

# POA MUNICIPAL PARTNER ANNUAL REPORT - PROSECUTION

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Municipal Partner: The Corporation of the Town of  
Espanola – Elliot Lake

ICON ID(s): 0161 / 0163 / 0167

Report Year: 2018

Supervising Lawyer of Prosecutions: George Fournier

Email Address: [fournierg@bellnet.ca](mailto:fournierg@bellnet.ca)

Date: March 1, 2019

This Annual Report template is provided to assist Municipal Partners in meeting the annual reporting responsibility under para. 8.4 of the POA Transfer Agreement Memorandum of Understanding. This Annual Report must be submitted in electronic format by March 31 of each year, for the previous year.

This report is intended to facilitate effective performance and compliance monitoring.

This reporting template mirrors the POA Self-Assessment Workbook, which can be used as a reference when completing the template. The Workbook can provide assurance that appropriate controls are in place and functioning well and can identify areas where controls may be weak and require corrective action.

The Ministry will review all reports submitted and may request additional information.

Specific information submitted in this report will not be shared with other municipalities without the Municipal Partner's permission. However, general information from these reports may be included in an annual report on the state of the municipally managed POA court sector.

When complete, please e-mail to: **POA Unit** at [JUS.G.MAG.POASupport@ontario.ca](mailto:JUS.G.MAG.POASupport@ontario.ca)

**Questions about the report should be directed to the e-mail address above.**

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## **1. Prosecution – Incidents dealing with significant cases, breaches or complaints**

**To be completed and submitted by the supervising lawyer overseeing prosecution in conjunction with the POA Annual Report by March 31 of each year.**

Please provide a brief summary of the number and nature of the incident(s) in the space provided below for each type of incident listed.

<b>Type of Incident and Summary:</b>	<b>Number of Incidents</b>
1. Significant cases, matters or issues reported to the Crown Attorney	0
2. Constitutional challenges	0
3. Prosecution services	0
4. French language services	0
5. Services to enforcement agencies	0
6. Breaches of Transfer Agreement requirements	0
7. Conflict of interest	0
8. Alleged prosecutor impropriety, incompetence or misconduct	0

## JOINT HEALTH & SAFETY MEETING MINUTES

**Thursday, February 7<sup>th</sup>, 2019**

**9:00 a.m.**

**Upstairs – Fire Hall**

**Present:**

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

**Recording Secretary:** D. Parker

**Co-Chair D. Parker presided over the meeting. The meeting was called to order at 9:03 A.M.**

**Acceptance of Minutes:**

**1. B. Stewart – A. Kelly**

**THAT:** The Joint Health & Safety Committee hereby approves the minutes of the January 3<sup>rd</sup>, 2019 meeting. Motion carried.

**Inspections:**

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

Dept.	Date Inspected	# of Hazards	Date Repaired
Fire	Jan. 23/19	0	N/A
Admin.	Jan. 23/19	1	Not yet repaired
Recreation	Jan. 23/19	0	N/A
Library	Jan. 23/19	0	N/A
PWD	Jan. 23/19	2	Jan. 30/19

It was noted by the non-union staff rep. that the Admin. hazard is not a safety hazard, but rather a lack of sufficient electrical supply to operate the appliances in the "kitchen" simultaneously. The ground fault outlet is performing as it should.

February inspections are to be completed by the Rec. Complex in place of PWD. PWD will perform March inspections

**Other Reports:**

2018 Accident/Injury Summary Report was reviewed. It was noted that the Library and Admin depts. are the only ones that are eligible for recognition for 2018.

Reviewed Investigation Report PWD01 - 19

**Outstanding Issues:** Management Co-chair advised that Council adopted the revised Health and Safety Policy. This item will no longer remain on the agenda.

**Any Other Business:****Recognition Sub-Committee:**

**New Business:** The non-union staff worker member advised that she is attending the part 1 – Safety Certification course in Sudbury Feb 12-15.

The PWD worker member advised that he is attending the part 2 – Safety Certification course in Sudbury Feb. 27 & 28.

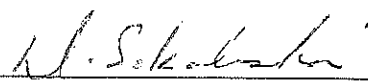
There was a discussion related to how employees with medical conditions should proceed with requesting a potential accommodation. The Management Co-Chair advised that the employee should request direction from their supervisor. It is likely that the supervisor will request medical documentation advising of the employee's limitations for the employer to consider for potential accommodations.

**Next Meeting:** **Thursday March 7<sup>th</sup>, 2019 @ 9:00 A.M. – Fire Hall**

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

**THAT:** The Joint Health & Safety Committee is hereby adjourned. Time: 9:26 A.M. Motion carried.

  
\_\_\_\_\_  
**D. Parker, Co-Chair**

  
\_\_\_\_\_  
**D. Sokoloski, Co-Chair**



MAR 1 2019

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

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS REGRETS**

James Crispo

**STAFF MEMBERS PRESENT**

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

**RACHEL QUESNEL PRESIDING**

**1. CALL TO ORDER**

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

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

**2. ROLL CALL**

**3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST**

There were no declarations of conflict of interest.

**4. ELECTION OF OFFICERS**

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

René Lapierre accepted his nomination and the following was announced:

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

**RENÉ LAPIERRE PRESIDING**

**APPOINTMENT OF VICE-CHAIR OF THE BOARD**

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

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

**APPOINTMENTS TO THE BOARD EXECUTIVE COMMITTEE**

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

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

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

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

**APPOINTMENTS TO THE FINANCE STANDING COMMITTEE OF THE BOARD**

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

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

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

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

**5. DELEGATION/PRESENTATION**

**i) 2018 Year-In Review**

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

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

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

## **6. CONSENT AGENDA**

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



- d. Ontario Basic Income Pilot Project
  - Letter from the Thunder Bay District Health Unit Board of Health Chair to the Premier of Ontario and the Minister of Children, Community and Social Services dated November 21, 2018
- e. Nutritious Food Basket
  - Letter from the Wellington-Dufferin-Guelph Public Health Board of Health Chair to the Minister of Children, Community and Social Services/Minister Responsible for Women's Issues dated November 27, 2018
- f. The Truth and Reconciliation Commission of Canada Calls to Action
  - Letter from the Middlesex-London Health Unit Medical Officer of Health to Public Health Colleagues and Community Partners dated November 16, 2018
- g. A Population Health Perspective on Bill 47, Making Ontario Open for Business Act, 2018
  - Letter from the Board of Health Chair for the Timiskaming Health Unit to the Minister of Economic Development, Job Creation and Trade and the Minister of Labour dated December 5, 2018
- h. Provincial Oral Health Program for Low Income Adults and Seniors
  - Letter from the Simcoe Muskoka Board of Health Chair to the Premier of Ontario dated February 6, 2019

*Board of Health for Public Health Sudbury & Districts' Motion 42-18*

  - Letter from the Premier of Ontario to Dr. Sutcliffe dated December 12, 2018
  - Letter and Resolution from the Municipality of Killarney to Dr. Sutcliffe dated January 10, 2019
  - Letter from the Grey Bruce Health Unit Medical Officer of Health to the Premier of Ontario dated January 22, 2019
- i. C.P. Shah Alumni Award of Excellence in Public Health – Dr. Sutcliffe
  - Letter from the Northwestern Health Unit Medical Officer of Health and Board of Health Chair to Dr. Sutcliffe dated November 20, 2018
  - Letter from the Association of Local Public Health Agencies (alPHA) to Dr. Sutcliffe dated November 23, 2018
- j. Bill 66, Restoring Ontario's Competitiveness Act, 2018
  - Letter from the Association of Local Public Health Agencies President to the Minister of Economic Development, Job Creation and Trade dated January 16, 2019
- k. Sustainable Public Health System and Funding
  - Letter from the Public Health Sudbury & Districts Board of Health Chair to the Minister of Health and Long-Term Care dated December 21, 2018
- l. Advocacy to Increase Actions re Opioid Crisis
  - Letter from the Peterborough Public Health Board of Health Chair to the Premier of Ontario dated January 7, 2019

- Letter from the Grey Bruce Health Unit Medical Officer of Health to the Minister of Health and Long-Term Care dated January 18, 2019
  - m. alPHa AGM Notice and Call for Resolutions – June 2019
  - Notice of the 2019 alPHa Annual General Meeting; Call for 2019 alPHa Resolutions; Call for 2019 alPHa Distinguished Service awards; and Call for Board of Health Nominations to the alPHa Board of Directors
  - n. Vapour Products Display and Promotion
  - Letter from the Grey Bruce Health Unit Medical Officer of Health to the Minister of Health and Long-Term Care dated January 18, 2019
  - o. Congratulations Re: Public Health Anniversaries
  - Letter to Peterborough Public Health Medical Officer of Health and Board Chair from Public Health Sudbury & Districts Medical Officer of Health dated February 5, 2019
  - Letter to the Algoma Public Health Board of Health Chair from Public Health Sudbury & Districts Board Chair dated December 7, 2018
- vi) **Items of Information**
- a. alPHa's Public Health Resource Paper: *Improving and Maintaining the Health of the People*
  - b. alPHa Information Break December 17, 2018  
January 25, 2019
  - c. Health Canada News Release re New Approach for Canada's Food Guide January 22, 2019
  - d. 2018 Nutritious Food Basket Scenarios
  - e. Public Health Sudbury & Districts *2018 Highlights*

#### **01-19 APPROVAL OF CONSENT AGENDA**

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

**CARRIED**

#### **7. NEW BUSINESS**

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

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

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

– Board of Health Meeting Attendance Summary – 2018

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

iii) **Corporate Name Registration**

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

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

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

**02-19 CORPORATE NAME REGISTRATION**

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

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

***BE IT RESOLVED, AS A SPECIAL RESOLUTION, THAT:***

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

**CARRIED**

**8. ADDENDUM**

None.

**9. IN CAMERA**

**03-10 IN CAMERA**

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

**CARRIED**

**10. RISE AND REPORT**

**04-19 RISE AND REPORT**

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

**CARRIED**

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

**05-19 APPROVAL OF MEETING NOTES**

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

**CARRIED**

**11. ANNOUNCEMENTS / ENQUIRIES**

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

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

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

**12. ADJOURNMENT**

**06-19 ADJOURNMENT**

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

**CARRIED**

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(Chair)

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(Secretary)

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

# STAFF REPORT

**DEPARTMENT:** Administration

**DATE:** March 13, 2019

**ITEM:** Knights Cruisers Car Show

**RECOMMENDATION: Be It Resolved That: As Recommended by the Community Services Committee That:** Council authorizes:

- 1) A temporary exemption from Municipal Bylaw No. 751/84, Section 14, being a bylaw to control the use of Municipally and Recreationally owned property 14. d) no person shall park any vehicle in any park, recreational area or on municipal property of the Town of Espanola except in those areas specifically designated by appropriate signs and notices as being areas in which vehicles may be parked.
- 2) Temporarily closing Avery Dr. from the Complex to Hunter St. to traffic with the exception of emergency vehicles on Saturday, May 25, 2019 between the hours of 8:00 am to 4:00 pm to host the Knight Cruisers Car Show.
- 3) A temporary exemption from certain provisions of the Noise Bylaw No. 1189/96, on Saturday, May 25, 2019 between the hours of 8:00 am to 4:00 pm for an event being held outdoors at the Track & Field – The Knight Cruisers Car Show.

**BACKGROUND:**

The Town of Espanola has always provided the Track & Field free of charge. The PWD provides barricades, garbage cans and blue boxes.

The side door to the Complex will remain open to allow for the use of washroom facilities. This worked well during past Car Shows.

**ANALYSIS:**

**EXISTING POLICY:** Council Resolution

**FINANCIAL COMMITMENT:** NA

**STRATEGIC GOAL:** Safe and Healthy Community

**IMPLEMENTATION:** Clerk

**Prepared By:**

Traci Denault-Rogue

**Department Manager:**

**Clerk Treasurer/Administrator:**

Cynthia Townsend

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

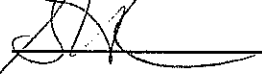
**Approval of Recommendation:** Yes ☒ No ☐

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

**COMMUNITY SERVICES COMMITTEE**

Moved By: 

Date: **March 19, 2019**

Seconded By: 

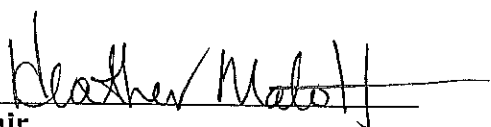
**Motion No 2**

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

Council authorizes:

- 1) A temporary exemption from Municipal Bylaw No. 751/84, Section 14, being a bylaw to control the use of Municipally and Recreationally owned property 14. d) no person shall park any vehicle in any park, recreational area or on municipal property of the Town of Espanola except in those areas specifically designated by appropriate signs and notices as being areas in which vehicles may be parked.
- 2) Temporarily closing Avery Dr. from the Complex to Hunter St. to traffic with the exception of emergency vehicles on Saturday, May 25, 2019 between the hours of 8:00 am to 4:00 pm to host the Knight Cruisers Car Show.
- 3) A temporary exemption from certain provisions of the Noise Bylaw No. 1189/96, on Saturday, May 25, 2019 between the hours of 8:00 am to 4:00 pm for an event being held outdoors at the Track & Field – The Knight Cruisers Car Show.

CARRIED  DEFEATED       

  
Chair

**RECORDED VOTE  
INTEREST**

**DECLARATION OF PECUNIARY**

	<b>For</b>	<b>Against</b>
Mayor J. Beer	<u>      </u>	<u>      </u>
R. Dufour	<u>      </u>	<u>      </u>
S. Hayden	<u>      </u>	<u>      </u>
H. Malott	<u>      </u>	<u>      </u>

Mayor J. Beer	<u>      </u>
R. Dufour	<u>      </u>
S. Hayden	<u>      </u>
H. Malott	<u>      </u>



FEB 20 2019

Knight Cruisers Car Club Inc

439 Jean St.

Espanola, ON

P5E1M6

February 4, 2019

Dear Cynthia Townsend,

The Knight Cruisers Car Club will be having their 17<sup>th</sup> Annual Cruise-In on Saturday, May 25, 2019 at the track & field beside the Espanola Regional Complex. We would like to apply once again for an exemption to the noise by-law, road closure; Avery Dr. from the complex to Hunter St. (8a.m.-4p.m.) and for the rental fees to be waived.

Our club is non-profit and our Cruise-In has no entry fee. Donations to the food bank are encouraged. We hope that we can once again count on support from the Town of Espanola.

Thank you,

Gisele Karvonen

Secretary

Knight Cruisers Car Club Inc

705-869-4757

g\_jan@eastlink.ca

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

# STAFF REPORT

<b>DEPARTMENT:</b> Leisure Services/Economic Development	<b>DATE:</b> Mar 19/2019
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<b>ITEM:</b> The 2019 Great Waterfront Trail Adventure (GWTA)
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## RECOMMENDATION:

- Be It Resolved That: Council authorizes a temporary exemption from Municipal Bylaw 1219/96; being a bylaw to provide for the Use, Regulation, Protection and Government of Municipally and Recreationally Owned Property; 13.7 remain overnight with the boundaries of any park, recreational area and or municipally owned property without obtaining permission from the Municipality.

## BACKGROUND:

- 120 cyclists will stop for an overnight stay in Espanola on Wednesday July 31<sup>st</sup> as part of a cycle tour to officially launch the open of the 2019 Great Waterfront Trail Adventure (GWTA) Lake Huron North Channel extension of the Great Lakes Waterfront Trail.
- The Cycle tour will begin in Barrie with overnight stops scheduled for Sault Ste Marie, Bruce Mines, Blind River, Espanola and Sudbury
- Of the 120 cyclists, 70 are travelling with small tents for overnight camping in each community and the other 50 will be booking hotel accommodations
- Espanola does not have a private or public campground to accommodate the group

## ANALYSIS:

- The group has budgeted for \$30 per head to include HST for dinners and \$17 per head for a breakfast
- Cyclists would access the Recreation Complex for showers
- The GWTA is prepared to rent porta-potties for the overnight campers
- They hope to access our beach, visit our retro bowling alley and check out the program options at Boogie Mountain Ski hill for evening entertainment after dinner
- Hosting the cycle tour group ingests at minimum \$12,500 in our community for the one night stay with the potential addition of incidentals ie. bike repairs, snacks, supplies to support the next leg of the tour

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

- This is an opportunity for the Town of Espanola to support cycle tourism which is recommended by the Active Espanola Cycle Plan
- This request was circulated to department managers, the only potential issue identified was from PWD; that being Minor Soccer would normally have a game on this night. The Department noted that if this request is approved, Minor Soccer would be notified to not schedule a game on this night.

**EXISTING POLICY: Bylaw No 1219/96**

**STRATEGIC GOAL:**

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

**FINANCIAL COMMITMENT:**

**IMPLEMENTATION:** Leisure Services

**Prepared By:**

Cheryl Kennelly

**Department Manager:**

Joel Yusko

**Clerk Treasurer/Administrator:**

Cynthia Townsend

**Approval of Recommendation:**

Yes ☒ No ☐

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

Paula Roque

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Subject: FW: GWTA 2019 - Espanola Camping Bylaw exemption

Good Afternoon Paula and Cheryl,

Great Waterfront Trail Adventure 2019 – Multi Day Cycling Tour from Sault Ste. Marie to Sudbury

As you know we are planning on launching the Great Lakes Waterfront Trail – Lake Huron North Channel Expansion with an edition of the Great Waterfront Trail Adventure (GWTA).

The draft itinerary is as follows:

July 28: Travel from Barrie to Sault Ste. Marie. Overnight in Sault Ste. Marie hotel.

July 29: Ride Sault Ste. Marie to Bruce Mines. Overnight in Bruce Mines July 30: Ride Bruce Mines to Blind River. Overnight in Blind River July 31: Ride Blind River to Espanola. Overnight in Espanola.

Aug 1: Ride Espanola to Sudbury

Aug 2: Travel from Sudbury to home

The purpose of this email is to request an exemption to the Town of Espanola overnight camping bylaw for the use of the track & field area at the Espanola Recreation Complex. The exemption would be required from approximately 11am July 31st until 11am August 1st.

We will be bringing approximately 120 cyclists through the Town of Espanola and would require space for approximately 70 tents. We anticipate that 3/4 of the group will be camping whilst the other quarter (approximately 30) will stay in the Pinewood Hotel – hotel guests will be encouraged to make their reservations at the Pinewood as soon as possible.

We are also looking for a local community group to cater breakfast on August 1st either in their own facility or at the Recreation Complex – we have a budget of \$17 per head ( inclusive of H.S.T) for breakfast.

We anticipate that our riders will eat out at the restaurants of Espanola on the night of July 31st – we hope to support all of your community restaurants on that evening. We will contact all restaurants beforehand to warn them of increased patronage.

If you require any further information then please do not hesitate to contact me.

Warm Regards,

Jo Sharland

Tour Director  
Great Waterfront Trail Adventure  
Email: [tourdirector@wrtrust.com](mailto:tourdirector@wrtrust.com)  
Tel: 416 943 8080 ( O) 905 510 4614 (C)

THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 1219/96

Being a Bylaw to Provide for the Use,  
Regulation, Protection and Government of  
Municipally and Recreationally Owned Property

WHEREAS Section 207 of the Municipal Act and Section II of the Public Parks Act, R.S.O. 1990 provide for regulations of parks on municipal property.

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

1. Definitions

- 1.1 "Municipal Property" includes all land, buildings, structures, vehicles and equipment owned, used and leased for municipal and recreational purposes by the Corporation of the Town of Espanola.
- 1.2 "Municipal Officer" means the Clerk Treasurer, Public Works Superintendent, Recreation Director, Chief of Police, Fire Chief.
- 1.3 "Town" shall be the Corporation of the Town of Espanola.
- 1.4 "Council" shall be the Council of the Corporation of the Town of Espanola.

2. Periods of Operation

- 2.1 The Town of Espanola may establish the periods of operation and types of activity for every municipal and recreational area, each year, for that year, and may arrange to post at each municipal or recreational area, a sign or signs indicating the period or periods during the year that the municipal or recreational area is in operation and types of activity permitted and thus open to the public.
- 2.2 No person shall enter, be, or remain in any posted municipal or recreational area without prior written permission from the appropriate municipal officer of the town of Espanola when the municipal or recreational area is not in operation or not open to the public.

3. Alcoholic Beverages

No person shall possess, bring into, keep or sell alcoholic beverages of any kind on recreation or municipal property unless such person has received a licence to do so from the LLBO and written permission from the appropriate municipal officer.

4. Gifts, Wares, Merchandise and Refreshments

No person shall sell, offer for sale or keep for sale any goods, wares, merchandise or refreshments of any kind on recreational or municipal property without prior written consent from the appropriate municipal officer.

5. Chattel Rentals

No person shall rent, offer to rent or keep for renting, chattels of any nature or kind in any recreational area or municipal property, in the Town of Espanola without the prior written permission of the appropriate municipal officer or council. Without in any way limiting the generality of the word "chattels", the word shall include pedal boats, canoes, row boats, beach chairs, beach lounges and towels.

6. Games

No person on municipal or recreation property shall:

- 6.1 Engage in any game or activity that is dangerous or likely to cause injury or damage.
- 6.2 Participate in an organized team game under the auspices of an approved sports association except in areas designated by the Director.
- 6.3 Interfere with an organized team game, nor be on the area normally used for such game while it is in progress unless he is an official or participant of such game.

7. Fires

- 7.1 No person shall light or maintain a fire on recreational or municipal property without prior written permission from the appropriate municipal official.
- 7.2 The provisions of clause 7.1 in this section do not apply to fires in metal barbeques on properly designated municipal and recreation property areas.
- 7.3 Persons maintaining a barbeque shall be responsible for ensuring that it is extinguished prior to leaving that property (Municipal or Recreational) and shall be liable for any loss, damage, cost, expense or claim of any kind arising from failure to extinguish such barbeque.

8. Promotional Material

No person shall distribute any hand bills or circulars or post any bills, notices or advertising device of any nature or kind on municipal or recreation property, without the prior written permission of the appropriate municipal official.

9. Waste

No person shall drop or leave at any place on municipal or recreation property except in the receptacles provided for that purpose, any refuse, paper, bottles, cans or rubbish of any nature or kind.

10. Animal Control

- 10.1 Subject to Section 10.2 hereof, no person shall permit any animal belonging to him or in his custody, possession or control to enter, be or remain in any Park or Recreational area or other Municipal property of the Town of Espanola.

- 10.2 No person shall permit any dog or cat belonging to him, or in his custody, possession or control to enter, be or remain in any Park or recreational area, or other municipal property of the Town of Espanola except when such dog or cat, as the case may be, is on a leash held by such person and no greater in length than nine feet and provided that such person:
  - 10.2.1 restricts the movement of the dog or cat, as the case may be, to the roads, walkways and footpaths in such part or recreational area;
  - 10.2.2 carries with him some sort of device to clean up any mess which the dog or cat, as the case may be, makes in the park, municipal or recreational area, and
  - 10.2.3 cleans up any mess which the dog or cat, as the case may be, makes in the park, municipal or recreational area.

#### 11. Bathing Regulations

No person shall, in any recreation area of the Town of Espanola:

- 11.1 enter or bathe in any water in, connected with, or adjacent to a recreational area without being properly clothed in a bathing suit;
- 11.2 loiter in any bath house or bathing station or conduct himself in such manner in or near any such bath house or bathing station or conduct himself in such manner as to be objectionable to other persons in or near any such bath house or bathing station;
- 11.3 bring to any beach on recreation property, any device which may be dangerous or cause injury to other persons using the said beach or water including such devices as underwater spears or shooting devices.

#### 12. Events Requiring Permits

- 12.1 No person shall, in any recreational area or municipal property, in the town of Espanola do any of the following things without first receiving a written permit so to do:
  - 12.1.1 perform for reward any art, skill or service
  - 12.1.2 operate any amplifying system or loudspeaker
  - 12.1.3 place or maintain any coin operated machine or game of whatsoever nature
  - 12.1.4 organize or arrange an event
  - 12.1.5 erect, construct, build or cause to be erected, constructed or built, any structure of whatsoever nature and kind. Structures shall include "tents", "shelters", "fences", "buildings"
  - 12.1.6 dig or tear up any pavement, roadway, sidewalk, crosswalk, footpath, pedestrian way, grass plot or flower bed
  - 12.1.7 moor or beach a boat

- 12.2 In granting permits to do any matters set out in 12(a), the appropriate officials may set such terms and conditions respecting the issuance of the permit as he is in his sole discretion to determine advisable
- 12.3 Should a person receive a permit from the appropriate municipal official, then such person shall do such matter or matters only:
  - 12.3.1 in those areas designated by the appropriate municipal official to carry on such matters
  - 12.3.2 In accordance with any terms or conditions which the appropriate municipal official sets on the issuance of the permit

13. Protection of Property

No person shall:

- 13.1 climb, break, deface or remove any structure, equipment, tree, plant building. Climbing is permissible only on equipment designated and constructed for that purpose
- 13.2 disturb, molest, move, attempt to kill or kill any bird or animal, or remove or injure any bird's nest or eggs
- 13.3 enter any place where a sign prohibiting admittance or trespassing is displayed or where admission is otherwise prohibited or restricted
- 13.4 indulge in any riotous, boisterous, threatening or indecent conduct, or any abusive, threatening or profane language on recreation or municipal property
- 13.5 Create a nuisance by loitering, spying, accosting, frightening or annoying in any other way interfering with any other person lawfully using recreation or municipal property
- 13.6 throw into a pool, pond, lake or stream, any foreign object that is likely to injure any person or pollute the water
- 13.7 remain overnight within the boundaries of any park, recreational area and or municipally owned property without obtaining permission from the Municipality

14. Vehicle Control

For the purpose of this bylaw, "vehicle" includes a motor vehicle, bicycle, trailer, traction engine, farm tractor, road building machine or any other vehicle drawn, propelled or driven by any kind of power, including muscular power.

No person on recreation or municipal property shall:

- 14.1 operate any vehicle whether licenced or unlicenced which is propelled by a motor except in areas designated for such use by the appropriate municipal official, as the case may be



- 14.2 operate a motor vehicle in areas designated pursuant to clause 14.1 of this section in excess of 16 km/hr (10 m.p.h.)
- 14.3 park a vehicle overnight within the boundaries of the recreation or municipal property. Any vehicle in violation of this section shall be towed away at the owners' expense or shall be appropriately cited with a restricted parking zone violation.
- 14.4 no person shall park any vehicle in any park, recreational area, or on municipal property of the Town of Espanola except in those areas specifically designated by appropriate signs and notices as being areas in which vehicles may be parked

15. Bylaw Enforcement

- 15.1 The provisions of this bylaw shall be enforced by the employees or agents authorized by the Town who shall carry identification to prove such authorization. The Director or any of his designates are hereby authorized and requested to enforce this bylaw.
- 15.2 Any Peace Officer is hereby authorized to enforce the provisions of this bylaw.
- 15.3 Every person when requested to do so by any person mentioned in clause 15.1 above, who is engaged in enforcing the provisions of this bylaw shall produce reasonable I.D. of himself, i.e. correct name and address and his failure to do so is deemed to be a contravention of this bylaw.
- 15.4 Every person, when requested to do so by any person mentioned in clause 15.1 above who is engaged in enforcing the provisions of this bylaw shall leave the Recreation or Municipal area concerned and his failure to do so is hereby deemed to be a contravention of this bylaw.

16. Offence

- 16.1 Any person who contravenes any provision of this bylaw is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.

17. Reward

The Clerk Treasurer of the Corporation of the Town of Espanola is authorized to pay the sum of One Hundred Dollars (\$100.00) to anyone who supplies information to the Town which leads to the apprehension and conviction of anyone found vandalizing or damaging Recreation or Municipal property.

18. Force and Effect

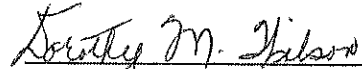
This bylaw shall come into force and take effect immediately upon the final passing thereof.

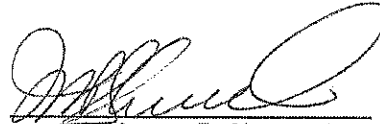
- 19. That Bylaw #754/84 as amended is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME

AND PASSED IN OPEN COUNCIL

THIS 20<sup>th</sup> DAY OF December, 1996.

  
Dorothy Wilson, Mayor

  
Merwyn P. Sheppard,  
Clerk Treasurer/Administrator

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

# STAFF REPORT

**DEPARTMENT:** Leisure Services

**DATE:** Mar 19, 2019

**ITEM:** Clear Lake Beach Supervision

## RECOMMENDATION:

- Be It Resolved That: As recommended by the Recreation Culture Advisory Committee that: Leisure Services present to Council options for program enhancement at Clear Lake Beach for the summer of 2019. The Committee is recommending an incremental build on the success of the 2018 program to include the addition of one more afternoon. The program proposed would run 4 weeks next July, Monday to Thursday afternoons.

## BACKGROUND:

- The department conducted a pilot project at Clear Lake Beach during the pool shut down maintenance in July 2018
- This program was sponsored by donations from the Shelley Newton Memorial Fund with special consent from the Newton Family.
- The 2018 program ran for 4 weeks at 3 afternoons per week from 12-4pm.
- 3 lifeguards were on duty to meet our lifeguard supervision ratios for beach supervision as required by Provincial Regulation
- One afternoon each week the lifeguards would engage in beach or water activities such as sand castle making and water frizzbee

## ANALYSIS:

- The four weeks at the beach helped the department with staff retention during the pool shut down which helped to ensure our ability to provide the Swim to Survive School swimming lessons in May and June and the return of our August pool programming. This mitigates our cost of soliciting & training new staff in August.
- Beach supervision during the pool shut down was met with enthusiastic community support; on average, 66 participants used the program per day

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

- Beach supervision is common in Northern Ontario and offered as a free service to ensure water safety for both residents and visitors for example, Sudbury, Elliot Lake, Timmins, New Liskard, Kirkland Lake all offer beach supervision
- Like tennis, snowshoe lending, volley ball or pickle ball - these are all considered services to enhance accessible and free community recreation opportunities
- This outdoor summer program promotes water safety, physical activity & social inclusion and features a natural and accessible community asset.
- Consideration was given by staff to offer swim lessons at the beach but the beach does not provide consistent depth for diving and length continuity for teaching due to lake terrain and weed growth.
- \$3500 from the Shelley Newton Memorial Fund was used to support the program last year with Council supporting \$910 to cover the payroll burden of EI, WSIB etc. Total cost of the program \$4,410.00
- Currently there is \$3,157.65 in the Shelley Newton Memorial Fund but this money is already committed to support a monthly indoor free swims from September to May and to support free PD Day swims on days that both School Boards overlap their PD days. There is not sufficient money in the Shelley Newton Memorial Fund to support the Clear Lake Beach Program in 2019 without depleting the fund which is intended to support free indoor swim opportunities.
- For Council's consideration;
 

**Option A:** Run the duplicate of the 2018 beach supervision schedule of 3 afternoons per week for 4 weeks for a total program cost of \$4,476.00

**Option B:** As recommended by the Recreation Culture Advisory Committee Council support an incremental expansion of the program for 2019 to add one additional afternoon per week to run Monday to Thursday 12 – 4pm for four weeks. Adding one additional afternoon per week for four weeks will increase the program cost from 2018 by \$1224 for a total cost of \$5700 from budget.

**EXISTING POLICY: NA**

**STRATEGIC GOAL:**

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

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

**FINANCIAL COMMITMENT:** Option A \$4,476 or Option B \$5,700

**IMPLEMENTATION:** Leisure Services

**Prepared By:** Cheryl Kennelly

**Department Manager:** Joel Yusko

**CAO/Treasurer:** Cynthia Townsend

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

**Comments:** This service offering is undoubtedly a benefit to the community and assists the department in retention of lifeguards over the summer months while the pool is closed. This was a pilot program, with partial funding, however the funding stream is not available on a longer term basis, therefore Administration's position would be to remain with the 3 day program at this time.

**Recreation & Culture Advisory Committee**

Moved By: Harcharan Singh

Date: Sept 17/2018

Seconded By: Ron Duplessis

**Be It Resolved That: As Recommended by the Recreation & Culture Advisory Committee that:**

Leisure Services present to Council options for program enhancement at Clear Lake Beach for the summer of 2019.

The committee is recommending an incremental build on the success of the 2018 program to include the addition of one more afternoon. The program proposed would run 4 weeks next July, Monday to Thursday afternoons. Cost of the proposed program & details to be included in a staff report.

CARRIED ✓ DEFEATED       

Abel Arroyo  
Chair

MAR 08 2019

Espanola Public Library Board

**MOTION**



Date March 4, 2019

Motion No. #19-05

Moved by *[Signature]* Seconded by *[Signature]*

That the Board requests that the Town of Espanola Council endorse the Huntsville Town Council Resolution of April 23, 2018 (attached) in

- support of continued, adequate, sustainable provincial funding of Ontario public libraries, increasing annually in line with the consumer price index;
- and further that: the province commit to adequate and sustained funding for a shared and efficient Ontario Digital Library;
- and further that: a copy of the resolution of support be forwarded to the Minister of Tourism, Culture and Sport, to the Minister of Municipal Affairs, to our local MPP, to the Ontario Library Association, and the Federation of Ontario Public Libraries.

Carried	<i>[Signature]</i>	Defeated		Chair	<i>[Signature]</i>
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CORPORATION OF THE TOWN OF HUNTSVILLE

Huntsville Town Council

*Example*  
Date: April 23, 2018

No. 122-18

Moved by: \_\_\_\_\_

*Brian Thompson*

Seconded by: \_\_\_\_\_

*Steve*

**WHEREAS:** Public libraries provide safe, inclusive, and vibrant community spaces where everyone is welcome to learn, work, connect, create and collaborate;

**AND WHEREAS:** The Huntsville Public Library actively builds and nurtures relationships within the community and contributes to a culture of social good by sharing knowledge and resources;

**AND WHEREAS:** The Huntsville Public Library continues to evolve its services to meet the changing needs of the community and,

**AND WHEREAS:** The Huntsville Public Library continues to manage public resources with the utmost care and is committed to the sustainability of its services in the context of shifting demand and limited resources;

**AND WHEREAS:** The Huntsville Public Library continues to deliver services that support provincial initiatives such as poverty reduction, lifelong learning and skill development, local economic development, health and wellness literacy, and provides equitable access to provincial government websites and services;

**THEREFORE, BE IT RESOLVED THAT:** The Council of the Town of Huntsville urges the Province of Ontario to recognize the contribution of local libraries within their communities and to cease the 20-year budget freeze to local libraries in acknowledgement of the services they offer to all residents;



No. 122-18

**AND FURTHER THAT:** The Council of the Town of Huntsville urges the Province of Ontario to reinstate adequate and appropriate funding for local libraries, increasing each year going forward in line with the consumer price index;

**AND FURTHER THAT:** The Council of the Town of Huntsville urges the Province of Ontario to commit funds to a shared and efficient Ontario Digital Library in order to provide equitable online services to all Ontarians;

**AND FURTHER THAT:** A copy of this resolution be sent to the Minister of Tourism, Culture, and Sport, to the Ontario Minister of Municipal Affairs, to the local MPP, to the Ontario Library Association, and to the Federation of Ontario Public Libraries.

**RECORDED VOTE**

MEMBERS OF COUNCIL	YEA	NAY
Councillor Alcock		
Councillor Armour		
Councillor FitzGerald		
Councillor Schumacher		
Councillor Stone		
Deputy Mayor Terziano		
Councillor Thompson		
Councillor Wiebe		
Mayor Alchlson		
TOTAL:		

**DECLARATION OF PECUNIARY INTEREST**

MEMBERS OF COUNCIL	PERSONAL	BUSINESS	EMPLOYMENT	OTHER
Councillor Alcock				
Councillor Armour				
Councillor FitzGerald				
Councillor Schumacher				
Councillor Stone				
Deputy Mayor Terziano				
Councillor Thompson				
Councillor Wiebe				
Mayor Alchlson				

Carried: 

Department: Human Resource	Policy Number: H11-01282
Subject: Hiring Policy	Effective Date:
Bylaw No: 1917/06	Revision Date: 12/11/21
	Version #: 4

## **Purpose:**

The purpose of the recruitment, selection and hiring policy shall be to clearly delineate the philosophy and principles, which govern recruitment in all Departments by the Corporation of the Town of Espanola.

## **Policy:**

To ensure that the Town of Espanola selects the most qualified candidates, the hiring process which recognizes equal opportunity and is based on merit.

## **General Guidelines**

The Corporation embraces certain fundamental principles and concepts which govern the recruitment, selection and hiring policy.

### **Employee**

#### **Requisition Form**

Each Department Manager shall submit to the Corporate Services Committee an employee requisition form for approval prior to the advertising of a **new full time** position. The Form # H99-01390 is attached hereto and shall form part of the policy.

### **Criminal**

#### **Reference Check**

A criminal reference check is required before anyone can be hired, transferred, promoted or accepted as an employee, contractor or volunteer into positions of trust. Refer to the Criminal Reference Check Policy #P13-01284.

### **Testing**

The process for hiring will generally consist of testing candidates on their skills and may include physical testing.

### **Criteria**

The selection and appointment shall be based solely on consideration of merit and ability to perform effectively in a designated position with the main consideration being the qualifications and personal suitability of the applicant. The following criteria will be randomly used to consider hiring depending upon department need: for education, employees shall have a minimum of Grade 12 and shall provide an original transcript or diploma; skill; experience; past performance in a position; abilities to perform the essential duties of the position, work experience and personal suitability.

**Human Rights**

The process will be fair and will be in accordance with the Ontario Human Rights Code and the Ontario Employment Standards Act.

**Hiring of Relatives**

It is the policy of the Town of Espanola to accept all applications for employment. The main consideration in selecting among applicants for a vacancy will be the qualifications and ability to perform the essential duties of the position and personal suitability of the applicant. The fact that a potential employee is related to an existing employee, a local board member or member of Council neither prejudices nor advances that person's hiring prospects.

**Local Hiring**

All other hiring factors being equal, a resident or taxpayer of the Town of Espanola will be given preference, students included.

## **FULL TIME**

### **Definition of Employment Status**

Employees who work 35 hours or more per week on a continuous basis in an approved job classification.

### **Procedure of Committee**

Where it has been recognized by the Department and approved by Council that a **newly created** permanent position is required, the position will be advertised indicating a complete list of requirements. The applicants will be short listed and interviewed by the selection hiring committee. A council resolution is required for hiring of the individual and the rate of pay will be determined by Council or the current Collective Agreement in effect.

### **Rate of Pay Provision**

For a full time position who is a member of the Canadian Union of Public Employees the rate of pay shall be established by the governing Collective Agreement. For a non union permanent position the rate of pay shall be subject to a pay grid as established and maintained by Council.

### **Selection/Hiring Committee**

When hiring a full time employee in a supervisory role, the committee will generally be comprised of the following;

**Administration** Clerk Treasurer/Administrator or designate will act as a resource person in an advisory capacity.

**Manager** The Department Manager or designate will be on the committee involving hiring within their budget authorization.

**Council** At least one Councillor will be on the Committee.

**Interviews** Members appointed to the selection/hiring committee must be present for all interviews to be part of the final decision on any hiring within their department.

When hiring a full time employee not in a supervisory role, the committee will generally be comprised of the following;

**Administration** Clerk Treasurer/Administrator or designate will act as a resource person in an advisory capacity.

**Manager** The Department Manager or designate will be on the committee involving hiring within their budget authorization.

**Supervisor** The Supervisor or designate responsible for the function in the department will be on the committee.

**Interviews** Members appointed to the selection/hiring committee must be present for all interviews to be part of the final decision on any hiring within their department.

A questionnaire will be used by the selection/hiring committee based on criteria relating to the position in question and to afford the committee the legitimate right of employers to obtain the most qualified and suitable candidate for a particular position. A point system will be assigned to the questionnaire in order to aid in determining the most suitable candidate.

## **PART TIME**

### **Definition of Employment Status**

<b>Part Time</b>	Employee who is scheduled to work less than 35 hours per week.
<b>Part Time/ Permanent</b>	Employee who is regularly scheduled to work on a continuous basis.
<b>Temporary/ Casual</b>	Employees who work the standard number of hours on a temporary basis as a replacement for full time employees or for work overload situations; or to perform specific assigned tasks

### **Procedure of Committee**

<b>Part Time/ Temporary/ Casual</b>	Part time help may be required to replace full time employees who are on holidays or are off for an indefinite period of time. Hiring of temporary part time staff from the approved pool of employees is at the discretion of the Department Manager provided that funding is available.
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A temporary part time/casual pool of employees may be established from where each Department may draw from if suitable and meets the needs of the department. The selection process of hiring must be adhered to and employees have completed the enrolment process.

An advertisement for temporary part time/casual pool positions indicating a complete list of requirements will be made as required.

The rate of pay for temporary part time/casual staff will be established by Council in a "rate of pay provision" policy or union contract.

### **Selection/Hiring Committee**

When hiring part time temporary or part time permanent, the committee will generally be comprised of the following;

<b>Administration</b>	Clerk Treasurer/Administrator or designate will act as a resource person in an advisory capacity when required.
<b>Manager</b>	The Department Manager or designate within that department shall be on the committee.

**Supervisor** The Supervisor or designate responsible for the function in the department will be on the committee.

**Interviews** Members appointed to the selection/hiring committee must be present for all interviews to be part of the final decision on any hiring within their department.

A questionnaire will be used by the selection/hiring committee based on criteria relating to the applicant's ability to do the job in question and to afford the committee the legitimate right of employers to obtain the most qualified and suitable candidate for a particular position. A point system will be assigned to the questionnaire to determine the most suitable candidate.

## **SUBSIDY**

### **Definition of Employment Status**

Employees who are qualified by eligibility in a subsidized and sponsored program.

### **Procedure of Committee**

The Municipality from time to time qualifies for grants which are sponsored by the Federal and or Provincial Government. These employees are hired for specific projects which the Town is reimbursed by some means for wages and/or materials.

If required, referrals from the Canada Employment Centre or other agencies must be provided by the individuals. Hiring of grant personnel is at the discretion of the Selection Committee.

The rate of pay for grant staff shall be established by Council, or as directed by the sponsoring organization.

A Department Hiring Committee will be established to determine the most suitable candidate.

### **Selection/Hiring Committee**

When hiring employee who qualifies for a subsidy program for an interim time or seasonal, the committee will generally be comprised of the following;

**Administration** Clerk Treasurer/Administrator or designate will act as a resource person in an advisory capacity.

**Manager** The Department Manager or designate within that department will be on the committee.

**Supervisor** The Supervisor or designate responsible for the function in the department will be on the committee.

**Interviews** Members appointed to the selection/hiring committee must be present for all interviews to be part of the final decision on any hiring within their department.

When hiring employee who qualifies for a subsidy program on a part time permanent or permanent basis; the selection/hiring committee may include at least one councillor.

A questionnaire will be used by the selection/hiring committee based on criteria relating to the applicant's ability to do the job in question and to afford the committee the legitimate right of employers to obtain the most qualified and suitable candidate for a particular position. A point system will be assigned to the questionnaire to determine the most suitable candidate.



## **STUDENT**

### **Definition of Employment Status**

Employees who are hired to perform work on a seasonal basis during specific time periods and for activities or projects which have been allocated within the current approved budget.

### **Procedure of Committee**

Each department is to establish a list of positions that must be filled to carry out the approved programs. Post all positions indicating a complete list of requirements for each position. List of positions will be posted at the Municipal Office, Canada Employment Office and Department offices. A deadline of April 15<sup>th</sup> will be used for most summer positions; however some positions may be filled prior to this date with the Clerk Treasurer/Administrator's approval. Applicants may indicate positions desired however, the Committee's selection will be final.

- 1) Suitable candidates who have met the criteria and are University or College students will be given preference, then secondary.
- 2) Applicant must be returning to school and must show proof that they are a full time student and enrolled in a recognized post secondary institution in the forthcoming year.

Following the interview process, should there be more applicants qualified that have met the criteria for a particular program than required, the suitable candidates shall enter into a lottery system that will be conducted by the Hiring Committee.

Only successful students will be notified; the rate of pay for students shall be established by Council in the "rate of pay provision" policy.

### **Selection/Hiring Committee**

When hiring students, the committee will generally be comprised of the following;

<b>Manager</b>	The Department Manager or designate within that department may be on the committee.
<b>Supervisor</b>	The Supervisor or designate responsible for the function in the department shall be on the committee.
<b>Interviews</b>	Members appointed to the selection/hiring committee must be present for all interviews to be part of the final decision on any hiring within their department.

A questionnaire will be used by the selection/hiring committee based on criteria relating to the applicant's ability to do the job in question and to afford the committee the legitimate right of employers to obtain the most qualified and suitable candidate

for a particular position. A point system will be assigned to the questionnaire to determine the most suitable candidate.

## **VOLUNTEERS**

### **Definition of Employment Status**

**Volunteer Firefighter** Employees who are classified as Volunteer Firefighters.

**Volunteers** Individuals from time to time are used for specific projects.

### **Procedure of Committee**

**Volunteer Firefighters** In the case of volunteer firefighters, the position will be advertised indicating a complete list of requirements. The applicants will be short listed and interviewed by the selection committee.

**Volunteers** Where it has been recognized by a Department Manager, that volunteers are required to assist with special projects, it shall be at the discretion of the Department Manager to select the individuals.

### **Selection/Hiring Committee**

When hiring volunteer firefighters, the committee will generally be comprised of the following;

**Manager** The Department Manager or designate within that department will be on the committee.

**Supervisor** The Deputy Chief and one or two Captains will be on the committee.

**Interviews** Members appointed to the selection/hiring committee must be present for all interviews to be part of the final decision on any hiring within their department.

A questionnaire will be used by the selection/hiring committee based on criteria relating to the applicant's ability to do the job in question and to afford the committee the legitimate right of employers to obtain the most qualified and suitable candidate for a particular position. A point system will be assigned to the questionnaire to determine the most suitable candidate.

## **BOARD AND COMMITTEE**

### **SELECTION/HIRING COMMITTEE**

The Committee composition will vary depending on the definition of the employment status required and the Department or Departments, but will generally be comprised of the following:

<b>Committee/Board</b>	In the case of committee or Board operating within a department, at least one
<b>Member</b>	committee member may be on the selection/hiring committee in the hiring of an employee in a supervisory role.

### **TERMS AND CONDITIONS OF EMPLOYMENT**

1. I shall be required to observe all the safety regulations of the Corporation.
2. That I am entitled to become and remain a member in good standing of any local union or association for which I would be eligible within the specified time as detailed in the union contract agreement and to pay the monthly dues.
3. That should I be appointed to permanent service and be eligible to participate, I will automatically become a member of the employer's pension plan.
4. I understand that I am only entitled to participate in the benefit program offered by the Employer if I am found to be eligible by the insurer. If the insurer denies my coverage I agree and accept that the Employer has no obligation to provide such benefits
5. That I shall not acquire seniority rights during the probationary period which will give me the opportunity to adjust to a new career and will also provide the Corporation with an opportunity to evaluate my adaptability in the new position.
6. That I shall be a probationary employee only for a period determined by either the Collective Agreement with the appropriate local union or association or by the Corporation.

**I hereby certify that the statements made by me in this application are true and complete to the best of my knowledge and belief and are made in good faith. I understand that if any of these statements are untrue, this application may be rejected or any appointment to a position rescinded.**

**In consideration of this application, I authorize the Corporation or any agency acting on their behalf to make whatever inquiries the Corporation deems necessary concerning my past employment.**

**Date: \_\_\_\_\_ Signature: \_\_\_\_\_**

## **APPLICATION FOR EMPLOYMENT**

### **Employment Application**

A standardized application for employment shall be used by all Departments of the Town of Espanola, Form # H99-01336 and Form # H99-01419 for Volunteer Firefighters and shall form part of the policy.

### **Summer Employment Application**

A standardized application for summer employment shall be used by the Leisure Services, Library and Public Works Department, Form #H99-01335 and shall form part of the policy.

<b>Department:</b>	Media and Public Relations	<b>Policy Number:</b>	M05-01683
<b>Subject:</b>	Social Media Policy	<b>Effective Date:</b>	12/12/11
<b>Bylaw No:</b>		<b>Revision Date:</b>	07/03/16
		<b>Version #:</b>	2

## **Policy:**

Highlights the goals, uses and guidelines of the Social Media Policy; so that the Town of Espanola may use Social Media as a communication tool with the public.

### Table of Contents:

1. Purpose
  2. Procedure
    - a) When there is a designated social media intern
    - b) When there is no designated social media intern
  3. Relevant Content
    - a) Promotional Messages
    - b) Educational Messages
    - c) Interaction
    - d) Reacting to Negative Content
  4. Social Media Post Guidelines
  5. Photos & Videos
  6. Disclaimers
  7. Social Media Adoption Process
  8. Policy Revision Details
- Appendix A

## **1. Purpose:**

1. To encourage information sharing with, and input from the public.
2. To improve public access to information.
3. To enhance information sharing with the public through social media.
4. To build positive awareness of the corporation.
5. To foster the Town's public involvement in their local government.

## **2. Procedure:**

Procedural guidelines will prescribe staff responsible to administrate the program.

## **3. Content**

Relevant Content includes (but is not limited to)

- Any posts that relate to a specific department within the Town of Espanola
- Posts that relate to any service or event organized by the Town
- Posts from a third party non-profit organization (must first be approved by the Clerk Treasurer/Administrator)
- Children's fitness related programs offered by profit and non- profit organizations within the Town of Espanola
- For example, messages that highlight:
  - a. Promotions of events or services (ex: Pumpkin Power Festival this Saturday)
  - b. Educational messages or links (ex: The TOE reminds you to drive safely near schools)
  - c. Interaction with followers/audience (ex: asking or replying to questions)
  - d. Registration date and details about children's fitness program

<b>Department:</b>	Media and Public Relations	<b>Policy Number:</b>	M05-01683
<b>Subject:</b>	Social Media Policy	<b>Effective Date:</b>	12/12/11
<b>Bylaw No:</b>		<b>Revision Date:</b>	07/03/16
		<b>Version #:</b>	2

#### A. Promotional Messages

Promotional messages are meant to advertise or promote Town of Espanola departments, services or events. These posts are positive in nature and are most often used to let the public know when a new program or service becomes available. They may also be used to remind residents about any programs or services that the Town is already providing.

Examples include:

- Promoting Town events such as the Santa Claus Parade or Winter Carnival Celebrations
- Information about services such as internet access at the Library

#### B. Educational Messages

It is the Town of Espanola's duty to provide residents with information on its services and programs. Educational messages are similar to promotional messages; however they simply contain information, and are more neutrally toned. These may be used to inform the public about special services that are taking place.

Examples include:

- Water flushing and street construction
- Notices about public consultation sessions
- Information about special occasions, such as Fire Prevention week

#### C. Public Interaction

Interacting with the public helps identify a citizen's needs and expectations. In addition, Social Media and online communities were meant to create a dialogue between users. Simply posting information on a Social Media platform does not mean that we are being "social"; it is imperative that the audience can comment on things we post, or discuss topics that are relevant to the Town functions. This policy defines two types of interaction:

- 1) **Questions** (*Initial Interaction from the Town Requiring Feedback from Users*)  
Posts that ask for user engagement shall be encouraged, but should only be done to obtain relevant information. As per the Corporate Communications Policy (C12-01279), questions regarding programs, services, initiatives and determining priorities are encourage
- 2) **Answers** (*User questions or comments requiring input from the Town*)  
If a member of the public requests information using social media, the Town will publically reply to their post/query. If a user sends a private message to the Town and wishes to remain anonymous, the Town may reply to the user privately, or if deemed something that the public needs to know, shall reply to the user, and publically post a message (while maintaining the privacy of the person who asked the question).

#### D. Reacting to Negative Feedback

- Must follow the Complaints, Compliments, Comments policy (M04-01278)



<b>Department:</b>	Media and Public Relations	<b>Policy Number:</b>	M05-01683
<b>Subject:</b>	Social Media Policy	<b>Effective Date:</b>	12/12/11
<b>Bylaw No:</b>		<b>Revision Date:</b>	07/03/16
		<b>Version #:</b>	2

- Negative comments must be addressed in a timely manner
  - a. Will not be removed unless slanderous or harmful (see 4. Disclaimer)
  - b. Give a positive or informative reply in regards to the issue
  - c. If a reply cannot be given immediately, inform the user that the Town is aware of their issue and is looking to fix it/getting more information/seeking the proper authority, etc.
  - d. If the questions is in regards to a personal issue, or one that must be dealt with immediately, you may contact, or have the user contact you, directly via email or phone
    - i. Ex: "Thank you for letting us know, please contact us (include link to website, or email (ie: not phone number)) and request \_\_\_\_\_ and we will look into this matter."

#### 4. Social Media Post Guidelines

##### Sender Format

- If posting a general announcement
  - a. "The Town of Espanola would like to remind you..."
  - b. "We would like to remind..."
- Department specific messages
  - a. "Mayor, just letting you all know that I will be ..."
  - b. "The Recreation Complex will be hosting a ..."
- Emergency or immediate messages
  - a. "IMPORTANT: don't forget to renew your dog tag..."
  - b. "UPDATE: an accident has caused a temporary road closure..."
  - c. Uppercase font will ONLY be reserved for important messages
    - i. Do not use for general announcements

##### Message Format

- Always use proper grammar, spelling and punctuation
- In cases where space is limited (ex: Twitter), short forms MAY be used, as long as:
  - a. They are easily read and understood
  - b. They adhere to the policy guidelines
  - c. 2 many short forms may not b the best way 2 communicate; always think b4 u post
- Shorter, properly written message are preferred
- Longer messages that go on and on and are not really related to anything but have added words and sentences just to make them seem more important and formal are also not a good thing, since users will probably just skim over them and not actually get what you are trying to say

##### General Rules

- All posts must ensure compliance with this policy
- Must not go against the confidentiality policy (H13-01391)
- If you are unsure, talk to the SMI or Clerk Treasurer/Administrator
- As per the Corporate Communication Policy (C12-01279):
  - a. The Town of Espanola will maintain open, two-way communication with users
  - b. All information posted will be consistent in content
  - c. All information posted will be relevant (see 3. Relevant Content)
  - d. All information disseminated will be factual, accurate, and complete to the best ability of the corporation.

<b>Department:</b>	Media and Public Relations	<b>Policy Number:</b>	M05-01683
<b>Subject:</b>	Social Media Policy	<b>Effective Date:</b>	12/12/11
<b>Bylaw No:</b>		<b>Revision Date:</b>	07/03/16
		<b>Version #:</b>	2

Best practices:

1. Posts will be coordinated across departments to enhance efficiency and effectiveness and ensure consistency in content and delivery.
2. The corporation will cooperate with its corporate and public partners to ensure accurate, consistent and coordinated messaging throughout Social Media sites.
3. The corporation will seek to continually improve accessibility to information for the public and its staff, with proven technology.

## 5. Photos & Videos

In order to maintain a consistent brand message, all posted videos and photos must also contain consistent imagery. Any photograph uploaded to a social media site, with the exception of default content, (ex: banner images, display photos or backgrounds, etc.) should have a watermark of the town logo (black or white) included and the bottom section of the photo. This watermark should not take up more than 5% of the total size of the image. All videos will have the same ending sequence, a five second clip of the coloured logo on a white background, followed by a five second fade to black. (See Appendix A for images) Photos or videos of individuals or groups of people must also only be uploaded if consent is given (M99-01315 Town Publication Participation Consent Form).

### YouTube:

YouTube is a social media website that the Town is currently using. All videos uploaded to the "TownofEspanola" channel must be created with video content belonging to the Town. All songs or audio used must be free from copyright, and name of individuals should not be used, unless they have allowed additional consent.

Videos that the Town commissions to be created from an outside source (ex: CTV) may also be uploaded to the YouTube channel, providing that the creator gives permission to do so; and that we also have signed consent forms from the individuals shown.

## 6. Disclaimers

The following disclaimers will be publically available on each SM site used by the Town. If the site does not allow a place for a disclaimer, a link will be provided to the disclaimer on the Town's website.

### Facebook Disclaimer:

- This Facebook page was created to allow the Town of Espanola to reach a wider audience and post updates about events, etc. as they apply
- Posts are open to the public and are held on a third party site, therefore the Town of Espanola has no control over who can see your information
- The Town of Espanola welcomes any feedback or comments that you may have
- However, comments will be removed if they are:
  - b. Harmful, or prejudice to any group, individual, employee or elected official
  - c. Personal attacks towards any group, individual, employee or elected official
  - d. Contain profane or sexual content or language
  - e. Promote illegal activity or violate the safety of the public

<b>Department:</b>	Media and Public Relations	<b>Policy Number:</b>	M05-01683
<b>Subject:</b>	Social Media Policy	<b>Effective Date:</b>	12/12/11
<b>Bylaw No:</b>		<b>Revision Date:</b>	07/03/16
		<b>Version #:</b>	2

- f. Irrelevant or off-topic
  - g. Attempt to sell or promote any commercial products or services
  - h. Promoting any religious group; or are overtly religious in tone
- Members of the public are welcome to contact the Town of Espanola directly if they would like to promote their public event via any other media channels the town employs (ex: LED sign)
- Although we attempt to ensure that all information we post on our Facebook account is accurate and complete, we do not accept liability for its accuracy or completeness

#### Twitter Disclaimer (based on NOHFC)

The Town of Espanola's Twitter account is managed by various department managers from the Town, and is only updated and monitored during regular office hours, Monday to Friday (except during special events or emergency situations).

*If you follow this account, you can expect an average of 1-3 tweets a day, including:*

*Alerts about new content on our Website*

*Links to media releases or public notices*

*Promotions about programs or services*

*Other news related to the Town of Espanola and surrounding areas*

If you follow @TownOfEspanola, we will NOT automatically follow you back and being followed by @TownOfEspanola does not imply endorsement of any kind. We do welcome feedback and comments from all our followers, but please note that the Town of Espanola may not be able to reply to all messages received via Twitter.

It is the responsibility of every individual following this Twitter account to protect their own personal information and privacy. Please do not send us personal information through Twitter, as this is a public account and other followers may be able to see it.

The Town of Espanola accepts no responsibility for any service interruptions on Twitter, nor do we support all views shared by our followers. This account contains links to other websites and Twitter accounts; however we are not responsible for the content and the privacy policies of sites other than our own. Links or mentions of websites or Twitter accounts are not endorsements by the Town of Espanola.

Although we attempt to ensure that all information we post on our Twitter account is accurate and complete, we do not accept liability for its accuracy or completeness.

## **7. Social Media Adoption Process**

- Step 1: Pre-launch
  - Create and maintain a Social Media Calendar or posting schedule
  - Create visual assets for Social Media icons, profile images, backgrounds, etc.
- Step 2: Account Creation
  - Add information and images to profile
  - Add disclaimer
  - Add social media icon and link on Town of Espanola website
  - First Post
- Step 3: Initial Phase (1-3 Months)

<b>Department:</b>	Media and Public Relations	<b>Policy Number:</b>	M05-01683
<b>Subject:</b>	Social Media Policy	<b>Effective Date:</b>	12/12/11
<b>Bylaw No:</b>		<b>Revision Date:</b>	07/03/16
		<b>Version #:</b>	2

- Develop and maintain content
- Monitor analytics and effectiveness of social media
- Step 4: Evaluation Phase (4-6 Months)
  - Evaluate and update posting schedule and/or content accordingly
  - Determine a new course of action if necessary
  - If not, continue steps 3 and 4

#### Social Media Launch Schedule

Phase 1: Facebook, January 2013  
 Phase 2: Twitter, to be determined  
 Phase 3: LinkedIn, to be determined

### **8. Policy Revision Details**

Due to the changing nature of social media and online content, this policy must be reviewed at a minimum of every six months; and/or each time a new social media application is adopted. New disclaimers must also be created and added to this policy if necessary. The following review schedule has been determined:

Policy Effective Date: December 11<sup>th</sup> 2012  
 First Review Date: June 1<sup>st</sup> 2013  
 Second Review Date: December 1<sup>st</sup> 2013  
 Etc...

<b>Department:</b>	Media and Public Relations	<b>Policy Number:</b>	M05-01683
<b>Subject:</b>	Social Media Policy	<b>Effective Date:</b>	12/12/11
<b>Bylaw No:</b>		<b>Revision Date:</b>	07/03/16
		<b>Version #:</b>	2

## Appendix A:

Black logo with transparent background



White logo with transparent background

Coloured logo with white background (1280x720)

