the Authorization By-Law.

MTE Paralegal Professional Corporation is available for assistance with fulfilling the requirements as determined by the ARB. I will be in contact with your in the next few days to ensure all requirement have been met.

Regards,

Connie Marshall
Manager, Appeal Coordination/ Paralegal
MTE Paralegal Professional Corporation



CORPORATION OF THE TOWN OF ESPANOLA

BY-LAW NO. _____ OF 2017

**"A By-Law to Authorize Specific Complaints to the
Assessment Review Board"**

WHEREAS the Council of the Corporation of the Town of Espanola (the "Municipality"), may complain in writing to the Assessment Review Board, that it or another person was, in respect of real property, assessed too high or too low, was wrongly placed on or omitted from the assessment roll and/or was wrongly on or omitted from the roll in respect of school support pursuant to s.40. and s. 40.1 of the *Assessment Act*, R.S.O. 1990 c. A.31, as amended (hereinafter referred to as the "*Act*");

AND WHEREAS the Council of the Town of Espanola deems it appropriate to enact this by-law for the purposes of exercising its privileges under s. 40 and or s.40.1 of the *Act*;

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

1) In this By-Law:

"property" means any property or portion of property that is or should be identified on the assessment roll prepared in respect of the municipality.

"delegate(s)" means any person or persons upon whom this By-Law confers duties associated with complaints filed with the Assessment Review Board (ARB) under sections 40 and or 40.1 of the *Act*; and

2) The municipality hereby authorizes and ratifies the filing of complaints to the Assessment Review Board in respect of the assessment of all persons and properties described in "Schedule A" of this By-Law; and

3) The municipality may, through amending By-Law alter or add to the contents of "Schedule A"; and

- 4) In respect of the administration of any complaints authorized in paragraph 2 of this By-Law, all delegates listed in this By-Law are hereby authorized to sign on behalf of the Town of Espanola, and to participate in any associated legal proceedings with respect thereto; and
- 5) The following persons are identified as delegate(s) for the purposes of this By-Law:
 - i) Cynthia Townsend, CAO/Treasurer; and
 - ii) Cathy Tessier, Manager of Financial Services;
- 6) MTE Paralegal Professional Corporation shall be appointed as agent of record for the municipality.
- 7) This By-Law shall come into effect on the date it is finally passed and shall serve to ratify all administrative tasks and responsibilities undertaken prior or subsequent to that date in respect of any appeal authorized through this By-Law.

FINALLY PASSED this DD day of MM, YYYY.

SCHEDULE "A"

Services in respect of Property Assessment, Taxation and Policy, and Municipal Finance
with regard to:

1. Residential Properties
2. Multi-Residential Properties
3. Commercial properties (including property in the shopping centre, parking lot, and office building classes)
4. Industrial properties (Including property in the large industrial class)
5. Farm Properties
6. Managed Forest Properties
7. Pipelines
8. Payment-in-lieu (PIL) of tax and/or exempt property
9. Municipal management and/or related municipal finance issues

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STAFF REPORT

DEPARTMENT:Administration

DATE:March 3, 2017

ITEM:OPP Policing vs existing local Police Service

RECOMMENDATION:Be It Resolved That: A by-election be held to allow the residents of Espanola to choose who will provide policing services for the Town.

BACKGROUND:Mayor Piche would like Council to discuss and decide whether to engage the residents of Espanola to have the final say whether the Town of Espanola is policed by OPP or our existing local Police Service. Mayor Piche asked Staff to review legislation with respect to holding a referendum / by-election and report to Council. He also requested that the 'Residents First – slate of candidates Platform 2014' be included with this report as backup.

ANALYSIS:An OPP Costing is expected from OPP in Spring 2017. If Council feels policing services for the Town of Espanola should be contracted to OPP, they may want the residents of Espanola to make the final decision.

The Oraclepoll Research Town of Espanola Citizen Survey conducted in 2016 asked 500 Residents –"The Town is currently undergoing a comparison of Town Police with OPP for policing services, would you like to have a say in this decision"
Response - 85.2 % said yes, 6.2% said no, 8.6% didn't know

A means to let the residents decide who provides the policing services for Espanola following the OPP presenting their proposal is to hold a by-election / referendum in which the residents would vote on a question that is answered with a yes or no response. The question submitted to the electors must be passed by Council Bylaw.

Provisions for holding a by-election / referendum are outlined in the Municipal Elections Act, 1996. Key excerpts from the Act that apply are below but a complete copy of the Act can be viewed or downloaded at
<https://www.ontario.ca/laws/statute/96m32>.

EXCERPTS from the Municipal Elections Act, 1996

Submission of by-laws and questions

8. (1) The council of a municipality may pass a by-law to submit to its electors,
 - (a) a proposed by-law requiring their assent;
 - (b) subject to section 8.1, a question not otherwise authorized by law but within the council's jurisdiction;
 - (c) subject to section 8.1, a question, the wording of which is established by an Act or a regulation under an Act. 1996, c. 32, Sched., s. 8 (1); 2000, c. 5, s. 27 (1).

Conditions re: submitting a question

- 8.1 (1) A by-law to submit a question to the electors under clause 8 (1) (b) or (c),

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- (c)can be revoked on or before nomination day and, if the election does not include an election for an office, on or before the 31st day before voting day. 2000, c. 5, s. 28; 2016, c. 15, s. 8.

Rules

8.1 (2) A question authorized by by-law under clause 8 (1) (b) shall comply with the following rules:

1. It shall concern a matter within the jurisdiction of the municipality.
2. Despite rule 1, it shall not concern a matter which has been prescribed by the Minister as a matter of provincial interest.
3. It shall be clear, concise and neutral.
4. It shall be capable of being answered in the affirmative or the negative and the only permitted answers to the question are "yes" or "no". 2000, c. 5, s. 28.

By-elections / Section 65.

Act applies

(3) Subject to subsections (4) and (5), by-elections shall be conducted as far as possible in the same way as regular elections. 1996, c. 32, Sched., s. 65 (3).

Rules, question or by-law

(5) If the by-election relates to a question or by-law, the following rules apply:

1. The clerk shall fix the date of voting day, to be a day not less than 60 days and not more than 90 days after,
 - i. the council of the clerk's municipality passes a by-law indicating a by-election is required, or the clerk receives a copy of such a by-law from another municipality whose elections he or she is responsible for conducting,

Results

8.2 (1) The results of a question authorized by a by-law under clause 8 (1) (b) are binding on the municipality which passed the by-law if,

- (a) at least 50 per cent of the eligible electors in the municipality vote on the question; and
- (b) more than 50 per cent of the votes on the question are in favour of those results. 2000, c. 5, s. 28.

Determination of number of votes

(2) For the purpose of clause (1) (a), the number of eligible electors shall be determined from the voters' lists as they exist at the close of voting. 2000, c. 5, s. 28.

Voter turnout for the last 4 elections is as follows:

2003 - 34%, 2006- 26.99%, 2010 - 56.91%, 2014 - 61.76%

If Council wants to proceed with a by-election / referendum, following the results of the OPP Costing, for timing purposes it is best to have the required bylaw in place as soon as possible following the receipt of the OPP proposal as it will only be valid for 180 days. As there are notice provisions and appeal periods to comply with for a by-election, Council should be ready to pass If the Bylaw is in place and Council decides the OPP proposal is not favourable for the community then the By-law can be revoked and a by-election avoided.

Although a by-election is not budgeted, the cost could be drawn from the tax rate stabilization reserve.

The following is the purpose of this reserve fund:

1) Tax Rate Stabilization Reserve

Purpose: To protect taxpayers from one-time uncontrollable increases in tax rates.

Intended Use: To offset one-time pressures or phase-in significant impacts affecting

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the general levy and not to be considered a long-term sustainable funding source for general operating purposes. For example, significant decrease in assessment or provincial funding as it takes time to adjust for such significant changes.

Annual withdrawals/transfers: Funds should only be used when a one-time event can be identified and only up to a maximum which would reduce the current years levy to not less than the prior year's levy plus the annual CPI index.

Minimum levels, longer term goals: 5 - 10% of the total municipal levy

Funding source: Year-end operating surplus

EXISTING POLICY:Council Bylaw

STRATEGIC GOAL:Excellence in Government

FINANCIAL COMMITMENT:Approximately \$28,000

BUDGETED:

Yes

No

X

IMPLEMENTATION:Clerk

Prepared By:

Paula Roque on behalf of Mayor Piche

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes

✓

No

Comments:

RESIDENTS FIRST

THE SLATE OF CANDIDATES: RON PICHE (MAYOR), RON DUPLESIS, HEATHER MALOTT, RAY DUFOUR, AND ROB SINCLAIR (COUNCILLORS) COMMIT TO THE FOLLOWING:

PLATFORM 2014

The Mayor and Council are voted in by the people, for the people. We must get back to the basics where municipal politics is concerned. Openness and transparency are a must when representing the residents of Espanola.

RESIDENTS FIRST

Residents have had very little input since voting in the last election. We need to change this and create an atmosphere in which residents will be able to voice their concerns to council. All decisions of council must take the concerns of the electorate into consideration. The question must be asked each time, "How do we meet the needs of the municipality and how will this financially impact the residents of Espanola?"

EXTERNAL SERVICE DELIVERY REVIEW

An external service review is required for all departments. Our municipality needs an unbiased review by an outside agency to identify the well managed and the mismanaged areas in all departments. A service review will compare how we are delivering services compared to other communities of similar size and guide us towards greater financial responsibility in managing the services delivered to all of us. Until a service review is completed a hiring freeze will be implemented. Any municipal position left vacant due to retirement would be filled by a qualified municipal employee.

OPP COSTING

Many small communities are replacing their local police force with OPP as a cost saving measure. An OPP costing is the first step in the community to determine what form of policing best meets the needs of our residents. Service and cost are the key issues. A referendum will be held to allow residents to decide the policing services for Espanola.

NEEDS, NOT WANTS

The new council will immediately face the financial challenges of our aging infrastructure. Solutions will certainly need to be found. Fiscal responsibility must be at the forefront. As the tax assessment revenue from Domtar continues to decline, the municipality must prioritize the needs of our community. Our town will be kept viable and will move forward in a prudent manner.

OVER

OUR FIRST JOBS

1. THE CHEQUE REGISTRY WILL BE MADE PUBLIC.
2. A POLICY REVIEW COMMITTEE WILL BE FORMED FOR THE MUNICIPALITY OF ESPANOLA.
3. A COST ANALYSIS COMMITTEE WILL BE ESTABLISHED.
4. THE PROVINCIAL MINISTRY OF HEALTH WILL BE APPROACHED TO INVESTIGATE THE DOCTOR CRISIS IN ESPANOLA.

Note: THE ABOVE COMMITTEES WILL BE FORMED IMMEDIATELY AFTER THE ELECTION.

Please appreciate that there is a lot of work to be done. The above are just a few of the many tasks that must be undertaken. Our slate believes that keeping residents in the community informed is extremely important. This is our promise to you!

We welcome your support.

Please check us out on Facebook www.facebook.com/espanolareidentsfirst

January 21, 2015

JAN 22 2015

Mayor Piche & Council:

Firstly, I would like to thank the Mayor for his recent comments at the last council meeting – January 13. It is most assuring that you are accepting of the fact that not all residents of this town support the idea of losing our local police and going OPP. Your statement was that residents have an expectation of a certain level of service that you would not like to see diminished – if Espanola went OPP, and that is correct!

I question council member Bill Foster's closed-minded approach to doing away with our local police without getting proper information and figures. How is it that he is able to get costing when the province has had a moratorium on all municipalities receiving OPP costing for more than a year now.

If this town did switch to OPP, presently there are approximately 18 officers at the hwy OPP detachment. If we required policing from this detachment, additional officers would need to be hired. Therefore an additional cost to policing. The OPP officers are very well paid – in fact they would no doubt receive an annual salary of at least \$100,000. a year.

As Mr. Foster so often likes to do – show figures, what about these figures...a minimum of 18 officers times \$100,000./year makes this police force a rather expensive service right off the top. This would not include the salaries paid to the OPP office staff – administration, that presently work at the local detachment also. Our municipality would also be required to pay an outside company to dispatch all of our emergency calls – because the OPP does not dispatch calls. Presently, our local police dispatches calls for police, fire and ambulance. Should Espanola go to OPP, we lose this great service that we presently have, to an outside company that might be as far away as North Bay. The town is required to pay for this additional service. Where are the savings??

The town needs to look at all aspects of policing – because one community may pay X number of dollars for policing does not mean that Espanola would pay the same as what another community pays – the demographics are not all the same. Mr. Foster, you have comparisons with several communities, why have you not included local communities in your comparisons – is it because it does not suite your goal. Why have you not brought to the attention of the people of Espanola, Baldwin, Nairn Centre and Manitoulin Island's (NEMI) concerns about their ever escalating police costs??

Present council – please consider all the facts before making your final decision on whether this town will benefit or not by going OPP and not because of personal reasons for wanting to see our local police gone!

A concerned resident.

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STAFF REPORT

DEPARTMENT: Administration	DATE: March 8, 2017
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ITEM: Specialized Transit – Care Van

RECOMMENDATION: Be It Resolved That:

1. The Town of Espanola enter into an agreement for joint transit procurement facilitated by Metrolinx Transit Procurement Initiative.
2. The Town of Espanola proceed with Option 3 with funding being subsidized from the PTIF and funds in the Provincial Gas Tax Trust Account.

BACKGROUND:

Metrolinx Transit Procurement Initiative

Metrolinx acts as the central procurement agency for the procurement of local transit system vehicles, equipment, technologies and facilities and related supplies and services on behalf of Ontario municipalities.

Metrolinx's Transit Procurement Initiative (TPI) has an established procurement program that is mandated to facilitate joint procurements on behalf of Ontario's transit systems. It allows transit service providers to achieve savings through economies of scale and acquire additional benefits. To date, TPI has helped municipal agencies procure over 900 buses across Ontario. Currently, there are standing contracts for specialized buses and conventional transit buses that were procured through a competitive process, the pricing on these standing contracts is valid until March 31, 2017. Prices will increase by a minimum of 10% after that.

Specialized Transit – Care Van Replacement

The Town of Espanola was approved for a maximum of \$47,551 (or 50% of the cost) to replace our Specialized Transit – the Espanola Care Van under the Canada-Ontario Public Transit Infrastructure Fund (PTIF), which is designed to address key infrastructure priorities with a focus on repairing and upgrading existing facilities and assets.

There is \$55,795.24 in our Provincial Gas Tax Trust Account. Funds that are provided under the Provincial Gas Tax Program that cannot be spent in any given year because these funds can only be spent on capital transit projects are put in this Trust Account for transit replacement.

ANALYSIS:

Metrolinx Transit Procurement Initiative

Value of the TPI program:

Partners recognize the value of joint procurement process in consolidating municipal orders:

- Economies of scale and purchasing power

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- Reduced time and costs with public procurements
- Independent procurement oversight by a Fairness Commissioner
- Latest technologies and warranty advantages
- Networking and synergies among transit partners
- increased vehicle quality control from factory

Metrolinx pricing is based on a bulk purchase discount that is applied to both the bus manufacturer and chassis manufacturer. Savings are significant. Metrolinx discounts are not applicable to single unit purchases.

Metrolinx takes into consideration the guidelines for the Provincial Dedicated Gas Tax program when qualifying Suppliers and spec'ing out goods and services.

It was recommended by MTO who administers the Provincial Dedicated Gas Tax program that if the Town of Espanola was considering replacing their specialized transit vehicle to consider Metrolinx's Transit Procurement Initiative (TPI) as it has an established procurement program and the savings are significant.

Specialized Transit – Care Van Replacement

The current specialized transit – the care van is a 2010 Ford Econoline Van E350 with special needs package, capacity-2 wheelchairs, 4 ambulatory passengers plus driver or 6 ambulatory passengers plus driver. It has 126,059 kilometres.

There are a number of limitations with the existing care van that have been identified by the existing care van drivers, PWD Mechanics and Admin. Staff, which were kept in mind when options for a replacement vehicle were reviewed.

-There has been a number of issues with the wheel chair lift, as the Van ages, these issues become more frequent. Electronic failure, sometimes due to the cold, faulty wiring etc. often resulting in replacement parts being required. When the lift is out of service scheduled rides have to be cancelled or rescheduled at the last minute. Riders rely on this service for medical appointments, groceries etc. there was a taxi service in Town with a wheelchair lift for a brief time in recent months but that is no longer in existence.

-When securing more than one wheelchair at a time, there is very little room to get between the chairs to get them fastened properly in place and secured safely.

-The care van is a converted cargo van, although there is a side step for riders to get in and out of the van it is limiting for those who cannot climb stairs or who have some but limited mobility, as the rise between the slide out side step and the inside running board is very wide.

-The side step into the van is a slide step that has to be pulled out from underneath the van each time someone gets in, it often ices up in the winter and gets frozen in place, making it very unsafe for riders to get in. The van is on the road daily and with our climate in the north it is very hard to avoid this.

-A number of riders have walkers, and some have oxygen tanks. There is currently no dedicated place to secure walkers or large tanks (portable oxygen tanks are fine). Riders hold the tanks or put them at their feet and walkers are secured as best they

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

can between the seats.

-Those riders who cannot climb in to the Van (the rise is quite large), cannot ride it as there is no other way to get them in. The lift is not designed for passengers to stand on it so would not be safe.

-the ideal configuration is 3-4 wheelchair capacity with 6 ambulatory passengers or a maximum of 10 ambulatory passengers.

Staff contacted suppliers to find out what was available that could suit the needs of our community and those using the care van service.

Option one is a van with mobility conversion similar to what we currently have, this would accommodate 3 wheelchairs and 3 ambulatory passengers or 6 ambulatory passengers at one time but we would be in the same situation as the current van with respect riders getting in to the van. There is no low profile option. Ice build-up on the running board could still be a problem.

Option two is referred to as a micro transit vehicle and would be ideal however there is no option for an electronic wheelchair lift. There is a pull down wheelchair ramp at the rear of the vehicle to push a wheelchair on and a pull out walk on ramp at the side. The care van driver would be required to push the wheelchairs up the ramp and on to the van, this being not only a safety issue for the driver but for the rider and a liability concern for the municipality. This style of micro transit has been spec'd out by Metrolinx TPI and the attached information is provided by the company that was chosen to supply this style of specialized transit.

Option three is a small handi-transit bus, similar to the style in communities such as Blind River & Sudbury. Although not a low profile Van because the electronic lift is not available in low profile spec'd out by the Metrolinx TPI, the bus can accommodate our ideal configuration of 4 wheelchair and 6 ambulatory passengers or 10 ambulatory passengers and is designed specifically for specialized transit. The bus has walk on steps accessed via sliding doors but the rise on the stairs are designed for those with some mobility restrictions and have assistance rails.

Staff is looking in to purchasing a low end wheelchair to be stored on the van / bus for those riders who are unable to use the stairs at all. The wheelchair would be equipped with a seat belt to secure riders when being lifted in to the vehicle and would be stored on the vehicle.

Option 1: \$73,250 + HST (winter tires not included, backup camera not included)

Option 2: \$93,457 + HST (winter tires not included)

Option 3: \$100,094 + HST, the PWD mechanics have reviewed the specifications of this vehicle, they are qualified to service it and this quote includes onsite training for mechanics and drivers

Option 4: do nothing, decline the provincial funding

EXISTING POLICY: Council Resolution / Bylaw for Agreements

STRATEGIC GOAL: Sustainable Economic Growth & Prosperity / Excellence in Government / Safe and Healthy Community

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

FINANCIAL COMMITMENT:\$52,543

BUDGETED:Provincial Gas Tax Trust Fund is in place for Capital transit purchases, does not impact the budget

Yes

No

IMPLEMENTATION:Clerk's Office

Prepared By:

Paula Roque

CAO / Treasurer:

Cynthia Townsend

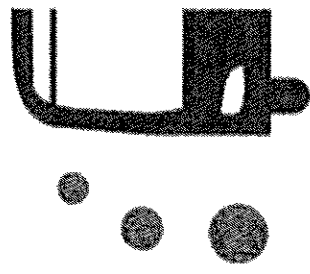
Approval of Recommendation:

Yes

☒

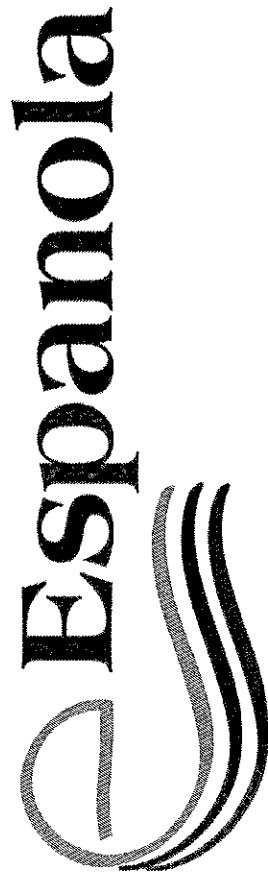
No

Comments:



Transit
Procurement
Initiative

A Program of METROLINX



Transit Procurement Information

February 15, 2017



Who is TPI?

“act as the central procurement agency for the procurement of local transit system vehicles, equipment, technologies and facilities and related supplies and services on behalf of Ontario municipalities” (Metrolinx Act, 2006, s. 5(1)(b)).

Highlights

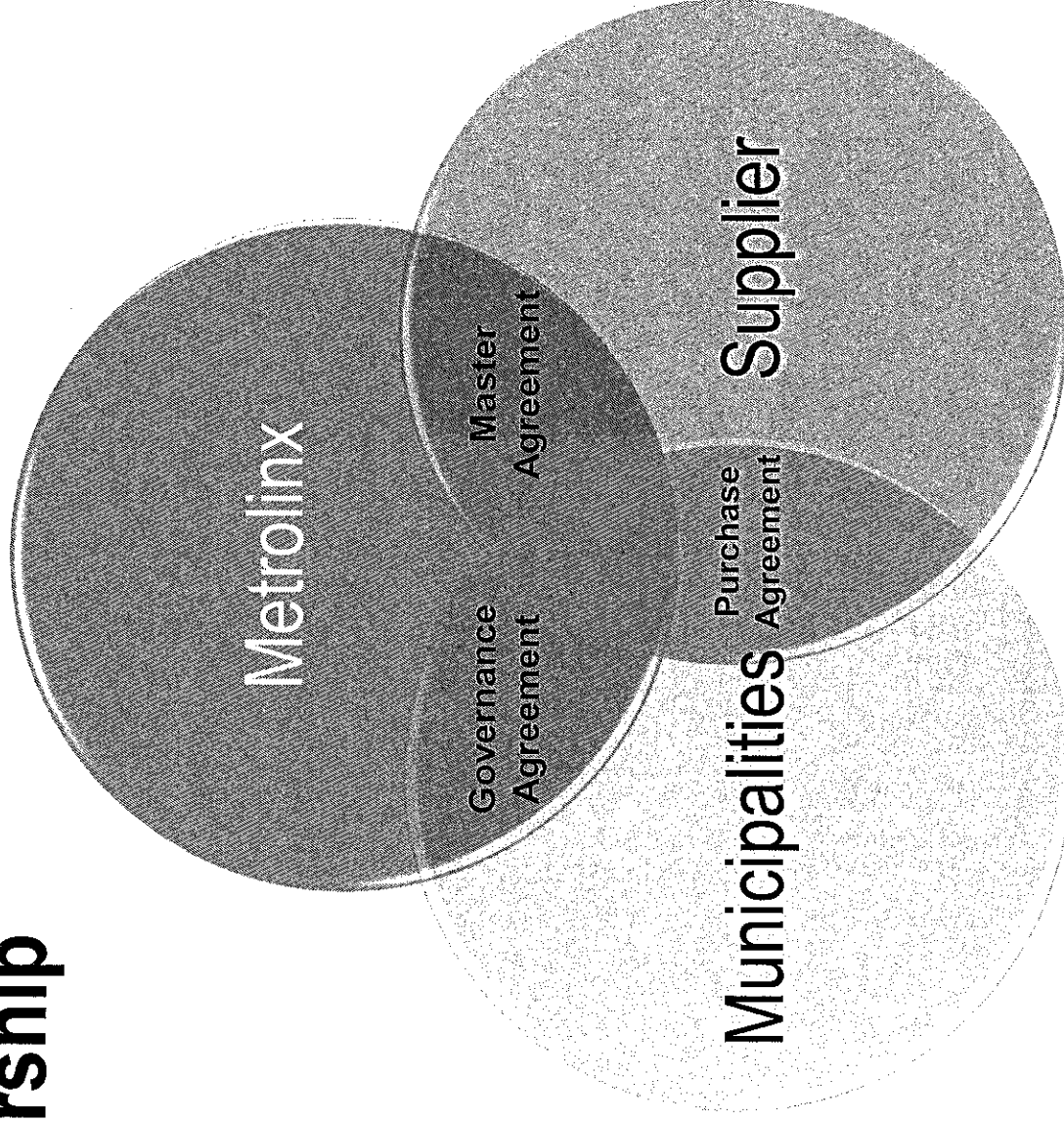
- *1000th bus delivered Fall 2016, 26 transit partners*
- *Overall Program savings \$ 16 million (as of Mar 31, 2016)*

Value of the TPI program

Our partners recognize the value of joint procurement process in consolidating municipal orders:

- Economies of scale and purchasing power
- Reduced time and costs with public procurements
- Independent procurement oversight by a Fairness Commissioner
- Latest technologies and warranty advantages
- Networking and synergies among transit partners
- In-plant inspection services, increased vehicle quality control from factory

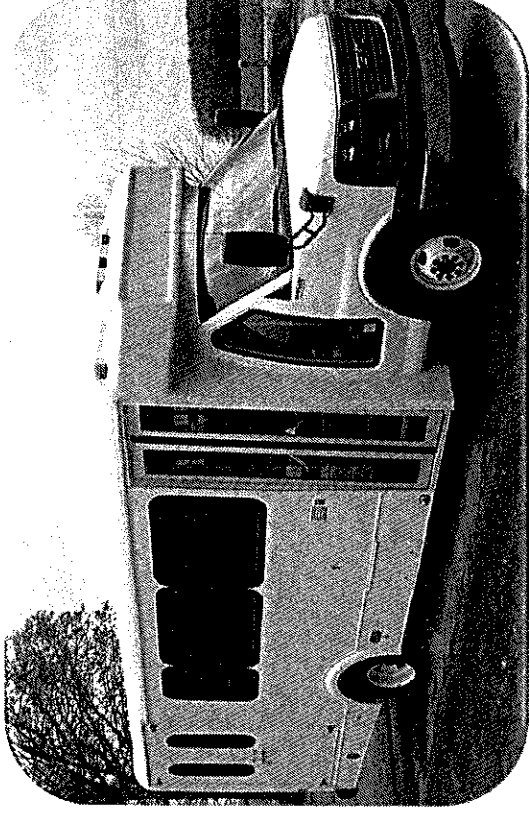
Partnership



Active Contracts

8m HF Specialized (Titan II)

- ☐ Overland Custom Coach Inc.
- ☐ Contract Expiry March 31, 2017
- ☐ Ten (10) TA's participating
- ☐ 26 buses delivered to date
- ☐ Period Two (Gas): \$102,003 Cdn.
- ☐ 10 Passenger Seats, 6 Accessible Locations
- ☐ Engine – 5 years /160,000 km
- ☐ Transmission – 5 years /160,000 km



Other Active Contracts

- ☐ Mini Bus
- ☐ ITS/AVL System
- ☐ 12m Conventional Bus
- ☐ 18m Conventional Bus

Questions?

- Contact Helder Cavaleiro, Senior Advisor
 - helder.cavaleiro@metrolinx.com
 - Office: 416-202-3293
 - Cell: 647-627-0183

Location	Project Name	Federal Funding	Anticipated Start Date
Cochrane	Purchase of one bus for the implementation of first public transit service	\$57,793	March 1, 2017
Espanola	Replace one vehicle	\$ 47,551	January 1, 2017
Fort Frances	Replacement of one handivan Bus	\$ 46,259	March 1, 2017
Halton Hills	Purchase of two ActiVan transit vehicles	\$130,283	January 1, 2017
Huntsville	Restoration of 27 Huntsville transit pedestrian shelters	\$50,000	June 1, 2017
Huntsville	Signage for public transit stops and pedestrian shelters	\$30,000	May 1, 2017
Huntsville	Install automated stop description device on buses	\$4,500	May 1, 2017
Milton	Procurement of three expansion transit buses to meet increased ridership demand in growth catchment areas	\$672,624	January 31, 2017
Milton	Procurement of advanced Automated Vehicle Location / Intelligent Transportation Systems (AVL / ITS), including the procurement of Automated Passenger Counter (APC) systems on all 20 transit buses.	\$53,965	January 1, 2017
Orangeville	Replace existing buses which have reached the end of their service life with 3 new low floor fully accessible buses meeting Accessibility for Ontarians with Disabilities Act (AODA) standards	\$ 225,482	October 1, 2016
Orillia	Purchase of 5 low floor 40 ft. diesel buses for customer service initiatives	\$1,237,569	April 1, 2016

Paula Roque

From:
Sent: Thursday, October 13, 2016 1:37 PM
To: Paula Roque
Subject: ParaTransit Van
Attachments: Espanola ParaTransit.pdf

Paula,

I just received the pricing for the new van. #1 is the Smart Floor option. #2 is a less expensive fixed floor option with 3 q-straint (wheelchair) and 2 flip down passenger benches (1 -2 passenger, 1-3 passenger). It's not as versatile but it is almost \$10k less expensive.

Both run on a 2017 Ford Transit 148 inch wheelbase van body (they have stock at upfitter now, but if the stock is sold when ordered add 8 weeks to the 6 week upfit timing - 14 weeks total)

#1 - \$73,250

#2 - \$63,750

Prices are FOB Espanola and do not include HST or Licence cost.

Attached is a copy of a 2016 (2017 invoice unavailable currently) with the exact spec's on the Van body. Page #2 is the NON- Smartfloor Quote & page #3 is the Smartfloor quote with the 7 individual seat option.

If you have any questions, please email or call ASAP.

Regards,

Northern Ford Sales Limited
559 Centre St, / Hwy. #6
Espanola, Ontario P5E 1J9



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This message has been scanned for viruses and dangerous content by
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Ford Motor Company of Canada, Limited

DEALER/CONCESSIONAIRE

VEHICLE ID#

Ford du Canada Limitée

THE CANADIAN ROAD
OAKVILLE ONTARIO L6J5E4

B30 893

1FTBW2CM1GKA

RETAIL PRICE
PRIX DE DETAIL

W2CC TRANSIT 350 MR VAN	40699	00	
SPECIAL DEALER ACCOUNT ADJUSTM			
TOTAL BASE VEHICLE	40699	00	
148" WHEELBASE			
2016 MODEL YEAR			
FEDERAL EXCISE TAX	100	00	NC
XZ OXFORD WHITE			
CB CHARCOAL CLOTH			
INCLUDED ON THIS VEHICLE			
DESC UNKNOWN			NC
OPTIONAL EQUIPMENT/OTHER			
PREFERRED EQUIPMENT PKG.101A			
.XL TRIM			
57B MANUAL AIR CONDITIONER	NC		
99M 3.7L TIVCT V6 ENGINE			
446 .6-SPD AUTO SELECT SHIFT TR			NC
TC8 LT235/65R16 BSW ALL-SEASON			
X73 3.73 RATIO REGULAR AXLE X73			NC
JOB #1 ORDER			
17F WINDOWS ALL AROUND FIXED	270	00	
18D EXTERIOR UPGRADE PACKAGE	360	00	
64H .6.5X16 STEEL SILVER COVER			
20C 9500# GVWR PACKAGE			NC
21M CHARCOAL CLOTH 2WAY SD ABBAGE	60	00	
425 50 STATE EMISSIONS			NC
57N REAR WINDOW DEFROSTER			NC
58X AM/FM STEREO SGL-CD W/SYNC	900	00	
60C CRUISE CONTROL	330	00	
62C AUX HEATER W/O REAR AC CONTROL	100	00	
693 PARTIAL GAS FILL			
91G SPK FRT WOOF/TWEET + 3RD ROW			NC
92E PRIVACY GLASS	500	00	
TOTAL OPTIONS/OTHER	2620	00	*

**THIS VEH. NOT INTENDED FOR *			
* SALE OR REGISTRATION IN US**			
* RETAIL PRICES EXCLUDE *			
* GST/HST *			

TOTAL VEHICLE & OPTIONS/OTHER	43319	00	
DESTINATION & DELIVERY	1700	00	
TOTAL FOR VEHICLE	45019	00	
04 U.S. GAL FUEL CHARGE			
HATCH-ID FK27291721 N REC27			



14/10/2016

Creative Carriage Ltd.

Manufacturer of Specialty Vehicles

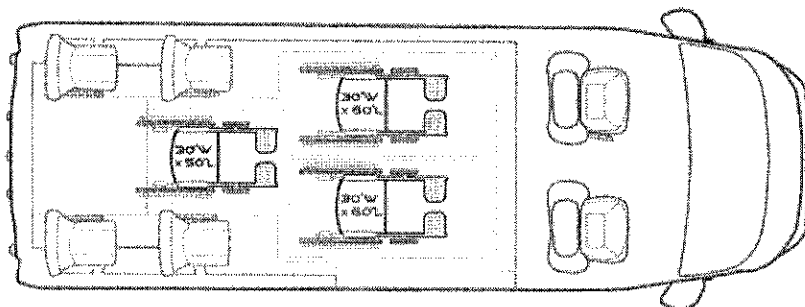
Promaster CS-2 - 3wc, 4amb - Micro Transit Vehicle



Paula Roque, CMO
Town of Espanola
705-869-1540 x.2113

Conversion Features;

Stainless Steel Low Floor Modification w/ Powder Coated Lower Frame and Tub Structure
Bi-fold Bus Door Entry, with manual release, driver operation switch and exterior weatherproof operation switch
34" wide In-floor Fiberglass Wheelchair Ramp at Side Barn Doors, w/ safety interlock and Operators handle
Manual over-ride for Side ramp interlock system
Lowered Rear Barn Door Entry - to accommodate rear loading wheelchair ramp
34" Wide Zero Effort Spring Assist Manual Ramp, Mounted at the Rear Door w/ Non Slip Powder coat Finish
Altro Flooring w/ Yellow Step Nosing at All Floor Height Transition Locations
1/2" Marine Grade Plywood Sub-floor
Grab Bar at Passenger Side Entrance, Yellow Powder Coated Stainless Steel Tube
Grab Bars on Bi-fold entry doors, Yellow Powder Coated Stainless Steel Tube
Rear Heat and Air Conditioning System, evaporator is mounted over driver compartment
Ceiling Mounted Ducting System for Rear HVAC
4 x Freedman Go-Seats, w/ Integrated 3PT Shoulder Belts and Medical Grade Vinyl Upholstery
Grab Handles for 2nd row seating, wall mounted, Yellow Powder Coated Stainless Steel Tube
Full ABS Interior Wall, Door and Ceiling Panels, w/ Insulation
LED Interior Lighting
LED Ramp Entry Lighting on Rear Doors
LED Exterior Entry Light above bi-fold bus doors
LED Interior Entry Light at bi-fold bus doors
Rear Door Stays, to limit overall door travel
3 sets Q'Straint QRT Deluxe Wheelchair Retractors for L'Track, w/ Retractable Shoulder Belts & Manual Lap Belts
Q'Straint Omni Track Flush Mount Floor Track System, installed to full available floor width
2 x 30" x 60" & 1 x 30" x 50" wheelchair positions
D409 Province of Ontario, Safety Kit Package
Storage Box, floor mounted, for Q'Straint Retractor Storage.



6 Ridgeview St. St. George, ON, N0E 1N0
1-800-392-8403 www.creativecarriage.com

Dodge Ram Promaster 2500 159" Window Van

Options / Features for currently available chassis;

VF2L26	2017 Dodge Ram Promaster Window Van, 2500, 159" wheelbase, High Roof
ERB	3.6L Pentastar™ Variable Valve Timing (VVT) V6 with 6-speed automatic transmission
21A	Customer Preferred Package 21A
DG2	6-Speed Automatic 62TE Transmission <i>Please Call for Colour Availability</i>
GTR	Power Folding Heated Mirrors
*A7	Cloth Bucket Seats
CMU	6-way Manual Adjustable Driver Seat
SDB	Suspension - Heavy Duty
RA2	Radio: U Connect 5.0 AM/FM/Blue Tooth
NHM	Speed Control
XAC	Parkview Rear Backup Camera
RA2	Uconnect 5.0 Touch Hands-free/CD
AJV	Interior Convenience Group
GXK	Additional Key Fobs (4 total)
BC3	12 Volt Interface Block
BAJ	220 Amp Alternator

Vehicle Dimensions

34"	Useable Ramp Width (Side & Rear)
34"	Bi-fold doors Clear Entry Width
69"	Bi-fold doors Clear Entry Height
13"	Step in Height at Side Barn Doors
80"	Interior Height
134"	Overall Tub Length
61"	Front Tub Length
236"	Overall Vehicle Length
101"	Overall Vehicle Height
8900 lbs	GVWR

Sub Total **\$93,457.00**
applicable HST is extra

**** Terms of Sale are :** FOB, St. George, Ontario. Balance due upon Delivery

Vendor and Purchaser agree that notice of acceptance may be communicated through facsimile transmission. Acceptance by a signing officer shall constitute a binding contract as an executed original and be deemed to have been communicated at the date and time of sending.

Signing Officer (Signature)

(Please print Name)

Date (yyyy-mm-dd)

(Please print Title)



OCC Rep:

Date: March 9, 2017

Quote #: 17-03-08-TII-rev 1

Tender #: RFP-2014-TPI-004

Customer: METROLINX - YEAR 2 PRICING
TOWN OF ESPANOLA

Contact: PAULA ROQUE
Phone: 705-869-1540 ext 2113
Fax: 705-869-0083
Email: Proque@espanola.ca



of Buses: 1



The following list of options are included in the price of this quotation. Please review your Product brochure and information package for a comprehensive list of standard features.

QUOTATION FOR ACCESSIBLE HIGH FLOOR BUSES YEAR 2 PRICING

QTY	DESCRIPTION
1	GM 6.0 GAS TITAN II: 14,200 GVWR - 96" WIDE BODY
1	24' TITAN II FLAT FLOOR: CHEVY 4500 159" WB; VORTEC 6.0L V8 / 6 SPEED TRANS; 14,200 GVWR
1	CHASSIS OPTIONS
1	MOR/RIDE REAR SUSPENSION SYSTEM TITAN II C4500 ONLY
1	NOTE: MUST CHOOSE FRONT END ALIGNMENT ON CHEVY CHASSIS
1	FULL FRONT END ALIGNMENT (INCLUDE COMPUTER PRINTOUT OF CASTER, CAMBER, TOE-IN)
1	MUST HAVE FDOT STANDARD FOR REAR EMERGENCY DOOR
1	FAST IDLE WITH INTERLOCK & COMPLETE DISPLAY, INTERMOTIVE #GTWY605 GM EXPRESS C3500 / C4500 ELECTRIC ENTRANCE
1	BATTERY BOX AND STAINLESS STEEL TRAY W/ROD LATCH AND TOP HINGED LAMINATED DOOR W/ TRIM ALL EXCEPT SPORT, F
1	STAINLESS STEEL TRACKS ON BATTERY TRAY
1	GOODALL OR ANDERSON BATTERY JUMP START LOCATED NEAR BATTERIES
1	BATTERY DISCONNECT SWITCH, BLUE SEA MODEL #6006 M-SERIES, #92170 - INSTALLED IN BATTERY BOX (OTHER LOCATIONS
1	REAR TOW HOOKS, E350/E450, C3500/C4500, (N/A on luggage models or with mounted spare tire)
1	SPARE TIRE - SHIPPED LOOSE CHEV UNIROYAL 225/75/R16
1	EXHAUST, STREET SIDE (Engineering approval required with drop floor rear luggage options on a Concorde II) NOT AVAIL W/MNTD SP/
1	FRONT MUD FLAPS, 10x18, E350/E450/C3500/C4500
1	EXHAUST BRACKETS TO BE BOLTED ON NOT WELDED - CANNOT BE PERMANENTLY WELDED TO BODY AND/OR FRAME
1	Climate Control - MCC (MOBILE CLIMATE CONTROL)
1	GM 6.0L GAS CHASSIS
1	MCC AC71K3M 70,000 BTU AIR CONDITIONING C3500/C4500 6.0L GAS, EM1 EVAP, K410 ROOFTOP COND, OEM & TM16 COMP
1	OEM 220 AMP ALT
1	Auxiliary Heaters
1	HEATER(S) MUST HAVE INDIVIDUAL SWITCHES
1	HEATER, 35,000 BTU FLOOR MOUNTED, #435 p/n 50-000-508 (BULK)
1	HEATER, 65,000 BTU WALL MOUNTED OR UNDER SEAT, #466 p/n 50-000-494
1	COLD WEATHER PACKAGE: INCLUDE AUX HTR PUMP AND WRAPPED LINES
1	CHOICE OF SILICONE OR RUBBER HEATER HOSES WITH CONSTANT TORQUE CLAMPS
1	COOLANT HEATED ENTRANCE STEP (BOTTOM STEP ONLY)
1	ALL HEATING SYSTEM HOSES AND LINES TO BE SECURED WITH CONSTANT TENSION
1	Audio and Video Options
1	NOTE: NUMBER OF STANDARD SPEAKERS ARE CONFIGURED AT MAXIMUM QUANTITY FOR BEST SOUND QUALITY, OPTIONAL
1	ADDITIONAL SPEAKERS REDUCE THE QUALITY
1	STD: 4 EXECUTIVE SPEAKERS IN BODY PLUS THE OEM DRIVER & CO-PILOT (IF APPLICABLE) DOOR SPEAKER(S)
1	TWO WAY RADIO PREP - INSTALL GROUND PLANE, 18X16 20ga STEEL PLATE ATTACHED TO ROOF BOW, PULL WIRE INSIDE A
1	PRODUCTION NOTE: PREP WIRES TO EXIT ROADSIDE OF DRIVER'S FRONT DASH CONSOLE
3	PREP FOR MDT, VLU, GPS, MDT WITH GROUND PLANE AND POWER, GROUND, 30 AMP FUSE AND ACCESS PLATE
1	RVS, BACKUP CAMERA SYSTEM ONE MODEL # RVS 770613 (1) CAMERA SETUP WITH COLOR 7" LCD MONITOR & REMOTE
1	ASA, RADIO, JENSEN AFTERMARKET IN DASH AM/FM/CD/PA INPUT, JBR550
1	Electric Options



- 2 MAXXIMA #MWL-13 EXTREME TEMPERATURE LED WORK LIGHT MOUNTED UNDER HOOD
- 1 MAGNETIC SWITCH FOR UNDER HOOD LIGHTS, INTERMOTIVE S-ESB601-A
- 1 WEATHERPACK CONNECTIONS EXTERIOR
- 1 INTERIOR & STEPWELL LIGHTING 5 SECOND DELAY TIMER WHEN DOOR CLOSES
- DEFROST FAN (NOT AVAILABLE ON CONCORDE II Dual Door AND OEM CO-PILOT SUN VISOR WILL BE REMOVED ON ALL
- 1 ENTOURAGES & CONCORDE II Cutaways)
- 1 MANUAL RESET BREAKERS IN PLACE OF FUSES
- 1 INSTALL (2) SPARE IGNITION SLOTS (MAY REQUIRE AN EXTRA FUSE BLOCK)
- 1 REAR EXTERIOR DOOR LED FLOOD LIGHT
- 1 EXTERIOR DOOR FLOOD LIGHTS TO REMAIN ON FOR 5 SECONDS AFTER DOOR CLOSES AN AUTOMATICALLY ILLUMINATE
- 1 DOME LIGHTS, DOOR ACTIVATED
- NOTE: LED INTERIOR COURTESY LIGHTS (LIGHT BAR AND DRIVER'S DOME)
- 2 MAXXIMA LED LOW PROFILE INTERIOR LIGHT WITH ON-OFF SWITCH, 14" X 3"
- 1 ADDITIONAL STD ADA LIGHT LOCATED AT THE ENTRY DOOR LOCATE: INTERIOR OR EXTERIOR
- 1 UPGRADE ADDITIONAL ADA LIGHT LOCATED AT THE ENTRANCE DOOR TO LED
- 1 UPGRADE ADA LIGHTS IN LIFT PKG TO LED INCLUDES 2 INTERIOR & 1 SKIRT
- 1 BRAKE LIGHTS TO ACTIVATE WITH EMERGENCY BRAKE AS WELL AS SERVICE BRAKE
- LED EXT LIGHTING PKG INC: CLEARANCE, UPPER MARKER LIGHT, LOWER REAR SIDE MARKER LIGHT, SIDE MARKER-
- 1 DIRECTIONAL LIGHT, 3RD BRAKE LIGHT, LICENSE PLATE LIGHT, BRAKE LIGHTS, BACK UP LIGHTS & REAR TURNS
- 2 "AS BUILT" WIRING DIAGRAMS, HARD COPY OR CD
- Exterior Options**
- 2 WINDOW T-SLIDE EGRESS 44.5w X 32.5h, 20% LIGHT TRANS ADDITIONAL, CLEAR VISION
- 1 MIRROR, EXTERIOR, ROSCO, C3500/4500, REMOTE/HEAT W/SWITCHES, ACCUSTYLE M815 start 2012, STAINLESS MIRROR
- 1 ELECTRIC DOOR 30" WITH EXTERNAL KEY SWITCH
- 1 REAR EMERGENCY DOOR W/L-HANDLE & 2 WINDOWS INCLUDES: FILLER PLATE, INTERLOCK, SLIDING LOCK, & DOOR AJAR
- 1 LIGHT / BUZZER
- 1 REAR DOOR MUST HAVE A FLASHING WARNING RED LIGHT ON DASH AN BUZZER FOR WHEN DOOR LOCKED OR OPEN
- 1 RUNNING BOARD DRIV SIDE 12" DIAMOND PLATE, C3500/C4500
- 1 FRP SKIN 20'-27'
- 1 CLOSEOUT PANEL FOR ROMEO RIM, TRANSPEC OR STD BUMPER
- 1 BUMPER, ROMEO RIM - REAR (upto 18,200 lbs)
- 1 ICE SHIELD STEP PROTECTOR
- Paratransit Options**
- Doors**
- 1 DOUBLE LIFT DOORS
- Q-Straint**
- 2 Q'STRAIT WEBBING LOOPS (1 SET OF 4 FOR EACH W/C LOCATION), Q5-7580
- 4 Q'STRAIT Q-8300-A1-HRSC22A QRT MAX RETRACTOR SYSTEM WITH SLIDE n'CLICK FLOOR FITTING (with height adjuster)
- 2 Q'STRAIT SLIDE n'CLICK FLOOR FITTING
- Miscellaneous**
- 2 ADDITIONAL L-TRACK ON FLOOR (PER FOOT), Q5-6100-FPD
- Braun Lift / Options**
- 1 LIFT PKG: BRAUN, NCL919FIB-HB-2, CENTURY ,REAR LIFT WITH FRONT PUMP, HAND BELT, 34" X 54" PLATFORM, 403/404
- Safety Options**
- 1 BACK UP ALARM
- 1 ROOF HATCH, SMI, 1976-028-011, STANDARD SAFETY VENT II - GREY
- 2 EXTERIOR GRAB HANDLE AT REAR DOOR 17" PURCH / PROD NOTE: MUST CLEAR COAT
- 1 HAND RAIL FWD OF ENTRANCE DOOR (FOR USE WITH ELECTRIC DOOR ONLY)
- 1 HAND RAIL DOOR MOUNTED YELLOW
- 1 HAND RAILS, OVERHEAD (2), 20'- 27' Unit Required to meet ADA on bus over 22'
- 1 MIRROR, INTERIOR, 6"X 9", CONVEX
- 1 MIRROR, INTERIOR 12" ROUND CONVEX MOUNTED ON REAR WALL
- 1 ALL STANCHION AND GRAB RAILS TO BE POWDER COATED YELLOW
- 1 STANCHION & MODESTY PANEL WITH 1/4" CLEAR PLEXI BARRIER, D/S
- 2 PADDED DOOR HEADER, 1/2" THICK SPECIFY LOCATION
- Interior Options**
- 1 AZDEL SUPERLITE PANELS ILO ALL LAUAN PANELS (Includes Ceiling), 20' - 27'
- 1 FILON INTERIOR (WHITE) 20' -27'
- 1 PLYWOOD SUB FLOOR SHALL HAVE SEALED EDGES
- 1 3/4" MARINE GRADE PLYWOOD FLOORING 20' - 27'
- 1 FLOORING, ALTRO 20' - 27', META 2.2, Storm Gray ONLY
- 1 STEP TREADS W/YELLOW NOSING
- Luggage/Storage Options**
- 1 COAT HOOK, LOCATED ON B-PILLAR OR BEHIND DRIVER, UNLESS OTHERWISE SPECIFIED
- 1 FRONT GLOVE BOX W/ 2 THUMB LATCHES IF APPLICABLE -
- Freedman Seating - FEATHERWEIGHT SEATS**
- 2 FEATHER WEIGHT, 17.5" MID-HIGH DOUBLE RIGID
- Freedman Seating - Flip Seats (ALL)**
- 2 FW, 34" AM DOUBLE FORWARD FACING FOLDAWAY (Wall Mount)
- 1 FW, T.D.S.S. OPTION FOR DOUBLE FOLDAWAY ONLY (PEGS / Q'STRAIT ONLY)



- 8 **Freedman Seating - Fabric Selection - Per Passenger Seat**
FREEDMAN PASSENGER SEAT FABRIC LEVEL 4
- 4 **Freedman Accessories (ALL)**
ANTI-VANDALISM GRAB RAIL, TOP RH (LOW, MID & FOLDAWAY ONLY)
4 ANTI-VANDALISM GRAB RAIL, TOP LH (LOW, MID & FOLDAWAY ONLY)
- Driver Seat / Driver's Seat Accessories**
USSC EVOLUTION G2ELP DRIVER'S SEAT WITH STD BLACK CLOTH, RECLINE, LUMBAR, RH ARMREST AND ADNIK 6-WAY
POWER SEAT BASE. ALSO INCLUDES GM SEAT BELT BRACKET & BOLT KIT AND USSC GM PEDESTAL (GM EXPRESS C3500 /
1 C4500)
- Seat Belts**
8 74" MANUAL SEAT BELT, STANDARD SIZE, (SEATBELT SOLUTIONS)
- Miscellaneous (Comments/or Other)**
2 "AS BUILT" PARTS MANUAL
1 TO RUN WIRE TO TURN OFF REAR DOOR BUZZER WHEN PARKING BRAKE IS SET
2 STRUTS ON ALL DOORS
1 MANUAL RESET BREAKERS
1 both batteries to be located into tray
1 FTA FOAM ON ALL SEATS
1 WALKER STORAGE RACK, INTERIOR LUGGAGE 24" X 30" WITH LOWER RETAINER BAR AT FLOOR
1 SURE-LOK G02 OXYGEN TANK SECUREMENT - SINGLE (For use with L-Track or Floor pockets) *SHIPS LOOSE, FE201122
1 PRIMARY PLAN 10 SEATED WITH 5 WHEELCHAIRS
- NOTE (CANADIAN SUPPLIED CHASSIS)**
1 2017 GMC G CUT; 159"WB; 300 HP, 6.0L V8 VORTEC; GM TRANS;14,200 GVWR CHASSIS
1 DUAL REAR WHEEL
1 6.0L GAS ENGINE
1 ENGINE BLOCK HEATER
1 AUTOMATIC TRANSMISSION
1 TRANSMISSION OIL COOLER
1 AIR CONDITIONING OEM DASH
1 LIGHT AND CONVENIENCE GROUP
1 225/75R16E BSW ALL SEASON TIRES
1 16" WHEELS PAINTED WHITE
1 VINYL FLOOR COVERING DRIVERS AREA
1 14,200# GVWR
1 CURRENT EMISSIONS
1 CHROME GRILL
1 CHROME FRONT BUMPER
1 FRONT LICENSE PLATE BRACKET
1 DUAL BATTERIES
1 EXTRA HD ALTERNATOR
1 SPEED CONTROL (CRUISE)
1 TILT WHEEL
1 DRIVER'S AIR BAG
1 DAYTIME RUNNING LIGHTS
1 FUEL TANK - 215.7L
1 IN DASH MESSAGE CENTRE
1 DRIVER CUP HOLDERS
1 12V POWER POINTS (2)
1 INTERMITTENT WIPERS
1 4 WHEEL ANTILOCK DISC BRAKES
1 BRAKE/TRANSMISSION SHIFT INTERLOCK
- Miscellaneous (Comments/or Other)**
1 BROKER & ADMIN
1 CSA FIRST AID KIT
1 (1) 10 LB OR (2) 5LBS ABC FIRE EXTINGUISHERS (PURCHASER'S CHOICE)
1 EMERGENCY REFLECTOR KIT
1 CROWBAR
1 CANADIAN DECAL PACKAGE
4 QRT HARDWARE ONLY QRT MAX SLIDE AND CLICK WITH HEIGHT ADJUSTER
1 PARATRANSIT DECALS
1 BRAUN CENTURY LIFT 34" x 54" 800 LBS CAPACITY
6 WHITE STEEL RIMS (SHIPPED LOOSE)
6 WINTER TIRES (SHIPPED LOOSE)
2 MANUAL, GMC SHOP MANUAL (SHIPPED WHEN AVAILABLE FROM GMC)
2 OPERATORS MANUAL
1 CMVSS PACKAGE INCLUDING CANADIAN SPEEDOMETER
3 Q5-8525-SC SLIDE N'CLICK BELT HANGER
1 REAR BUMPER ANTIRIDE SHIELD
1 BELT CUTTER
1 POLARITY DECAL
1 LIFT LIGHT & BUZZER
1 MECHANIC AND OPERATOR ORIENTATION TRAINING
1 PRE-DELIVERY INSPECTION & CLEAN



- 1 KROWN RUST CONTROL
- 1 BRAKE & SAFETY
- 1 VEHICLE LICENSE AND REGISTRATION
- 1 DELIVERY F.O.B. METROLINX PURCHASER, ONTARIO
- 1 OMVIC FEE
- STD WHITE EXTERIOR
- STD TRACK SEATING
- STD STEP WELL LIGHTS (LED)
- STD FIBREGLASS COMPOSITE ROOF SKIN
- STD INTERIOR 12V PASSENGER LIGHTS
- STD WINDOW DRIP RAIL
- STD FRONT END ALIGNMENT
- STD REAR MUD FLAPS
- STD LARGE MORVIEW WINDOW
- STD FIBREGLASS FRONT CAP AND 5 PIECE REAR ABS CAP
- STD 1-1/2" X 1-1/2" GALVANIZED STEEL TUBE BUS CAGE STRUCTURE
- STD BUS BODY UNDERCOAT
- STD 46-1/2"W X 32-1/2" H UPPER T-SLIDE WINDOWS AND 22-1/2"W FILLER WINDOWS IF REQUIRED
- STD 30" CLEAR OPENING MANUAL ENTRANCE DOOR. EXTRUDED ALUMINIUM DOOR LEAFS WITH FULL LENGTH GLASS
- STD REAR CENTRE 3RD BRAKE LIGHT & SIDE DIRECTIONALS
- STD ELECTRICAL PANEL W/FUSES
- STD STANCHION & MODESTY PANEL, PASSENGER'S SIDE
- STD LH ENTRY GRAB RAIL
- STD FLOORING COVERED UP WALL TO SEAT RAIL
- STD HEATER LINE SHUT OFF VALVES
- STD AM/FM RADIO & INTERIOR SPKRS
- CMVSS CERTIFIED
- STURAA TESTED FOR 7 YEARS / 320,000 KM LIFE CYCLE (ALTOONA TEST)
- MANUFACTURER ISO 9001:2008 CERTIFIED
- GLAVAL BUS IS A **BERKSHIRE -HATHAWAY COMPANY**
- WARRANTY**
- GLAVAL BUS STRUCTURE WARRANTY: 5 YEARS / 160,000 KM
- GLAVAL BUS STANDARD WARRANTY: 1 YEAR / UNLIMITED
- GMC CHASSIS BASIC WARRANTY: 3 YEAR / 60,000 KM
- GMC CHASSIS POWERTRAIN WARRANTY: 5 YEAR / 160,000 KM
- GMC CHASSIS CORROSION WARRANTY: 3 YEAR / 60,000 KM
- GMC CHASSIS ROADSIDE ASSISTANCE: 5 YEARS / 160,000 KM
- CARRIER AIR CONDITIONING WARRANTY: 2 YEARS / UNLIMITED
- TRANS / AIR AIR CONDITIONING WARRANTY: 2 YEARS / UNLIMITED
- ACC AIR CONDITIONING WARRANTY: 2 YEARS / UNLIMITED or 3 YEARS / 120,000 KM
- BAUN LIFT WARRANTY: 5 YEARS / 15,000 CYCLE POWERTRAIN WARRANTY, 3 YEAR / 10,000 CYCLE PARTS AND LABOUR WARRANTY
- RICON LIFT WARRANTY: 5 YEARS / UNLIMITED POWERTRAIN WARRANTY, 1 YEAR / UNLIMITED PARTS AND LABOUR WARRANTY

SUB (each)
HST (each)

\$100,094.00
\$0.00

EACH

\$100,094.00

Amount of Per Bus Cost that is Tax Exempt or 0 Rated
\$2,705.87

TOTAL EACH / APPLICABLE HST EXTRA

This quotation is valid to March 31, 2017

Please allow 90-120 days for delivery, After Receipt of Chassis.

TERMS: NET 30

Please contact your Overland Sales Representative with any questions.

BUSES ARE ALTOONA TESTED TO 7 YEARS / 320,000 KM AND CARRY A STANDARD 5YR/160,000 KM LIMITED WARRANTY - ONE OF THE BEST IN CANADA !
OVERLAND CUSTOM COACH (2007) INC. OFFERS PARTS AND SERVICE SUPPORT FOR EVERY MODEL OF BUS WE SELL !

RECOMMENDED OPTIONS NOT INCLUDED IN QUOTATION PRICE

Option prices do not include taxes and are subject to change without notice. Prices are Per Bus Unless Noted

COST	OPTION DESCRIPTION
ORDER APPROVED BY: _____	
(Print Name)	
TITLE / POSITION: _____	
PURCHASE ORDER #: _____	



Overland Custom Coach (2007) Inc.
RR#2, 21051 Nissouri Rd
Thorndale, ON (Canada) N0M 2P0
(519) 461-1140 (fax) 461-0523
www.overlandcustomcoach.com

SIGNATURE: _____ DATE: _____



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Espanola Hub
87B Centre St.
Espanola, ON P5E 1S4

Tel: 705 869 5578
Fax: 705-869-4374
www.ocwa.com

MAR 09 2017

February 22, 2017

Cynthia Townsend, Clerk-Treasurer / Administrator
The Corporation of the Town of Espanola
100 Tudhope Street, Suite 2
Espanola, Ontario
P5E 1S6

Re: O. Reg. 170 Section 11 & Schedule 22 Annual Reporting under SDWA
O. Reg 387 Section 9 Annual Reporting under OWRA
For the Espanola Water Treatment Plant
Waterworks No.: 210000746

Dear Ms. Townsend;

Attached are the 2016 Annual and Summary Reports for the Espanola Water System. The Reports are based on information provided by Operators as of Feb 15, 2017 in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act. A confirmation of submission of the PTTW reporting, as required by O.Reg 387, is included as part of the report.

Please note that any Orders that you have received directly from the MOE or any major expense incurred by the Municipality which is not listed should be reviewed and added to the report.

As per Schedule 22 of O. Reg. 170/03, this Summary Report is to be provided to the members of the municipal council no later than March 31, 2017. Please ensure this distribution.

Section 12 of O. Reg. 170/03, requires both the Summary Report and the Annual Report be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the municipality or at a location that is reasonably convenient to the users of the water system.

Sincerely,

Sarah Beaulieu
Process & Compliance Technician
Ontario Clean Water Agency

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