



REGULAR COUNCIL AGENDA

For the Corporation of the Town of
Espanola

Council Meeting

To Be Held On

Tuesday, May 28, 2019
Council Chambers

100 Tudhope Street
7:00 pm



Espanola Council AGENDA

*For the Regular Meeting of the Town of Espanola
To Be Held On **Tuesday, May 28, 2019** at 7:00 p.m.
In The Council Chambers, Municipal Building*

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

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

Please note this meeting will be streamed.

Disclosure of Pecuniary Interest and General Nature Thereof

PUBLIC HEARINGS

None

DELEGATIONS

None

QUESTION PERIOD

PART 1 - CONSENT AGENDA

Resolution Prepared Adopting Resolutions for
Items **A1 to F7 inclusive** contained in the Consent Agenda

- CA-09-19 Be It Resolved That: Items A1 to F7 inclusive contained in Part 1, Consent Agenda be adopted.

Adoption of Minutes

A1 Special Meeting of Council of May 14, 2019

A2 Regular Meeting of Council of May 14, 2019

A3 Special Meeting of Council of May 14, 2019

- 19-115 Be It Resolved That: The following Minutes are hereby accepted; Special Meeting of Council of May 14, 2019; Regular Meeting of Council of May 14, 2019; Special Meeting of Council of May 14, 2019.

Board and Committee Reports

None

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

None

Bylaws and Resolutions

The following bylaws will be read and passed.

E1 Bylaw No. 2920/19

- 19-116 Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of May 14, 2019.

Reports

F1 Leisure Services Department Departmental Report of April 2019

F2 Public Works Department Departmental Report for of April 2019

F3 Economic Development Department Departmental Report of March & April 2019

F4 Fire Department Departmental Report for April 2019

F5 Public Health Sudbury & Districts Meeting Minutes of April 18, 2019

F6 Manitoulin – Sudbury District Services Board Meeting Minutes of April 25, 2019

F7 Lacloche Foothills Municipal Association Meeting Report of May 6, 2019

- 19-117 Be It Resolved That: The following reports are hereby received; Leisure Services Department Departmental Report of April 2019; Public Works Department Departmental Report for of April 2019; Economic Development Department Departmental Report of March & April 2019; Fire Department Departmental Report for April 2019; Public Health Sudbury & Districts Meeting Minutes of April 18, 2019; Manitoulin – Sudbury District Services Board Meeting Minutes of April 25, 2019; Lacloche Foothills Municipal Association Meeting Report of May 6, 2019.

PART II - REGULAR AGENDA

Bylaws and Resolutions

G1 Recommendation regarding Site Plan Control Agreement

- 19-118 Be It Resolved That: 1. The Site Plan Control Agreement between the Corporation of the Town of Espanola and Ryan Bulloch, owner of 291 James Street be accepted and a Bylaw be prepared to adopt the agreement. 2. Council waive the requirement for a deposit/security.

G2 Recommendation regarding Meeting Management and Streaming Software

- 19-119 Be It Resolved That: The Town of Espanola enter into a three year contract in the amount of \$9950 per year with eSCRIBE Software of Markham Ontario to provide the following services:
 - Video Webstreaming
 - Staff Report Approval Workflows and Agenda Preparation
 - Internet Publishing of AODA Compliant Agendas, Minutes and Video
 - Citizen Engagement including Bill 68 Conflict of Interest Registry Support
 - Meet Management including recording minutes, votes, conflict of interest and tagging of minutes to video

G3 Recommendation regarding 2019 Gravel Tender

- 19-120 Be It Resolved That: Council award the 2019 gravel tender to OCL Custom Crushing & Quarrying Ltd.

G4 Recommendation regarding Strategic Planning

- For Direction

G5 Municipal Law Firm

- For Discussion

G6 Recommendation regarding Maintaining the Ontario Municipal Partnership Fund

- 19-121 Be It Resolved That: Council for the Town of Espanola endorses the letter addressed to the Minister of Finance from the Town of Mono regarding the Ontario Municipal Partnership Fund and furthermore that copies of this resolution be sent to the Minister of Finance; Mike Mantha, MPP and AMO.

G7 Q1 Budget Variance Report

- For Information Only

G8 Notice of Motion

19-122 Be It Resolved That: The operating budget and period to date actual report be presented to council for consideration at the May 28, 2019 regular meeting of council;

Furthermore that the format of said summary be similar to the attached document and be presented on dollar amounts

Furthermore that the report be presented at the Second regular council meeting of February; April; June; September; November

Furthermore that the report cover the period ending on the last calendar of the previous month

Furthermore that the said report be prepared in both electronic and paper format.

Correspondence For Information Only

None

Information

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

Crown-Indigenous Relations and Northern Affairs Canada correspondence
re: Boundaries of Whitefish River – consultation
MNRFC correspondence re: Notice of Completion, opportunity to inspect Final Environmental Study Madawanson Lake Dam Project
FOCA correspondence re: Lake Associations
FONOM correspondence re: Ontario Wood Works

Conference and Conventions

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

Mayor and Councillor Reports and Announcements

Future Council/Committee Meetings

Corporate Services Committee Meeting of June 4, 2019 @ 5:00 pm
Special Meeting of Council of June 11, 2019 @ 6:30 pm
Regular Meeting of Council of June 11, 2019 @ 7:00 pm

Adjournment

Closed Meeting (if required)

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

**Council Chambers
Municipal Office**

**May 14, 2019
6:30 pm**

Her worship Jill Beer presided over the meeting.

Disclosure of pecuniary interest and general nature thereof

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

Laurie Bissonette, Partner KPMG

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

Absent: Councillor S. Hayden

**Consolidated
Financial
Statements**

Ms. Bissonette presented Council with the Financial Review and Year-End Audit Report for 2019.
The review included the Statement of Financial Position; Statement of Operations; Statement of Changes in Net Financial Assets as well as the municipality's Accumulated Surplus. A Comparative Analysis was also shared with Council; comparators were selected based on similar number of households, location and being single tier.

**Consolidated
Financial
Statements**

B. Foster – K. Duplessis

Be It Resolved That: The Consolidated Financial Statements be accepted as presented.

Carried

Adjournment

R. Dufour – K. Duplessis

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

Time: 6:59 pm

Carried

J. Beer

P. Roque

Mayor

Clerk

Unapproved



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

**Council Chambers
Municipal Office**

**May 14, 2019
7:03 pm**

Mayor Beer presided over the meeting.

Present:

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

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

Sarah Vereault, MCIP, RPP; Planner

Absent:

Councillor S. Hayden

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

Disclosure of pecuniary interest and the general nature thereof.

Public Hearing

Under Section 34 of the Planning Act, a public hearing is being held to consider a proposed Zoning By-law amendment for the following property;

Applicant: Canadian Tire Properties Inc

Purpose: The purpose of the proposed Zoning By-law Amendment is to rezone the affected property from the Highway Commercial (C2) Zone to the Highway Commercial Special Exception Seven (C2-7) Zone in order to permit a reduction in the number of required parking spaces and include provisions regarding a permanent garden centre. The effect of the proposed amendment will permit the establishment of a new fast-food restaurant and a permanent garden centre on the property.

The applicant's agent was present. There were written comments received. Ms. Vereault provided a brief summary of the application.

Councillor Dufour questioned if summer parking would be issue. Ms. Vereault advised that the traffic engineering report supports year round parking.

There were no further questions. Mayor Beer closed this portion of the meeting at 7:08 pm

Delegations/Petitions None

Question Period

Mr. Andy McKechnie of Espanola Home Hardware asked what the traffic flow would be to the fast food restaurant, would it be accessed through the lights or at the southern exit. Mr. Vereault advised people can enter at lights and the existing southern exit. Mr. McKechnie questioned how people will access the restaurant to which Ms. Vereault confirmed access will be through the parking area; she further confirmed access can be obtained by both lights and the south entrance. Mr. Aaron Scully of Northern Ford stated that south access would only allow access to the southbound lanes, Ms. Vereault agreed and stated that people travelling from the south would need to access at the lights. Mr. McKechnie questioned if there is a concern with traffic flow heading south turning into the restaurant backing traffic up. Ms. Vereault advised they did not feel this was a concern.

Mayor Beer advised that the hearing portion of the meeting is now closed. Time: 7:15 pm

The Clerk clarified that this item is strictly for the zoning, parking and garden centre. During the Site Plan review is the opportunity to look at entrances, which she advised is still being worked on. Mr. Scully asked when the Site Plan would be finalized. Ms. Roque advised in the near future and once ready they can be notified. Mr. Scully stated that snow removal is a concern. Ms. Roque advised that the Site Plan will contain snow removal expectations.

The Mayor commented that the public hearing portion is closed, if there are additional questions they can be forwarded to the Clerk. She further clarified that those who have requested notification of a completed Site Plan will be contacted when it is ready to come to Council.

The Mayor explained the purpose of the Question Period.

Mayor Beer advised there was a request under Section 22 of the Procedural Bylaw that an add on item be placed on the agenda. The Clerk requested that a time sensitive item be placed on the agenda regarding the Terms of Reference for the Committee of Adjustment. It was the consensus of Council to add the item.

Mayor Beer requested that a second item, that Council had previously been notified of, which was a resolution from Aurora regarding the proper consultation process with municipalities be added to the agenda. It was the consensus of Council to add this item.

Mayor Beer asked if there were any to be severed. Councillor Dufour requested item D1 to be severed.

CONSENT AGENDA

CA-019-09 K. Duplessis – B. Foster

Be It Resolved That: Items A1 to F3 excluding D1 contained in Part 1, Consent Agenda be adopted.

Carried

Items A1-A3
Council Minutes

19-098 B. Foster – K. Duplessis

Be It Resolved That: : The following Minutes are hereby accepted; Regular Meeting of Council of April 23, 2019; Special Meeting of Council of April 23, 2019; Special Meeting of Council of May 7, 2019.

Carried

Board and Committee Reports

Items B1
Board and
Committee Reports

19-099 B. Foster – K. Duplessis

Be It Resolved That: The following board and committee reports are hereby received; Corporate Services Committee Meeting of May 7, 2019.

Carried

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Corporate Services Committee Meeting of May 7, 2019

Item D1

Item Severed. See Regular Agenda.

Be It Resolved That: As Recommended by the Corporate Services Committee That: Council approves the Scent Free Policy as presented.

Item D2

19-101 H. Malott – M. Van Alstine

Be It Resolved That: As Recommended by the Corporates Services Committee That: The Strategic Asset Management Policy be approved as presented.

Carried

Bylaws and Resolutions

Item E1
Confirmatory Bylaw

19-102 M. Van Alstine – H. Malott

Be It Resolved That: Bylaw No 2918/19 be adopted; being a Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of April 23, 2019.

Carried

Item E2
Laneway Plow
Routes

19-103 R. Dufour – H. Malott

Be It Resolved That: Bylaw No 2919/19 be adopted, being a Bylaw of the Town of Espanola to Adopt Laneway Plow Routes.

Carried

Items F1-F3
Reports

19-104 H. Malott – R. Dufour

Be It Resolved That: The following reports are hereby received; POA Department Departmental Reports for January – March 2019; Public Health Sudbury & Districts Meeting Minutes of April 18, 2019 – Unapproved; Joint Health and Safety Meeting Minutes of April 4, 2019.

Carried

PART II
REGULAR AGENDA
Bylaws and Resolutions

Item D1

19-100 K. Duplessis – B. Foster

Be It Resolved That: As Recommended by the Corporate Services Committee That: Council approves the Scent Free Policy as presented.

Carried

A discussion ensued.

Councillor Dufour questioned why the public would be named in the policy. It was explained to Councillor Dufour that the public is named to ensure a scent free facility is available for everyone entering the facility.

Item G1
Zoning Bylaw
Amendment

19-105 B. Foster – K. Duplessis

Be It Resolved That: Bylaw 2912/19 be adopted, being a bylaw to rezone the property described as Part Lot 7, Concession IV, Merritt Twp; Pcl 30295 SEC SWS; Parts 1,2,2 and 3, Plan 53R-15083 together with Part 4, Plan 53R-15083; 801 Centre St, Town of Espanola zoned as Highway Commercial (C2) to Highway Commercial special exception seven (C2-7)) in order to permit a reduction in the number of required parking spaces to permit the establishment of a new fast-food restaurant and to permit a permanent garden centre.

Carried

Item G2
Asset Transfer Policy

19-106 B. Foster – K. Duplessis

Be It Resolved That: 1. Bylaw No 2913/19 be adopted, being a bylaw to adopt an Asset Transfer Policy. 2. Policy D02-01878 be adopted, being a policy to establish an Asset Transfer Policy.

Carried

The Clerk explained the reason for the policy. A discussion ensued.

Staff was directed to invite a Specialist to discuss Economic Development Corporations to Council.

Item G3
**Deeming Bylaw for
Lot Consolidation**

19-107 R. Dufour – H. Malott

Be It Resolved That: Bylaw 2914/19, being a Deeming Bylaw for lot consolidation of PIN# 73409-0968, 592 Second Ave & PIN# 73409-0342, 387 Mead Blvd be adopted.

Carried

Item G4
**2019 Municipal
Budget**

19-108 B. Foster – K. Duplessis

Be It Resolved That: The 2019 Municipal Budget be adopted as presented

Carried

Item G5
**Bylaw to Adopt the
Estimates of all Sums
Required During the
Year and to Strike the
Rates Of Taxation for
the Year 2019**

19-109 B. Foster – M. Van Alstine

Be It Resolved That: Bylaw No 2915/19 be adopted, being a Bylaw to Adopt the Estimates of all Sums Required During the Year and to Strike the Rates Of Taxation for the Year 2019.

Carried

Item G6
**By-law to Establish
Tax Ratios for
Prescribed Property
Classes**

19-110 M. Van Alstine – K. Duplessis

Be It Resolved That: Bylaw No 2916/19 be adopted, Being A Bylaw to Establish Tax Ratios for Prescribed Property Classes.

Carried

Item G7
**By-law to Adopt
Optional Tools for the
Purposes of
Administering Limits
for Eligible Properties
within the meaning of
Section 331**

19-111 H. Malott – R. Dufour

Be It Resolved That: Bylaw No 2917/19 be adopted, Being A By-law to Adopt Optional Tools for the Purposes of Administering Limits for Eligible Properties within the meaning of Section 331 (New Construction) for the Commercial, Industrial and Multi-Residential Property Classes.

Carried

Item G8
**Committee of
Adjustment**

19-112 H. Malott – B. Foster

Be It Resolved That:

1. The committee composition in the Terms of Reference of the Committee of Adjustment be amended as follows:
 - Two (2) members who are citizen volunteers who reside and/or own property within the municipality, voting members

- One (1) member of Council
 - Staff Liaison as required as a non-voting staff resource
 - Recording Secretary, the Manager of Planning Services as a non-voting staff resource
2. This committee composition be reflected in the new Procedural Bylaw.

Carried

Item G9
Appointment to
Committee of
Adjustment

19-113 R. Dufour – M. Van Alstine

Be It Resolved That:

Councillor Malott be appointed to the Committee of Adjustment. M. Van Alstine be appointed to the Committee of Adjustment as an alternate.

Carried

Item G10
Resolution regarding
Bill 108

19-114 K. Duplessis – B. Foster

Be It Resolved That: WHEREAS the legislation that abolished the OMB and replaced it with LPAT received unanimous – all party support; and

WHEREAS All parties recognized that local governments should have the authority to uphold their provincially approved Official Plans; to uphold their community driven planning; and

WHEREAS Bill 108 will once again allow an unelected, unaccountable body make decisions on how our communities evolve and grow; and

WHEREAS On August 21, 2018 Minister Clark once again signed the MOU with the Association of Municipalities of Ontario and entered into "...a legally binding agreement recognizing Ontario Municipalities as a mature, accountable order of government."; and

WHEREAS This MOU is "enshrined in law as part of the Municipal Act". And recognizes that as "...public policy issues are complex and thus require coordinated responses...the Province endorses the principle of regular consultation between Ontario and municipalities in relation to matters of mutual interest"; and

WHEREAS By signing this agreement, the Province made "...a commitment to cooperating with its municipal governments in considering new legislation or regulations that will have a municipal impact"; and

WHEREAS Bill 108 will impact 15 different Acts - Cannabis Control Act, 2017, Conservation Authorities Act, Development Charges Act, Education Act, Endangered Species Act, 2007, Environmental Assessment Act, Environmental Protection Act, Labour Relations Act, 1995, Local Planning Appeal Tribunal Act, 2017, Municipal Act, 2001, Occupational Health and Safety Act, Ontario Heritage Act, Ontario Water Resources Act, Planning

Act, Workplace Safety and Insurance Act, 1997

Now Therefore Be it Hereby Resolved that Council for the Town of Espanola oppose Bill 108 which in its current state will have negative consequences on community building and proper planning; and

Be it further resolved that Council for the Town of Espanola call upon the Government of Ontario to halt the legislative advancement of Bill 108 to enable fulsome consultation with Municipalities to ensure that its objectives for sound decision making for housing growth that meets local needs will be reasonably achieved; and

Be It Further Resolved That a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, The Honourable Christine Elliott, Deputy Premier, the Honourable Steve Clark, Minister of Municipal Affairs, the Honourable Andrea Horwath, Leader of the New Democratic Party, and all MPPs in the Province of Ontario; and

Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

Carried

Correspondence For Information Only

None

Information

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

Cheque Register for April 2019

Correspondence re: MPAC Annual Report

Correspondence re: More Homes; More Choices: Ontario's Housing Supply Action Plan

Correspondence re: OGRA & ROMA conference

Correspondence re: OMPF

Conference and Conventions

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

Mayor and Councillors Reports and Announcements

FONOM Conference Councillor Foster will prepare his report on the FONOM conference and submit to Council.

Notice of Motion Councillor Van Alstine advised she will be bringing forth a Notice of Motion regarding the budget to actual reporting.

Councillor Hayden Mayor Beer advised that she has received a request from Councillor Hayden for a 1 month medical leave. It was the

consensus of Council that a resolution was not required and the leave was granted.

Future Council Meetings

Community Services Committee Meeting of May 21, 2019 @ 4:00 pm

Special Meeting of Council of May 21, 2019 @ 5:00 pm

Regular Meeting of Council of May 28, 2019 @ 7:00 pm

Adjournment

R. Dufour – M. Van Alstine

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

Time: 8:30 pm

Carried

Jill Beer
Mayor

Paula Roque
Clerk

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

**Council Chambers
Municipal Office**

**May 14, 2019
8:33 pm**

Her Worship Beer presided over the meeting.

Disclosure of pecuniary interest and general nature thereof

Present:

Councillors R. Dufour; K. Duplessis; B. Foster; H. Malott; M. Van Alstine

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

Absent:

Councillor S. Hayden

In Camera

K. Duplessis – B. Foster

Be It Resolved That:

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

- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Time: 8:33 pm

Carried

**Resume Special
Meeting**

H. Malott – R. Dufour

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

Time: 8:36 pm

Carried

The mayor advised that Council received an update to the Securities Purchase Agreement for information only and there would be no resolutions.

Adjournment

B. Foster – K. Duplessis

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

Time: 8:37 pm

Carried

J. Beer
Mayor

P. Roque
Clerk

Unapproved



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2920/19

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

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

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

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

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1st, 2018, held on: May 14, 2019 and the same are hereby adopted.
2. That the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof and the exercise of any powers by the Council or Committees by the said minutes be and the same are hereby ratified, authorized and confirmed.
3. That where no individual bylaw has been or is passed with respect to the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof or with respect to the exercise of any powers by the Council or Committees in the above mentioned Minutes, then this bylaw shall be deemed for all purposes to be the bylaw required for approving and authorizing the taking of any action authorized therein or thereby or required for the exercise of any power therein by the Council or Committees.
4. That the Mayor and proper officers of the Corporation of the Town of Espanola are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council or Committees as evidenced by the above mentioned Minutes in Section 1 and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of the Corporation of the Town of Espanola and to affix the seal of the Corporation thereto.

Read a First, Second and Third Time and Passed this 28TH day of May 2019.

J. Beer
Mayor

P. Roque
Clerk

MAY 06 2019

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

DEPARTMENTAL REPORT

DEPARTMENT: Leisure Services	MONTH: April, 2019
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Project Status:

Pool

- Released Spring pool schedule online/facebook/twitter/front desk
- Registration opened for Spring Swim Lessons
- 67 for Shelley Newton Free Swim
- Swim to Survive program began
- Offered 2 free sponsored Easter Egg Hunts on Easter Saturday (67 & 54 participants)
- Pool foulings resulting in closure (Apr 6th lap pool closure , Apr 7th full closure , Apr 13th lap pool closure & Apr 20th wade Pool Closure)

Arena

- The ice is out and ready for rentals

Events/Programs

- Benjamin Circus rented arena ice pad for Circus – unconfirmed attendance of around 1000 between two shows
- Karate classes began Tues/Thurs 5:15 -6:45pm & are booked until June with a start up again in September
- Planning underway for bi-annual Volunteer Appreciation Celebration Sat Sept 28th
- Planning underway for Senior Appreciation in partnership with Library Wed June 19th
- Planning underway for Outdoor Movie Aug Thur Aug 15th
- Eastlink sponsorship of \$500 confirmed for Outdoor Movie
- Ongoing planning to facilitate and welcome Cycle Tour Aug 1st
- Sponsorship request letters sent out for Pumpkin Festival
- Brian Cairns offered a free lunch yoga class to celebrate his 100th class at the Rec Complex
- Our Children Our Future offered a free family yoga class
- Introduced Toonie Shiny Ball Hockey for youth on the arena pad
- Working with Pickle Ball players for Spring Summer season start-up
- Met with Knight Cruisers Car Club for May event facilitation
- Inquiring about training opportunity for High Five for Aging

Promotions

- Ongoing promotion with Moose FM for Summer Camps & Events
- Spring Membership Promo offered to renewing members/ receive one extra month to encourage retention of memberships for Spring & Summer. Memberships tend to decline Spring & Summer as people opt for outdoor fitness options when the weather is nice

- Released May Fitness class schedule
- Promotion of paddle board yoga for May, Ball Hockey Shinny & HIIT fitness

Recreation Master Plan

- Monthly meeting with Recreation & Culture Advisory Committee
- Playground survey released on behalf of the Recreation & Culture Advisory committee. Press release issued & survey available online/linked on facebook & available at the Recreation Complex, Town Office & Public Library (see survey attachment)

Project updates

- Summer projects are underway such as painting, waxing etc...

Complaints & Compliments

- Rethink Green Team "You made our event a great success. Thanks for sharing your space. Your staff were friendly, proactive and efficient (and helpful)"
- Fitness Centre a mess with weights all over
- Parking lot full of student cars (2 complaints)
- Smoking near entrance doors
- Poolside auditorium floor full of sand & stones
- Leak in poolside auditorium
- Shower curtain lining ripped in women's change room
- Unable to register for swim lessons online – website difficult to use
- Difficult to hear in rink side auditorium for meeting/workshop

Employee Status:

Visitors:

APRIL 2019

DROP INS	
Aquafit	10
Fitness Centre	91
Line Dancing	69
Squash	11
Swim	523
TOTAL	704

APRIL 2018

DROP INS	
Aquafit	20
Fitness Centre	120
Line Dancing	17
Squash	32
Swim	829
TOTAL	1018

Memberships - RESIDENT

Aquafit	123
Bronze Pool	205
Fitness	1113
Squash	23
Silver	79
Gold	1

Memberships - RESIDENT

Aquafit	160
Bronze Pool	193
Fitness	1482
Squash	28
Silver	118
Gold	0

Pool Pass	92
Private Swim Lessons	4
TOTAL	1640

Memberships - NON RESIDENT	
Aquafit	96
Bronze Pool	62
Fitness	202
Squash	2
Silver	77
Gold	0
Pool Pass	64
Private Swim Lessons	9
TOTAL	512

SHELLEY NEWTON FREE SWIM	
Apr. 14	67

LIONS' FREE SWIMS	
Apr. 6	94
Apr. 13	67
Apr. 20	54
Apr. 27	48
TOTAL	263

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

Pool Pass	111
Private Swim Lessons	3
TOTAL	2095

Memberships - NON RESIDENT	
Aquafit	79
Bronze Pool	92
Fitness	339
Squash	9
Silver	75
Gold	8
Pool Pass	57
Private Swim Lessons	4
TOTAL	663

LIONS' FREE SWIMS	
Apr. 7	105
Apr. 14	100
Apr. 21	75
Apr. 28	70
TOTAL	350

TIM HORTONS FREE SWIMS	
Mar. 12	114
Mar. 13	157
Mar. 14	114
Mar. 15	157
TOTAL	542

Department Manager:

Submitted on:

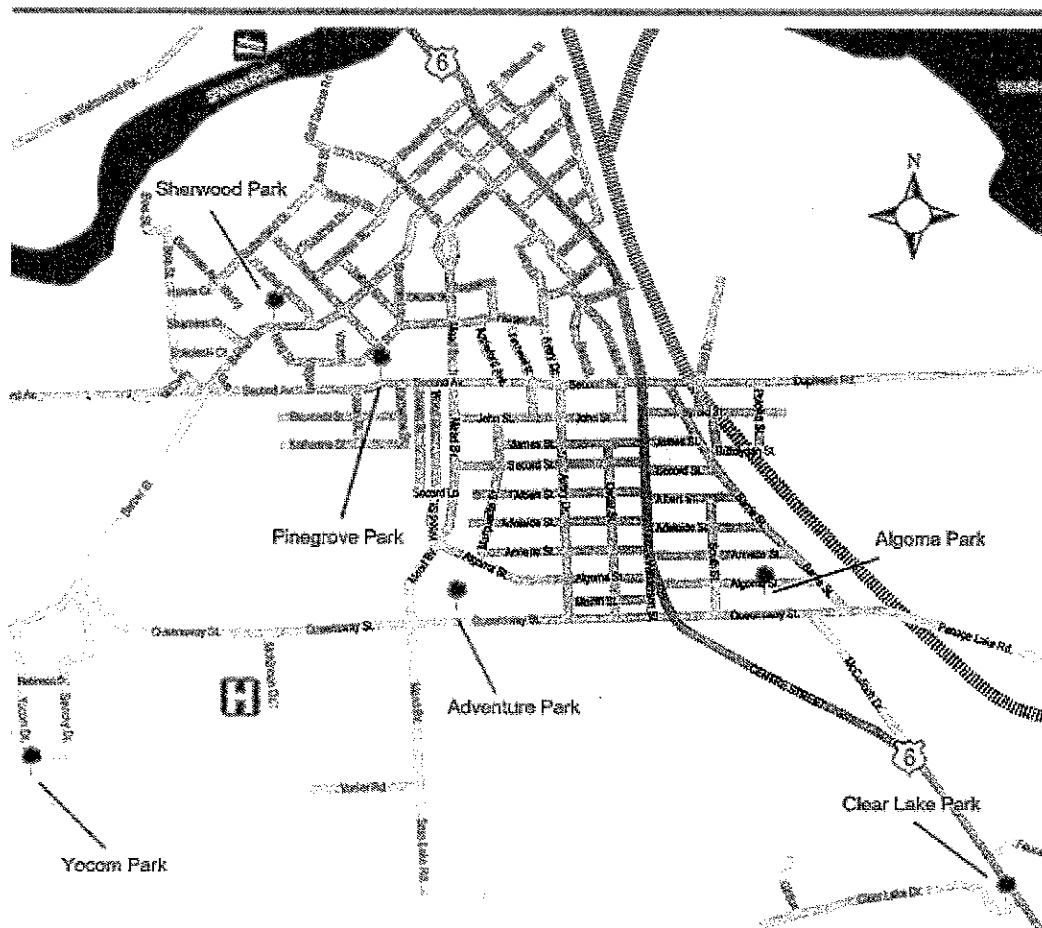
Espanola Parks & Playgrounds Survey

In August of 2017 Council adopted a recreation master plan.

The plan identified that our current playground structures are beyond their recommended life cycle and need replacement. The Recreation & Culture Advisory Committee wishes to engage you, the stakeholders, in providing your input. By doing so, the Committee can represent community values when making recommendations to Council on our community playgrounds.

The master plan recommends that playground equipment be replaced within 14 years of installation. Currently we are 10 - 12 years beyond the recommended life cycle.

Map of Espanola for Reference



Espanola Parks & Playgrounds Survey

Personal Information

* 1. Please enter the postal code in which your home is located:

2. How old are you?

☐ 18 and under

☐ 45-54

☐ 19-24

☐ 55-64

☐ 25-34

☐ 65+

☐ 35-44

* 3. How many individuals live in your household?

☐ 2 or less

☐ 3-5

☐ 6 or more

* 4. How many individuals in your household are under the age of 5?

☐ 0

☐ 3

☐ 1

☐ 4 or more

☐ 2

*** 5. How many individuals in your household are between the ages of 6 and 12?**

☐ 0

☐ 3

☐ 1

☐ 4 or more

☐ 2

Espanola Parks & Playgrounds Survey

Playground Use

* 6. Which of the following playgrounds would you consider closest to your home/place of residence?

- ☐ Adventure Park (Queensway Ave.)
- ☐ Algoma Park (Algoma St.)
- ☐ Clear Lake Park (Hwy 6)
- ☐ Pinegrove Park (Second Ave.)
- ☐ Sherwood Park (Barber St.)
- ☐ Yocom Park (Yocom Dr.)

* 7. Which of the following playgrounds do you and/or your family visit most often?
(Choose up to 3 that apply)

- ☐ Adventure Park (Queensway Ave.)
- ☐ Algoma Park (Algoma St.)
- ☐ Clear Lake Park (Hwy 6)
- ☐ Pinegrove Park (Second Ave.)
- ☐ Sherwood Park (Barber St.)
- ☐ Yocom Park (Yocom Dr.)
- ☐ I do not visit any parks at this time

* 8. Why do you and/or your family visit these playgrounds the most? (Choose all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Park is close to home | <input type="checkbox"/> Park is accessible for people with a disability |
| <input type="checkbox"/> Park is well maintained | <input type="checkbox"/> More people visit this park |
| <input type="checkbox"/> Park has favourite play structures (i.e. Swings or slides) | <input type="checkbox"/> Park has favourite environment (ie. Shade, natural landscaping, trees) |
| <input type="checkbox"/> Park is close to other amenities (i.e. Washroom facilities, restaurants, businesses, community centers, sports fields) | <input type="checkbox"/> I do not visit any parks at this time |
| <input type="checkbox"/> Park feels safe | |

Other (please specify)

* 9. Which of the following playgrounds do you and/or your family visit least often? (Choose up to 3 that apply)

- ☐ Adventure Park (Queensway Ave.)
- ☐ Algoma Park (Algoma St.)
- ☐ Clear Lake Park (Hwy 6)
- ☐ Pinegrove Park (Second Ave.)
- ☐ Sherwood Park (Barber St.)
- ☐ Yocom Park (Yocom Dr.)
- ☐ I do not visit any parks at this time

*** 10. Why do you and/or your family visit these parks the least? (Choose all that apply)**

- ☐ Park is too far from home
- ☐ Park is poorly maintained
- ☐ Park has play structures you don't like (i.e. Swings or slides)
- ☐ Park is not accessible for people with a disability
- ☐ Park does not feel safe
- ☐ Park is too far from other amenities (i.e. Washroom facilities, restaurants, businesses, community centers, sports fields)
- ☐ Less people visit this park
- ☐ Park has an environment you don't like (i.e. Shade, natural landscaping, trees)
- ☐ I do not visit any parks at this time
- ☐ Other (please specify)

*** 11. How often do you and/or your family visit a playground in Espanola?**

- ☐ Every day
- ☐ A few times a month
- ☐ A few times a week
- ☐ Once a month
- ☐ About once a week
- ☐ Less than once a month

*** 12. How do you and/or your family usually travel to your playground(s) of choice?**

- ☐ Walk/Jog
- ☐ Ride a Bicycle
- ☐ Drive a vehicle
- ☐ I do not visit any parks at this time

Espanola Parks & Playgrounds Survey

Future Playgrounds

* 13. What are your top 5 priorities for a playground?

- | | |
|---|---|
| <input type="checkbox"/> Gathering spaces (i.e. Pavilion) | <input type="checkbox"/> Features for adults and caregivers |
| <input type="checkbox"/> Accessible features for people with a disability | <input type="checkbox"/> Shade |
| <input type="checkbox"/> Features for children ages 0-2 | <input type="checkbox"/> Rain cover |
| <input type="checkbox"/> Features for children ages 2-5 | <input type="checkbox"/> Picnic Tables |
| <input type="checkbox"/> Features for children ages 5-12 | <input type="checkbox"/> Opportunities for more physical activity |
| <input type="checkbox"/> Features for teenagers | |

*** 14. What are your top 3 choices for play elements? (Photos for example only)**



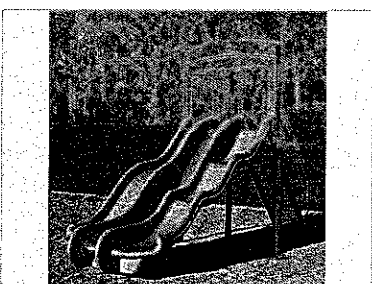
**Sensory elements
(musical)**



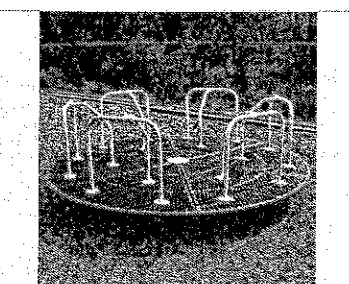
**Sensory elements
(tactile/touch)**



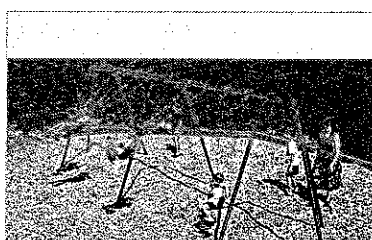
Sculptural



Sliding



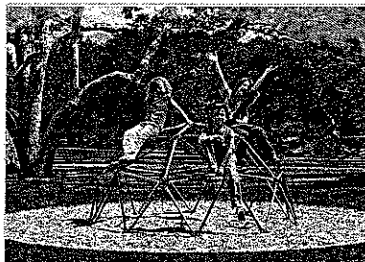
Spinning/Whirling



Swinging



Balancing

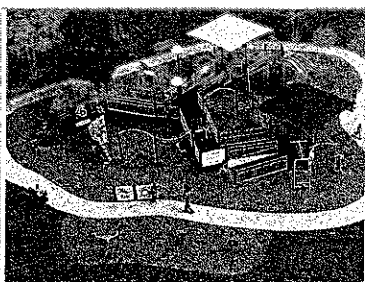


Climbing



Educational

15. What look do you prefer for a playground? (Photos for colour example only)



Bright primary colours



Natural earthy tones

*** 16. Are you and/or your family willing to travel further to your favourite playground?**

☐ Yes

☐ No

*** 17. In your opinion, which playground should be replaced first?**

☐ Adventure Park (Queensway Ave.)

☐ Pinegrove Park (Second Ave.)

☐ Algoma Park (Algoma St.)

☐ Sherwood Park (Barber St.)

☐ Clear Lake Park (Hwy 6)

☐ Yocom Park (Yocom Dr.)

*** 18. Which of the following would you rather?**

☐ If the Town of Espanola replaced the play structures at the existing 6 parks

☐ If the Town of Espanola closed and downsized some existing parks to build 2 grander parks with larger play structures

☐ Other (please specify)

19. Comments:

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

MAY 03 2019

DEPARTMENTAL REPORT

DEPARTMENT: Public Works

MONTH: April 2019

PROJECT STATUS:

- **Bio-Solids:**
- **Water Meters:**
- **Asset Management:**
- **Hwy 6/Centre St.:** Surface asphalt, property restorations and traffic sensing loops at Second Avenue to be completed by June 30, 2019. Start-up meeting held on-site April 25, 2019..
- **IRP Phase 2A:** Surface asphalt and property restorations to be completed by June 30, 2019.

TRANSPORTATION:

- Public Works continued with regular maintenance of town streets and back roads including road maintenance, winter road and sidewalk maintenance, patching, sweeping, shouldering, grading, sign repairs and garbage/debris pick-up.
- There were 274 loads of snow removed for the month of April and 3664 cumulative loads of snow removed to date.
- Installed TransCanada Trail signs.
- Repaired washouts.

EQUIPMENT:

- #13 Tri-axle Truck is still down from February 4th.
- #3 Grader is down from April 9, 2019. Not yet repaired.
- #42 Grader is down from April 2 – 16, 2019.

ENVIRONMENTAL:

- Hazardous Household Waste Day was held on April 27, 2019. 449 vehicles representing 591 households from the Town of Espanola, the Township of Sables-Spanish Rivers, the Township of Nairn-Hyman and Township of Baldwin attended the event.
- Prepare Yard Waste depot for opening early May. Opening was delayed due to the amount of snow that was deposited at the site.

- Installed garbage cans around town for summer months.

BEAUTIFICATION:

- Nothing for this report.

CEMETERY:

- Nothing for this report.

BALL FIELDS/PARKS/CLEAR LAKE BEACH:

- Began preparing areas for the 2019 season.
- Installed tennis nets.

WATER & SEWER:

- The spring flushing program took place from April 22 – April 30, 2019.
- There were many complaints of dirty water during the first few days of the flushing program. 3 containers of iron remover were given out.
- Thawed & opened culverts and catch basins.
- Performed a sanitary sewer service camera inspection and identified a pipe problem on the Town side of the line. PWD will schedule the repair in the spring.

INTER DEPARTMENTAL:

- Maintained vehicles and equipment for other departments.
- Assisted with ice removal at the Complex.
- Assisted Hydro with flagging at full cost recovery.
- Repaired Hydro truck at full cost recovery.
- Removed garbage can from Complex.
- Installed Car Show sign at the North and South end town entrances for the Complex.

COMPLAINTS/COMPLIMENTS:

- There were no complaint or compliments for the month of April that were not water/sewer related.
- There was a sweeping complaint that Clear Lake Dr. had not been swept yet.

EMPLOYEE STATUS:

- EHS Co-op student began working at PWD on Feb. 25, 2019.
- A Public Works employee is off on long term disability since March 2018. Another Public Works Employee is off on short term disability since April 15, 2019.
- The Public Works employee that was transferred to the Complex to fill a temporary vacancy involving ice-making/refrigeration has returned to Public Works.
- Interviewed summer students the week of April 22, 2019.
- 3 employees attended a chainsaw course on April 8, 2019.
- 4 employees attended traffic control/Book 7 training on April 16, 2019.

- PWD Safety and Labour Management meetings were held on April 11, 2019. PWD Water Operators meeting was held on April 18, 2019.

VISITORS:

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

APR 06 2019

Department: Economic Development	Form Number: A99-01371
Subject: Departmental Report	Effective Date: 02/12/19
Policy No:	Revision Date:
Bylaw No:	Version #: 1

DEPARTMENTAL REPORT

DEPARTMENT: Economic Development MONTH: March 2019

Funding Opportunities

- Booked meeting with funders to support a volunteer community development project

Community Improvement Plan

- Followed up with CIP applicant
- Provided external resource direction to a private business owner

Economic Development Corporation

- Hosted two Community Consultation meetings to present the business case to support the formation of an Economic Development Corporation

Business Development

- Welcomed one new business to town
- Continue to collect from businesses & organizations to build Welcome Packages
- Met with an out of town artisanal producer to discuss expansion opportunity and or product distribution to Espanola
- Inquiry with Blue Sky Network for business development opportunities to support small & medium size businesses with technology/website & social media support

Other

- business support workshop in cooperation with Lambac cancelled due to another agency offering a similar workshop in region
- preliminary planning for 130 cyclists to stay over during cycle tour in July
- research and response to queries on Tiny Homes
- responded to query on highway signage
- took in workshops at the Parks & Recreation Ontario conference which related to Community & Economic Development & learned that the emerging trend in Economic Development is the concentration on quality of life which is being driven by the values of millenials & the growing demographic of seniors
- directed 4 business owners to the Manitoulin Trade Show for marketing & promotion
- advised the owner of the hwy 6 Brownfield property that we do not have the resources at this time to pursue a remediation agreement

MAY 06 2019

Department: Economic Development	Form Number: A99-01371
Subject: Departmental Report	Effective Date: 02/12/19
Policy No:	Revision Date:
Bylaw No:	Version #: 1

DEPARTMENTAL REPORT

DEPARTMENT: Economic Development MONTH: April 2019

Funding Opportunities

- Reviewed & strengthened funding application for community organization
- Funding opportunity discussion with Trillium

Community Improvement Plan

- No changes

Economic Development Corporation

- Awaiting reply from lawyer

Business Development

- Welcomed one new business to town
- Discussion with prospective housing developer
- Provided market information for prospective new franchise development
- Responded to private business owner on marketing opportunities
- Continue to collect from businesses & organizations to build Welcome Packages
- Ongoing discussions with Blue Sky Network for business development opportunities to support small & medium size businesses with technology/website & social media support
- Discussion with Regional Business Centre on workshops to support local business start ups

Promotions

- Purchased advertising on the back window of the Northern Ford NASCAR Espanola Tribute car which will be touring regional special events
- Winter Banner Contest closed – received 10 submissions which will be showcased at the Rec Complex during the car show for community voting
- Waiting on delivery of spring banners

Other

- Attended one-day workshop featuring Peter Kenyon from Bank of Ideas on Community Development & Resiliency

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

MAY 01 2019

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

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

Inter-Departmental:

- Meeting with PWD & CBO regarding propane tank site location for new fire hall
- Inspection of proposed new development with CBO
- Review and tour of the new fire hall construction site

Fire Hall Construction Progress:

- All of the exterior doors and windows are in
- Concrete poured in all sections
- 90% of insulation is complete
- Most of the drywall is up and mudded
- All plumbing lines are in and fixtures being installed
- Electrical is 50% complete
- Some interior walls have been painted
- Entrance canopies are completed
- H&V and ductwork is ongoing

Fire Prevention:

- Home fire safety inspections have started
- Fire drill at Espanola Regional Hospital and at Acute Care facility was conducted

Other:

The Fire Chief:

- attended a trial as witness in Sudbury, for a local fire;
- hosted the Essentials of Municipal Fire Protection seminar at the Complex;
- worked on data and communication systems for new fire hall;
- received the repaired air compressor, and it is now up and running;
- conducted a tour of the new fire hall for Council members;
- attended the Espanola & Area Safety Coalition Meeting.

Fire Permits Issued: 7

DEPT. CALLS:

Number of Calls: April 2019 -- 12

Outdoor Unauthorized Burning – 3
CO Call/No CO Present – 3
Natural Gas Leak – 1
High Angle Rescue – 1
Medical Assist – 1
System Malfunction/False Alarm – 1
False Alarm Malicious Prank – 1
Call Cancelled on Route – 1

TOTAL CALLS TO DATE: 32

Number of Calls: April 2018 --6

Alarm System Malfunction/False alarm - 3
CO Call/No CO Present – 2
Outdoor Burning Complaint – 1

TOTAL CALLS TO DATE: 23

FIREFIGHTER TRAINING – April

F/F Weekly Training – Hours for the Month: - Practices for April -	198 Hours (per firefighter/per practice x4 practices for the month)
F/F Extra Training for the Month: Not during regular weekly practice	N/A
Total Hours of Training for the Month:	<u>198 Hours</u>
Training Topics:	Interior attack & ventilation practice and rescue. Pump evolution & drafting from pool, pumper operations. Wild fire fighting procedures
Number of Firefighters in attendance at weekly training:	Apr 3 – <u>22</u> Apr 10 – <u>19</u> Apr 17 – <u>15</u> Apr 24 – <u>19</u>

Employee Status: Firefighter applicants were interviewed, two were hired.

Visitors: 40

Department Manager: M. Pichor

Submitted on: May 1st, 2019



MAY 16 2019

MINUTES – SECOND MEETING
BOARD OF HEALTH FOR PUBLIC HEALTH SUDBURY & DISTRICTS
PUBLIC HEALTH SUDBURY & DISTRICTS, BOARDROOM, SECOND FLOOR
THURSDAY, APRIL 18, 2019 – 1:30 P.M.

BOARD MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

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

R. LAPIERRE PRESIDING

1. CALL TO ORDER

The meeting was called to order at 1:30 p.m.

2. ROLL CALL

3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST

There were no declarations of conflict of interest.

The Board Chair reported that a meeting invitation was just received from the Chief Medical Officer of Health (CMOH) for Board Chairs and MOHs to attend a Ministry of Health and Long-Term Care (MOHLTC) teleconference at 2 p.m. today regarding last week's 2019 provincial budget announcement and the modernization of Ontario public health units.

The Board concurred with re-ordering today's order of business allowing the Board Chair and MOH to participate in the teleconference from 2 p.m. until 2:30 p.m. New Business agenda items 6.1 and 6.2 were moved to the end of the agenda to allow

the Board Chair to participate in those discussions. Vice-Chair, J. Huska, agreed to Chair between 2 and 2:30 p.m. to cover all other agenda items and to recess if necessary before the meeting would resume. In a show of hands, the Board confirmed its agreement with the proposed changes.

4. DELEGATION/PRESENTATION

i) Public Mental Health

- Shana Calixte, Manager, Mental Health and Addictions, Health Promotion Division

S. Calixte provided an overview of the Public Mental Health Action Framework developed by Public Health Sudbury & Districts. The local action framework was developed as a result of systematic review of the new Ontario Public Health Standards (OPHS) mandate and is an action-oriented roadmap of public health interventions identifying these PHSD roles:

- promoting mental health,
- preventing mental illness, and
- early identification and referral.

A summary of PHSD commitments and identified interventions was reviewed. The outcomes, indicators, and opportunities for each intervention are also outlined in the framework. Next steps for PHSD to embed public mental health throughout its scope of practice, requires explicit, ambitious and even radically different approaches to its work and next steps include diffusing ownership/knowledge brokering and developing a workplan. Dr. Sutcliffe noted how this is being seen as a template for others in the province who are newly embarking on this work. Further it was noted that the framework has been shared on national webinars. S. Calixte was thanked for her presentation and there were no questions or comments.

5. CONSENT AGENDA

i) Minutes of Previous Meeting

- a. First Meeting – February 19, 2019

ii) Business Arising From Minutes

iii) Report of Standing Committees

iv) Report of the Medical Officer of Health / Chief Executive Officer

- a. MOH/CEO Report, April 2019

v) Correspondence

- a. Provincial Oral Health Program for Low Income Adults and Seniors

- Letter from the Board of Health, Haliburton, Kawartha, Pine Ridge District Health Unit, to the Premier of Ontario dated February 14, 2019
- Letter from the Board of Health, Peterborough Public Health, to the Premier of Ontario dated February 27, 2019
- Letter from the Board of Health, Perth District Health Unit, to the Premier of Ontario dated March 20, 2019
- Letter from the Board of Health, Windsor Essex County Health Unit, to the Premier of Ontario dated March 5, 2019
- Letter from Renfrew County and District Health Unit Board of Health to the Premier of Ontario dated March 4, 2019, supporting the Board of Health for Public Health Sudbury & Districts' Motion 42-18
- b. Support for a Regional Level III Residential Withdrawal Management Services Facility in Sault Ste. Marie
 - Letter from Algoma Public Health to the Minister of Health and Long-Term Care dated March 4, 2019
 - Letter from Public Health Sudbury & Districts to the Minister of Health and Long-Term Care dated March 29, 2019
- c. alPHA's Public Health Resource Paper: Improving and Maintaining the Health of the People
 - Letter from alPHA to the Premier's Council on Improving Healthcare and Ending Hallway Medicine dated February 12, 2019
 - Letter of Support from the Simcoe Muskoka District Health Unit Board of Health to the Minister of Health and Long-Term Care dated March 20, 2019
- d. Advocacy to Increase Actions re Opioid Crisis
 - Motion from Toronto Public Health Re: Expanding Opioid Substitution Treatment dated February 12, 2019
 - Letter from the Board of Health and CEO, Windsor-Essex County Health Unit, to the Premier of Ontario dated March 5, 2019
- e. Provincial Legislation for Cannabis and the amended Smoke-Free Ontario Act, 2017
 - Letter from the Board of Health and CEO/CNO, Windsor-Essex County Health Unit, to the Ministry of the Attorney General dated February 11, 2019
 - Letter from Renfrew County and District Health Unit to Minister of Health and Long-Term Care dated March 4, 2019
 - Letter from the Board of Health, Perth District Health Unit, to the Premier of Ontario dated April 2, 2019
- f. Health Care System Transformation
 - Letter from the Chief Medical Officer of Health dated March 6, 2019
- g. Ontario's Basic Income

- Letter from the Board of Health and CEO/CNO, Windsor-Essex County Health Unit, to the Premier of Ontario and the Minister of Children, Community and Social Services dated February 11, 2019
- h. Funding for the Healthy Babies, Healthy Children (HBHC) Program
 - Letter from the Board of Health and CEO/CNO, Windsor-Essex County Health Unit, to the Minister of Children, Community and Social Services dated February 11, 2019
 - Letter from the Board of Health, Peterborough Public Health, to the Minister of Children, Community and Social Services dated April 3, 2019
- i. Child Visual Health and Vision Screening
 - Letter from the Board of Health, Southwestern Public Health to the Minister of Health and Long-Term Care dated April 3, 2019
- j. Public and Environmental Health Implications of Bill 66, Restoring Ontario's Competitiveness Act, 2018
 - Letter from the Board of Health, Simcoe Muskoka District Health Unit, to the Premier of Ontario dated February 20, 2019
- k. Health Canada Proposals: Vaping Products Advertising
 - Letter from alPHA to Health Canada dated March 7, 2019
- l. Food Literacy in Ontario Curricula
 - Letter from Windsor-Essex County Board of Health and CEO/CNO to the Minister of Health, Canada dated February 11, 2019
- m. Restricting Food and Beverage Marketing to Children
 - Letter from the Board Chair, Public Health Sudbury & Districts to all Ontario Senators dated April 10, 2019
- n. Nutritious Food Basket
 - Letter from the Medical Officer of Health and the Board of Health, North Bay Parry Sound District Health Unit, to the Premier of Ontario, Deputy Premier and Minister of Health and Long-Term Care, and the Minister of Children, Community and Social Services dated February 27, 2019
 - Letter from the Board of Health, Peterborough Public Health, to the Minister of Children, Community and Social Services and the Deputy Premier and Minister of Health and Long-Term Care dated April 3, 2019
- vi) **Items of Information**
 - a. 2017 Chief Medical Officer of Health Report,
Connected Communities healthier together,
Executive Summary
2017 Annual Report
February 19, 2019
March 26, 2019
 - b. alPHA Information Break

c. alPHa Update to Board of Health Members

March 1, 2019

d. PHSD Workplace Health Newsletter

Spring / Summer 2019

No discussions.

07-19 APPROVAL OF CONSENT AGENDA

MOVED BY SIGNORETTI – CRISPO: THAT the Board of Health approve the consent agenda as distributed.

CARRIED

6. NEW BUSINESS

i) Provincial Budget 2019

Further to the communications that have been shared via email with the Board since the release of the 2019 provincial budget on April 11, Dr. Sutcliffe provided broader context including internal processes, communications, and potential local implications.

Dr. Sutcliffe's presentation recapped the purpose of public health, its essential functions and upstream efforts to promote health and prevent diseases to improve the health of populations noting that the whole of public health is greater than the sum of its parts. Public Health Sudbury & Districts is committed to working locally with individuals, families, communities, and partner agencies including levelling up health opportunities so that those who are most in need, also can benefit the most. To illustrate how PHSD addresses this work, *Case scenarios — Public Health: What's in it for you?* have been developed and are available on the phsd.ca website.

Creating policies and environments that help people be healthier is a key strategy that PHSD does in partnership with community groups, private business, education, health care providers, policing, municipalities, and others.

Studies have documented the Return on Investment (ROI) of Public Health interventions and examples provides illustrate that Public Health is essential and makes good economic sense to invest in as because of the work it does to support health and will subsequently be returned to the wider health and social care economy.

The current structure of the Ontario Public Health System was outlined to include 35 Boards of Health with varying governance structures and regions are defined by municipal boundaries.

Recent provincial government announcements regarding Ontario's new plan to fix and strengthen the public health care system were reviewed.

The provincial government has announced changes to the Public Health sector as follows:

- Adjust municipal-provincial cost-sharing (2019-2020)
- Establish 10 regional public health entities and 10 new regional boards of health (2020-21)
- Cut \$200M annually (2021-2022)
 - ~21% total provincial funding to local public health
 - ~\$4.5M PHSD
- Limit scope of Public Health Ontario (2019-20) and reduce number of labs (2020-21)

Potential financial impacts to the current 2019 budget due to any adjustments in the municipal:provincial cost-shared budget and 100% provincial funding were outlined.

It was pointed out local public health units have been in existence for several years, including our Board of Health. This organization will celebrate 63 years in September 2019.

Dr. Sutcliffe noted that PHSD will continue to work with the NE PHUs on the NE PHUs collaboration project. The newly hired project manager, jointly funded by all five NE PHUs, will assist in refocusing the project given the April 11 budget announcement and the project scope will be adjusted if required once additional information is made known by the MOHTLC.

The provincial announcements have left many outstanding questions, including the new regional boundaries for the 10 PHUs, the municipal impact of adjusting the cost-shared formula, the role of Public Health Ontario, alpha which is funded by local PHUs members, transition process and timelines, etc.

The Board Chair has been kept informed of all developments through the MOH. Management and staff have been kept apprised of all information shared to date. Ongoing communication with staff will be important during these times of uncertainty. PHSD has implemented an immediate hiring freeze and cancelled all non-essential spending among other actions in response to provincial funding cuts. Senior management has also discussed the importance of values and guiding principles as we move forward.

R. Lapierre and Board Chairs participated in an alPha Boards of Health section teleconference on April 18 and in a teleconference today at 2 p.m. hosted by the CMOH, Dr. D. Williams.

Updates from today's CMOH teleconference were shared, including that by April 1, 2020, the Ministry plans to have legislation in place to establish the 10 new boards of health. One-time funding might be available for Boards to help with transition and waivers for Standards on a case by case basis. There will be adjustments to the funding formula; however, the funding envelop and the ratio for each region is still unclear given regions with will than 1 million in population will remain at 70:30.

The MOHLTC indicated it will be scheduling one-on-one meetings next week with each Board Chairs, the MOH and with city if they are part of a regional Board.

Questions and comments were entertained. It was concluded that we cannot create stability at this time; however, we will continue to be at the tables representing the Public Health sector, including planning of the Ontario Health Teams.

- ii) **Support for Undetectable = Untransmittable (U=U) Anti-Stigma Campaign**
 - Resolution from the Council of Ontario Medical Officers of Health (COMOH) dated February 21, 2019
 - Briefing Note from the Medical Officer of Health and Chief Executive Officer to the Board Chair dated April 11, 2019

Dr. Sutcliffe noted that the U=U message is an important step in promoting community acceptance of people living with HIV and reducing barriers. The official endorsement of U=U by the Board of Health is intended to send a strong anti-stigma message to our community and contribute to sexual health promotion.

It was reported that PHSD issued a press release this afternoon prior to the Board's deliberation on the motion. Dr. Sutcliffe apologized for this error, noting that this is contrary to our practice and would ensure it was investigated.

Upon the invitation of a fellow Board member, J. Crispo shared detailed comments regarding the motion. Prefacing his support of an anti-stigma campaign, J. Crispo shared his concerns regarding potential risks in conveying that an undetectable HIV viral load poses effectively no risk of HIV transmission. He also shared concerns regarding privacy and confidentiality of a provincial resource document as it relates to the statistics and reporting requirements.

Dr. Sutcliffe indicated that the operative clause in today's motion supports the Council of Ontario Medical Officers of Health. She noted there has been significant debate by the Medical Officers of Health on this issue, including on the points raised today and she does not recommend changes to the motion recognizing it focuses on the anti-stigma campaign and referred to the comprehensive public health approach within which any PHSD messaging would be contextualized.

08-19 UNDETECTABLE = UNTRANSMITTABLE (U=U) ANTI-STIGMA CAMPAIGN

MOVED BY BRADLEY – MYRE: WHEREAS the U=U campaign has been endorsed by public health leaders, notably the Chief Public Health Officer of Canada, the Provincial and Territorial Chief Medical Officers of Health, and most recently the Council of Ontario Medical Officers of Health; and

WHEREAS the Board of Health, by officially endorsing the U=U campaign, transmits a strong anti-stigma message to Sudbury and districts communities and contributes to sexual health promotion;

THEREFORE BE IT RESOLVED that the Board of Health for Public Health Sudbury & Districts endorse the U=U campaign message that an undetectable HIV viral load poses effectively no risk of HIV transmission within a comprehensive public health approach to sexual health; and

FURTHER THAT community and public health partners be so advised.

CARRIED

iii) 2018 – 2022 Accountability Monitoring Plan

- 2018 Annual Accountability Monitoring Report

J. Crispo, member of the Joint Board of Health/Staff Accountability Working Group provided an overview of the 2018 Annual Accountability Monitoring Report.

It was recapped that the 2018 Accountability Monitoring Report compiles information about Public Health Sudbury & Districts' (PHSD) performance based on various accountability measures and contributes to the Board's commitment to excellence and transparency with all stakeholders, detailing performance in the following key areas:

- Provincial and local organizational requirements
- Provincial and local program requirements
- Board of Health strategic priorities

It was pointed out that this report does not contain program indicators as the Ministry of Health and Long-Term Care has not yet provided direction regarding reporting mechanisms for these.

As it relates to the organizational requirements and the BOH strategic priorities, overall, the agency is compliant with, or has exceeded expectations for 78 of the 80 Ministry organizational requirements. Two organizational requirements where compliance was not achieved are described in the additional notes. A total of 12 locally-developed organizational indicators that were selected as part of a rigorous review of available indicators and current organizational priorities and directions are also monitored.

A list of the 4 Strategic Priorities Narratives from the Fall 2018 Report highlight the descriptive stories in support of our strategic priorities demonstrating the 2018–2022 Strategic Priorities “in action”.

Staff were recognized for their work on developing this monitoring tool and Board members for taking the time to review and support the PHSD’ transparency.

iv) alPHa Conferences

a. 2019 Winter Symposium Proceedings – February 2019

– Boards of Health Section Meeting

Verbal Report from Board Member, Randy Hazlett

Board member, R. Hazlett, who attended the 2019 Winter Symposium in February, provided a verbal update regarding the Symposium and Boards of Health section meeting. He noted that Dr. Sutcliffe participated in a panel discussion on risk management and represented PHSD well. The Board thanked R. Hazlett for attending and for the update.

– Council of Ontario Medical Officers of Health (COMOH) Section Meeting

No discussion.

b. Annual General Meeting (AGM) and Conference – June 2019

PHSD has four votes at the alPHa Annual General Meeting, which is based on the population in our catchment area. Although the motion identifies two Board members as voting delegates, others Board members are invited to attend the AGM/Conference. Board members interested are invited to contact the Board Secretary who will coordinate registration, travel and accommodation.

09-19 2019 ALPHA AGM/CONFERENCE

MOVED BY BRADLEY – MYRE: WHEREAS Public Health Sudbury & Districts has a modest travel budget to cover remuneration, registration, travel, meals, and accommodation as per the Board Manual Policy and Procedure I-I-10, permitting Board members to attend official Board of Health functions; and

WHEREAS the Public Health Sudbury & Districts is allocated four votes at the alpha Annual General Meeting;

THEREFORE, BE IT RESOLVED THAT in addition to the Medical Officer of Health and the Associate Medical Officer of Health, the following two Board of Health members attend the 2019 alpha Annual General Meeting as voting delegates for the Board of Health: René Lapierre and Randy Hazlett.

CARRIED

– 2019 alpha Fitness Challenge Board of Health

As part of the second annual fitness challenge for Boards of Health, Board members are invited to a 30 minute group walk after the May Board meeting. Board members who prefer to complete the 30 minutes of physical activity on their own can advise R. Quesnel once completed and our Boards' participation rate will be shared with alpha by the May 1 deadline.

– Call for alpha Board of Health Nominations

10-19 NOMINATION TO THE ALPHA BOARD OF DIRECTORS FOR THE NORTH EAST REGION

MOVED BY CRISPO – SIGNORETTI: WHEREAS there is currently a vacancy for a North East representative on the alpha Board of Directors for a one-year term;

THAT the Board of Health for Public Health Sudbury & Districts supports the nomination of René Lapierre, Board Chair, as a candidate for election to the alpha Board of Directors and for the Boards of Health Section Executive Committee seat from the North East region.

CARRIED

7. ADDENDUM

11-19 ADDENDUM

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

CARRIED

i) 2018 Public Health Sudbury & Districts Annual Report, Foundations for Health

The annual report for 2018 highlights a number of key activities from a variety of programs and message from the Board Chair and MOH. The report was produced recently for 2018 and a variety of programs. The report will be available on the phsd.ca website and is distributed to various community stakeholders. The report is also promoted via social media and other venues as feasible.

ii) Undetectable = Untransmittable (U=U) Anti-Stigma Campaign

- Letter from the Middlesex-London Board of Health to the Acting Executive Director, Ontario AIDS Network dated April 16, 2019

No discussion.

iii) Modernizing Ontario's Public Health System

- Letter from Kingston, Frontenac, Lennox & Addington Public Health's Board of Health to the Deputy Premier and Minister of Health and Long-Term Care and the Minister of Municipal Affairs and Housing dated April 17, 2019

No discussion.

8. ANNOUNCEMENTS / ENQUIRIES

Board members were invited to complete the April Board of Health meeting evaluation in BoardEffect following the Board meeting.

9. ADJOURNMENT

12-19 ADJOURNMENT

MOVED BY CRISPO – THAIN: THAT we do now adjourn. Time: 3:38 p.m.

CARRIED

(Chair)

(Secretary)



**Draft Minutes
of the April 25, 2019
MANITOULIN-SUDBURY DSB BOARD MEETING**
held in Espanola's 210 Mead Blvd. DSB Boardroom

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

Regrets: Jill Beer and Bruce Killah

Staff : Fern Dominelli, Donna Stewart, Connie Morphet, Kristin McFarlane, Robert Smith

Media: Michael Erskine

1.0 CALL TO ORDER

Chair, Les Gamble, called the meeting to order at 10:01 a.m.

2.0 ADOPTION OF AGENDA

Resolution No. 19-26

Moved by: David Leonard

Seconded by: Ned Whynott

BE IT RESOLVED THAT the agenda be adopted.

Carried

3.0 DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4.0 Closed Session

Resolution 19-27

Moved by: Jim Rook

Seconded by: David Leonard

BE IT RESOLVED THAT the Board move into closed session at 10:04 a.m.

Carried

Resolution 19-28

Moved by: Richard Malette

Seconded by: Vern Gorham

BE IT RESOLVED THAT the Board adjourn this closed session at 10:45 a.m.

Carried

5.0 Business Arising from Closed Session

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

6.0 Adoption of Minutes

Resolution No. 19-29

Moved by: David Ham

Seconded by: David Santi

BE IT RESOLVED THAT the Minutes of the February 28, 2019 Board meeting be approved.

Carried

7.0 New Business

7.1 New Horizon's Senior Grant

Upon review of the eligibility requirements, the Manitoulin-Sudbury DSB decided to apply for the grant to convert the Public Washrooms at 70 Barber Street, Espanola. The project will take the 2 current public washrooms and modify to one fully accessible Public Washroom that is within current AODA specifications.

The Manitoulin-Sudbury DSB received confirmation on February 1st of full grant funding of \$25,000 for this project and the funds have been received. We are moving forth with meeting with the Engineer and preparing the tender for the work to commence this Spring.

7.2 TWOMO Election Expenses

In 2018, a base funding of up to \$22,000 per DSSAB and 1 TWOMO Area, plus \$2,000 for each additional TWOMO Area within a DSSAB, will be allocated to cover the costs of administering the TWOMO elections and will be flowed as part of Ontario Works cost of administration for TWOMOs.

We were entitled to \$26,000 under the TWOMO election guide. The DSB had expenditures of \$26,894.70 for the TWOMO Elections. In a letter dated March 26, 2019, the Ministry of Children, Community and Social Services reimbursed the DSB \$26,8954

7.3 Ministry of Municipal Affairs & Housing

On April 17, 2019, the DSB Board Chair received a letter from the Honourable Steve Clark, Minister of Municipal Affairs and Housing that they will support critical continued housing investments and leverage federal funding under the National Housing Strategy through new provincial investments.

The Investment in Affordable Housing for Ontario program has successfully help communities to build affordable rental housing, make home ownership attainable for low-income Ontarians and offer funding for much needed repairs. For the Manitoulin-Sudbury DSB, this means an allocation of \$186,000 for 2019-20, which is the same amount as the last fiscal year. This program ends after this year's fiscal year.

The Community Homelessness Prevention Initiative provides support to communities across Ontario in efforts to prevent and address homelessness. Despite the significant fiscal challenges this government faces, the DSB's funding allocation for 2019-20 remains the same as the last fiscal year, receiving \$619,268. The next 2 fiscal years following, the allocation will increase to \$766,183 for both years.

Two new programs have been launched in 2019-20 to support the Community Housing Renewal Strategy, leveraging federal investments under the bilateral agreement between the Ministry of Municipal Affairs and Housing and Canada Mortgage and Housing Corporation.

The first new program called the **Canada-Ontario Community Housing Initiative (COCHI)** will provide funding to replace the federal Social Housing Agreement funding that expires each year, beginning 2019-20. This funding can be used to repair, regenerate and expand community housing and to protect affordability support for tenants. It can be used to support community housing providers whose original program arrangements are expiring and help them become more sustainable. The funding allocation for the DSB is \$31,587 for 2019-20, \$75,240 for 2020-21 and \$203,673 for 2021-22 fiscal years.

The second new program is **Ontario Priorities Housing Initiative (OPHI)**. It provides flexible funding to all 47 Service System Managers to address local priorities in the areas of housing supply and affordability, including new affordable rental construction, community housing repair, rental assistance, tenant supports and affordable homeownership. The DSB will be receiving \$282,500 in funding for 2019-20, \$146,400 in funding for 2020-21 and \$227,800 in 2021-22.

On April 3, 2019 the DSB was informed that the province was providing an extension to December 31, 2019 for the completion the Five-Year Review of Housing and Homelessness Plans.

7.4 Ministry of Education

On April 18th the Child Care and Early Years Allocations were shared with the DSB. Our child care in 2018 was \$6,424,565 and the Ministry has confirmed that our 2019 Allocation will be \$6,387,491.00 a reduction of \$36,974.00, this is mainly due to a reduction in Wage Enhancement Grant Administration funding and the cancellation of Fee Stabilization funding.

The government is developing a new plan for child care in Ontario that is intended to make life easier for families by:

1. Reducing red tape and administrative burden
2. Making child care more affordable
3. Increasing choice and availability for families, and
4. Improving quality and delivering high standards of care

On April 3, 2019, Bill 66, Restoring Ontario's Competitiveness Act, 2019, received Royal Assent. Bill 66 includes four legislative amendments to the Child Care and Early Years Act and the Education Act.

AMO provided a submission to the Ministry of Education, highlighting their willingness to work with the Province to expand access to more affordable, high quality and safe licenced child care. The recommendations in their submission are based on the analysis and advice provided by OMSSA

In January 2019, OMSSA hosted a summit of senior children's services leaders. The purpose of the summit was to identify priorities and positions and to bring forward relevant technical recommendations to assist with the development and implementation of the Province's new child care plan. OMSSA provide the Minister with a written submission as well as an Executive Summary of their recommendations.

7.5 Federal Budget

The CAO reviewed the highlights of the Federal Budget as outlined in the AMO Communication and the OMSSA budget report. Vic Fedeli, Minister of Finance provided a Statement on the Federal Budget.

7.6 2019 Provincial Budget

The CAO reviewed the Ontario governments News Release on the Provincial Budget as well as the summaries provided in the AMO Communication and the OMSSA Summary. As well AMO provided a deeper look into the 2019 provincial budget.

7.7 Non-Profit Housing Operating Agreements**Resolution 19-30****Moved by:** Richard Stephens**Seconded by:** Arthur Hayden

WHEREAS the Manitoulin-Sudbury DSB has reviewed the Non-Profit Housing Operating Agreements - Issue Report.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the Non-Profit Housing Operating Agreements - Issue Report and directs staff to action the recommendations contained within the report.

Carried**7.8 Social Housing Investment****Resolution 19-31****Moved by:** Michael Levesque**Seconded by:** Jim Rook

WHEREAS the Manitoulin-Sudbury District Services Board has reviewed the Social Housing Investment - Issue Report.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the Social Housing Investment - Issue Report and open a Social Housing Investment Funds account with the principal distributor of such funds, Worldsource Financial Management Inc. (WFM) and in furtherance thereof that the Corporation execute and become a party to the Social Housing Investment Funds account agreement: and that any of the directors, and/or officers of the Corporation specified below be authorized to execute the agreement on behalf of the Corporation and;

FURTHER BE IT RESOLVED THAT any two of the following signing officers,

Board Member	Les Gamble
Board Member	Vern Gorham
Board Member	Jill Beer
Chief Administrative Officer	Fern Dominelli
Director of Finance & Administration	Connie Morphet

has, and hereby given, full power and authority to deal with and make decisions in regard to the Corporations portfolio and WFM, in its capacity as principal distributor of the Social Housing Investment Funds, shall be fully entitled to rely upon this authority without the need to make further inquiries of the Corporation and;

FURTHER BE IT RESOLVED THAT the secretary of the corporation shall inform the WFM of all change of person holding the office(s) listed in Section 2 above.

Carried

7.9 Ontario Health Teams

The province has announced the creation Ontario Health Teams and one of the in-scope services at maturity is other social and community services and other services, as needed by the population.

Currently within the DSB catchment area there are several groups considering the formation of an Ontario Health Team. At this point none of the groups have established clear geographic boundaries or the populations they intent to serve.

The DSB needs to be involved in the Ontario Health Team as an agency that provides social and community services as well as Paramedic Services and a Non-Urgent Patient Transfer system.

At this point it is unknown as to how many Ontario Health Teams will be formed within our DSB catchment area, staff will keep the Board updated as details become available.

9.0 Other Business

10.0 Next Meeting – May 23, 2019

11.0 Adjournment

Resolution 19-32

Moved by: Ned Whynott

Seconded by: David Santi

BE IT RESOLVED THAT we do now adjourn at 11:40 a.m. until the next regular meeting to be held, in the DSB's Espanola Mead Boulevard Board Room on May 23, 2019.

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)

LACLOCHE FOOTHILLS MUNICIPAL ASSOCIATION

AGENDA/MEETING REPORT

Town of Espanola
Main Level Boardroom

MAY 6, 2019
8:30 a.m.

PRESENT: *Chair Mayor Laurier Falldien, Nairn & Hyman
Mayor, Les Gamble, Sables-Spanish Rivers
Staff: Karin Bates, Belinda Ketchabaw, Kim Sloss,
Cynthia Townsend*

1. Ontario Provincial Police
Megan Cavanagh A/Inspector Detachment Commander is not able to attend. Staff Sergeant Terry Foresheew will be in attendance.

The individual municipal first-quarter reports for 2019 were circulated. S/St. Foresheew reviewed in general the statistics. Mayor Falldien inquired as to what constitutes careless or distracted driving, for example does drinking a coffee fall under that. Generally careless is not just a momentary lapse, as well as with distracted. It has to be something that would cause a clear distraction, ie: playing with or programming a GPS while driving would cause distraction. Basically the judgement is case-by-case. They are to apply consistency but common sense as well.

S/Sgt. Foresheew highlighted current initiatives;

- ground has broken for the new detachment in Little Current- estimate 1 year*
- 3 new recruits coming from Police College to Espanola*
- marine patrol schedule done – 4 days/week patrol (excl. big water)*
- working with Sagamok on their potential evacuation. Very pleased to see Red Cross involved as pre-emptive strike. They are ready and willing.*
- Community Safety and Well-Being Planning – asked if anyone had started or taken part in the webinar. Cynthia indicated that in her opinion this should be part of DSAB, that they are better to do this than municipalities. Terry Foresheew advised that Dryden was a test site and has a model; that we could perhaps look at that one, and that he was available to provide any information he could as well.*

2. EMCON

Robert Rulens, Road Superintendent will attend to meet the municipalities in the area they service for highway maintenance. We welcome Mr. Rulens to our area.

Round-table introductions were made. Questions were directed at Robert and he provided some further information regarding this year's work schedule:

- At Smith St in Nairn – they are grinding and paving the small section that is bad*
- from the traffic lights in Massey easterly total contract scheduled in 2020. Within Massey from lights to Shell station they are going to do sooner than that – MTO capital works is on it due to deterioration.*

-Regional Road 4 to Nairn-top coat done last year; second layer of asphalt this year.

-Highway contracts – work schedule on highway is 7am-7pm, no weekends.

-with respect to contract with MTO, the same level of service applies, but the contract is changed to be more of a partnership with MTO to work hand-in-hand. This is a seven-year contract with provision for extension.

-Emcon has commenced this contract with all new equipment. They have new drivers; there is a learning curve, but overall felt it was a successful first winter. The members commended Robert on the winter maintenance services provided.

-This summer focus is on:

-rehabilitating the Tote Road, its needs much attention

-constant maintenance to Highway 17 from Hwy 6 to Massey; lot of maintenance needed to get this area back up to standard; lots not done to OPS, and Emcon strongly believes in maintaining standards.

-for the summer the McKerrow yard will be the mechanical yard and Walford will be the main patrol yard as it is more central to operations.

3. OCWA Billing Practices – Chair Laurier Falldien to speak on

Mayor Falldien gave an example of OCWA billing that was challenged and then subsequently reduced; wondered if there was merit in seeing if the group wanted to pursue getting a third party to review checks and balances. He indicated that he always has a concern where there is a monopoly situation. Cynthia indicated that she will discuss with Public Works for input, but also said that OCWA has helped Espanola with rebates, applications for upgrades, etc. Kim indicated that between their multi-departmental reviews OCWA has been questioned as well on some billing items, and will approach them about additional assistance/service as with Espanola where applicable.

4. Garbage Pick Up Services – Chair Laurier Falldien to speak on

Everyone indicated that they had no concerns with the service provided and were overall satisfied. However again Mayor Falldien pointed out this is the same type of monopoly situation; the group determined that Mayor Falldien will make an initial call to Waste Management out of Sudbury just to see if they have any interest in looking at providing our areas with service. It is acknowledged that there are not a lot of waste management contractors in the north, and that all of our current contracts have different dates.

5. Regional EDO Internship

Cynthia Townsend would like to gauge the interest in pursuing a regional Economic Development Officer. In discussions with LAMBAC there could be funding up to 90% for a three-year internship. LAMBAC has been successful in assisting Western Manitoulin municipalities with something similar. Cynthia shall expand on discussion.

All present expressed interest in this potential. Cynthia will follow up again with LAMBAC and we will meet again if required. Council resolutions can be provided for individual support.

6. Follow up for information – the attached letter was received from MTO Re: Reclassification of Hwy 17. At the last meeting it was suggested to send the new Minister a letter regarding our request to have our highway given a higher classification for maintenance purposes.

The letter was reviewed mentioning that no decision was being made at this time. It was acknowledged that it appeared that Emcon provided an increased service this past winter from what was previously done.

7. Other Business

8. Next Meeting

Monday, September 9, 2019 at 8:30 a.m.



Ontario Provincial Police

Report to Town of Espanola

Lacloche Foothills Municipal Association

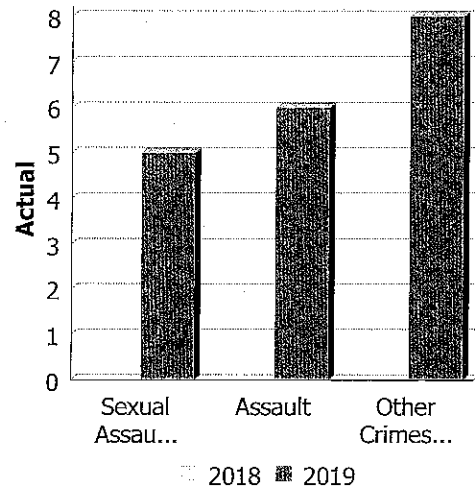


May 6, 2019

Police Services Board Report for Town of Espanola
Records Management System
January to March - 2019

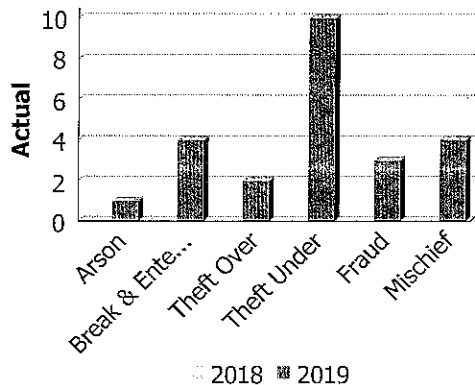
Violent Crime

Actual	January to March			Year to Date - March		
	2018	2019	% Change	2018	2019	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	0	5	--	0	5	--
Assault	0	6	--	0	6	--
Abduction	0	0	--	0	0	--
Robbery	0	0	--	0	0	--
Other Crimes Against a Person	0	8	--	0	8	--
Total	0	19	--	0	19	--



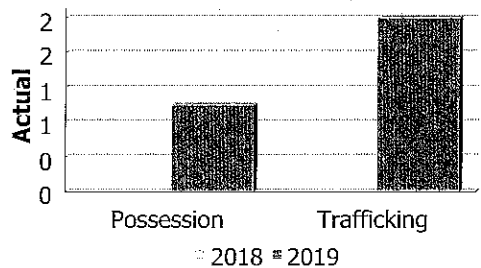
Property Crime

Actual	January to March			Year to Date - March		
	2018	2019	% Change	2018	2019	% Change
Arson	0	1	--	0	1	--
Break & Enter	0	4	--	0	4	--
Theft Over	0	2	--	0	2	--
Theft Under	0	10	--	0	10	--
Have Stolen Goods	0	0	--	0	0	--
Fraud	0	3	--	0	3	--
Mischief	0	4	--	0	4	--
Total	0	24	--	0	24	--



Drug Crime

Actual	January to March			Year to Date - March		
	2018	2019	% Change	2018	2019	% Change
Possession	0	1	--	0	1	--
Trafficking	0	2	--	0	2	--
Importation and Production	0	0	--	0	0	--
Total	0	3	--	0	3	--



Detachment: 4H - MANITOULIN (Manitowaning)

Location code(s): 4H40 - ESPANOLA

Area code(s): 4099 - Espanola

Data source date:
2019/04/27

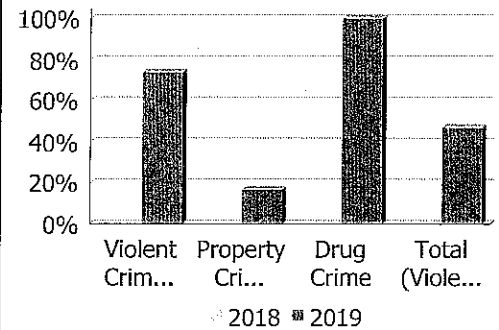
Report Generated by:
Ferguson, Carol A.

Report Generated on:
Apr 30, 2019 1:59:34 PM
PP-CSC-Operational Planning-4300

Police Services Board Report for Town of Espanola
Records Management System
January to March - 2019

Clearance Rate

Clearance Rate	January to March			Year to Date - March		
	2018	2019	Difference	2018	2019	Difference
Violent Crime	--	73.7%	--	--	73.7%	--
Property Crime	--	16.7%	--	--	16.7%	--
Drug Crime	--	100.0%	--	--	100.0%	--
Total (Violent, Property & Drug)	--	46.8%	--	--	46.8%	--



Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

Data Utilized

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

Detachment: 4H - MANITOULIN (Manitowaning)

Location code(s): 4H40 - ESPANOLA

Area code(s): 4099 - Espanola

Data source date:
2019/04/27

Report Generated by:
Ferguson, Carol A.

Report Generated on:
Apr 30, 2019 1:59:34 PM
PP-CSC-Operational Planning-4300

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: May 17, 2019

ITEM: Site Plan Control Agreement

RECOMMENDATION: Be It Resolved That:

1. The Site Plan Control Agreement between the Corporation of the Town of Espanola and Ryan Bulloch, owner of 291 James Street be accepted and a Bylaw be prepared to adopt the agreement.
2. Council waive the requirement for a deposit/security.

BACKGROUND: A Site Plan Control Agreement is an agreement registered on title, at the Land Registry Office, that describes the manner in which a property must be developed. It contains plan(s) illustrating the proposed development, terms of the agreement and usually includes financial guarantees to ensure compliance with the agreement.

The principal goals of Site Plan Control are: to maintain the integrity of municipal assets and safety for local residents as well as to improve the image and aesthetic appearance of the municipality.

Site Features

- location of building, dimensions
- location of vehicular entry and exit points to and from the property, directional signage, signage advising of queuing restrictions
- public roadways, entrances, internal queuing area, exit
- proposed and existing location, elevation, size, grade and type of sanitary and storm sewers and water lines
- existing and final elevations and/or contours together with surface drainage system
- method of snow removal, garbage collection and screening
- area and security lighting
- buffering and screening

ANALYSIS: The Site Plan Agreement Application was circulated to Department Managers for comment. Staff worked with the Owner to ensure design and drawings meet municipal requirements.

The Owner is requesting the requirement for deposit/securities be waived. Deposits are usually required as part of all site plan agreements and are held by the Town to ensure compliance with the agreement. These deposits are collected prior to issuance of any Building permit for the associated property.

The final set of engineered drawings, Schedule 'D', and prior to a complete Building Permit being issued, the Owner will include engineered drawings that demonstrate

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

how the building will be serviced in compliance with municipal standards, a water meter, a backflow prevention device, the building connection to the sanitary sewer as opposed to the storm sewer and surface water drainage to James St.

EXISTING POLICY: Official Plan, Zoning Bylaw, Municipal Infrastructure Standards

STRATEGIC GOAL: Excellence in Government
Safe and Healthy Community

FINANCIAL COMMITMENT: \$0

BUDGETED: NA Yes ☐ No ☐

IMPLEMENTATION: Clerk's Office

Prepared By: Paula Roque

CAO / Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments: _____

THE CORPORATION OF THE TOWN OF ESPANOLA

Application for a Site Plan Agreement
Under Section 41 of the Planning Act

FOR OFFICE USE ONLY:

Date Complete Application Received: <i>May 7, 2019</i>	Fees Paid: <input checked="" type="checkbox"/>	Receipt No: <i>43542</i>	Roll No (if applicable)	File No: <i>SPCA-002</i>
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INSTRUCTIONS TO APPLICANTS:

<p>This application is to be used for all applications for Site Plan Agreements within the Town of Espanola.</p> <p>The application form requests information that will assist the Town and others in their planning evaluation of the proposal. To ensure the quickest and most complete review, this information shall be submitted at the time of application.</p>	<p>Only a complete application will be accepted. An application which is not considered to be complete under the Planning Act is not subject to the timelines of the Act. As a result, the application may be deferred or refused.</p> <p>Any measurements are to be in metric units. The applicable application fee must accompany the application. If the application is not complete and/or the fee not provided, the Town may return the application.</p>
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Please Print and Complete or Check Appropriate Box(es)

1. Applicant Information

1.1 Name of Owner(s). An owner's authorization is required in Section 10 & 11, if the applicant is not the owner.

Name of Owner(s) <i>RYAN BULLOCH</i>	Home Tel. No. <i>705 862 8602</i>	Business Tel. No.
Mailing Address <i>463 Adelaide St</i>	Postal Code <i>P5E 1K5</i>	Email <i>Bulloch56@hotmail.com</i>

1.2 Applicant / Agent: Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner).

Name of Contact Person/Agent <i>Ryan Bulloch</i>	Home Tel. No. <i>705 862 8602</i>	Business Tel. No.
Mailing Address <i>463 Adelaide St. Espanola</i>	Postal Code <i>P5E 1K5</i>	Email <i>Bulloch56@hotmail.com</i>

2. Location of Subject Land

2.1 Geographic Township		Parcel No. <i>6488</i>	Lot/Section <i>7</i>	Concession <i>5</i>
Registered Plan No. <i>M38</i>	Lot(s) / Block(s) <i>5 PT 66</i>	Reference Plan No.	Part No.	Civic Address <i>291 James St.</i>
Lot Area (m2 or ha)	Frontage (m) <i>120 FT</i>	Depth (m) <i>100 FT</i>		

2.2 Are there any mortgages, charges or other encumbrances in respect of the subject land?

Yes ☒ No ☐ If Yes, indicate the names and addresses of the holders.*Ryan Bulloch 463 Adelaide St Espanola*

3. Land Use

3.1 What is the current Official Plan designation of the subject land and how does this application conform to the Official Plan?(maps are available at the municipal office for verification)

3.2 What is the current zoning of the subject land? (maps are available at the municipal office for verification)

Commercial / Residential

3.3 If known, what are the existing uses of the subject land, and how long have these uses continued?

3.4 Are there any buildings or structures on the subject land? No

If yes and known, provide the following for each building or structure;

Type and Use of Bldg/Structure	Lot Line Setbacks (m)			Height (m)	Floor Area	Date Constructed
	Front	Rear	Sides			

3.5 What are the proposed uses of the subject land?

Car wash, touchless and wand washes

3.6 Are there any buildings or structures proposed to be built on the subject land? yes

If yes, provide the following for each proposed building or structure;

Type and Use of Bldg/Structure	Lot Line Setbacks (m)			Height (m)	Floor Area
	Front	Rear	Sides		
	40'	40'	40'		

4. Servicing Information

4.1 Access (check appropriate space(s))

Provincial Highway	<input checked="" type="checkbox"/>
Municipal Road - year-round maintenance	<input checked="" type="checkbox"/>
Municipal Road - seasonal maintenance	
Other Public Road (specify)	
Right-of-Way	
Water	

4.1.1 If access to the subject land is by private road, or right-of-way, state who owns the land or road, who is responsible for its maintenance and what type of agreement is in effect.

4.1.2 If access to the subject land is by water only, please state the parking and docking facilities used, or to be used, and the approximate distance of these facilities from the subject land and the nearest public road.

4.2 Water Supply (check appropriate space)

Publicly owned/operated piped water system	<input checked="" type="checkbox"/>
Privately owned/operated individual well	
Privately owned/operated communal well	
Lake or other water body	
Other means	

4.3 Sewage Disposal (check appropriate space)

Publicly owned/operated sanitary sewer system	<input checked="" type="checkbox"/>
Privately owned/operated individual septic system	
Privately owned/operated communal septic system	
Privy	
Other means	

4.3.1 Will the requested Site Plan Agreement permit development on a privately owned and operated individual or communal septic system with more than 45000 litres of effluent being produced per day as a result of the development being completed?

Yes ☐ No ☒

If yes, the following reports shall be required; i) a servicing options report, ii) a hydrogeological report.

4.4 Storm Drainage (check if applicable)

Sewers	<input checked="" type="checkbox"/>
Ditches	
Swales	
Other means	

5. Adjacent Land Uses

5.1 What are the present land uses of properties adjacent to the subject land?

to the north
to the south

Residential
Commercial

to the east
to the west

Residential
Provincial highway

6. History of the Subject Land

6.1 If known, has the subject land ever been the subject of an application for a site-specific zoning bylaw/zoning bylaw amendment or a Minister's Zoning Order (if so, indicate Ontario Regulation number of that order). _____

6.2 Is the subject land the subject of an application for approval of a plan of subdivision or a consent under the Planning Act? Yes ☐ No ☐ Unknown ☒

If Yes, and if known, provide the Ministry's application file number and the status of the application. _____

7. Sketch

7.1 This application must be accompanied by a sketch. See Appendix 1 for Drawing Requirements.

8. Other Information

Is there any other information that you think may be useful for the review of this application? If so, explain below or attach on a separate page.

9. Affidavit or Sworn Declaration of Applicant(s)

9.1 Affidavit or Sworn Declaration for the Information set out in this Application
I/we, Ryan Bulloch of the Town of Espanola
in the District of Sudbury make oath and say (or
solemnly declare) that the information contained in this application is true and that the
information contained in the documents that accompany this application are true.

Sworn (or declared) before me
at the Town of Espanola
in the District of Sudbury
this 30 day of April 2019
Angela Kelly Ryan Bulloch
Commissioner of Oaths Applicant

ANGELA MARIA KELLY, a Commissioner
Etc., District of Sudbury for the
Corporation of the Town of Espanola
Expires September 30, 2020

10. Consent of the Applicant / Owner(s)

10.1 Complete the consent of the owner(s) concerning personal information set out below.

Consent of the Applicant / Owner(s) to the Use and Disclosure of Personal Information

I/we, Ryan Bulloch, am/are the applicant /
owner(s) of the land that is the subject of this application for a Site Plan Agreement and for
the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize
and consent to the use by or the disclosure to any person or public body of any personal
information that is collected under the authority of the Planning Act for the purposes of
processing this application.

April 16/19
Date

Signature of Applicant / Owner

Signature of Applicant / Owner

11. Authorization for Agent

11.1 If the applicant is not the owner of the land that is the subject of this application, the
written authorization of the owner(s) that the applicant is authorized to make the
application must be attached to this application, or the authorization set out below must be
completed.

Authorization of Owner(s) for Agent to Make the Application

I/we, _____, am/are the owner(s) of the
land that is the subject of this application for Site Plan Agreement and I/we authorize
_____ to make this application on my/our behalf.

Date

Signature of Owner

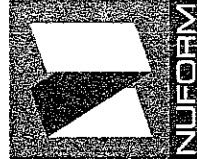
GENERAL NOTES

1. THESE SHOE SHEDS ARE TO BE BUILT WITH 15'-0" HIGH WALLS AND 15'-0" HIGH ROOFS. THE ROOFS ARE TO BE 15'-0" HIGH AT THE EAVES AND 15'-0" HIGH AT THE RIDGE. THE ROOFS ARE TO BE 15'-0" HIGH AT THE EAVES AND 15'-0" HIGH AT THE RIDGE. THE ROOFS ARE TO BE 15'-0" HIGH AT THE EAVES AND 15'-0" HIGH AT THE RIDGE.
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REVISION	DATE	DESCRIPTION
1	01/15/10	ISSUED FOR CONSTRUCTION
2	01/15/10	ISSUED FOR CONSTRUCTION
3	01/15/10	ISSUED FOR CONSTRUCTION
4	01/15/10	ISSUED FOR CONSTRUCTION
5	01/15/10	ISSUED FOR CONSTRUCTION
6	01/15/10	ISSUED FOR CONSTRUCTION
7	01/15/10	ISSUED FOR CONSTRUCTION
8	01/15/10	ISSUED FOR CONSTRUCTION
9	01/15/10	ISSUED FOR CONSTRUCTION
10	01/15/10	ISSUED FOR CONSTRUCTION

DO NOT SCALE DIMENSIONS. VERIFY ALL DIMENSIONS ON SITE. REPORT ANY DISCREPANCIES TO THE ARCHITECT.

REVISION	DATE	DESCRIPTION
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2	01/15/10	ISSUED FOR CONSTRUCTION
3	01/15/10	ISSUED FOR CONSTRUCTION
4	01/15/10	ISSUED FOR CONSTRUCTION
5	01/15/10	ISSUED FOR CONSTRUCTION
6	01/15/10	ISSUED FOR CONSTRUCTION
7	01/15/10	ISSUED FOR CONSTRUCTION
8	01/15/10	ISSUED FOR CONSTRUCTION
9	01/15/10	ISSUED FOR CONSTRUCTION
10	01/15/10	ISSUED FOR CONSTRUCTION



NUFORM Building Technology Inc.
505 Oak Street, Suite 100
Burlington, Ontario, Canada L7R 4K9
Tel: 905.335.1111
www.nuformtec.com

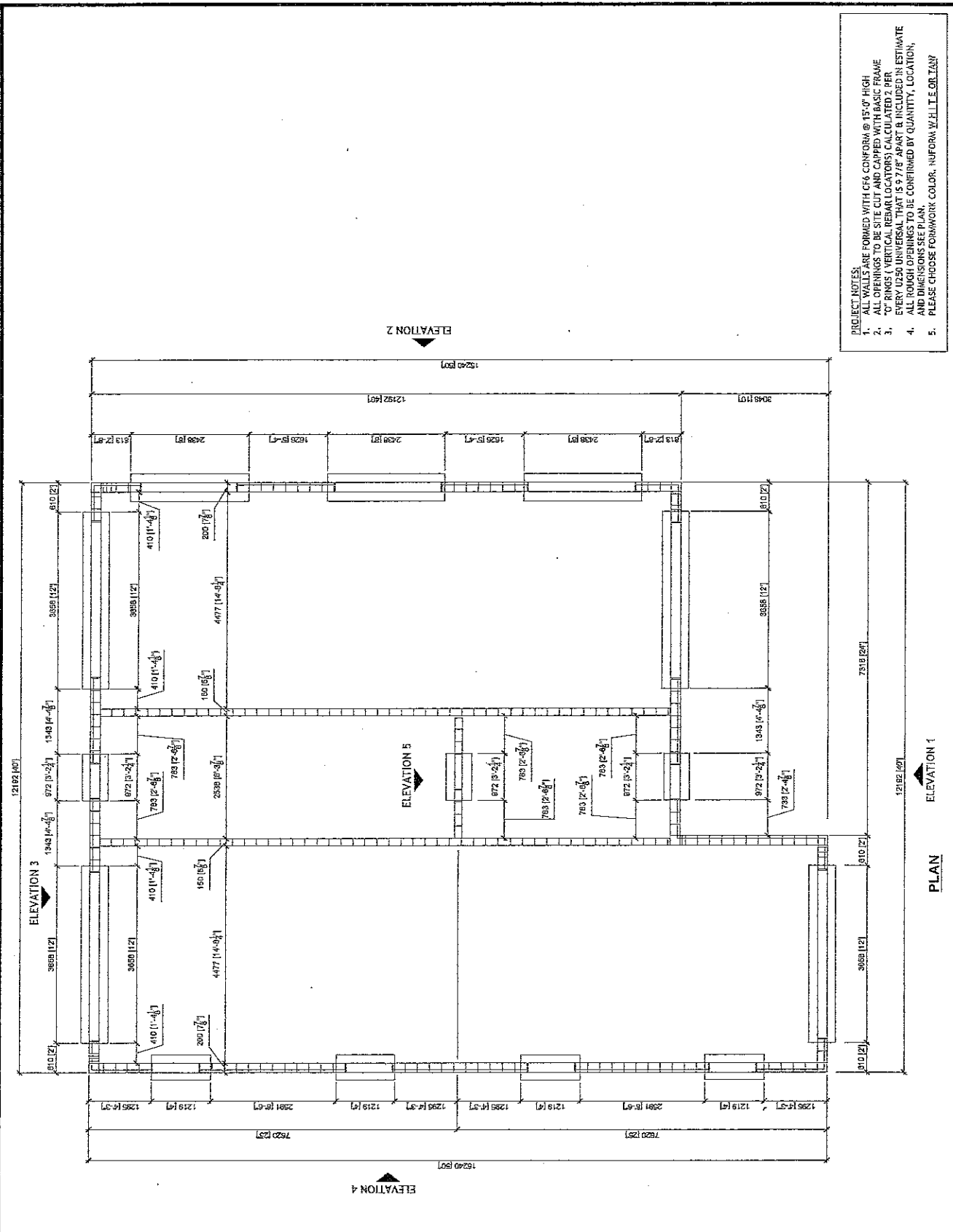
NUFORM BUILDING TECHNOLOGY INC.

North Shore Spray Foam
Burlington, Ontario

Wanda & Touchless Car Wash
201 James St. North, Burlington, Ontario

PLAN

C2
SHEET: 7 OF X



- PROJECT NOTES:
1. ALL WALLS ARE FORMED WITH CFA CONFORM @ 15'-0" HIGH
 2. ALL OPENINGS TO BE SITE CUT AND CAPPED WITH BASIC FRAME
 3. "C" RINGS (VERTICAL REBAR LOCATORS) CALCULATED 2 PER EVERY 0.250 UNIVERSAL THAT IS 9'7 1/8" APART & INCLUDED IN ESTIMATE
 4. ALL ROUGH OPENINGS TO BE CONFIRMED BY QUANTITY, LOCATION, AND DIMENSIONS FROM EXISTING PLANS
 5. PLEASE CHOOSE FOURWORK COLOR, NUFORM WHITE OR TAN

GENERAL NOTES

1. THESE SPECIFICATIONS FOR LUMINA WALL FORMWORK, USED FOR THE CONSTRUCTION OF CONCRETE WALLS, ARE THE PROPERTY OF NUFORM. NO PART OF THESE SPECIFICATIONS MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION IN WRITING FROM NUFORM. NUFORM ASSUMES NO LIABILITY FOR ANY DAMAGE TO PERSONS OR PROPERTY, OR FOR ANY CONSEQUENCES OF ANY FAILURE TO FOLLOW THESE SPECIFICATIONS. THE USER OF THESE SPECIFICATIONS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR THE PROPER USE OF THE FORMWORK. NUFORM SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE FORMWORK. NUFORM SHALL BE RESPONSIBLE FOR THE PROPER USE OF THE FORMWORK. NUFORM SHALL BE RESPONSIBLE FOR THE PROPER USE OF THE FORMWORK.

ENGINEER	ARCHITECT

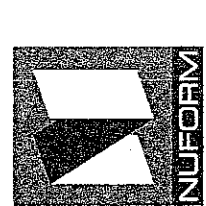
DATE	APPROVED BY

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NUFORM
North Shore Spray Foam
Extrusion, Inc.
5000 Oak Ridge, Suite 400
Vancouver, British Columbia V6L 5B9
Tel: 604-271-1111 Fax: 604-271-1112
www.nuforminc.com

DATE	APPROVED BY

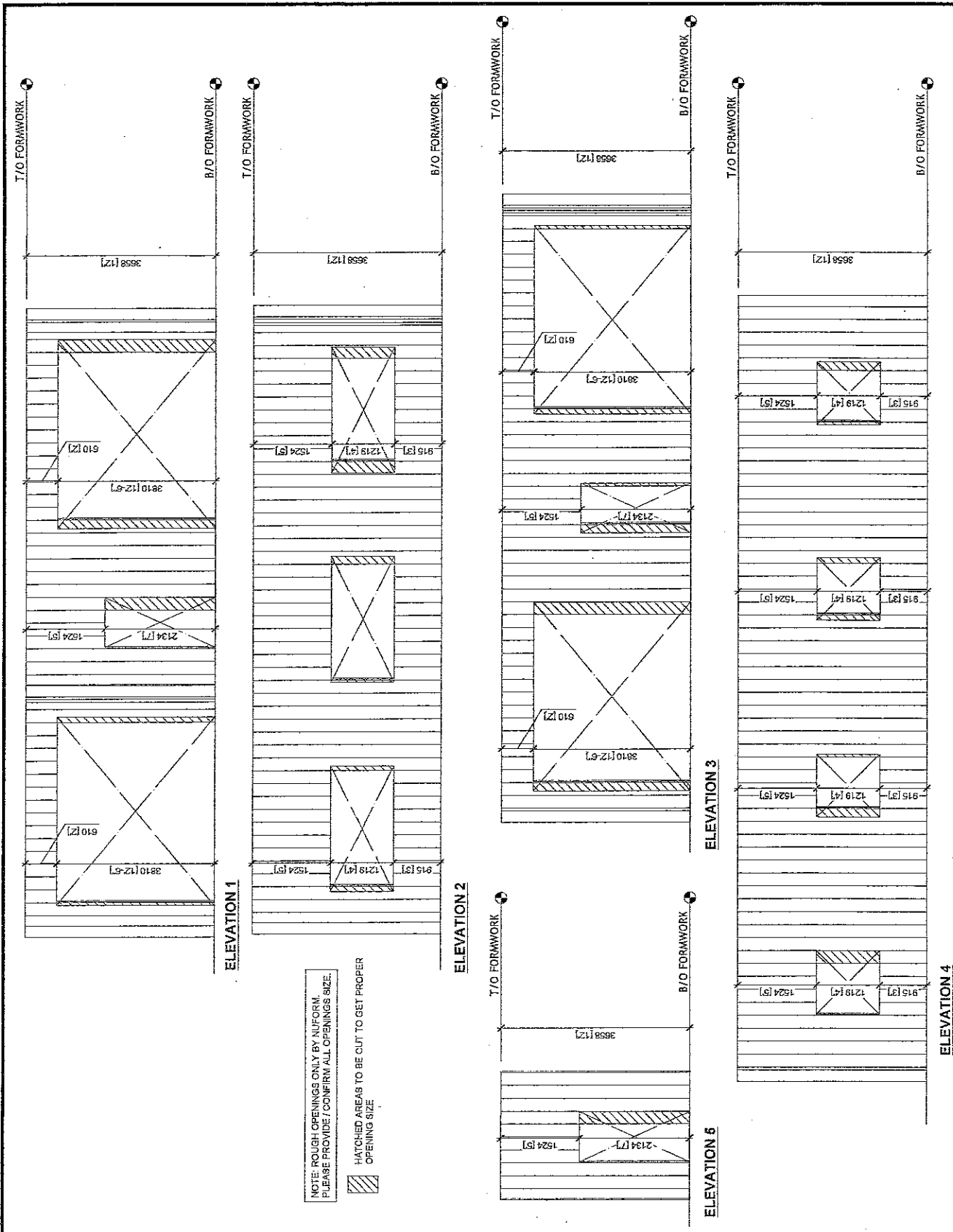
DATE	APPROVED BY

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NOTE: ROUGH OPENINGS ONLY BY NUFORM.
PLEASE PROVIDE / CONFIRM ALL OPENINGS SIZE.
HATCHED AREAS TO BE CUT TO GET PROPER
OPENING SIZE.

C3

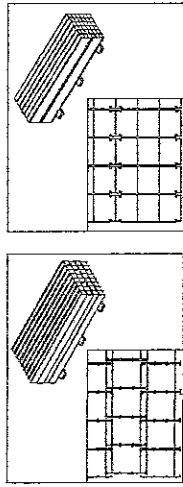
3 OF 3

GENERAL NOTES

1. THE PRODUCT, CONFORM™, IS A PRE-FINISHED CONCRETE FORM MATERIAL. ADDITIONAL PAINTING OR COATINGS ARE NOT REQUIRED. THE MATERIAL MUST BE HANDLED AND TREATED AS PREPARED TO BE USED IN ACCORDANCE WITH THE INSTRUCTIONS ON THE PRODUCT LABELS.
2. PREPARE THE SURFACE TO BE FORMED BY REMOVING ALL OBSTRUCTIONS, DEBRIS, AND UNDESIRABLE MATERIALS. THE SURFACE MUST BE CLEAN, DRY, AND FREE OF OIL, GREASE, AND OTHER CONTAMINANTS. THE SURFACE MUST BE SMOOTH AND EVEN.
3. TEMPORARY BRACING IS REQUIRED TO PROPERLY ASSEMBLE AND INSTALL THE COMPONENTS. ENSURE THAT PROPER MATERIALS ARE ON-SITE BEFORE STARTING ERECTION.
4. THE CONFORM™ COMPONENTS ARE ERECTED ON A FOUNDATION AND/OR FLOOR THAT CONFORMS TO LOCAL BUILDING STANDARDS AND AUTHORITIES. REINFORCING STEEL DOVELS MUST BE CAP-PLACED OR DRILLED INTO THE FOUNDATION AS SPECIFIED.

2. OFF-LOADING AND STORAGE

1. NOTE THE LABELING DURING OFF-LOADING AND STACK THE MATERIAL APPROPRIATELY. IN PROXIMITY TO THE AREA WHERE IT WILL BE INSTALLED.
2. PREPARE STORAGE AREAS WITH WOOD BESSERS (2"x4" OR 2"x6") AT 15" (6") ON CENTER MAXIMUM. CONSIDER THE WEIGHT OF THE COMPONENTS AND THE WEIGHT OF THE MATERIAL WHEN STACKING. THE STACKS MUST BE STABLE AND NOT EXCEED 10 FEET IN HEIGHT.
3. TAKE CARE TO AVOID DAMAGING THE COMPONENTS DURING OFF-LOADING AND STORAGE. THE COMPONENTS SHOULD BE STORED IN A DRY, VENTILATED AREA, PROTECTED FROM DIRECT SUNLIGHT AND MOISTURE.
4. STACK THE COMPONENTS CORRECT SIDE DOWN TO PREVENT DAMAGE TO THE PRE-FINISHED SURFACES. DO NOT STACK MATERIAL MORE THAN 12 IN (3') HIGH.



STACKING BOX CONNECTORS

STACKING PANELS

5. BRIDGE MATERIAL IN PLACE BY LABEL NUMBER. NEAT ORGANIZED MATERIAL STORAGE WILL SIMPLIFY AND ACCELERATE THE ERECTION OF THE CONFORM COMPONENTS.
6. WHEN DAILY TEMPERATURES ARE CONSISTENTLY OVER 80°F (27°C), STORE THE MATERIAL IN THE SHADE OR COVER WITH LOOSE TAPPS THAT PROVIDE SHADE BUT DO NOT RESTRICT AIR FLOW. THIS WILL PREVENT THE MATERIAL FROM CURING TOO FAST AND CRACKING.
7. CHECK THE MATERIALS REQUIRED AGAINST THE SHIPPING LIST AND NOTE ANY DISCREPANCIES. REPORT DISCREPANCIES IMMEDIATELY TO INFORM AT 1-877-476-2626.

3. LAYOUT

1. MEASURE AND MARK THE WALL LAYOUT ON THE FOUNDATION IN ACCORDANCE WITH THE CONFORM™ DRAWINGS. THE LAYOUT MUST BE ACCURATE AND SQUARE. CHECK THE DIAGONAL DIMENSIONS TO ENSURE THE LAYOUT IS SQUARE. DO NOT TRIM LINE DIMENSIONS CONSEQUENTLY AS PRECISE WALL BRACES BECOME NECESSARY.
2. BEFORE THE LAYOUT IS ACCURATE AND SQUARE BY CHECKING THE DIAGONAL DIMENSIONS, THE CONTRACTOR SHALL OBTAIN APPROVAL FROM THE FOUNDATION ON ONE OF BOTH SIDES ALONG THE ENTIRE LENGTH OF ALL WALLS.

4. ERECTION

1. THE CONTRACTOR SHALL ADHERE TO ALL APPLICABLE SAFETY RULES AND REGULATIONS.
2. DO NOT ATTEMPT WALL ERECTION IN HIGH WIND CONDITIONS, SINCE THIS MAY RESULT IN DAMAGE AND INJURY.
3. INITIAL TEMPORARY BRACING AS THE CONFORM™ ERECTION PROCEEDS.
4. LOCATE COMPONENTS ACCORDING TO THE LABELS AND ERECT COLLECTIVELY AS PER THE LABELLED ERECTION DRAWINGS.
5. START THE CONFORM™ ERECTION AT A CORNER WITH A CORNER BOX CONNECTOR AND AT LEAST THE TWO ADJACENT PANEL COMPONENTS.
6. THE ONLY CONFORM PANELS ARE PLACED ON THE FOUNDATION AND CONFORM BOX CONNECTORS.
7. AS THE ERECTION PROCEEDS, THE CONTRACTOR SHALL ENSURE THE WALLS REMAIN PLUMB, TRUE, AND SQUARE. THE CONTRACTOR SHALL CHECK THE WALLS FOR PLUMB, TRUE, AND SQUARE AT REGULAR INTERVALS. THE CONTRACTOR SHALL ALSO CHECK THE WALLS FOR CRACKS AND OTHER DEFECTS. THE CONTRACTOR SHALL REPORT ANY DEFECTS IMMEDIATELY TO INFORM AT 1-877-476-2626.
8. PROCEED SEQUENTIALLY ERECTING CONFORM™ COMPONENTS AROUND A BUILDING IN ACCORDANCE WITH THE CONFORM DRAWINGS.
9. INSTALL REINFORCING STEEL BARS AS SPECIFIED, AS THE ERECTION PROCEEDS.

5. SLIDING OF CONFORM™ COMPONENTS

1. SEVERAL FACTORS AFFECT THE SLIDING OF CONSTRUCTION AND THE CONTRACTOR SHALL MAKE ALL NECESSARY PREPARATIONS TO PREVENT SLIDING. THE CONTRACTOR SHALL ENSURE THE WALLS ARE PROPERLY BRACED AND STAYED TO PREVENT SLIDING. THE CONTRACTOR SHALL ALSO ENSURE THE WALLS ARE PROPERLY ANCHORED TO THE FOUNDATION TO PREVENT SLIDING.
2. TRUSS, STRAIGHT, AND INCH-MANDED LEGS AND GROOVES THE BOX CONNECTOR LEGS AND PANEL GROOVES OF ALL COMPONENTS SHOULD BE HANDLED AND STORED TO AVOID BRUISING, TWISTING, OR DAMAGING OF THE INTERCONNECTING LEGS AND GROOVES.
3. UNDAUNTED BRIS - THE ENDS OF COMPONENTS SHOULD BE PROTECTED FROM DAMAGE WHEN HANDLING AND STORING THE COMPONENTS. THE END OF A BOX CONNECTOR SHOULD NOT BE SCRAPED OR DAMAGED. THE CONTRACTOR SHALL ENSURE THE WALLS ARE PROPERLY BRACED AND STAYED TO PREVENT SLIDING. THE CONTRACTOR SHALL ALSO ENSURE THE WALLS ARE PROPERLY ANCHORED TO THE FOUNDATION TO PREVENT SLIDING.
4. DRY, CLEAN AND UNDAUNTED FACES - THE FACES OF BOX CONNECTOR LEGS AND PANEL GROOVES OF ALL COMPONENTS SHOULD BE STORED FREE OF ALL DIRT AND DEBRIS AND PROTECTED SO THAT THEY DO NOT BECOME DAMAGED. THE CONTRACTOR SHALL ENSURE THE WALLS ARE PROPERLY BRACED AND STAYED TO PREVENT SLIDING. THE CONTRACTOR SHALL ALSO ENSURE THE WALLS ARE PROPERLY ANCHORED TO THE FOUNDATION TO PREVENT SLIDING.
5. ANCHOR ALL VENT CLEANER OR LIQUID DIFFUSER IMMEDIATELY PRIOR TO ERECTION OR AS NEARLY AS POSSIBLE PRIOR TO ERECTION. THE CONTRACTOR SHALL ENSURE THE WALLS ARE PROPERLY BRACED AND STAYED TO PREVENT SLIDING. THE CONTRACTOR SHALL ALSO ENSURE THE WALLS ARE PROPERLY ANCHORED TO THE FOUNDATION TO PREVENT SLIDING.
6. INHIBIT THE SLIDING OF COMPONENTS. DO NOT LEAVE USE AND UNDAUNTED BRISSES EXPOSED TO DUSTY CONDITIONS.

GF8 COMPONENTS - (NOMINAL 8" ACTUAL 7 7/8" (200mm))

SYMBOL	COMPONENTS	DESCRIPTION	LABEL
UNIVERSAL L JOIST	UNIVERSAL L JOIST	10mm	54
BOX CONNECTOR	BOX CONNECTOR	10mm	55
FACE COMPONENT	FACE COMPONENT	10mm	56
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	57
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	58
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	59
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	60
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	61
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	62
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	63
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	64
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	65
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	66
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	67
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	68
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	69
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	70
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	71
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	72
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	73
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	74
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	75
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	76
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	77
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BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	97
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	98
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	99
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	100

GF8 COMPONENTS - (NOMINAL 8" ACTUAL 7 7/8" (200mm))

SYMBOL	COMPONENTS	DESCRIPTION	LABEL
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BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	94
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	95
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	96
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	97
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	98
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	99
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	100

GF8 COMPONENTS - (NOMINAL 8" ACTUAL 7 7/8" (200mm))

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BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	66
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	67
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BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	71
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BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	74
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	75
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	76
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BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	88
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BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	92
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BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	96
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	97
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	98
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	99
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	100

GF8 COMPONENTS - (NOMINAL 8" ACTUAL 7 7/8" (200mm))

SYMBOL	COMPONENTS	DESCRIPTION	LABEL
UNIVERSAL L JOIST	UNIVERSAL L JOIST	10mm	54
BOX CONNECTOR	BOX CONNECTOR	10mm	55
FACE COMPONENT	FACE COMPONENT	10mm	56
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	57
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	58
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	59
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	60
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	61
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	62
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	63
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	64
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	65
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	66
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	67
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	68
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	69
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	70
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	71
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	72
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	73
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	74
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BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	95
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	96
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	97
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	98
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	99
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	100

CONFORM ACCESSORY COMPONENTS

SYMBOL	COMPONENTS	DESCRIPTION	LABEL
UNIVERSAL L JOIST	UNIVERSAL L JOIST	10mm	54
BOX CONNECTOR	BOX CONNECTOR	10mm	55
FACE COMPONENT	FACE COMPONENT	10mm	56
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	57
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BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	95
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	96
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BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	98
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	99
BRIDGE COMPONENT	BRIDGE COMPONENT	10mm	100

GENERAL NOTES

CONFORM™ IS A PRE-FINISHED CONCRETE FORM MATERIAL. ADDITIONAL PAINTING OR COATINGS ARE NOT REQUIRED. THE MATERIAL MUST BE HANDLED AND TREATED AS PREPARED TO BE USED IN ACCORDANCE WITH THE INSTRUCTIONS ON THE PRODUCT LABELS.

PREPARE THE SURFACE TO BE FORMED BY REMOVING ALL OBSTRUCTIONS, DEBRIS, AND UNDESIRABLE MATERIALS. THE SURFACE MUST BE CLEAN, DRY, AND FREE OF OIL, GREASE, AND OTHER CONTAMINANTS. THE SURFACE MUST BE SMOOTH AND EVEN.

TEMPORARY BRACING IS REQUIRED TO PROPERLY ASSEMBLE AND INSTALL THE COMPONENTS. ENSURE THAT PROPER MATERIALS ARE ON-SITE BEFORE STARTING ERECTION.

THE CONFORM™ COMPONENTS ARE ERECTED ON A FOUNDATION AND/OR FLOOR THAT CONFORMS TO LOCAL BUILDING STANDARDS AND AUTHORITIES. REINFORCING STEEL DOVELS MUST BE CAP-PLACED OR DRILLED INTO THE FOUNDATION AS SPECIFIED.

NOTE THE LABELING DURING OFF-LOADING AND STACK THE MATERIAL APPROPRIATELY. IN PROXIMITY TO THE AREA WHERE IT WILL BE INSTALLED.

PREPARE STORAGE AREAS WITH WOOD BESSERS (2"x4" OR 2"x6") AT 15" (6") ON CENTER MAXIMUM. CONSIDER THE WEIGHT OF THE COMPONENTS AND THE WEIGHT OF THE MATERIAL WHEN STACKING. THE STACKS MUST BE STABLE AND NOT EXCEED 10 FEET IN HEIGHT.

TAKE CARE TO AVOID DAMAGING THE COMPONENTS DURING OFF-LOADING AND STORAGE. THE COMPONENTS SHOULD BE STORED IN A DRY, VENTILATED AREA, PROTECTED FROM DIRECT SUNLIGHT AND MOISTURE.

STACK THE COMPONENTS CORRECT SIDE DOWN TO PREVENT DAMAGE TO THE PRE-FINISHED SURFACES. DO NOT STACK MATERIAL MORE THAN 12 IN (3') HIGH.

BRIDGE MATERIAL IN PLACE BY LABEL NUMBER. NEAT ORGANIZED MATERIAL STORAGE WILL SIMPLIFY AND ACCELERATE THE ERECTION OF THE CONFORM COMPONENTS.

WHEN DAILY TEMPERATURES ARE CONSISTENTLY OVER 80°F (27°C), STORE THE MATERIAL IN THE SHADE OR COVER WITH LOOSE TAPPS THAT PROVIDE SHADE BUT DO NOT RESTRICT AIR FLOW. THIS WILL PREVENT THE MATERIAL FROM CURING TOO FAST AND CRACKING.

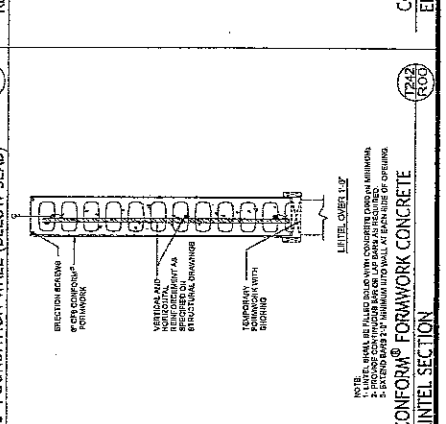
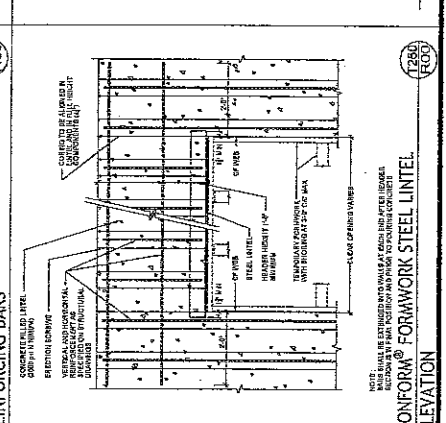
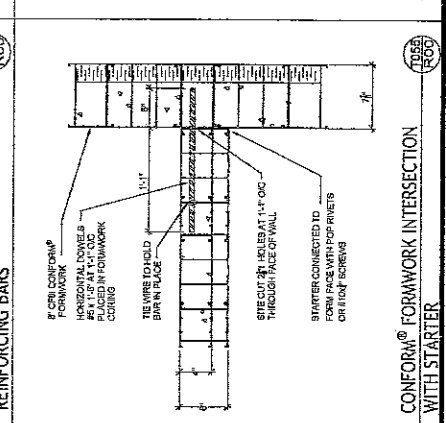
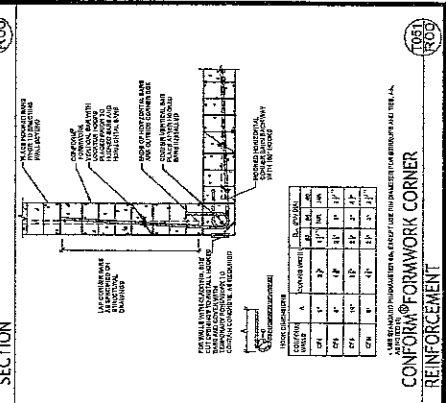
CHECK THE MATERIALS REQUIRED AGAINST THE SHIPPING LIST AND NOTE ANY DISCREPANCIES. REPORT DISCREPANCIES IMM

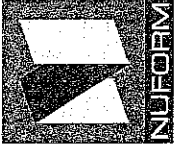
GENERAL NOTES

1. THESE DRAWINGS ARE PREPARED BY THE NORTH SHORE NUFORM GROUP, INC. (NUFORM) FOR THE EXCLUSIVE USE OF THE CLIENT. NUFORM SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THESE DRAWINGS. THE USER OF THESE DRAWINGS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR THE PROPER INSTALLATION AND MAINTENANCE OF THE SYSTEM. NUFORM SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE TO OR LOSS OF ANY PROPERTY OR PERSON INJURY RESULTING FROM THE USE OF THESE DRAWINGS. THE USER OF THESE DRAWINGS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR THE PROPER INSTALLATION AND MAINTENANCE OF THE SYSTEM. NUFORM SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE TO OR LOSS OF ANY PROPERTY OR PERSON INJURY RESULTING FROM THE USE OF THESE DRAWINGS.

PROJECT		ARCHITECT	
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SUBJECT: 2012 REQUEST NO. 12087-01 REQUEST: HH	DRAWING NO. SD2 SHEET: X OF XX
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Nuform Building Technologies Inc.
 100 Galcat Drive, Unit#2, Woodbridge, Ontario Canada L4L 0B9
 Toll Free: 1.877.747.WALL (9255) P: 905.652.0001 • F: 905.652.0002 • Web: www.nuformdirect.com

Project Memorandum

Date:	April 17, 2019	Project Name:	Wanda & Touchless Car Wash
Client:	North Shore Spray Foam	Location:	291 James St. Espanola, Ontario
From:	Hanza Hneed	Project #:	129767-01
Email:	Hhneed@nuformdirect.com	Estimate #:	20125
		Phone #:	905.652.0001
		Fax #:	905.652.0002

Note: This Memorandum must be signed and returned to the Sender as well as a signed copy of the drawings to proceed further with the project. Please review and confirm /acknowledge each of the following items:

Item	Description	Check One		Customer Comments
		Yes	No	
1	In some cases, the dimensions have been adjusted to suit the CONFORM TM components. The client assumes all liability and responsibility to review and confirm ALL dimensions			
2	The client assumes all liability and responsibility to retain a Professional Engineer to perform the structural design of the concrete and reinforcing steel for the walls of the structure. Structural drawings and/or related documents for the walls shall be prepared, sealed and signed by the professional engineer. CONFORM [®] Engineering and Technical Guides and Typical Details can be downloaded from our web site www.nuformdirect.com , to aid the Engineer and Architect.			
3	A Formwork Cell Centerline layout for "Dowel Layout by Others" will be prepared and issued after the formwork CONFORM [®] wall layout is approved. Please note that locations shown on this layout are the center location of the formwork largest cell. Typical spacings for dowels are 333 mm (1'-1") and 667 mm (2'-2 1/4") or for U250 250mm [-9 7/8"] to suit the CONFORM [®] components. Please advise if a dowel layout is required.			
4	Please note that all rough openings for doors have to be confirmed for the width & height, and location as well.			

5	All openings for mechanical duct and electrical sleeves are cut on site as required.			
6	Basic frames are included at each side of door opening. Basic frame u/s header to be removed before flashing installation. Please refer to SD-01			
7	Refer to Estimate # 20125 for additional inclusions / exclusions.			
8	The client is solely responsible for determining the suitability for use or application of any Nuform goods, including CONFORM® components and ensuring such goods meet the requirements of the applicable building codes and local authorities.			

Confirmation of Colour:

CONFORM (Check One)	Tan	White

RELINE (Check One)	NUFORM White	Bright White n/a

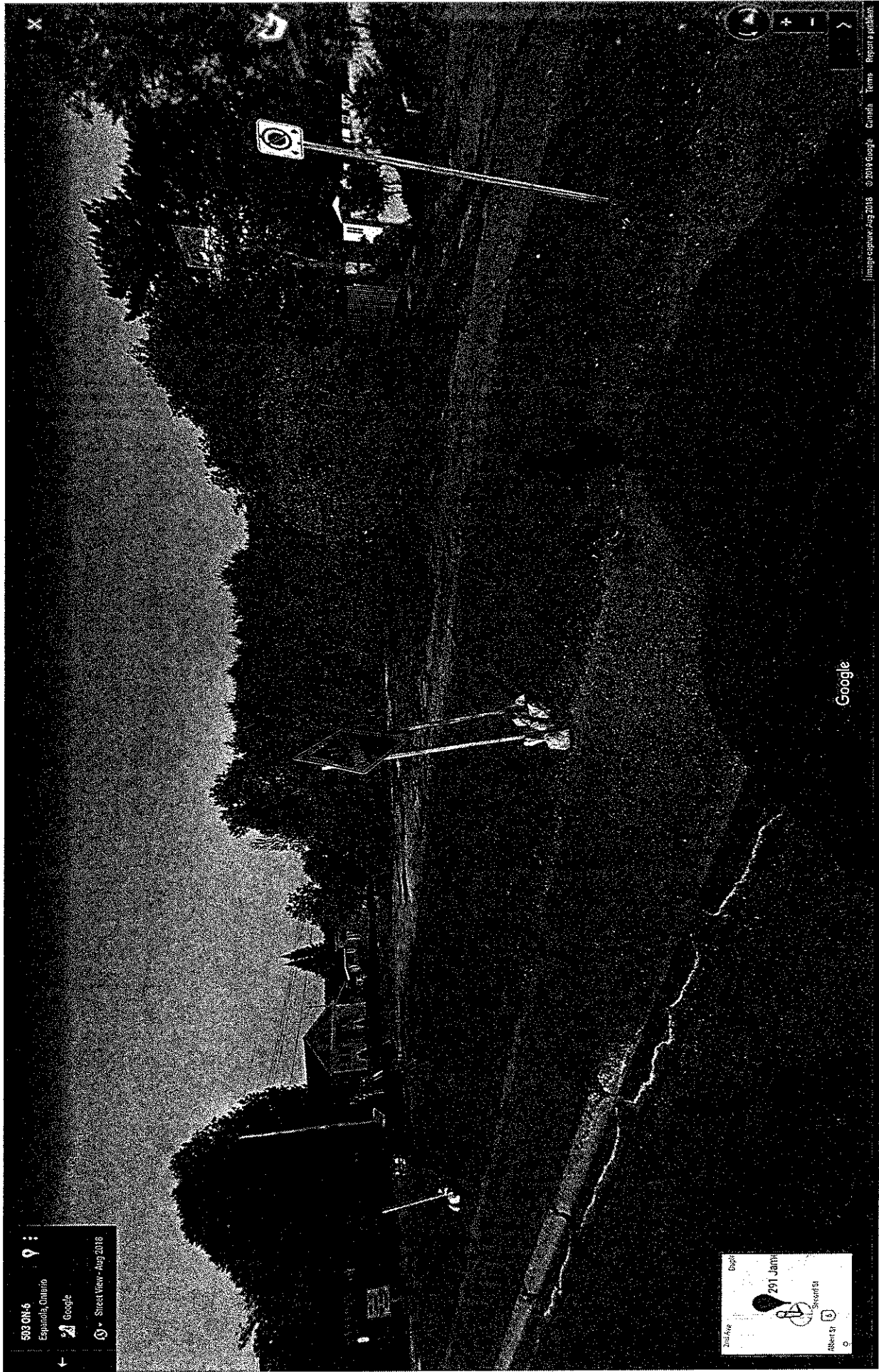
Multi-Storey Band (Not applicable for this project)	Tan	White	Custom Colour Provide sample for colour match

Additional Notes:

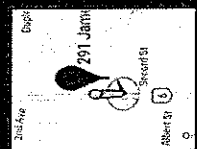
PLEASE PROVIDE REQUESTED DELIVERY DATE and LOCATION!!

Acknowledgement:

Client Signature:	
Client Name (Please Print):	Date:



503 ON 6
Española, Ontario
Google
Street View - Aug 2018



Google

Imagery captured Aug 2018 © 2019 Google Canada Terms Report a problem



SITE PLAN AGREEMENT

THIS AGREEMENT made on the ??th day of May 2019

BETWEEN:

Ryan Bulloch

Hereinafter called the "Owner"

OF THE FIRST PART

- and -

**THE CORPORATION OF
THE TOWN OF ESPANOLA**

Hereinafter called the "Town"

OF THE SECOND PART

WHEREAS the lands and premises are described in Schedule A of this Agreement;

AND WHEREAS the Owner and the Town have agreed to certain matters hereinafter expressed relating to the planning and development of the said lands pursuant to the Town's Site Plan Control By-law and in accordance with Section 41 of the Planning Act, R.S.O. 1990, as amended.

THIS AGREEMENT WITNESSETH that the parties hereto agree to the following terms and conditions:

1. In this Agreement:

"ACCEPTANCE" means the date on which the Town accepts that all works and obligations which are constructed, installed, supplied or performed by Hydro pursuant to this Agreement and further referred to in this Agreement;

"AGREEMENT" means this Agreement and the Schedules which shall be deemed to be covenants as though specifically set out therein;

"APPROVAL" means the date on which the Town is satisfied that certain works have been constructed, installed or performed to the satisfaction of the Town, and further referred to in this Agreement;

"TOWN" shall mean the Town of Espanola and includes its successors and assigns and its officers, employees, agents and contractors;

"COUNCIL" shall mean the Council of the Town of Espanola;

"TOWN SPECIFICATIONS OR STANDARDS" means the detailed description of construction materials, workmanship and standards of works to be carried out by the Owner as prescribed by the Town and its amendment from time to time by the Town and which are hereby incorporated by reference to and shall form part of this Agreement as though the same were attached thereto;

"MAINTAIN" includes repair, replace, reinstate and/or keep operational;

"OWNER" includes the party of the First Part, its heirs, executors, administrators, successors and assigns and agents thereof or contractor or subcontractor carrying out the works for or on behalf of the property owner, Ryan Bulloch;

"PLAN" or **"SITE PLAN"** means the Site Plan approved by Council or a delegate of Council to act in the capacity of Council and includes the lands described in Schedule A;

"ROAD" shall mean those private roads or any part thereof, any daylighting triangles, and any areas of road widening shown or laid out on the Site Plan. The use of "Streets" or "Private Highway" shall be synonymous with "Road";

"WORKS" shall mean all matters and things to be provided, listed in and required by this Agreement including infrastructure services, installations, and buildings or structures.

2. Lands

The Owner agrees that the lands affected by this Agreement shall be those described in Schedule A hereto and warrants that it is the Owner of those lands.

3. Scope of Works and Conformity

The Owner agrees to construct and maintain the proposed development in conformity with this Agreement and Schedules attached hereto. No works shall be erected on the lands other than those erected in conformity with the said Schedules. It is understood and agreed that written approval of the Town, in a form determined solely by the Town, is required prior to any departure from the specifications of the said Schedules being undertaken.

4. Registration and Issuance of Building Permits

The Town shall cause this Agreement to be registered against the lands to which it applies immediately following execution by the parties hereto and the Owner agrees not to register any other instrument against the subject lands until this has been accomplished. The Owner may apply for, but not request nor require the Town to issue building permits for the construction of the Works on the said lands, until this Agreement has been signed and until all of the payments and performance deposits required of the Owner by the terms and conditions of this Agreement have been made. A conditional permit may be issued for the foundation only at the discretion of the Chief Building Official.

5. Financial Requirements

Council for the Town of Espanola agrees to waive financial requirements and security for works being performed.

6. Insurance Policy

In the case where Works are to be performed or erected on public rights-of-way, or any roads accessing the property, the Owner shall provide, before the execution of this Agreement, and keep in force during the construction and operation of the business, a comprehensive policy of public liability and property damage insurance acceptable to the Town, providing insurance in the amount of not less than \$5,000,000.00 per occurrence exclusive of interest and costs against loss or damage resulting from bodily injury to, or death of one or more persons and loss of or damage to property, with a property damage deductible of not more than \$5,000.00. Such policy shall name the Town of Espanola as a named insured thereunder.

The policy shall provide coverage against all claims for all damage or injury including death to a person or persons, for damage to any property of the Town of any other public or private property resulting from or arising out of any act or omission on the part of the Owner or any of its servants or agents during the construction or installation or maintenance of any Works to be performed upon public rights-of-way or any roads accessing the property pursuant to this Agreement. The policy shall include completed operations coverage and shall be maintained in force until final release by the Town of this Agreement.

The policy shall include blanket written contractual liability, cross liability, contingent employer's liability, personal injury endorsement, liability with respect to non-owned licensed vehicles and have no exclusion pertaining to shoring, blasting, excavating, underpinning, demolition, pile driving, caisson work and work below ground surface including tunnelling and grading. Hydro shall forward to the Town, prior to the signing of this Agreement by the Town, a Certificate of Liability Insurance. This Certificate of Liability Insurance shall be signed by an authorized employee of the Insurance Company providing the insurance. Such insurance policy shall contain an endorsement to provide the Town and the Owner with not less than 30 days written notice of cancellation.

7. Failure to Comply

The Owner acknowledges and agrees that failure to comply with any term or condition herein may result in the Town taking such action to enforce compliance, as deemed appropriate by the Town.

8. Implementation of Reports/Studies

All reports and/or studies required as a result of the works in this Agreement shall be implemented to the Town's satisfaction at the sole expense of the Owner.

9. Completion Time Limit

Failure by the Owner to complete all works required by this Agreement within the a time limit coinciding with the Building Permit or as extended, in writing, by the Town, at its sole discretion, shall constitute a default, in which case the Town may avail itself of the remedies hereinafter prescribed or available to it in law.

10. Expiry

If a Building Permit has not been issued within one year of the date of signing of this Agreement by the Owner, the approval inherent herein shall be null and void, at the Town's discretion, unless an extension is granted in writing by the Town.

11. Default

- a) In the event of a default by the Owner or its assigns in the provision and maintenance of all works required to be done by the Owner pursuant to this Agreement, the Town may enter upon the lands and do all works as are in default at the expense of the Owner. "Cost" and "expense of the Owner" in this clause shall be actual cost incurred by the Town plus 25% of such cost as a charge for overhead. Any costs incurred by the Town pursuant to this clause shall be paid by the Owner to the Town within 30 days of the mailing of an invoice by the Town, addressed to the Owner at its last known address. Any costs referred to in this clause may be recovered by the Town in like manner as municipal taxes pursuant to the provisions of Section 398 of The Municipal Act 2001, S.O. 2001, as amended.

12. Continued Maintenance

While this Agreement is in effect, the Owner shall maintain the outside landscaping, including all road allowances abutting the lands, so as to provide a neat and tidy appearance, to a standard satisfactory to the Town. Maintenance shall include but not be limited to the regular watering, weeding, and cutting or pruning of all grass, shrubs and trees. All other landscape materials such as fencing and walkway surfaces shall similarly be maintained in a manner satisfactory to the Town. All grass, shrubs and trees shall be replaced if they become unhealthy or die. Any vegetation, which by its size or nature, creates a hazard or becomes a nuisance, shall be replaced with planting materials approved by the Town. All curbs, asphalt, catch basins and other drainage facilities shall be maintained so as to ensure their continued, proper and safe functioning. All traffic aisles, parking stalls and accesses shall be kept free of snow and all painted markings shall be maintained so as to be clearly visible. All other matters and things to be provided and maintained by the Owner pursuant to this Agreement shall be so continually maintained to the satisfaction of the Town.

If, in the sole opinion of the Town, the Owner has defaulted in the maintenance of all works to be provided, the Owner shall rectify, to the satisfaction of the Town, all such works as are in default, within 60 days of mailing of a notification by the Town addressed to the Owner at its last known address, or within a time deemed reasonable by the Town and stipulated in writing. If, in the opinion of the Town, the Owner has not rectified all such works as are in default after said stipulated time period, the Town may enter upon the lands and do all such works as are in default, at the expense of the Owner. Actual cost incurred by the Town in carrying out such works plus 25% of such cost as a charge for overhead, shall be paid by the Owner to the Town within 30 days of mailing of an invoice by the Town addressed to the Owner at its last known address or such costs may be recovered by the Town in like manner as municipal taxes pursuant to the provisions of Section 398 of The Municipal Act 2001, S.O. 2001, as amended.

13. Relocation of Utilities and Provision of Easements

The Owner shall obtain approval for, arrange for and pay for the cost of the relocation of any existing utilities which are necessary due to this development to the satisfaction of, and at a time satisfactory to the authority having jurisdiction, together with the granting of such new easements as may be required and the release of any existing easements which are rendered unnecessary.

The Town's Water and Wastewater Billing and Collection Bylaw and Policies shall. Commercial properties in Espanola shall be metered.

14. Release of Plans

The Owner hereby releases to the Town its rights to any approved drawings that form part of this Agreement, for the purposes of tendering the construction upon default of this Agreement. The Owner shall also ensure that appropriate releases to the Town are obtained from the Owner's consultants, if required.

15. Notices

Any notice required to be given herein shall be in writing and shall be delivered personally or by prepaid registered mail and, if to the Town, shall be addressed to the office of the Town at 100 Tudhope Street, Suite 2, Espanola, ON P5E 1S6, or at such other address at which the Town offices are located in the future and, if to the Owner or his agent at the addresses provided in the application submitted for approval of the subject project or at such other address as the Owner may advise the Town in writing.

16. **Subsequent Parties and Gender**

This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns, and all covenants and agreements herein contained, assumed by, or imposed upon the Owner are deemed to be covenants which run with and bind the lands and every part thereof. All covenants herein contained shall be construed to be several as well as joint, and wherever the singular or masculine is used, it shall be construed as if the plural or the feminine or the neuter, as the case may be, had been used where the context or the party or the parties hereto so require, and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered necessary had been made.

17. **Indemnity**

The Owner, executors, administrators and assigns, including successors in title, covenants and agrees to indemnify and save harmless the Town from all actions, causes of actions, suits, claims or demands whatsoever which arise directly or by reason of the development of the Site Plan and the construction and maintenance or the improper or inadequate construction and/or maintenance of the works.

18. **Schedules**

The following Schedules are attached hereto and form part of this Agreement:

- Schedule 'A' Description of Lands to which this Agreement Applies
- Schedule 'B' Town Standards and Specifications
- Schedule 'C' Site Plan Standard Conditions / Drawing
- Schedule 'D' Engineered Drawing(s)
- Schedule 'E' Engineer's Report Compliance with MOE NPC-300 Guideline
- Schedule 'F' Washworld Dryer Decibel Levels

If plans listed above are reduced copies, then reference should be made to full-sized plans filed in the offices of the Town.

19. **Clause Headings**

All paragraph headings are for ease of reference only and shall not affect the construction or interpretation of this Agreement.

IN WITNESS WHEREOF the Owner has hereunto set their Hand and Seal or affixed the Corporate Seal of the Company duly attested to by its proper signing officers duly authorized in that behalf.

DATED AT THE TOWN OF ESPANOLA this ____ th day of _____, 2019.

SIGNED, SEALED AND DELIVERED
in the presence of

)
)
Ryan Bulloch
) **Per:**

Owner

)
)
) **Per:**

IN WITNESS WHEREOF the Town of Espanola has hereunto affixed its Corporate Seal duly attested to by its Mayor and Clerk.

DATED AT the Town of Espanola, this _____ **day of** _____ **2019.**

SIGNED, SEALED AND DELIVERED
in the presence of

)
) **TOWN OF ESPANOLA**
)
)
) **Per:**

Mayor

)
)
)
) **Per:**

Clerk

DRAFT

SCHEDULE A

DESCRIPTION OF LANDS TO WHICH THIS AGREEMENT APPLIES

All and singular that certain parcel or tract of land and premises situate, lying and being in the Town of Espanola, being composed of:

Description	Roll Number	P.I.N.
MERRITT CON 5 LOT 7 PLAN M38 LOT 67 LOT 68 PCL 6861 PCL 5363	5226-000-008-07500-0000	73408-0096 73408-0080

DRAFT

SCHEDULE B

TOWN STANDARDS AND SPECIFICATIONS

ENGINEERING

1. Extension of Municipal Services

The Town will have no responsibility to install any extension to municipal services which may be required in order for the Owner to comply with this Agreement or with any Provincial or Municipal laws or bylaws.

2. Work on Town Road Allowances

Any works required to be done by the Owner on Town road allowances shall be according to the specifications and bylaws of the Town. The Owner, or its contractor, shall be required to obtain all the necessary permits for road cuts prior to the disruption of the Town road allowance and it is further understood and agreed that the aforementioned cuts shall be reinstated to the satisfaction of the Town.

3. Approvals

The Owner shall obtain all permits, licenses and approvals from all Federal, Provincial, Municipal or regulatory agencies, as may be required.

4. Performance of Works

The Owner shall ensure that the performance of Works required as a result of this Agreement, whether by its employees, servants or agents or its contractors or subcontractors, shall be so performed as not to constitute a nuisance or disturbance to abutting or nearby properties. The Owner shall comply with and shall ensure that all of its contractors and subcontractors comply with any written instructions issued by the Town concerning any such nuisance or disturbance regardless of whether such instructions require positive action or discontinuance of action.

INSPECTION

FIRE REQUIREMENTS

5. Fire Fighting Performance Standards

Every owner of a building or structure shall ensure that its building(s) is served by access routes for fire fighting, as required, designed and constructed in accordance with the Ontario Building Code Act and Regulations made thereunder and all other applicable laws. The fire access routes shall be maintained in accordance with the Fire Protection and Prevention Act, 1997.

6. Parking

One (1) Parking spot is required on-site for a Maintenance Vehicle.

7. Emergency Access

The Owner agrees to provide, maintain and post signs designating emergency access. The Owner shall ensure that emergency access areas are kept free and clear of vehicles.

LANDSCAPING

8. Inspections and Maintenance

Maintenance of plant material, by the Owner, shall begin immediately following completion of each portion of planting. Maintenance shall consist of watering, weeding, and rodent, pest and disease control in accordance with generally accepted horticultural practices.

GENERAL

9. Access / Egress

The access/egress route for the Car Wash is off of James Street as indicated in Schedule 'C'. It shall be clearly marked. Minimum four (4) vehicle queuing per bay on property, no street queueing permitted. Signage to be erected advising "Waiting on Street is Prohibited".

10. Buffering / Fencing

Schedule 'C' Site Plan Drawing indicates the required buffering and fencing. Fencing 5' x 120' is required along the east and rear lot line. A landscaping screen, using shrubs and/or planter boxes, capable of providing a hedge-like barrier is required along the Centre St lot line and along the James Street lot line from Centre St to the access / egress area.

Provisions from the Town's Zoning Bylaw for Sight Triangles shall apply.

3.26 Site Triangles:

Notwithstanding any provisions of this Bylaw to the contrary, within any are defined as a sight triangle, the following uses shall be prohibited:

- a) A building, structure, or use which would obstruct the vision of drivers of motor vehicles;*
- b) A fence or tree, hedge, bush, or other vegetation, other than agricultural crops, the top of which exceeds 1.0 m in height above the elevation of the centrelines of abutting streets;*
- c) A parking area; and*
- d) A finished grade which exceeds the elevation of the centrelines of abutting streets by more than 0.5m.*

11. Noise Mitigation

See Schedule 'F' for reference to Dryer Decibel Levels

12. Exterior Lighting

All exterior lighting proposed for the subject lands shall be installed only in the locations and in accordance with specifications shown Schedule 'C' Site Plan Drawing unless otherwise approved in writing by the Town.

13. Municipal Addressing

The Owner shall provide and erect or affix, at its expense, such municipal number signs, illuminated or otherwise, in such locations and of such a size, design and colour as outlined in the Municipal Addressing Bylaw 2267/10.

14. Waste Handling

The Owner shall provide garbage cans in the wand wash bays.

15. Snow Removal

Snow storage onsite shall not be permitted. Snow will be removed as

PLANS

16. Submission of Approved Plans

The Owner shall file with the Town one copy of all approved Plans which form Schedules to this Agreement, in a format acceptable to the Town.

17. Provision of Engineered Drawings

The Owner shall submit to the Chief Building Official, a certified building location drawing, to ensure interim compliance with the relevant Town Zoning Bylaw.

DRAFT

SCHEDULE C

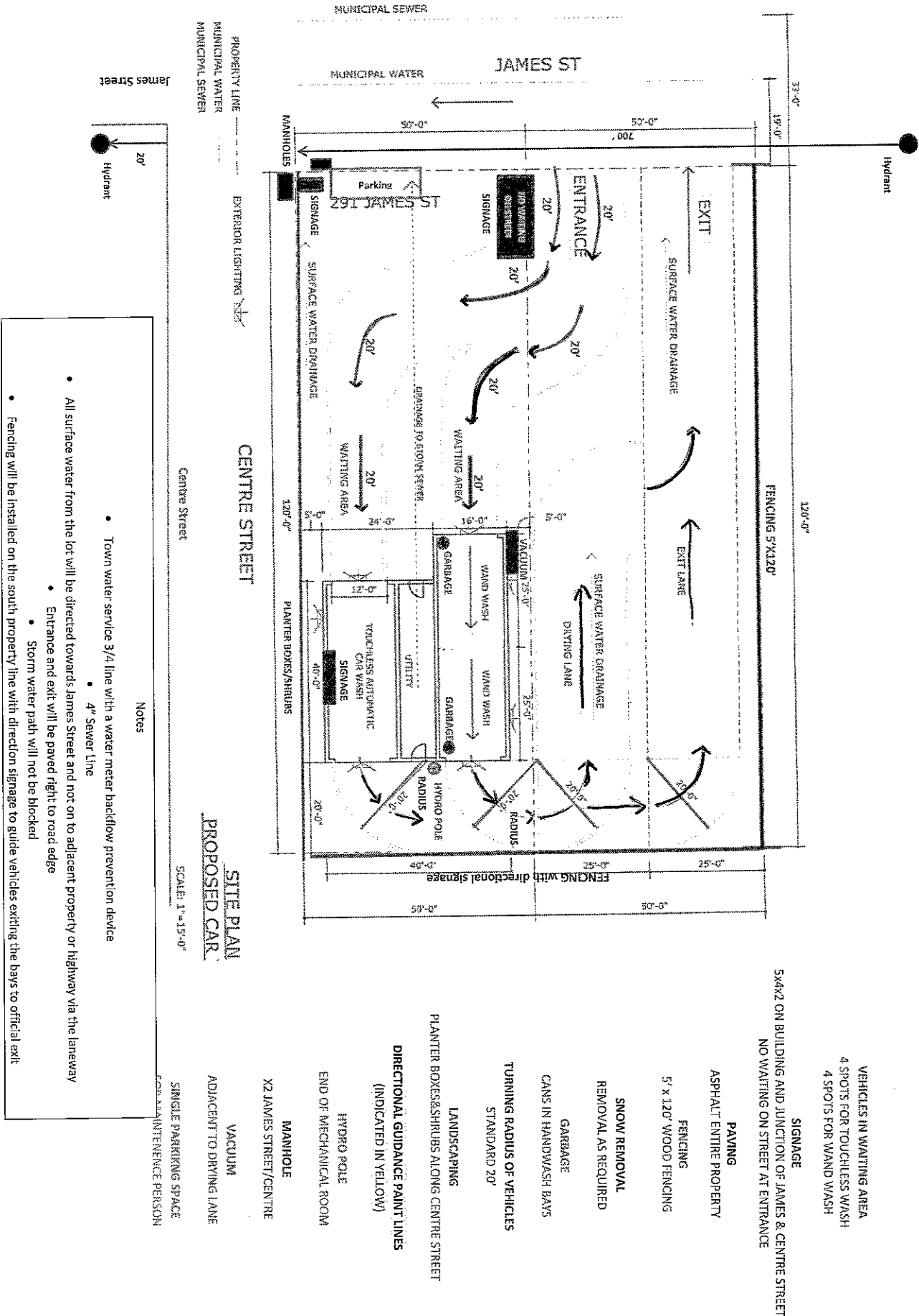
SITE PLAN STANDARD CONDITIONS / DRAWINGS

1. The Owner shall obtain such permits as may be required from Municipal or Provincial authorities and shall file copies thereof with the Town.

DRAFT

SCHEDULE 'D'

Engineered Drawing



SCHEDULE 'E'

**Engineer's Report
Compliance with
MOE NPC-300 Guideline**

DRAFT

SCHEDULE 'F'

Dryer Decibel Levels

NOISE



Dryer Decibel Levels

Distance From Bay	30 HP Entrance w/Car	30 HP Exit w/Car	45 HP Entrance w/Car	45 HP Exit w/Car	Dryer Entrance	Dryer Exit
10-ft	79	82	84	87	84	92
20-ft	75	78	80	83	80	87
30-ft	72	74	77	80	77	85
40-ft	71	71	74	77	75	81
50-ft	70	70	73	76	74	80
58-ft	69	69	73	76	75	79
60-ft	69	69	73	76	73	79
70-ft	67	67	71	74	74	78
80-ft	65	65	73	76	73	78
90-ft	64	64	73	76	73	78
100-ft	63	64	73	76	73	77

If multiple systems are operated at the same time, decibels will increase.

Where do dryers stand?

- Threshold of hearing 0 db
- Rustling leaves 10 db
- Whisper 20 db
- Normal conversation 60 db
- Busy street traffic 70 db
- Vacuum cleaner 80 db
- Carwash dryer 85-95 db
- Large orchestra 98 db
- Walkman at full volume 100 db
- Front row at a rock concert 110 db
- Threshold of pain 130 db
- Military jet take off 140 db
- Instant perforation of ear drum 160 db

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: May 15, 2019

ITEM: Meeting Management and Streaming Software

RECOMMENDATION:

THAT the Town of Espanola enter into a three year contract in the amount of \$9950 per year with eSCRIBE Software of Markham Ontario to provide the following services:

- Video Webstreaming
- Staff Report Approval Workflows and Agenda Preparation
- Internet Publishing of AODA Compliant Agendas, Minutes and Video
- Citizen Engagement including Bill 68 Conflict of Interest Registry Support
- Meet Management including recording minutes, votes, conflict of interest and tagging of minutes to video

BACKGROUND:

Staff were asked to look into streaming options as a result of complaints received about the process and consider possible alternatives.

The CAO attended a webinar "Improve Transparency Through Videos by Adopting the Right Technology"

There are 3 types of streaming available:

- 1) Social Media – i.e. YouTube, Vimeo, facebook, these have low cost with limited service, low accessibility features, no support and low security
- 2) DIY – usually with the assistance of an internal IT person which requires high technical knowledge, support, accessible requirements, and support depends on resources allocated – no meeting management integration – usually low to mid cost
- 3) Managed Service – such as eScribe, full support, accessible, higher cost, potential for integrated agenda management

A copy of the presentation has been provided.

Currently the Town staff have:

- A manual process for assembling agendas and minutes involving printing and scanning of documents for inclusion in an agenda which is manually assembled

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

- No automated tools for conducting the meeting
- A manual processes to publish PDF agendas and minutes to their corporate website
- A manual, public request driven process to provide accessible documents which are compliant with AODA legislation
- A labour intensive process to record and display videos of council meetings which produces inconsistent results through YouTube.

In addition to the fact that the processes are labour intensive and, in the case of video, preparation, prone to error resulting in public complaints, currently council artefacts (meetings and agendas) are not AODA compliant and the Town does not provide a Conflict of Interest Registry, available to the public, as required by March 1st of this year by Bill 68.

In an effort to resolve these challenges, the Town undertook investigation to a meeting management solution and found that the Association of Municipalities of Ontario (AMO) has negotiated preferential pricing for smaller municipalities with eSCRIBE Software the leading Canadian owned provider of meeting management software. eSCRIBE has over 200 clients worldwide with nearly half of them located in Ontario and services clients from the very large (Calgary AB, York Region ON, Hamilton ON), to the small (Temagami ON, Elliot Lake ON, Boutouche NB). As an Ontario based firm, partnered with the AMO, eSCRIBE Specialises in services which are compliant with Ontario Municipal requirements.

Currently, the agendas are scanned and emailed to council and then printed and inserted in council's mailboxes. Council may want to consider a consistent approach especially if the new agendas were easier to follow.

ANALYSIS:

After attending a demonstration of the software, Espanola staff requested a quote and was offered a 50% discount on annual fees and forgiven installation and setup charges in exchange for a timely decision.

The municipality has been streaming meetings since January 10, 2017. Since this time we have streamed 79 meetings. There was an issue on September 25, 2018 where there was no video but sound. This issue was due to the resolution for the camera. The special meeting of August 23, 2018 started recording but cut out shortly after it started, this was a bandwidth issue with too many people trying to access the live stream at once.

It looks like we are missing 3 meetings, one was due to an error as it was one of the first times with the new camera. The January 31, 2019 meeting recorded in pieces which then had to be patched together.

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To recap, we've had 79 recordings, missed recording 3 meetings and had 3 with technical issues.

In reviewing the YouTube views, it looks like on average we have about 42 people viewing the recorded meetings. Some of these views are staff and some are those already in attendance at meetings. This represents less than 1% of the population.

The benefits of the managed meeting solution is appealing and there is a potential to save staff time in preparing agenda packages however the amount is difficult to quantify. It would also make the electronic agendas easier to follow for residents and council.

Council could refer to Elliot Lake or Newmarket streamed meetings for similar set ups.

This would still require improvements to our audio however the system would not use our bandwidth.

EXISTING POLICY: N/A

STRATEGIC GOAL: Excellence in Government

FINANCIAL COMMITMENT: \$9,950/yr, could potentially be funded from the Efficiency reserve funding

BUDGETED:	Yes	No	x
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IMPLEMENTATION:

eSCRIBE has proposed a 10 week implementation plan which will require approximately 1 person day per week of Clerk staff for the duration. Training will occur remotely via teleconferencing

Prepared By: Cynthia Townsend with comments from Paul M.-eScribe

Department Manager: _____

CAO / Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments: _____

Department:	General Administration	Form Number:	A99-01370
Subject:	Staff Report	Effective Date:	06/05/17
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Meeting Management Solution Proposal

Client: Township of Espanola

By: George Attia

Date: March 19, 2019



Situational Analysis

Espanola is a township situated in Northern Ontario, Canada in the Sudbury district. The township, just 70 km west of Sudbury dates to back to the 18th century and has seen many changes as it has developed from a ghost town to the bustling community of 5000 residence it is today. eSCRIBE would feel privileged to provide services in support of Espanola's goals to streamline and provide efficiencies to their meetings while providing transparency to both their residents and visitors.

It is well known that the staff of municipal Legislative Services Departments perform many functional (and often cross-functional) duties, and they must balance day-to-day responsibilities with all the special meetings, projects, and ad-hoc tasks that arise. This reality reinforces the importance of having the necessary tools to maintain productivity, efficiency, and make sure that things are not falling through the cracks. To that end, the Township of Espanola is pursuing the means to acquire tools and services to meet these challenges and support these aims, as well as build a solid digital strategy. As part of these efforts, the township has requested a quote for a web streaming service as well as an electronic agenda and meeting management solutions that meet these requirements and more.

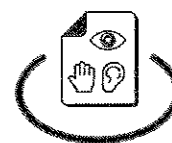
Currently the Township staff have:

- A manual process for assembling agendas and minutes involving printing and scanning of documents for inclusion in an agenda which is manually assembled
- No automated tools for conducting the meeting
- A manual processes to publish PDF agendas and minutes to their corporate website
- A manual, public request driven process to provide accessible documents which are compliant with AODA legislation
- A labour intensive process to record and record and display videos of council meetings which produces inconsistent results through YouTube.
- Has no Conflict of Interest Registry established as per Bill 68 related to the Ontario Municipal Act

Our Recommendation

Transparency Bundle

eSCRIBE is highly modular. You can mix and match features to build your own custom meeting management solution or save money by taking advantage of one of our pre-configured meeting bundles designed to solve common pain points experienced by the public-sector organizations.





To get you up and running quickly, we recommend the Transparency Bundle, which includes:

- **Meeting Manager** – Streamlines and automates meeting preparation and post meeting activities, as well as conducting meetings
- **Participant Portal** – Secure access for board and elected officials
- **Internet Publishing Plus**– Easily engage stakeholders through their existing website, without programming and fully supports evolving accessibility requirements.
- **Report Manager** – Manage templates, Automate approvals and submissions of reports and legislative items.
- **Webcasting Plus** – Unlimited live and archival web streaming and content distribution.

For more information on the recommended Bundle and Module(s), please refer to Appendix A.

How It Works

Boosting efficiency in the Agenda Creation process

With eSCRIBE's Meeting Manager Module, agendas are created using a template that can be securely accessed from anywhere, via the eSCRIBE portal. Submission content is inserted post-approval, with a few simple clicks that tells it what item it falls under.

Creating a better way to create and approve reports and submissions

eSCRIBE's Report Manager Module provides content creators with secure access to report templates via the eSCRIBE portal. Documents can be collaborated on by multiple contributors all at the same time without the risk of overwriting someone else's content.

The approval process is initiated with a simple click and instead of the document being sent out as an attachment, the Approver receives a secure link to access and approve the document.

There is also a "exception" mechanism for handling late submissions, that allows the Clerk to quickly and easily add a late item to an existing agenda, without the burdensome and unnecessary rework. A few clicks and it's done!

Handling Delegation Requests

eSCRIBE allows you to configure the option to include a "delegation request" capture form on your website. You can configure it to align with submission deadlines and easily review the details and drop a delegate into the Delegations section of your agenda.

Bill 68 Conflict of Interest Support

eSCRIBE recently introduced a set of tools to the Internet Publishing, Meeting Management and Participant Access modules to support self or staff based conflict of interest registration as well as incorporation of the registry in the Townships website.



Publishing meeting documents that can be searched and are compatible with Accessibility features

With eSCRIBE's Internet Publishing Module, you can quickly publish meeting documents in HTML and PDF format, to your municipal website. The documents are now text searchable and are compatible with accessibility features.

Livestreaming and archiving of video from Council meetings

eSCRIBE's Webcasting+ module allows you to livestream and store meetings online. Videos are indexed and timestamped by agenda item and are viewed from your municipal website. Just plug your cameras/video feed into our encoder (which we include in the cost of the service) and connect it to the internet and we take care of all the bandwidth, multicasting, and storage. You can stream and store as many meetings as you want. No limits.

Leveraging a web-based solution

eSCRIBE is a secure and responsive cloud-based solution, which allows an unlimited number of users create and store an unlimited number of meeting types, unlimited meeting content, and unlimited video. All costs associated with running the software, hosting the infrastructure, and support are covered by an consistent annual fee.

Ability to remotely approve reports & submissions (Optional Approval Manager)

eSCRIBE's Approval Manager application for Apple and Android smartphones enables users to remotely review and prioritize awaiting approvals, open reports and supporting documents, and approve or reject with comments, all from their mobile device.

Options for Integration Points

Since you're investing time, resources, and tax dollars into various vendor solutions to raise efficiency, you need them to work well together, and a best-of-breed" approach is best when selecting your technology vendors. eSCRIBE recognizes how important this is and that's why we've chosen to integrate with some best-of-breed vendors for Records Management (Laserfiche, FileHold), Council Chamber A/V and Discussion Management Systems (Televic), and Digital Signatures (Notarius). Our partnerships with these vendors ensure that your applications will work seamlessly together and your processes won't incur additional steps or effort.

eSCRIBE Advantages

Proudly Canadian, eSCRIBE has over a decade of experience in meeting management and has become the go-to-choice for public sector boards, committees and councils.



Silver
Microsoft
Partner



Key Differentiators

- An end-to-end solution for the entire meeting lifecycle
- Guaranteed security and reliability with software built on Canadian Microsoft Azure cloud
- Compliant with accessibility requirements, such as AODA, WCAG 2.0
- Modular solution – Customize solution to your needs, and grow when you grow
- Phenomenal Customer Experience – Just ask our references!
- Dedicated resources portal and forum for customers to share ideas and feedback
- Integrates with Office 365 – No new tools to learn, just “connecting the dots”

Product Feature Highlights

- Create and manage unlimited meeting templates and users
- Full legislative meeting support (Roll call, voting, quorum management, resolutions, pecuniary interest, additions/deletions, etc.)
- Flexible video streaming and archival options
- Seamless and accessible publishing of meetings documents
- Tracking and reporting of post meeting actions
- Reporting of statistics & past meeting information

Your Assigned eSCRIBE Team

Customer experience is very important to us. We understand it can be daunting to engage a brand-new software to help you manage such a core part of your organization. As such, we will have a dedicated team to be with you at every step of the way. There will always be help available and a hand to guide you through the process. We are there to make it easy.

- Pre-Sale (before contract is signed)
- Implementations & Training
- Account Manager (after Implementations)
- Support

Implementation Timeline

This is our standard approach to implementing the eSCRIBE Accessibility Bundle. If implementing the eSCRIBE Transparency Bundle (livestreaming/archiving video), add 7–10 days.

Dates	Activity	Description	Team
StartDate (SD)	Contract Signed	<ul style="list-style-type: none">• Contract awarded to eSCRIBE• Contract signed	Purchasing (Customer), Sales (eSCRIBE)

SD	Coordinate Hand Off Call	<ul style="list-style-type: none"> Sales to Coordinate hand off introduction with eSCRIBE Implementation team & customer 	Sales & Project Lead (eSCRIBE) Project Sponsor (Customer)
SD + 2 days	Project Hand Off Mtg (15 min call)	<ul style="list-style-type: none"> Project Hand Off Meeting Introductions of project teams (eSCRIBE & Customer) Review of modules purchased & Configuration details Confirm Goals & Objectives Confirm desired project kick off & completion timeline <p>ACTIONS AFTER CALL:</p> <ul style="list-style-type: none"> eSCRIBE to finalize project plan & build site Customer to gather & send meeting artefacts (Agendas, Minutes & Reports) eSCRIBE review meeting artefacts Customer to complete configuration worksheet for publishing & webcasting 	Sales & Project Lead (eSCRIBE) Project Team (Customer)
SD + 4 days	Project Kick Off Discussion (1 hr call)	<ul style="list-style-type: none"> Review project plan, adjust with customer feedback Review further detail of implementation & training plan <p>ACTIONS AFTER CALL:</p> <ul style="list-style-type: none"> Customer to provide user configuration work package eSCRIBE to configure environment with users from Configuration Work Package (*If ADFS/Azure AD in use, Customer must have internal ADFS/Azure AD configured & parameters sent to eSCRIBE before any user configuration can begin or migration costs may apply) Introduce Customer to ISI, Customer & ISI to order hardware & plan for installation of video encoder 	Project Team (Customer) Project Lead (eSCRIBE)
SD + 5	Pre - Configuration Meeting (30 min call)	<ul style="list-style-type: none"> Review the configuration documents & information needed from the customer Review meeting artefacts if necessary 	Project Team (Customer) Project Lead (eSCRIBE)
SD + 7	AV Review Meeting (30 min call)	<ul style="list-style-type: none"> Review AV configuration details as sent by customer Review configuration of webcasting video encoder 	Customer Technical/AV contact ISI AV setup contact
SD + 7 days	Configure eSCRIBE	<ul style="list-style-type: none"> Create meeting artefacts in environment (agenda & minutes for 2 meetings, 1 	eSCRIBE Project Team

		<p>report, 5 workflows, 2 attendee groups – with up to 25 users)</p> <ul style="list-style-type: none"> • Test the environment • Complete user configurations • Build publishing site • Customer & ISI to continue working to plan delivery & installation of video encoder 	
SD + 12 days	Configuration Review Mtg (60 min call)	<ul style="list-style-type: none"> • Review finalized meeting artefact template configuration • Review finalized publishing site • Review remaining configuration settings • <i>*NOTE Customer must provide all configuration detailed by "Configure eSCRIBE" date in order to meet date at this stage*</i> <p>ACTIONS AFTER CALL:</p> <ul style="list-style-type: none"> • eSCRIBE to adjust templates & send revised copy for sign off • Customer to confirm training dates • Customer IT to confirm video encoder is setup & ready to go 	Project Teams (Customer) Project Lead (eSCRIBE)
SD + 16 days	Meeting Manager Training	<ul style="list-style-type: none"> • Meeting Manager Training with primary user group (4 – 2hr sessions) • Mock Meeting Preparation • Mock Meeting Delivery with video <p>ACTIONS AFTER CALL:</p> <ul style="list-style-type: none"> • eSCRIBE Trainer to send training questions summary via email to Customer Project Team & eSCRIBE Project Lead • Customer Training Attendees to start using eSCRIBE immediately for meetings • Customer is responsible for training additional staff and rolling out Meeting Manager to other departments 	eSCRIBE Trainer, Customer Meeting Admin Group
SD + 19 days	Conduct Practice Meeting	<ul style="list-style-type: none"> • Customer to prepare meeting and conduct practice meetings in eSCRIBE (build agendas & minutes) • Customer to practice using video equipment and eSCRIBE timestamps • First meeting support from eSCRIBE Team 	Customer Project Team, eSCRIBE support
SD + 24 days	Post Meeting Debrief	<ul style="list-style-type: none"> • Highlight areas of difficulty or challenges for review from Meeting Manager Practice 	eSCRIBE Project Lead, Customer Project Team
SD + 27 days	Publishing Implementation	<ul style="list-style-type: none"> • eSCRIBE Implementation Coordinator to send iFrame details to integrate publishing into current website • Customer web developer implement new publishing pages (iFrame into existing site) 	Customer IT (web admin)



SD + 29 days	Contributor Training	<ul style="list-style-type: none">• 2 hrs for Report Administrators• 1 hr for Report Writers (primary user group) ACTIONS AFTER CALL: <ul style="list-style-type: none">• eSCRIBE Trainer to send training questions summary via email to Customer Project Team & eSCRIBE Project Lead• Customer Training Attendees to start using eSCRIBE immediately for reports• Customer is responsible for training additional staff and rolling out Report Manager to other departments	eSCRIBE Trainer, Customer Contributor & Admin Group
SD + 36 days	Post Practice Debrief	<ul style="list-style-type: none">• Highlight areas of difficulty or challenges for review from Report practice	eSCRIBE Project Lead, Customer Project Team
SD + 37 days	Participant Training	<ul style="list-style-type: none">• Training for staff who will be training meeting participants, web/Mtgs Pro apps access (train the trainer) – (0.5 – 1 hr) ACTIONS AFTER CALL: <ul style="list-style-type: none">• eSCRIBE Trainer to send training summary and user guides to attendees• Customer Project Team train meeting participants	eSCRIBE Trainer, Customer Project Team
SD + 40 days	Account Mgmt Introduction	<ul style="list-style-type: none">• Once implementation tasks are complete, introduction to account management is completed• Confirm implementation work is complete, intro Acct Mgr, explain support process. ACTIONS AFTER CALL: <ul style="list-style-type: none">• Customer to actively use eSCRIBE for core meetings; rolling out to additional meeting types/users is done at the discretion of the customer• Customer will engage eSCRIBE support for additional support after training.	eSCRIBE Project Lead, eSCRIBE Account Manager, Customer Project Team

NOTES:

- Day count increment represents working days
- Schedule is subject to change during Project Plan creation
- Assumption is made that Customer will commit resources as outlined in plan
- Assumption that template emphasis will be on electronic agenda & minutes
- Assumption is made that eSCRIBE will be training primary user group with a "Train the Trainer approach"
- All training, unless otherwise discussed, is conducted via online group webinar sessions



- Implementation timelines might delay should Customer ADFS/Azure AD setup is not complete in time for site build, alternatively a user migration can take place after ADFS/Azure AD integration is complete (additional charges may apply).

Pricing

The following outlines the eSCRIBE software, installation/configuration and training costs based on the requirements as they have been outlined.

eSCRIBE Transparency Bundle

eSCRIBE Annual Service and Support Fees					
Module	Product Code	License Type	License Fee	Quantity	Cost
Transparency Bundle (Small Municipality AMO)	eSCRIBE-TBWC	Annual	\$ 9,950	1	\$ 9,950
eSCRIBE Meeting Manager			INCL		
eSCRIBE Participant Access Module			INCL		
eSCRIBE Internet Publishing + Citizen Engagement			INCL		
eSCRIBE Report Manager			INCL		
eSCRIBE Webcasting Plus Module + Encoder			INCL		
Annual Software and Support Fees					\$ 9,950
Professional Services			Service Fee	Quantity	Cost
Setup and Training	eSCRIBE-TBS		\$ 8,500	1	\$ 8,500
2 Meeting Types			INCL		
Training - Administrator, Participant sessions			INCL		\$ -
Competitive services discount					\$ (8,500)
Total Year 1 Fees					\$ 9,950

eSCRIBE Pricing Notes:

1. Quote is valid for 60 days
2. Annual Service and Support fees are for the hosted eSCRIBE modules as outlined in this proposal. Additional eSCRIBE modules can be added at any time (additional charges apply)
3. Pricing is based on terms of a three (3) year agreement.
4. Implementation fees are for remote support. Optionally, should the customer wish to have eSCRIBE provide onsite training, travel and living expenses would apply.
5. All fees are in \$CAD and are exclusive of any applicable taxes.
6. Year 1 fees are invoiced upon commencement of the project.
7. Subsequent year renewals will be invoiced on the anniversary date of the activation of the Software unless notice is received in writing 60 days prior to the anniversary date.



8. Payment Terms are Net 30 from date of invoice.

Contact

We look forward to working with you on this game-changing project. Should you have any questions about this proposal, please do not hesitate to reach out.

George Attia
Account Manager

905-305-3427
gattia@escribemeetings.com

<https://escribemeetings.com>

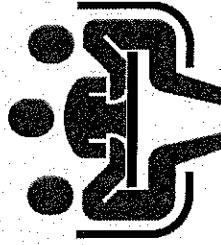
Appendix A – Bundles and Modules Details

Proposed Solution – Efficiency Bundle

eSCRIBE is modular software available as a Cloud Based solution. Given the functionality detailed in the requirements matrix above, eSCRIBE offers the following recommended configuration for this solution.

Module Description

Meeting Manager facilitates the building of agendas, minutes, action lists, and provides a platform for adding additional eSCRIBE functionality.



Streamline and automate meeting preparation and post meeting activities. Conduct meetings; take roll-call and manage member conflicts, record motions and actions. And with the addition of eSCRIBE Meetings for the iPad or Windows 10, your board can go totally paperless.

Key Features

- Create and manage unlimited meeting templates and user groups
- Robust end-to-end pre- and post-meeting management, and user-configurable workflow support
- Live meeting support, including roll call, quorum and conflict management, electronic voting and request-to-speak, and minute capture
- Integrated Action Log for post-meeting follow-up and staff direction
- Comprehensive Report Center for meeting and attendee statistics

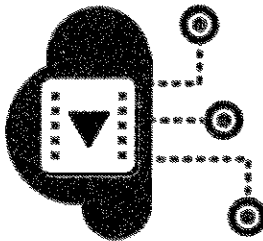


Internet Publishing+ has a fully-responsive WCAG2 design that allows organizations to easily engage stakeholders through their existing website, without programming and fully supports evolving accessibility requirements. Easily search through historical and upcoming meetings, access agenda details, open and download attachments with a single click.

Key Features

- Supports HTML and/or PDF publishing to website with links to individual supporting attachments
- Supports one-click publishing of meeting agendas and minute packages
- Flexible layout options including list
- Supports automated delegation request and approval
- Can be integrated with Video Manager for automatic indexing and publishing of video/audio linked files for increased transparency

OPTIONAL



eSCRIBE Webcasting+ Video Storage and Streaming Service offers a fully-managed, end-to-end unlimited storage and streaming solution and integrated encoder, provides everything you need to capture video from cameras located onsite in your council or boardrooms. This service provides automatic indexing of audio and video content with the meeting's agenda and minutes for publishing to the web, for both live and archived viewing by stakeholders. Bridge the gap between elected officials and stakeholders with live and archived video streaming of meetings through your existing website with the addition of Internet Publishing+ and Video Manager.

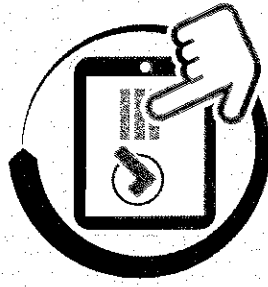
Key Features

- Unlimited storage and streaming of audio or video content from meetings
- Automatically detects device used to view the video stream, and loads a suitable video player
- Supports unlimited viewers for both live stream and archival access, which can be automatically indexed to the meeting's agenda and minutes with the addition of Video Manager
- Access to reporting and metrics of viewership (number of viewers, etc.)

(e)

- Video feed can be provided by any video capture source, even from a cable company
- Optional closed captioning service. Cameras and installation sold separately.
- Automatically indexes and records smart (hyper) tags of video with agenda item details during the meeting
- Simple-to-use, post-meeting editing tools allow administrators to adjust tags prior to publishing
- Allows users to view entire meeting or jump to specific agenda item sections with a single tap

OPTIONAL



Vote Manager – Rules-based electronic voting

Vote Manager allows meeting participants to electronically vote on resolutions in real-time directly through their Participant Portal, iPad or Windows 10 tablet.

Vote Manager also provides an enhanced graphical interface for clear display of vote results to participants and public, both in chamber and through the web, with the addition of Internet Publishing Plus (included in Accessibility and Transparency Bundles).

Key Features

- Supports multiple vote types: simple majority, weighted, two-thirds (present/members), unanimous, tie breaker, multiple choice, and secret ballot
- Fully-integrated with roll call, check in/out, pecuniary interest, voting areas
- Graphical public display screens with configurable voting results details

OPTIONAL



eSCRIBE Approval Manager for Smartphones

Manage Approvals On-the-Go from Any Smartphone (for managers and staff)
Never miss a deadline again, with Approval Manager for iOS and Android Smartphones. Now managers and report authors can easily access their Report Manager approval requests anywhere, anytime. With a few simple taps, users can review and prioritize awaiting approvals, open reports and supporting documents, and approve or reject with comments.

Available for all iOS and Android mobile devices through the Apple Appstore and Google Playstore.

App features:

- Approval Management — Secure access to your workflow approval tasks from Report Manager
- Secure Access — No separate usernames and passwords are required
- Document Viewer — Built-in online viewer supports all major file formats, including Microsoft Office and PDF

Pricing is for your entire organization, regardless of number of users.

APPENDIX B: eSCRIBE Meetings for Tablets

Secure Access to Meetings On-the-Go (for meeting participants)

With digital content exploding, tablets and smartphones have evolved the way we live and work. eSCRIBE Meetings is a real-time application for elected officials and meeting participants who actively participate in meetings.

Users can securely access and sync with any authorized eSCRIBE meeting portals to:

- Browse upcoming meeting agendas, download content for viewing offline;
- Access all related reports and supporting information easily;
- Annotate comprehensively, with private and group comments support;
- Use integrated e-voting and request-to-speak management for members;
- Search online resources library for non-meeting specific information; and more.

eSCRIBE Meetings is available globally for Apple iPad's running iOS 9 or higher, through the Apple App Store, as well as for Windows 10 through the Microsoft Store.

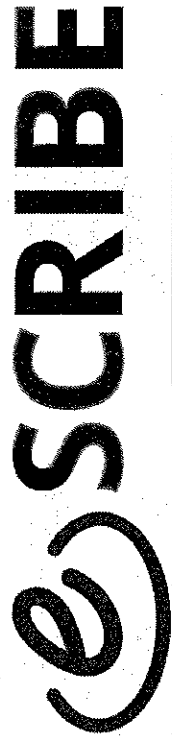
	Standard	Professional
Personalized Touch Add comments and follow up notes during the meeting	Yes	Yes
Real-time Access To agenda packages, resolutions and attachments live during a meeting	Yes	Yes
Navigate Freely Through the portal home page to review, search for, and access the information you are looking for easily	Yes	Yes

e)

	Standard	Professional
Downloadable Documents Download agenda packages, addendums, reports and even minute documents as they are published	Yes	Yes
Secure Communications With bank level security and role-based access to information, all communications and meeting content are protected	Yes	Yes
Search and Chat Search a document. Integrated group chat feature and private chairperson instructions.	Yes	Yes
Single Sign-in Supports single sign on with Active Directory Federated Services (ADFS)	—	Yes
Online Resources Online resource library, group announcements and attendee contact information	—	Yes
Real-time Actions Voting and request to speak management	—	Yes
Online & Offline Meeting Management Full featured offline support for primary functions, including access to agenda packages, resolutions and attachments. Data synchronization options.	—	Yes
Enhance Participant Annotation Capabilities Create enhanced personal annotations, underline, strike-through, highlight. Freehand text and stick notes. Enriched search and bookmark capabilities.	—	Yes

e)

**Improve Transparency Through Videos By
Adopting the Right Technology**



www.escribemeetings.com

Agenda

- Videos and internet publishing:
 - Why do it?
 - What to expect from it?
- 3 main types of video streaming
 - Deeper dive: Dedicated video streaming
- Video Streaming and Meeting Management
- Case Study
- Questions

Improve Transparency Through Videos By Adopting the Right Technology

Videos and Internet Publishing: Latest situation and trends, and how it impacts you



Past Trend of Broadcasting Meetings

- Use local programming to broadcast council and committee meetings
- No integration to minutes, agendas
- Limited integration to website
- Service not reliable

Shaw to close three community TV stations, 70 jobs ... - Media in Canada
mediaincanada.com/.../shaw-to-close-three-community-tv-stations-70-jobs-affected/ ✓
 Apr 27, 2017 - A new funding model will see Shaw reallocate \$10 million annually to Global News to support local news coverage in Western Canada.

CRTC hearings on local TV get dire warning that half of all stations could close by 2020

THE CANADIAN PRESS PUBLISHED: 07:00 PM EDT 1 LAST UPDATED: APR 25, 2018 6:38 PM EDT

Improve Transparency Through Videos By Adopting the Right Technology

Orangeville.com

14°C

LOCAL NEWS

SPORTS

COMMUNITY

POLICE

COUNCIL

EVENTS

Rogers TV Mississauga closes, Orangeville station drops employee

May 30, 2017 by Rick Bellamy for Orangeville Banner

TV RADIO NEWS SPORTS MUSIC LIFE ARTS CANADA 2017 LOCAL MORE

WATCH

CBCnews | Calgary

Home Opinion World Canada Politics Business Health Entertainment Technology & Science Video

LIVE | Calgary Area
 Radio One
 40 Listen Live

Shaw TV stations to close in Vancouver, Calgary and Edmonton as funds diverted to Global

Local television stations to go dark Aug. 15, with boost to news funding starting Sept. 1

CBC News PUBLISHED: 07:00 PM EDT 1 LAST UPDATED: APR 25, 2018 6:38 PM EDT



How All This Could Impact You

- Currently using cable companies:
 - Be alert for any news of your cable company provider
 - Start thinking about moving away from cable regardless – it's about how we consume information now
- Not yet using any video solution:
 - Clean slate is good
 - Identify your objectives and find your options

>>> Internet publishing is the future!

Improve Transparency Through Videos By Adapting the Right Technology



Why Internet Publishing

- Consumption demand has changed:
 - Everything is now on-demand and online
 - Viewers watch based on their schedules
- Cable means expecting your viewers to have access to that service
- Are you REALLY transparent and accessible?

Integrate your videos with your meetings!

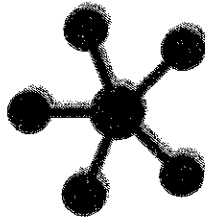
- Engaging viewer experience: Integrated with meeting agenda and minutes, everything in one place (on your website)
- Achieve TRUE Transparency

Improve Transparency Through Videos By Adopting the Right Technology

What Types of Video Streaming Are Available?



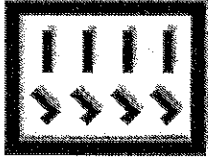
3 Main Forms of Video Streaming



Social
Media



DIY
(Do-It-Yourself)



Managed
Service

Improve Transparency Through Videos By Adopting the Right Technology



Social Media

- The use of a publicly available tool to stream videos

• Pros:

- Little technical knowledge is required
- Low costs

• Cons:

- Low accessibility compliance
- Minimal (or no) support
- Low security
- Loss of intellectual property rights
- Limited control over location (country) of storage



Improve Transparency Through Videos By Adopting the Right Technology

DIY

- A self managed approach to stream videos, producing your own source codes, and managing APIs
- **Pros:**
 - Clear video ownership
 - Low costs (in-house absorbed)
- **Cons:**
 - Much higher effort required for video management
 - High technical knowledge required
 - Video control, support, accessibility compliance etc all depends on your organization's resource allocation

Improve Transparency Through Videos By Adopting the Right Technology



Managed Service

- Service provider assisting in the integration, support and ongoing management of your live streaming and archival

• Pros:

- Better accessibility compliance
- Full support, minimal effort, low technical knowledge needed
- Easy integration and higher control over videos
- Complete retention of content ownership
- National hosting

• Cons:

- More involvement in the beginning
- Costs more than social media streaming

Improve Transparency Through Videos By Adopting the Right Technology



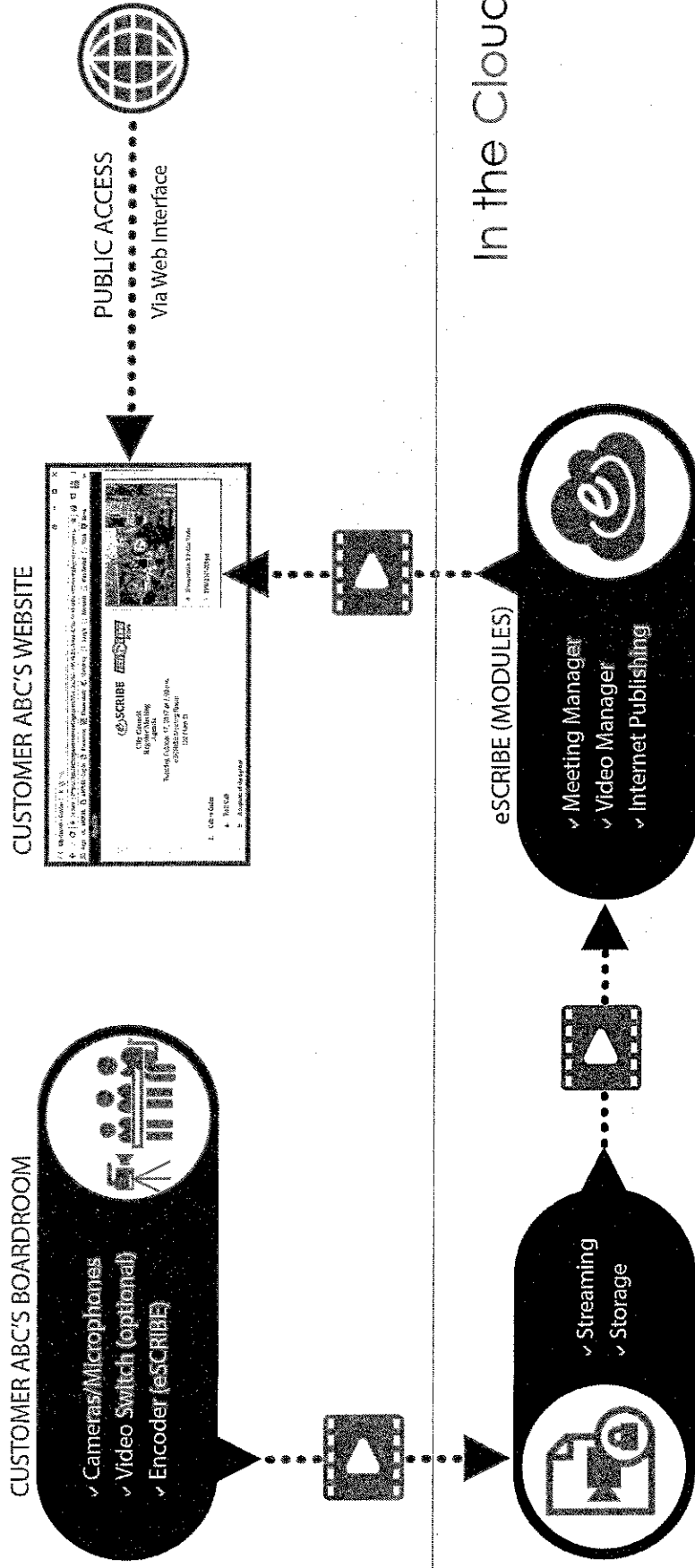
Which One is Right For You?

	Social Media	DIY	Managed
Client Effort	Medium	High	Low
Accessibility Compliance	Low	Client dependent	High
Digital Rights	None	Yes	Yes
Video Control	Low	Client dependent	High
Support	Minimal	Client dependent	Full
Tech Knowledge	Low	High	Low
Security	Low	Client dependent	High
Cost	Low	High	Medium
Closed Captioning	Post	Client dependent	Post/Live (CART)

Improve Transparency Through Videos By Adopting the Right Technology

How Does Video Streaming Work Together With Meeting Management?

How eSCRIBE Works – Fully Managed Service



Improve Transparency Through Videos By Adopting the Right Technology

eSCRIBE Webcasting Modules

- **Webcasting Plus Module**

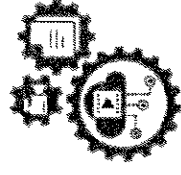
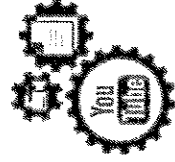
- For those who are looking for a feature rich, fully-managed solution

- **Video Manager & YouTube Streaming**

- For those who are just looking to get their feet wet with a limited budget

Improve Transparency Through Videos By Adopting the Right Technology

Two Modules



	Social Media (Video Manager & YouTube)	Managed (Webcasting Plus)
Client Effort	Medium	Low
Accessibility Compliance	Low	High
Digital Rights	None	Yes
Video Control	Low	High
Support	Minimal	Full
Tech Knowledge	Low	Low
Security	Low	High
Cost	Low	Medium
Closed Captioning	Post	Post/Live (CART)

Improve Transparency Through Videos By Adopting the Right Technology

Requirements

1. Meeting Manager Module
2. Internet Publishing Module
3. Camera equipment

Sign Off > Implemented (3-4 weeks)

Customer involvement:

- Install encoder
- Hook up hardware

Configuration and training by eSCRIBE



Improve Transparency Through Videos By Adopting the Right Technology

Demo



Fort Saskatchewan

"Residents have commented on social media how nice it is to be able to view our videos from anywhere **on a tablet or smartphone**. For those who can't come to council meetings, being able to watch them from home is remarkable. People also like being able to **scroll through the agenda on the website and click an item to go directly to that part of the video.**"



Sheryl Exley,
Legislative Officer

 **SCRIBE**

Improve Transparency Through Videos By Adopting the Right Technology

In Summary...

- Be proactive about transparency – do it right the first time (or for the last time)
- Understand the 3 types of Video Streaming:
 - Social Media / DIY / Managed Service
- Always consider the BIG picture:

Video streaming is a tactic for raising transparency, but TRUE transparency is when videos are easily accessible and integrated with meeting information.

Improve Transparency Through Videos By Adopting the Right Technology



Key Benefits with Webcasting Plus



Cost effective



Timely installation



Easy for non-technical users



Meets accessibility requirements & transparency mandates



Retain ownership of your videos



Great community engagement tool!

Improve Transparency Through Videos By Adopting the Right Technology

Q&A

 eSCRIBE

Thank You!

Paul Mackin

Vice President

pmackin@escribemeetings.com



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: Public Works Dept.

DATE: May 16, 2019

ITEM: 2019 Gravel Tender

RECOMMENDATION: Award the 2019 gravel tender to OCL Custom Crushing & Quarrying Ltd.

BACKGROUND: The 2019 gravel tender was sent out to 3 suppliers; T. Bell Transport, Carlyle Const. and OCL. It was sent out on April 24, 2019 and closed on May 9, 2019 at 2pm. Bids were received from OCL and Carlyle only.

This tender is for 'M' gravel that will be spread on Bass Lake Rd. prior to surface treatment in early-mid summer as well as on unpaved roads that require it this fall.

ANALYSIS: OCL was the low bidder at \$133,825.00 excluding HST. This bid is within the 2019 budget (\$140,500). OCL has satisfied the tender bidding requirements.

EXISTING POLICY: Policy F17-01325, Tendering process.

STRATEGIC GOAL: Improve and Maintain our Infrastructure

FINANCIAL COMMITMENT: \$133,825.00 excluding HST. \$136,180.32 total after paying our portion of the HST.

IMPLEMENTATION: Spreading and yard stockpiling upon council approval.

Prepared By: Dave Parker

Department Manager: Joel Yusko

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments: _____

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: May 16, 2019

ITEM: Strategic Planning

RECOMMENDATION:

For Direction.

BACKGROUND:

Council has expressed interest in developing a new Strategic Plan which would set the direction for the Corporation for the next couple terms of council.

Bryan Searle presented the framework for creating a new Strategic Plan to council on May 7th.

Enclosed is a copy of the steps used in the last update to the Strategic Plan along with the terms of reference for the Corporate Team whom were charged with the responsibility of completing the Strategic Plan.

ANALYSIS:

When the last plan was updated, the Ministry of Municipal Affairs conducted the community consultations. They are no longer permitted to do this. LAMBAC have stated that they can assist us with the Strategic Planning Process on a cost recovery basis, they have done this for Sables-Spanish River and other communities in the past couple of years. The cost for this alternative is expected to be approximately \$2,500 – 5,000 for time and travel.

Staff are looking for direction from council on

- 1) To contract out the completion of the Strategic Plan, this would require an RFP and estimates would be up to \$30 - \$50,000
- 2) To continue to utilize the Oracle Poll that has been completed in previous years to gauge community satisfaction? There has been \$10,000 provided for in the budget for this step.
- 3) Are there changes to the composition of the Corporate Team?
- 4) How would Council like to proceed with this task?

EXISTING POLICY: n/a

STRATEGIC GOAL:

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

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

FINANCIAL COMMITMENT: TBD.

BUDGETED:

Yes

No

IMPLEMENTATION:

Prepared By:

Cynthia Townsend

Department Manager:

CAO / Treasurer:

Approval of Recommendation:

Yes

___ No

Comments:

2012 STRATEGIC PLAN PROCESS

<u>PROCESS</u>	<u>PURPOSE</u>	<u>TIMEFRAME STATUS</u>
Step 1: Evaluate results of past strategic plan	Measure results and identify key strategies to carry forward to the new planning process.	31-Mar-12 Complete
Step 2: Team building and brain storming sessions for staff and council.	Review the process and results to date. Identify key issues going forward and possible strategies.	31-May-12 Complete
Step 3: Public consultation through a telephone survey of local businesses and residents.	To obtain input into strategic priorities and measure the level of satisfaction with current services.	30-Jun-12 Complete
Step 4: Presentation by Ministry of Municipal Affairs.	To provide an overview of the strategic planning process to educate council, staff and interested members of the public. Identify the level of assistance available by Ministry staff.	31-Jul-12 Complete
Step 5: Establish Corporate Team and Terms of Reference	Create a manageable working group to represent each department and bargaining group and identify guiding principles, structure and scope of work.	15-Aug-12 Complete
Step 6: Orientation meeting for Corporate team	To provide an overview of the strategic planning process and background of the previous report.	31-Aug-12 Complete
Step 7: Council endorse retaining the Ministry of Municipal Affairs	Engage the Ministry of Municipal Affairs representative to facilitate the public presentations and feedback sessions	09-Oct-12 Complete
Step 8: Conduct a survey of all municipal staff on key strategic direction initiatives	Obtain employee insight into corporate challenges, opportunities and strategic priorities.	22-Oct-12 Complete
Step 9: Corporate team develop vision and prioritize strategic objectives for draft plan	Compile data gathered from preceding steps to create the initial draft plan key components	22-Oct-12 Complete
Step 10: Obtain public feedback to refine the draft strategic plan	With the Ministry of Municipal Affairs representative acting as the facilitator, provide the community with a public presentation of the draft plan and invite comments and suggestions.	14-Nov-12 Complete 13-Dec-12 Complete
Step 11: 2nd Draft of Plan reviewed by Corporate Team	Using the public feedback, refine the plan and present to the Corporate Team for review and final changes	16-May-13 Complete
Step 12: Final revisions to the plan and final approval	Present Strategic Plan to Council for adoption	28-May-13
Step 13: Implementation and ongoing review	Action plan for implementation and ongoing monitoring of progress	Continuous
Reference Documents		
Strategic Plan Update	Corporate Team Terms of Reference	Nov 14, 2012 Public Info Session
Management Group Report May 24, 2012	Special Meeting of Council July 10, 2012	Dec 13, 2012 Public Info Session
Customer Service Group Report May 25, 2012	Regular Meeting of Council October 9, 2012	Feedback from all sources
Municipal Council Report July 3, 2012	Employee Strategic Direction Questionnaire	Online Survey
Oracle Poll	1st Draft Strategic Plan	2nd Draft Strategic Plan

**TERMS OF REFERENCE
FOR THE
CORPORATE TEAM**

- Purpose:** To provide Council with recommendations that will better position Espanola as a leading community.
- Composition:** Corporate Team shall include the Mayor, Deputy Mayor, Clerk Treasurer/Administrator, 2 non-union staff and a representative from Local 534 and Local 4360.
Each representative shall have an alternate.
The office of the Clerk Treasurer/Administrator shall provide secretariat services.
- Meetings:** The Corporate Team shall meet at the minimum on a quarterly basis.
- Function:**
- 1) To ensure the implementation and maintenance of the strategic plan and review its status.
 - 2) To provide Council with an evaluation of initiatives to ensure consistency with the mission statement and guiding principles of the Corporate Strategic Plan.
 - 3) To encourage communication of the Corporate Strategic goals and objectives.
-

Traci Denault-Roque

From: Ken Duplessis <kenduplessis1@gmail.com>
Sent: Tuesday, May 07, 2019 10:31 AM
To: G A; Bill Foster (wpfosterespanola@gmail.com); Cynthia Townsend; Paula Roque; Traci Denault-Roque

Good Morning Jill,

I am requesting that the town's municipal law firm be added as an item to next weeks regular meeting agenda for discussion.

Thank You,
Ken

--

This message has been scanned for viruses and dangerous content by
E.F.A. Project, and is believed to be clean.
[Click here to report this message as spam.](#)

town copier user

From: jillbeer <jillbeer@sympatico.ca>
Sent: Wednesday, May 08, 2019 4:27 PM
To: town copier user
Subject: Re: FW: Maintaining OMPF

Traci,

Can we add this to the council agenda that we endorse / support the letter from Mono to maintain OMPF funding.

Jill

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: town copier user <town@espanola.ca>
Date: 2019-05-08 2:34 PM (GMT-05:00)
To: "Bill Foster (wpfosterespanola@gmail.com)" <wpfosterespanola@gmail.com>, "Heather Malott (dougonthather@gmail.com)" <dougonthather@gmail.com>, "Jill Beer (jillbeer@sympatico.ca)" <jillbeer@sympatico.ca>, "kenduplessis1@gmail.com (kenduplessis1@gmail.com)" <kenduplessis1@gmail.com>, Maureen Van Alstine <masvan@personainternet.com>, 'Ray Dufour' <raydufour@live.ca>, Sandra Hayden <councillorhayden@gmail.com>
Cc: Cynthia Townsend <CTownsend@espanola.ca>, Paula Roque <Proque@espanola.ca>
Subject: FW: Maintaining OMPF

For circulation

From: Fred Simpson [mailto:fred.simpson@townofmono.com]
Sent: Wednesday, May 08, 2019 11:03 AM
To: amcto@amcto.com
Cc: Susan Greatrix; Pamela Hillock; Denise Holmes; Susan Stone; Kerstin Vroom; Jennifer Willoughby; Jane Wilson; Council
Subject: Maintaining OMPF

Attached is a letter from the Mayor of the Town of Mono, to the Minister of Finance and copied to Sylvia Jones, MPP Dufferin-Caledon and all Ontario municipalities.

The letter expresses the Town of Mono's concerns pertaining to possible reductions to the OMPF and requesting that the Province engage municipalities in meaningful dialogue regarding the future of this program.

Fred Simpson
Deputy Clerk
Town of Mono
519.941.3599, 234



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May 2, 2019

Hon. Victor Fedeli
Minister of Finance
Frost Bldg S 7th Flr, 7 Queen's Park Cres
Toronto, ON M7A 1Y7

Dear Mr. Fedeli:

Re: Ontario Municipal Partnership Fund (OMPF)

The Ontario Municipal Partnership Fund (OMPF) is the Province's main general assistance grant to municipalities. The program, that primarily supports northern and rural municipalities, is a critical component of the provincial-municipal fiscal relationship. Since 2012, grant allocations have decreased from \$598M to \$505M in 2019.

The government has committed to consult with municipalities in 2019 regarding the future of the OMPF. The goal of this review is to ensure that the program remains sustainable and focused on the northern and rural municipalities that need this funding the most. Reductions in the funding have a significant impact on municipal finances, with the loss of revenue typically being made up through increased tax levies. This has the potential of adversely affecting housing affordability in the affected municipalities and is contrary to the Province's stated goal of improving housing affordability.

The Town of Mono recommends that the OMPF be maintained at not less than its current funding level.

I look forward to an earnest dialogue with the Province that recognizes the importance to municipalities of maintaining this program and the potential impact that reductions to funding will have.

Regards,

TOWN OF MONO

Laura Ryan
Mayor

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CC: Hon. Sylvia Jones, Solicitor General, MPP, Dufferin-Caledon
All Ontario municipalities

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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: May 15, 2019

ITEM: Q1 Budget Variance Report

RECOMMENDATION: Be it resolved that:

Information only.

BACKGROUND:

Budget to actual with variances are circulated quarterly in accordance with Policy F05-01830.

At the regular meeting of council on May 14th, a councillor requested that this be circulated at the May 28th regular meeting vs. the Corporate Services meeting of June 4th.

ANALYSIS:

AMORTIZATION & RESERVE TRANSFERS – these are recorded at the end of the year.

TREASURY –

TAXATION – Tax Bills are sent once budget is finalized; the payments reflect the 1st quarter payments made to school boards based on previous year actual.

GRANTS – Reflects the full \$634,700 in efficiency funding received in March. The Power Dam grant of \$797,000 is usually received in the fall.

OTHER – Variance includes payment in lieu for native housing, to be billed with final tax bills, Bingo and Lottery licenses below budget most likely due to timing of fundraising events, bank interest to be recorded with the completion of bank reconciliations for the quarter.

EXPENSES – provision for tax write-offs below budget \$6,988.44, this could be timing or could reflect the 3rd year of the tax cycle.

ADMINISTRATION –

Fees, Charges, Donations – POA (EL& BR) Administration fee to be billed at year end

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ytd budget is \$7,500.

COUNCIL – of the current positive variance of \$17,158.95, \$10,243.99 is due to legal expenses being less than budgeted for the quarter. There is also a \$2,500 positive variance due to the transfer for the Election reserve and \$1,025 which reflects a quarter of the tax exemption for the Legion which will be adjusted when the year end tax bills are run.

ADMINISTRATION EXPENSES – Audit and Legal fees budgeted for and not yet incurred reflect \$9,625 of the positive variance. Software support is over \$10,102 which reflects the timing of the renewal for software licences. Insurance has not yet been moved from prepaids, therefore a positive variance of \$25,750. YTD budget variance for building improvements is \$42,771 as these have not yet occurred.

POLICE TRANSITION – Expenditures for the final building repairs at the highway and one-time officer costs were not incurred until 2019, these will be funded from the savings in the Police Budget and/or reserves.

FIRE –

VOLUNTEERS – Receive honorariums twice per year therefore positive variance of \$22,750, expenditures reflect 4 new sets of bunker gear and January WSIB payment.

CAPITAL – not an annual budget with completion of the new hall expected by May 31st.

POLICE SERVICES –Overall positive variance is 13%. Positive variance is expected as the compliment of officers has not yet reached the contracted levels.

BUILDING SERVICES –

PERMITS AND FEES – Permits are lower than ytd budget which reflects timing of construction season.

SHARED SERVICES – reflects timing of invoices, information on # of permits was being gathered from the other municipalities in order to adjust the annual percentages for reimbursement. This is cost plus recovery.

PROPERTY STANDARDS – Reflects amount added to tax sale property to be reversed against tax sale recovery.

BYLAW ENFORCEMENT – Includes ANIMAL and BYLAW enforcement, payment for April – June is made in March.

911 EMERGENCY CALLING – Payment made to OPP for primary PSAP billed in one payment.

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POA – Of the Espanola amount, proceeds are cost shared with surrounding municipalities and our share would be 45%, however of this amount it will also include amounts owing to other municipalities, could be Sudbury, Timmins, etc. as we receive payments for fines which could be charged in other areas and we then remit the payment to other municipalities. These charges to be finalized when year-end is finalized.

The Elliot Lake and Blind River amounts are all paid back to those municipalities with the exception of our administration fee and an allocation of wages. Administration fee of approximately \$25,000 is outstanding and processed at year end.

TRANSPORTATION –

OPERATIONS – Positive variance –\$28,218 includes provision for summer students so positive variance of \$20,187.50 due to timing, difference is comprised of many small variances.

ROADS, BRIDGES & CULVERTS, TRAFFIC OPERATIONS – positive variance of approx. \$109,000 in these areas largely reflect the timing of the work and offset by the significant negative variance in WINTER CONTROL.

WINTER CONTROL – Negative variance of \$154,204 reflects the winter and the timing of the budget to actual results.

STREETLIGHTS – reflects the 2 month delay in receiving hydro bills.

SEWER SERVICES –

FEES – reflects the 2 month delay in receiving payment from Hydro.

OPERATIONS - \$14,750 is ¼ of tax bill not yet processed, hydro \$4,927 due to delayed billing, parts & outside contractors approximately \$80,000 under budget due to timing of the major repair items not yet being completed as this is usually completed after budget is finalized.

DISTRIBUTION – positive variance of \$19,066 – most maintenance/flushing work is completed in warmer weather

FINANCING – semi-annual payments made in June and December

WATER SERVICES -

FEES – same as sewer

PLANT OPERATIONS – \$14,500 is ¼ of tax bill not yet processed, hydro \$15,170 due

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to delayed billing, outside contractors approximately \$58,000 under budget due to timing of the major repair items not yet being completed as this is usually completed after budget is finalized.

DISTRIBUTION - positive variance of \$35,276 – most maintenance/flushing work is completed in warmer weather.

ELEVATED STORAGE - \$25,000 of work to be completed over summer.

ENVIRONMENTAL/ COLLECTION & DISPOSAL -

Overall a positive variance of a \$19,108.40 mostly due to timing of Household Hazardous Waste Day held at the end of April, the Leaf & Yard waste Depot not yet open, recycling payments received quarterly.

HEALTH SERVICES – SDHU – payment made at the end of the month for the next installment.

CEMETERY – Buried under snow, activity to resume with spring.

SOCIAL SERVICES – small variances.

LEISURE SERVICES –

OUTDOOR RINK – positive variance reflects effort of dedicated volunteer for the outdoor rink and lack of paid time for routine maintenance.

TENNIS COURTS, BALL PARKS, TRACK & FIELD AND PLAYGROUNDS– activity to resume with Spring weather.

PROGRAMMING – positive variance \$9,832 partially due to coding issue with employee benefits.

BUILDING & FACILITY –positive variance of \$51,769 – \$25,627 is in hydro which reflects the 2 month delay in billing, \$5,300 in maintenance items, \$6,800 savings in regular wages as a full-time facility attendant was on leave. Gas was also under budget by approximately \$5,500.

FITNESS – Negative variance of \$11,995 reflects new HVAC unit purchased for \$18,990. This will be capitalized at year end. This was an unexpected but necessary expenditure which will be financed through the equipment replacement reserve at year end if departmental savings do not offset.

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ARENA – positive variance of \$14,023 is also the result of timing of revenues. Ice is now out of facility.

LIBRARY – Overall negative variance is 1%.

COMMUNITY EVENTS – Small variances with the exception of the HISTORICAL PARK which will be completed over the summer.

PLANNING & DEVELOPMENT –.

ECONOMIC DEVELOPMENT – currently we have \$12,500 surplus for the CIP program and \$5,250 for advertising and \$6,619 for the website redevelopment which has not yet begun.

SIGNIFICANT BALANCE SHEET AMOUNTS:

CASH - \$6,950,817 2018 - \$9,446,636

TAXES RECEIVABLE

For comparison:

Q1 Summary

	<u>2019</u>	<u>2018</u>
Current	2,109,153.30	957,845.49
1 year	229,092.05	428,907.65
2 years	126,177.75	134,150.30
3 years	64,207.31	62,805.56
	<u>2,528,630.41</u>	<u>1,583,709.00</u>

This year to date increase over prior year is due to the timing and changing of due dates from 2018, the installments were due February 9th and March 23rd. In 2019, due dates were changed to February 28th and April 30th.

There are two tax sale properties in progress, with one extension agreement in place. There are currently 27 properties to be registered. The number is approximately double as a result of changes made to the Municipal Act that permits municipalities to register after 2 years vs 3 years. Unfortunately, it often takes formal letters to prompt payment arrangements and once these letters are sent the majority of taxes are paid.

EXISTING POLICY: F05-01830

STRATEGIC GOAL:

Department: General Administration	Form Number: A99-01370
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- ☐ 1) Improve and Maintain our Infrastructure
- ☐ 2) Sustainable Economic Growth & Prosperity
- ☒ 3) Excellence in Government
- ☐ 4) Safe and Healthy Community

FINANCIAL COMMITMENT: N/A

IMPLEMENTATION: N/A

Prepared By: Cynthia Townsend

Department Manager: _____

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ____ No ____

Comments: _____

TOWN OF ESPANOLA
COUNCIL SUMMARIZED

For Period Ending 31-Mar-2019



GL5410

Page: 1

Date: May 15, 2019

Time: 1:42 pm

	BUDGET	BUDGET	ACTUAL	VARIANCE	VARIANCE
	2019	YEAR TO DATE	2019	TO DATE	PERCENTAGE
TREASURY					
TAXATION	(7,822,292.00)	(1,955,573.00)	247,074.41	2,202,647.41	-0.28
GRANTS	(3,379,700.00)	(844,925.00)	(1,133,125.00)	(288,200.00)	0.09
OTHER	(201,800.00)	(50,450.00)	(17,602.30)	32,847.70	-0.16
EXPENSES	112,100.00	28,025.00	20,781.42	(7,243.58)	-0.06
TRANSFER TO RESERVES	652,400.00	163,100.00	0.00	(163,100.00)	-0.25
Total TREASURY	(10,639,292.00)	(2,659,823.00)	(882,871.47)	1,776,951.53	-0.17
ADMINISTRATION					
FEES, CHARGES, DONATIONS	(71,300.00)	(17,825.00)	(11,086.33)	6,738.67	-0.09
TRANSFER FROM RESERVES	(130,000.00)	(32,500.00)	0.00	32,500.00	-0.25
COUNCIL	246,470.00	61,817.50	44,458.55	(17,158.95)	-0.07
ADMINISTRATION	1,285,390.00	321,347.50	251,554.45	(69,793.05)	-0.05
POLICE SERVICE TRANSITION	10,000.00	2,500.00	84,596.48	82,096.48	8.21
AMORTIZATION	10,000.00	2,500.00	0.00	(2,500.00)	-0.25
Total ADMINISTRATION	1,350,560.00	337,640.00	369,523.15	31,883.15	0.02
FIRE SERVICES					
REVENUE	(9,000.00)	(1,500.00)	(104.00)	1,396.00	-0.23
OFFICE OPERATIONS	17,200.00	4,300.00	888.45	(3,431.55)	-0.20
ADMINISTRATION	163,750.00	40,937.50	39,814.21	(1,123.29)	-0.01
INSPECTIONS	5,200.00	1,300.00	0.00	(1,300.00)	-0.25
VOLUNTEERS	118,010.00	29,502.50	10,181.26	(19,341.24)	-0.16
FACILITY MAINTENANCE	41,100.00	10,275.00	3,760.30	(6,514.70)	-0.16
OTHER	6,400.00	1,600.00	0.00	(1,600.00)	-0.25
VEHICLES & EQUIP	16,430.00	4,107.50	1,441.53	(2,665.97)	-0.16
DISPATCH	25,000.00	6,250.00	4,188.15	(2,061.85)	-0.08
AMORTIZATION	24,000.00	6,000.00	0.00	(6,000.00)	-0.25
CAPITAL RESERVE TRANSFERS	(1,398,000.00)	(349,500.00)	0.00	349,500.00	-0.25
CAPITAL	1,498,000.00	374,500.00	575,489.68	200,989.68	0.13
Total FIRE SERVICES	511,090.00	127,772.50	635,599.58	507,827.08	0.99
POLICE SERVICES					
POLICE SERVICES BOARD	87,650.00	16,912.50	4,001.17	(12,911.33)	-0.19
OPERATIONS	2,331,300.00	582,825.00	283,032.01	(299,792.99)	-0.13
Total POLICE SERVICES	2,398,950.00	599,737.50	287,033.18	(312,704.32)	-0.13
BUILDING SERVICES					
PERMITS AND FEES	(140,700.00)	(35,175.00)	(12,778.00)	22,397.00	-0.16
BUILDING INSPECTION SERVICES	242,190.00	60,547.50	57,692.14	(2,855.36)	-0.01
SHARED SERVICES	(12,900.00)	(3,225.00)	5,487.44	8,712.44	-0.68
PROPERTY STANDARDS	12,800.00	3,200.00	(11,551.59)	(14,751.59)	-1.15

TOWN OF ESPANOLA
COUNCIL SUMMARIZED

For Period Ending 31-Mar-2019



GL5410

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Date : May 15, 2019

Time : 1:43 pm

	BUDGET		BUDGET		ACTUAL		VARIANCE		VARIANCE	
	2019		YEAR TO DATE		2019		TO DATE		PERCENTAGE	
General Operating Fund										
BYLAW ENFORCEMENT	49,830.00		12,457.50		18,446.81		5,989.31		0.12	
ELECTRICAL INSPECTIONS	6,030.00		1,507.50		0.00		(1,507.50)		-0.25	
EMERGENCY PLANNING	10,090.00		2,522.50		747.20		(1,775.30)		-0.18	
HEALTH & SAFETY	2,600.00		650.00		608.87		(41.13)		-0.02	
911 EMERGENCY CALLING	3,000.00		750.00		2,849.32		2,099.32		0.70	
TRANSFER TO RESERVE	2,700.00		675.00		0.00		(675.00)		-0.25	
AMORTIZATION	3,000.00		750.00		0.00		(750.00)		-0.25	
Total BUILDING SERVICES	178,640.00		44,660.00		61,502.19		16,842.19		0.09	
PROVINCIAL OFFENCES										
ESPANOLA FEES	(408,500.00)		(102,125.00)		(72,772.96)		29,352.04		-0.07	
ESPANOLA EXPENDITURES	396,527.00		99,131.75		43,435.15		(65,696.60)		-0.14	
ELLIOT LAKE & BLIND RIVER FEES	(344,000.00)		(86,000.00)		(61,963.14)		24,036.86		-0.07	
ELLIOT LAKE & BLIND RIVER EXPENDITURES	389,000.00		97,250.00		35,071.07		(82,178.93)		-0.16	
Total PROVINCIAL OFFENCES	33,027.00		8,256.75		(56,229.88)		(64,486.63)		-1.95	
TRANSPORTATION										
OPERATIONS	867,250.00		216,812.50		188,594.33		(28,218.17)		-0.03	
MACHINERY, VEHICLES & EQUIPMENT	264,510.00		66,127.50		66,478.23		350.73		0.00	
ROADS - PAVED	249,000.00		62,250.00		13,139.58		(49,110.42)		-0.20	
ROADS - UNPAVED	145,000.00		36,250.00		0.00		(36,250.00)		-0.25	
BRIDGES & CULVERTS	35,000.00		8,750.00		1,567.52		(7,182.48)		-0.21	
TRAFFIC OPERATIONS AND ROADSIDE	68,250.00		17,062.50		638.97		(16,423.53)		-0.24	
SCHOOL CROSSING GUARDS	27,000.00		6,750.00		8,187.30		1,437.30		0.05	
WINTER CONTROL	412,375.00		103,093.75		257,298.15		154,204.40		0.37	
STREETLIGHTS	64,175.00		16,043.75		3,824.42		(12,219.33)		-0.19	
CAPITAL	574,800.00		143,700.00		0.00		(143,700.00)		-0.25	
Total TRANSPORTATION	2,707,360.00		676,840.00		539,728.50		(137,111.50)		-0.05	
SEWER SERVICES										
FEES	(1,286,900.00)		(316,725.00)		(108,912.39)		207,812.61		-0.16	
PLANT OPERATIONS	827,425.00		206,856.25		108,880.81		(97,965.44)		-0.12	
DISTRIBUTION	96,000.00		24,000.00		4,933.75		(19,066.25)		-0.20	
STORM SEWER	88,500.00		22,125.00		17,252.28		(4,872.72)		-0.06	
FINANCING	100,000.00		25,000.00		0.00		(25,000.00)		-0.25	
AMORTIZATION	352,125.00		88,031.25		0.00		(88,031.25)		-0.25	
TRANSFER FOR CAPITAL	(185,000.00)		(46,250.00)		0.00		46,250.00		-0.25	
CAPITAL	185,000.00		46,250.00		0.00		(46,250.00)		-0.25	
Total SEWER SERVICES	197,150.00		49,287.50		22,164.45		(27,123.05)		-0.14	
WATER SERVICES										
FEES	(1,550,500.00)		(387,625.00)		(128,916.26)		258,708.74		-0.17	
PLANT OPERATIONS	889,525.00		222,381.25		130,502.06		(91,879.19)		-0.10	

COUNCIL SUMMARIZED

For Period Ending 31-Mar-2019



	BUDGET	BUDGET	ACTUAL	VARIANCE	VARIANCE	PERCENTAGE
	2019	YEAR TO DATE	2019	TO DATE		
Water and Sewer Operating Fund						
DISTRIBUTION	205,800.00	51,450.00	16,173.21	(35,276.79)	-0.17	
FINANCING	100,000.00	25,000.00	0.00	(25,000.00)	-0.25	
SERVICE LOCATES	15,250.00	3,812.50	(140.66)	(3,953.15)	-0.26	
ELEVATED STORAGE	37,375.00	9,343.75	399.01	(8,944.74)	-0.24	
AMORTIZATION	440,000.00	110,000.00	0.00	(110,000.00)	-0.25	
CAPITAL GRANTS	(326,300.00)	(81,575.00)	0.00	81,575.00	-0.25	
TRANSFER FROM RESERVES	(306,400.00)	(76,600.00)	0.00	76,600.00	-0.25	
CAPITAL	632,700.00	158,175.00	26,324.60	(131,850.40)	-0.21	
Total WATER SERVICES	137,450.00	34,362.50	44,341.97	9,979.47	0.07	
ENVIRONMENTAL SERVICES						
GARBAGE COLLECTION AND DISPOSAL	25,100.00	6,275.00	2,536.30	(3,738.70)	-0.15	
GARBAGE COLLECTION	162,000.00	40,500.00	39,655.14	(844.86)	-0.01	
LANDFILL	273,000.00	68,250.00	68,206.68	(43.32)	0.00	
HOUSEHOLD HAZARDOUS WASTE DAY	11,450.00	2,862.50	0.00	(2,862.50)	-0.25	
LEAF & YARD WASTE DEPOT	11,600.00	2,900.00	0.00	(2,900.00)	-0.25	
RECYCLING	58,425.00	14,606.25	5,887.23	(8,719.02)	-0.15	
Total ENVIRONMENTAL SERVICES	541,575.00	135,393.75	116,285.35	(19,108.40)	-0.04	
HEALTH SERVICES						
SUDBURY & DISTRICT HEALTH UNIT	195,030.00	48,757.50	65,012.00	16,254.50	0.08	
DOCTOR RECRUITMENT	20,000.00	5,000.00	0.00	(5,000.00)	-0.25	
MSDSB - LAND AMBULANCE	702,100.00	175,525.00	175,517.25	(7.75)	0.00	
CEMETERY	17,270.00	4,317.50	(1,809.69)	(6,127.19)	-0.35	
AMORTIZATION	3,700.00	925.00	0.00	(925.00)	-0.25	
Total HEALTH SERVICES	938,100.00	234,525.00	238,719.56	4,194.56	0.00	
SOCIAL SERVICES						
MSDSB - GEN ASSIST AND HOUSING	418,810.00	104,702.50	104,702.49	(0.01)	0.00	
CARE VAN	48,525.00	12,131.25	10,748.27	(1,382.98)	-0.03	
AMORTIZATION	10,000.00	2,500.00	0.00	(2,500.00)	-0.25	
SENIOR CITIZENS	6,650.00	1,662.50	2,985.24	1,322.74	0.20	
MSDSB - CHILDCARE	68,870.00	17,217.50	16,717.50	(500.00)	-0.01	
Total SOCIAL SERVICES	552,855.00	138,213.75	135,153.50	(3,060.25)	-0.01	
LEISURE SERVICES						
OUTDOOR RINK	9,850.00	2,462.50	552.79	(1,909.71)	-0.19	
TENNIS COURTS	4,380.00	1,095.00	0.00	(1,095.00)	-0.25	
BALL PARKS	46,150.00	11,537.50	128.24	(11,409.26)	-0.25	
TRACK & FIELD	8,570.00	2,142.50	0.00	(2,142.50)	-0.25	
PLAYGROUNDS	14,440.00	3,610.00	0.00	(3,610.00)	-0.25	
CLEAR LAKE BEACH	11,750.00	2,937.50	27.13	(2,910.37)	-0.25	
COMMUNITY PARKS	17,470.00	4,367.50	16.84	(4,350.66)	-0.25	

TOWN OF ESPANOLA
COUNCIL SUMMARIZED

For Period Ending 31-Mar-2019



	BUDGET	BUDGET	ACTUAL	VARIANCE	VARIANCE	PERCENTAGE
	2019	YEAR TO DATE	2019	TO DATE		
General Operating Fund						
PROGRAMMING	227,500.00	56,875.00	50,631.12	(6,243.88)	-0.03	
COMPLEX OFFICE OPERATIONS	141,980.00	35,495.00	31,644.34	(3,850.66)	-0.03	
BUILDING & FACILITY	678,085.00	168,771.25	118,001.71	(51,769.54)	-0.08	
POOL	114,560.00	28,640.00	29,420.25	780.25	0.01	
FITNESS	(64,220.00)	(16,055.00)	(4,060.42)	11,994.58	-0.19	
SQUASH	(3,100.00)	(775.00)	(870.83)	(95.83)	0.03	
ARENA	(53,890.00)	(13,472.50)	(27,495.27)	(14,022.77)	0.26	
FACILITY RENTALS	(21,770.00)	(5,442.50)	(4,424.24)	1,018.26	-0.05	
PARKS & REC EQUIPMENT	10,450.00	2,612.50	1,370.84	(1,241.66)	-0.12	
AMORTIZATION	267,850.00	66,962.50	0.00	(66,962.50)	-0.25	
CAPITAL	0.00	0.00	0.00	0.00	0.00	
Total LEISURE SERVICES	1,411,055.00	352,763.75	194,942.50	(157,821.25)	-0.11	
LIBRARY SERVICES						
LIBRARY COLLECTIONS	283,787.00	70,946.75	77,016.51	6,069.76	0.02	
SUMMER STUDENTS	14,053.00	3,513.25	0.00	(3,513.25)	-0.25	
AMORTIZATION	2,800.00	700.00	0.00	(700.00)	-0.25	
Total LIBRARY SERVICES	300,640.00	75,160.00	77,016.51	1,856.51	0.01	
COMMUNITY EVENTS						
SANTA CLAUS PARADE	3,960.00	990.00	0.00	(990.00)	-0.25	
WINTER CARNIVAL	7,060.00	1,766.00	6,695.12	4,930.12	0.70	
JULY 1ST	5,290.00	1,322.50	0.00	(1,322.50)	-0.25	
COMMUNITY EVENTS	13,330.00	3,332.50	(571.26)	(3,903.76)	-0.29	
BEAUTIFICATION	43,060.00	10,786.00	2,356.47	(8,408.53)	-0.20	
HISTORICAL PARK	64,315.00	16,078.75	0.00	(16,078.75)	-0.25	
Total COMMUNITY EVENTS	137,015.00	34,253.75	8,480.33	(25,773.42)	-0.19	
PLANNING AND DEVELOPMENT						
PLANNING	14,000.00	3,500.00	(372.81)	(3,872.81)	-0.28	
ECONOMIC DEVELOPMENT	112,770.00	28,192.50	7,540.33	(20,652.17)	-0.18	
AMORTIZATION	3,945.00	986.25	0.00	(986.25)	-0.25	
Total PLANNING AND DEVELOPMENT	130,715.00	32,678.75	7,167.52	(25,511.23)	-0.20	
TRUST FUNDS						
CEMETERY	0.00	0.00	(1,468.62)	(1,468.62)	0.00	
OTHER	0.00	0.00	(30,501.38)	(30,501.38)	0.00	
Total TRUST FUNDS	0.00	0.00	(31,970.00)	(31,970.00)	0.00	



	BUDGET		ACTUAL		VARIANCE	
	2019	YEAR TO DATE	2019	TO DATE	PERCENTAGE	
Reserve Funds						
Surplus (-) / Deficit	886,890.00	221,722.50	1,766,586.94	1,544,864.44	1.74	

Department: Treasury	Policy Number: F05-01830
Subject: Budget Policy	Effective Date: 15/12/08
Bylaw No:	Revision Date: 18/10/09
	Version #: 2

Policy:

The Town of Espanola recognizes the need to provide every service in the most efficient and effective way. The policy of the municipality is to establish an annual budget process which will result in achieving the strategic objectives in a fiscally responsible and sustainable manner.

Purpose:

The purpose of this policy is:

1. Improve the efficiency of the budget setting process, making strategic use of Council's time in reviewing budgets and administration's time in preparing them;
2. Ensure that the budget is consistent with the goals set out by Council in its Strategic Plan;
3. Maintain the long-term financial stability of the Town with affordable taxation and user rates;
4. Establish a foundation for which the financial performance of service delivery can be measured against budget approvals;
5. To comply with legislation and regulation, including but not limited to the Municipal Act, the Police Services Act, Public Libraries Act, and the Chartered Professional Accountants of Canada, Public Sector Accounting Handbook.

Scope:

This policy encompasses all municipal departments and agencies, boards and commissions for which Council is required to approve annual budget estimates or levies.

Policy Statements:

1. It is the objective of Council to prepare and adopt a multi – year budget for a period of up to four years.
2. The Capital Levy shall be used for the following purposes:
 1. To fund capital expenditures
 2. To increase reserve balances in order to finance future capital expenditures
 3. To finance the annual costs associated with long-term debt issued in connection with capital projects

Procedures:

1. The Treasurer shall prepare a report, no later than September 30th of each year, to provide Council a report outlining an overview of the projected budget challenges.
2. That Council, no later than October 31st of each year, provide direction to staff regarding any changes in levels of service required for the following year and that this information be taken into account in the determination of the budget estimates.
3. The Treasurer, working in conjunction with other staff, is to develop and present a financial forecast to Council by November 30th, to establish the budget guideline outlining anticipated levy increases as well as the budget reporting format.
4. The Treasurer, will prepare and present a draft budget in accordance with the full accrual basis of accounting at the first council meeting of the new year.
5. Departmental budgets will be presented to Council commencing the second week of January with weekly budget meetings being scheduled on Tuesdays, with the intention that the budget will be adopted by February each year.
6. Alternative means of service delivery will be evaluated to ensure that quality services are provided to residents at the most competitive and economical cost.
7. Operating variances will be monitored on a monthly basis by department managers with reports to Council as of March 31st, June 30th, September 30th and December 31st of each year.

Roles & Responsibilities:

Municipal Council

- Establish priorities through the Strategic Plan
- Approve guidelines in advance of detailed budget preparation
- Approve the proposed level of public communication and engagement
- Review the budget submission
- Adopt the budget by-law
- Approve the rates required for taxation and user fees by by-law

Chief Administrative Officer

- Direct the preparation and presentation of the operating and capital budgets on an annual basis
- Prepare budget guideline for approval of council
- Ensure compliance with the revenue and expenditure budgets approved by council

Treasurer

- Lead and coordinate the overall preparation and administration of the operating and capital budget
- Ensure adherence to budget policies and financial policies approved by council
- Provide management and strategic direction to the financing of the Town

Senior Management Team(Department Managers)

- Lead the development of realistic and responsible departmental budgets in accordance with the established guideline, timeline, and process
- Ensure that the resources and assets under their authority are effectively managed on an ongoing basis

Policy Review

This policy shall be reviewed prior to the initiation of the budget process of the first year of each term of Council, or if deemed necessary by Council.

DEFINITIONS:

Capital Assets – Roads, water and sewer systems, land, buildings, machinery, equipment and other items that provide benefits for several years.

Capital Budget – The annual plan for the purchase and financing of Tangible Capital Assets.

Capital Expenditure - Any significant expenditure incurred to acquire or improve land, buildings, engineering structures and machinery and equipment used in providing municipal services. It includes Capital Assets and appropriate professional studies, and confers benefit lasting beyond one year.

An expenditure on repair or maintenance designed to maintain an asset in its original state is not a Capital Expenditure.

Operating Budget – The annual plan for the purchase and financing of the Town's operations. It includes salaries, materials and supplies. After all revenues are matched (e.g. user fees), the Tax Levy is used to balance this budget.

Operating Surplus/Deficit – The difference between revenues and expenditures not allocated to the Capital Budget or Reserve Funds. An excess of revenue is a surplus. An excess of expenses is a deficit.

PSAB (Public Sector Accounting Board) – establishes accounting standards for the public sector. The CPA Canada Public Sector Accounting (PSA) Handbook contains accounting standards that apply to all public sector entities (governments, government components, government organizations and certain government partnerships) that issue general purpose financial statements unless specifically directed or permitted to use alternative standards by PSAB.

Revenue - Increases in economic resources realized through increases in assets or decreases in liabilities. They do not include proceeds from debt issues or transfers from other funds within the Town's reporting entity.

Notice of Motion

Corporation of The Town of Espanola

Dated: May 14, 2019

That the operating budget and period to date actual report be presented to council for consideration at the May 28, 2019 regular meeting of council.

Furthermore that format of said summary be similar to the attached document and be presented on dollar amounts

Furthermore that the report be presented at the Second regular council meeting of February; April; June; September; November

Furthermore that the report cover the period ending on the last calendar of the previous month

Furthermore that said report be prepared in both electronic and paper format

Moved By: Maureen Van Alstine

Seconded By: _____

	period to date actual 2018	budget amount for 2019	period to date budget 2019	actual expense period to date 2019	variance
Town of Espanola					
Treasury					
administration					
fire protection					
police					
general inspections					
provincial offences					
transportation					
public works					
recreation complex					
collection & disposal					
health serevices					
social services					
recreation & cultural services					
library					
cultural activities					
beautification					
planning & development					
economic development					