



# **REGULAR COUNCIL AGENDA**

For the Corporation of the Town of  
Espanola

Council Meeting

To Be Held On

**Tuesday, November 13, 2018**  
**Council Chambers**

100 Tudhope Street  
**7:30 pm**



## **Espanola Council AGENDA**

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*For the Regular Meeting of the Town of Espanola  
To Be Held On **Tuesday, November 13, 2018** at 7:30 p.m.  
In The Council Chambers, Municipal Building*

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7:30 P.M.

REGULAR MEETING OF COUNCIL  
Council Chambers, 100 Tudhope Street

SPECIAL IN CAMERA MEETING OF COUNCIL  
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 **F4** inclusive contained in the Consent Agenda

- CA-018-18 Be It Resolved That: Items A1 to F4 inclusive contained in Part 1, Consent Agenda be adopted.

**Adoption of Minutes**

**A1 Special Meeting of Council of October 30, 2018**

**A2 Regular Meeting of Council of October 30, 2018**

**A3 Special Meeting of Council of November 6, 2018**

- 18-175 Be It Resolved That: The following Minutes are hereby accepted; Special Meeting of Council of October 30, 2018; Regular Meeting of Council of October 30, 2018; Special Meeting of Council of November 6, 2018.

**Board and Committee Reports**

**B1 Corporate Services Committee Meeting of November 6, 2018**

- 18-176 Be It Resolved That: The following Minutes are hereby received; Corporate Services Committee Meeting Minutes of November 6, 2018.

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

None

**Business Arising from Board and Committees**

## **Corporate Services Committee Meeting of November 6, 2018**

### **D1 Recommendation regarding Council Correspondence Policy**

- 18-177 Be It Resolved That: As Recommended by the Corporate Services Committee That: Policy #00-01870 be adopted as presented.

### **Bylaws and Resolutions**

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

### **E1 Bylaw No. 2885/18**

- 18-178 Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of October 30, 2018.

### **Reports**

#### **F1 POA Department Departmental Report for July - September 2018**

#### **F2 Public Health Sudbury & Districts Meeting Minutes of October 18, 2018**

#### **F3 Joint Health and Safety Meeting Minutes of October 4, 2018**

#### **F4 Non profit Housing Corporation Meeting Minutes of September 5, 2017; November 6, 2017; January 8, 2018; March 12, 2018; April 2, 2018; May 28, 2018; September 6, 2018 and November 5, 2018.**

- 18-179 Be It Resolved That: The following reports are hereby received; POA Department Departmental Report for July - September 2018; Public Health Sudbury & Districts Meeting Minutes of October 18, 2018; Joint Health and Safety Meeting Minutes of October 4, 2018; Non profit Housing Corporation Meeting Minutes of September 5, 2017; November 6, 2017; January 8, 2018; March 12, 2018; April 2, 2018; May 28, 2018; September 6, 2018 and November 5, 2018.

<h2><b><u>PART II - REGULAR AGENDA</u></b></h2>
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### **Bylaws and Resolutions**

#### **G1 Bylaw No 2886/18; being an Amendment to Bylaw No 2874/18 a Bylaw of The Corporation of the Town of Espanola**

**and Northern 911 for Fire Dispatch Services.**

- 18-180 Be It Resolved That: Bylaw No 2886/18 be adopted; being a Bylaw to Amend Bylaw No 2874/18 allowing Northern 911 to use the IamResponding.com system for Fire Dispatch.

**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.**

September Cheque Register  
Espanola Public Library Strategic Plan 2018-2022

**Conference and Conventions**

None

**Mayor and Councillor Reports and Announcements**

**Future Council/Committee Meetings**

Community Services Committee Meeting of November 20, 2018 @ 3:00 pm  
Regular Meeting of Council of November 27, 2018 @ 7:30 pm  
Inaugural Meeting of Council December 4, 2018 @ 7:30 pm

**Adjournment**

**Closed Meeting (if required)**

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

**Council Chambers  
Municipal Office**

**October 30, 2018  
7:17 pm**

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**His worship Mayor Piche presided over the meeting.**

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

**Present:** Councillors R. Dufour; K. Duplessis, R. Duplessis, B. Foster, H. Mallot, B. Yocom

P. Cassan

**In Camera**

**H. Malott – K. Duplessis**

Be It Resolved That: 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.

1. A matter in respect of which a council, board, committee or other body may hold a meeting to receive advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Time: 7:17 pm

**Carried**

**Resume Special  
Meeting**

**R. Dufour – R. Duplessis**

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

Time: 7:40 pm

**Carried**

**Adjournment**

**R. Duplessis – R. Dufour**

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

Time: 7:44 pm

**Carried**

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R. Piche  
Mayor

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P. Cassan  
CAO Delegate



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

**Council Chambers  
Municipal Office**

**October 30, 2018  
7:30 pm**

**His Worship Mayor Piche presided over the meeting.**

**Present:**

Councillors R. Dufour, K. Duplessis; R. Duplessis, B. Foster,  
H. Malott; B. Yocom

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

The Mayor called the meeting to order.

Disclosure of pecuniary interest and the general nature thereof.

**Public Hearing**                      **None**

**Delegations/Petitions**       **None**

**Question Period**

Cynthia Townsend, resident of Sutherland Street stated her question was in regards to item G1. She advised that she is aware of a current Strategic Plan, Procedural Bylaw as well as a Code of Conduct for Council, Code of Conduct for staff and a Workplace Violence and Harassment Policy, which were adopted by this Council and further advised there is a Communication Policy. Ms. Townsend's question was "Will the New Vision be to constantly change the rules by which we are governed as opposed to accept responsibility for ones actions?" with a follow up question of "What kind of message does this send to our residents, staff and youth of our community?" The Mayor asked if anyone wanted to take a "crack" at that. Councillor Foster stated that the New Vision will change some of what they are doing and they want to make sure that they provide opportunity for Council to give direction to Staff, particularly when it comes to direction and information they would like when they have to make a decision. He further advised that right now Council gets their agenda on a Friday at noon hour with a staff report that says "here's some information" and often they are faced with many decisions with not enough time to think about it and enough time to go back to staff to ask for additional information. Ms. Townsend then asked if she could reread the question, which she did "Will the New Vision be to constantly change the rules by which we are governed as opposed to accept responsibility for ones actions?"

Councillor Foster did not respond. Councillor K. Duplessis stated he didn't think it would be constantly changing the rules, but some of the changes coming into effect would be improvements to have a better working relationship and understanding of each other. He further advised that he believed Council is serious about this and over the last term there has been a lot of debate and animosity and he believes that can be significantly improved. Mayor Piche then advised that he felt a big problem was that Staff has not been included in conversations, Council hasn't communicated well with them. He further spoke about how there needs to be change and questioned that if no one owns up to their wrong, what would change? Mayor Piche then stated that he apologized publically after the Parnega report came out because he knew he was wrong and advised that if there was anyone else who would like to apologize they could do so right now, there were no comments. Mayor Piche stated that he was not happy how things are now at the end of their term and how this has hurt them and suggested that it be fixed right away. Councillor Dufour stated that in answer to the last part of Ms. Townsend's question, "Yes, everyone will be accountable for their actions, that's for sure."

### **CONSENT AGENDA**

#### **CA-017-18 H. Malott – K. Duplessis**

Be It Resolved That: Items A1 to F5 contained in Part 1 Consent Agenda be adopted.

**Carried**

### **Items A1-A2** **Council Minutes**

#### **18-167 H. Malott – B. Foster**

Be It Resolved That: The following Minutes are hereby accepted: Regular Meeting of Council of October 9, 2018; Special Meeting of Council of October 9, 2018.

**Carried**

### **Board and Committee Reports**

#### **Item B1 – B2** **Committee Minutes**

#### **18-168 K. Duplessis – B. Foster**

Be It Resolved That: The following Minutes are hereby received; Community Services Committee Meeting Minutes of October 16, 2018; Leisure Services Advisory Committee Meeting of September 17, 2018.

**Carried**

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

**None**

### **Business Arising from Board and Committees**

Community Services Committee Meeting of October 16, 2018



**Item D1**

**Sherwood Park Trail**

**18-169 H. Malott – K. Duplessis**

Be It Resolved That: As Recommended by the Community Services Committee That: Bylaw and signage in effect in the Sherwood Park trail area remain in place.

**Carried**

**Bylaws and Resolutions**

**Item E1**

**Confirmatory Bylaw**

**18-170 B. Foster – R. Yocom**

Be It Resolved That: Bylaw No 2882/18 be adopted; being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of October 9, 2018.

**Carried**

**Item E2**

**Bylaw Enforcement Officer**

**18-171 R. Duplessis – R. Dufour**

Be It Resolved That: Bylaw No 2881/18 be adopted; being a Bylaw of the Town of Espanola to Appoint a Municipal Law Enforcement Officer for the Corporation of the Town of Espanola.

**Carried**

**Item E3**

**2628927 Ontario Limited/OLIVADEL DEVELOPMENTS**

**18-172 R. Dufour – R. Duplessis**

Be It Resolved That: Bylaw No 2882/18 be adopted; being a Bylaw of the Town of Espanola to execute an Agreement with 2628927 Ontario Limited/OLIVADEL DEVELOPMENTS.

**Carried**

**Reports**

**Item F1-F5**

**18-173 R. Duplessis – R. Dufour**

Be It Resolved That: The following reports are hereby received; Public Works Department Departmental Report for September 2018; Leisure Services Department Departmental Report for September 2018; Fire Department Departmental Report for September 2018; Building Department Departmental Report for August and September 2018; Manitoulin-Sudbury District Services Board Meeting Minutes of September 27, 2018 – Unapproved.

**Carried**

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

**Item G1**  
**Integrity**  
**Commissioner Report**

**18-174 R. Dufour – K. Duplessis**

BE IT RESOLVED THAT: WHEREAS Council has received and considered the recommendations of the Integrity Commissioner, Jan Parnega of Shearer Parnega dated August 23, 2018;

AND WHEREAS Council has an obligation to deal with these recommendations by resolution;

AND WHEREAS Council believes that a more comprehensive, fundamental go-forward plan will be much more effective at resolving behaviour issues and healing the relationship between Council and Staff;

Council hereby resolves that it will not impose suspensions of Councillors' remuneration in accordance with the Integrity Commissioner's recommendations. Instead, Council will support and implement a comprehensive plan entitled "Council's New Vision" which is designed to implement real change in the Town of Espanola.

**Carried**

Councillors R. Duplessis; K. Duplessis; Malott and Dufour declared a conflict with this item and left Council Chambers. Following the vote the Clerk exited Council Chambers. Paul Cassan, Lawyer of Wishart Law Firm explained to Council that without a Clerk the meeting cannot continue. Council inquired if they could appoint Mr. Cassan as a Clerk to which Mr. Cassan asked for a 10 minute recess. Upon his return, Mr. Cassan stated that Council was unable to appoint him as Clerk at this time and recommended that the meeting be adjourned and a Special Meeting be rescheduled to address the remaining items.

Councillor K. Duplessis moved to adjourn the meeting;  
Councillor H. Malott seconded the motion. A vote was called.

Time: 8:22 pm

**Carried**

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Ron Piche

Mayor

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Paula Roque (left Council Chambers at  
7:54)  
Clerk

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

**Council Chambers  
Municipal Office**

**November 6, 2018  
11:00 am**

**His worship Mayor Piche presided over the meeting.**

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

**Present:** Councillors R. Dufour; K. Duplessis, R. Duplessis, B. Foster, H. Malott, B. Yocom  
Staff C. Townsend, CAO/Treasurer, T. Denault-Roque, Recording Secretary  
Mr. Paul Cassan, Lawyer at Wishart Law Firm LLP

**In Camera**

**B. Foster – K. Duplessis**

Be It Resolved That:

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 and communications necessary for that purpose;
- For the purpose of discussing personal matter about identifiable individuals

Time: 11:00 am

**Carried**

**Resume Special Meeting**

**R. Dufour – R. Duplessis**

Be It Resolved That:

The Special Meeting of Council hereby resumes.

Time: 12:25 pm

**Carried**

**Integrity Commissioners Report**

**B. Foster – R. Piche**

Be It Resolved That: WHEREAS Council has received and considered the recommendations of the Integrity Commissioner, Jan Parnega of Shearer Parnega dated August 23, 2018;

AND WHEREAS Council has an obligation to deal with these recommendations by resolution;

AND WHEREAS Council believes that a more comprehensive,

fundamental go-forward plan will be much more effective at resolving behaviour issues and healing the relationship between Council and Staff;

Council hereby resolves that it will not impose suspensions of Councillors' remuneration in accordance with the Integrity Commissioner's recommendations. Instead, Council will support and implement a comprehensive plan entitled "Council's New Vision" which is designed to implement real change in the Town of Espanola.

**Defeated**

Councillor R Duplessis, K Duplessis, R Dufour and H Malott declared a Conflict of Interest and left Council Chambers. Mayor Piche requested a recorded vote.

RECORDED VOTE		DECLARATION OF PECUNIARY INTEREST	
For	Against		
Mayor R. Piche	✓	Mayor R. Piche	
R. Dufour		R. Dufour	✓
K. Duplessis		K. Duplessis	✓
R. Duplessis		R. Duplessis	✓
B. Foster	✓	B. Foster	
H. Malott		H. Malott	✓

Mr. Cassan announced that the resolution was defeated. The Council members who declared a conflict returned to the Council table.

**Bylaw No 2880/18;  
being a Bylaw to  
Adopt "Council's New  
Vision"**

**H. Malott – B. Foster**

Be It Resolved That: Bylaw No 2880/18 be adopted; being a Bylaw of the Town of Espanola for Council to receive and adopt the comprehensive plan entitled "Council's New Vision" dated November 6, 2018.

**Carried**

Mr. Cassan spoke to Council's New Vision, stating that the Vision arises from reviewing the issues and challenges as well as the Integrity Commissioners Report that found breaches of 5 out of the 7 Council members of the Code of Conduct. He provided a summary of the steps planned to move the municipality forward to improve relationships; he spoke to the Action Plan and its timelines and advised that an Implementation Committee would be struck. Mr. Cassan then spoke of the training that has already taken place as well as future training for Council Orientation that would be provided by his office in January.

A discussion ensued regarding the impacts to the budget. Mr. Cassan advised that Council recognizes that this does have a

budgetary aspect to and there is going to be and has already been money spent on it. He advised that he will let Council speak to whether they would increase the budget but advised that was something that has been considered.

Mayor Piche called for a recorded vote.

**RECORDED VOTE**

	<b>For</b>	<b>Against</b>
Mayor R. Piche		✓
R. Dufour	✓	
K. Duplessis	✓	
R. Duplessis	✓	
B. Foster	✓	
H. Malott	✓	

Mr. Cassan then advised that a resolution would be needed to strike an Implementation Committee and prepared the motion. There was discussion between Council members as to who was going to sit on the committee and when they would be appointed. Mr. Cassan advised that his office would act as a resource to the committee as well.

**B. Foster – K. Duplessis**

Be It Resolved That: Council strike an implementation committee to oversee and report to council on the implementation of council's New Vision as enacted in bylaw 2880/18. Members of committee to be 2 of staff, 2 of councillors, Mayor being one of. Heather.

This committee to be struck until Council's inaugural meeting and then appointments to be made by new Council December 11, 2018.

**Carried**

**Adjournment**

**B. Foster – H. Malott**

Be It Resolved That: The Special Meeting of Council is hereby adjourned. Time: 1:03 pm

**Carried**

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R. Piche  
Mayor

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P. Cassan  
Appointed Clerk

**CORPORATE SERVICES COMMITTEE MEETING**

**Tuesday, November 6, 2018**

**3:00 pm**

**Council Chambers**

**Municipal Building**

**Chair K. Duplessis presided over the meeting.**

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

**Present:**

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

**Absent:**

Councillor R Duplessis; C Tessier, Manager of Financial Planning

**Departmental Report**

The Committee received the POA Department Departmental Report for July – September 2018.

**Correspondence Policy**

**R. Piche – B. Foster**

Be It Resolved That: As Recommended by the Corporate Services Committee That: Policy #H0-01870 be accepted as presented.

**Carried**

**Adjournment**

**B. Foster – R. Piche**

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

Time: 3:02 pm

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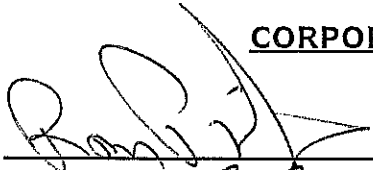
K. Duplessis  
Chair

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P. Roque  
Clerk



CORPORATE SERVICES COMMITTEE

Moved By: 

Date: November 6, 2018

Seconded By: 


Motion No.: 1

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

*Policy #00-01870 be adopted as presented.*

CARRIED ✓ DEFEATED       

DEFERRED       

  
Chair

RECORDED VOTE  
INTEREST

For      Against

Mayor R. Piche	<u>      </u>	<u>      </u>
B. Foster	<u>      </u>	<u>      </u>
K. Duplessis	<u>      </u>	<u>      </u>
R. Duplessis	<u>      </u>	<u>      </u>

DECLARATION OF PECUNIARY

Mayor R. Piche	<u>      </u>
B. Foster	<u>      </u>
K. Duplessis	<u>      </u>
R. Duplessis	<u>      </u>

AGENDA

Department: Council	Policy Number: H00-01870
Subject: Council Correspondence Policy	Effective Date:
Bylaw No:	Revision Date:
	Version #:

### Purpose:

To provide clear direction for circulating all correspondence including agenda's, mail and electronic mail addressed to Council, received by the municipality and Council.

### Procedure:

Correspondence addressed to the Mayor and/or Council is considered the property of the Corporation and shall be processed in the following manner:

#### Regular Mail and Electronic Mail

General correspondence received through regular mail that is addressed to Council will be opened and date stamped, scanned and emailed to each Councillor, CAO, Clerk and Department Managers if their comments are required. A response from the municipality to address any concerns will be circulated in the same manner. The original copy will be filed accordingly.

In the event a request is being made such as bylaw exemptions, donations, road closures etc. the correspondence will be forwarded to Department Managers for comment, a staff report with back up will be placed on the appropriate agenda for Committee/Council discussion.

Electronic mail addressed to Council that has been received by the general e-mail address [town@espanola.ca](mailto:town@espanola.ca) will be forwarded to each Councillor, the CAO and Clerk via email. A hard copy will be filed accordingly.

Correspondence that is stamped confidential on the outer envelope that is received through regular mail at the Municipal office will not be opened but be date stamped and placed in addressee's mailbox.  
Confidential correspondence received electronically and addressed to Council will be forwarded to Council on to each member it is addressed to electronically. No record will be kept by the Clerk's office.

#### Correspondence Received by Council

Correspondence received by individual Councillors regarding municipal business including complaints will be forwarded to the CAO, Clerk and Administrative Assistant where the procedures adopted in this policy and any others applicable will be followed.

It will be the sole responsibility of Council to circulate confidential correspondence as necessary that is received directly by them.

#### Agenda Packages

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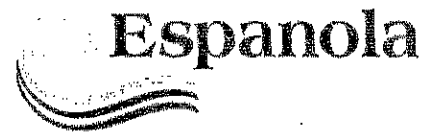
**Deleted:**

**Deleted:** to the CAO and Clerk, copies shall be date stamped, stamped as confidential, placed in a sealed envelope and placed in Councillor's mailbox. A hard copy will be filed accordingly.



In the event confidential correspondence is part of a committee/council agenda package, the package will be placed in a sealed envelope, stamped confidential and placed in committee/council mailboxes.

DRAFT



**CORPORATE SERVICES COMMITTEE MEETING**  
**Tuesday, October 2, 2018**  
**3:00 pm**  
**Council Chambers**  
**Municipal Building**

**Chair K. Duplessis presided over the meeting.**

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

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

**Departmental Report** None

**Consent Agenda** A discussion ensued regarding efficient ways to handle items that  
were being severed from the consent agenda during a Regular  
Meeting of Council.  
The Committee agreed that the Chair will follow the Procedural  
Bylaw and ask Council if there are any items to be severed from  
the Consent Agenda at the beginning of the meeting.

**Tender Process** A discussion ensued regarding how tenders are specified, where  
they are posted and how those interested in bidding would be  
aware of the tender. Councillor Foster suggested Staff conduct a  
comparison of other communities to determine best practices.  
Staff explained the process as well as the different ways a tender is  
made public. It was then the consensus of the Committee that the  
municipality's practices will stand as is and no further action is  
required.

**Bylaw Enforcement** **B. Foster – R. Duplessis**  
Be It Resolved That: Rainbow District Animal Control be appointed  
to provide bylaw enforcement services for the remainder of 2018  
and 2019.

**Carried**

A discussion ensued regarding the times and amount of hours per  
week that would be dedicated for Bylaw enforcement.  
Further discussions took place regarding the normal practices that  
could be expected from Rainbow District Animal Services Bylaw  
Enforcement.

**Correspondence** A discussion ensued. The Committee directed Staff to incorporate  
how confidential information to Council should be distributed. Staff  
advised the Policy will be updated and brought back to the next  
Committee meeting.



**THE CORPORATION OF THE TOWN OF ESPANOLA**

**BYLAW NO. 2885/18**

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

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

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

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

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1<sup>st</sup>, 2014, held on: October 23, 2018 and the same are hereby adopted.
2. That the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof and the exercise of any powers by the Council or Committees by the said minutes be and the same are hereby ratified, authorized and confirmed.
3. That where no individual bylaw has been or is passed with respect to the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof or with respect to the exercise of any powers by the Council or Committees in the above mentioned Minutes, then this bylaw shall be deemed for all purposes to be the bylaw required for approving and authorizing the taking of any action authorized therein or thereby or required for the exercise of any power therein by the Council or Committees.
4. That the Mayor and proper officers of the Corporation of the Town of Espanola are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council or Committees as evidenced by the above mentioned Minutes in Section 1 and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of the Corporation of the Town of Espanola and to affix the seal of the Corporation thereto.

Read a First, Second and Third Time and Passed this 13th day of November 2018.

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R. Piche  
Mayor

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Paula Roque  
Clerk

OCT 24 2018

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: POA	MONTH: July - September 2018
<b>Project Status:</b>  169 new charges were received in Espanola in July. 354 new charges were received in Elliot Lake in July.  129 new charges were received in Espanola in August. 255 new charges were received in Elliot Lake in August.  196 new charges were received in Espanola in September. 287 new charges were received in Elliot Lake in September.  <u>(Please see attached charts for comparison to previous years)</u>  <ul style="list-style-type: none"> <li>• For the month of July, there was 1 regular POA court in Espanola and 1 regular POA court in Elliot Lake and 1 in Blind River.</li> <li>• For the month of August, there were 2 POA court in Espanola, 1 in Elliot Lake and 2 in Blind River.</li> <li>• For the month of September, there were 2 POA court in Espanola, 1 in Elliot Lake and 1 in Blind River.</li> </ul>	
The 2019 court dates have been approved by the Regional Senior Justice of the Peace and have been released to all appropriate agencies	
Complaints / Compliments:	
Employee Status:	
Visitors:	

Department Manager: Christine Desjardins Submitted on: October 23, 2018

Types of charges received 2018 - Espana a																																
	242	295	342	508	513	516	519	530	544	551	552	554	565	567	570	580	581	600	725	753	763	766	772	789	815	894	BLO	BLP	HTA	LLA	TOTAL	
January				11			2	7			2	1				2													117	4	146	
February				19				2	3			2														1			133	2	162	
March				12				4	1			1																	206	1	225	
April				13				7	2		4	2				1	1				3						1		197	4	235	
May				21				3				3					1						1	3					177	4	213	
June				7			1	3			2	3				1		1										1	161	2	182	
July				8		1		6			6							3						4				2	135	4	169	
August				9				2					1													1		3	104	9	129	
September		1		12				3			1	1				1	2				1						1	2	1	160	10	196
October																																0
November																																0
December																																0

242 Small Vessels Regulation	580 Tobacco Tax Act
295 Migratory Birds Regulation	581 Trespass to Property Act
342 Competency/Pleasure Craft Regulations	600 Forest Fires Prevention Act
508 Compulsory Automobile Insurance Act	725 Forest Fires Prevention Regulation
513 Dangerous Goods Transportation Act	772 Safe Streets Act
516 Dog Owner's Liability Act	753 Fire Protection/Prevention Act
519 Environment Protection Act	763 Fish & Wildlife Conservation Act
530 Highway Traffic Regulation	766 Fish & Wildlife Conservation Regulation
544 Motorized Snow Vehicle Act	789 Ontario Society for the Prevention of Cruelty to Animals
551 Occupational Health and Safety Act	815 Provincial Parks and Conservation Reserves Act
552 Off Road Motor Vehicle Act	894 Smoke Free Ontario Act
554 Ontario Fishery Regulation	BLO By-laws (other)
565 Provincial Offences Act	BLP By-laws (parking)
567 Provincial Park Regulation	HTA Highway Traffic Act
570 Public Lands Act	LLA Liquor Licence Act



# POA Charges Received for Elliot Lake

	January	February	March	April	May	June	July	August	September	October	November	December	Year End Totals	Average Per Month
2012	182	233	336	294	198	277	235	308	473	319	134	183	3172	264
2013	256	177	356	324	276	393	413	407	326	411	318	266	3923	327
2014	323	250	413	341	480	426	368	392	254	331	139	334	4051	338
2015	195	208	301	343	225	367	349	320	286	281	167	178	3220	268
2016	172	221	326	251	290	308	328	335	216	293	242	92	3074	256
2017	261	216	222	283	335	312	360	381	230	231	216	186	3233	269
2018	222	174	172	422	338	210	354	255	287				2434	270

### POA Charges Received for Espanola

	January	February	March	April	May	June	July	August	September	October	November	December	Year End Totals	Average Per Month
2007	308	267	277	248	260	316	345	340	209	186	97	103	2956	246
2008	110	129	235	174	146	174	204	263	245	272	152	85	2189	182
2009	131	157	243	205	130	140	184	191	175	126	229	122	2033	169
2010	112	140	226	205	159	145	269	186	152	111	164	73	1942	162
2011	102	147	218	111	110	181	239	162	169	141	114	160	1854	155
2012	140	254	171	162	192	274	176	249	166	292	115	193	2384	199
2013	209	119	223	236	229	288	207	331	156	249	170	101	2518	210
2014	122	151	310	426	174	328	359	352	220	325	107	147	3021	252
2015	198	149	281	209	192	250	216	268	269	168	163	180	2543	212
2016	164	146	284	299	322	323	249	394	280	200	191	107	2959	247
2017	227	205	210	224	363	266	313	284	233	302	208	174	3009	251
2018	146	162	225	235	213	182	169	129	196				1657	184





**UNAPPROVED MINUTES – SEVENTH MEETING**  
**BOARD OF HEALTH**  
**PUBLIC HEALTH SUDBURY & DISTRICTS**  
**BOARDROOM, SECOND FLOOR**  
**THURSDAY, OCTOBER 18, 2018 – 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Maigan Bailey  
Janet Bradley  
Thoma Crabs  
James Crispo  
Jeffery Huska

Robert Kirwan  
René Lapierre  
Monica Loftus  
Paul Myre  
Ken Noland

Rita Pilon  
Nicole Sykes  
Carolyn Thain

**BOARD MEMBERS REGRETS**

Mark Signoretti

**STAFF MEMBERS PRESENT**

Sandra Laclé  
Stacey Laforest  
Rachel Quesnel

France Quirion  
Dr. Penny Sutcliffe  
Renée St. Onge

Dr. Ariella Zbar

**R. LAPIERRE PRESIDING**

**1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGEMENT**

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

**2. ROLL CALL**

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

There were no declarations of conflict of interest.

**4. DELEGATION/PRESENTATION**

- i) **Finding our Path Together – Indigenous Engagement Strategy**
  - Mariette Sutherland, Manager, Indigenous Engagement

M. Sutherland was invited to present the proposed Indigenous Engagement Strategy.

Steps in the Public Health Sudbury & Districts' journey in developing an Indigenous Engagement Strategy reflect the long path public health has been on as we engage with Indigenous peoples and communities. Examples include contributing to provincial Public Health Working Group of the Trilateral First Nations (TFNHSOC), local relationship building meetings with First Nations leaders, internal Indigenous cultural competency training for all PHSD and staff circles, as well as multiple opportunistic program collaborations with First Nations communities fostering front-line staff working relationships. The Board of Health was congratulated for its commitment to strengthening public health programs and services with area First Nations through motions 20-12 and 54-16.

The process and key steps since November 2016 were reviewed and have included communications and information gathering, organizational strengthening, and relationship development components. It was an extensive collaborative process intended to be mutually beneficial, respectful, and strengths-based. It involved the Board of Health, staff from Public Health Sudbury & Districts, Indigenous partners, Elders, and community voices. The process itself was designed to "walk our talk" as part of strengthening relationships.

The proposed strategy in today's Board of Health agenda is the result of a two-year comprehensive information gathering process and reflects what was heard from the Board, the communities and staff engagement processes.

The Strategy includes:

Vision: Working together towards healthy and vibrant Indigenous communities in their pursuit of self-determined health and well-being.

Mission: Public Health Sudbury & Districts works together with area Indigenous Peoples and communities to collaboratively strengthen public health programs and services for all.

Principles: respect, trust, humility.

Strategic directions:

- I. Inform our work through Indigenous community voices and information
- II. Engage in meaningful relationships to support Indigenous community well-being
- III. Strengthen our capacity for a culturally competent workforce
- IV. Advocate and partner to improve health

Next steps following the Board of Health's approval of the Strategy today, will include continuing to work collaboratively to support holistic health and well-being for

Indigenous communities and expanding our efforts to be more inclusive and continually refine our strategy with further engagement with urban First Nation and Métis groups.

Questions and comments were entertained. Board members extended their congratulations at the engagement process and development of the draft strategy. The significance of the design and artwork of the booklet were shared. The booklet design was done by a local Indigenous-led company, Design de Plume. Board of Health members indicated that the draft strategy booklet is overwhelming both visually and for its content and it was recommended that it be distributed widely. The Board was also pleased to see that key sections of the Strategy were translated to Anishnaabemowin, Cree syllabics and Cree translation. M. Sutherland was thanked for her presentation and kudos were extended to M. Sutherland, Director, S. Laclé and team for their valuable contributions to the Indigenous engagement work.

## **5. CONSENT AGENDA**

- i) Minutes of Previous Meeting**
  - a. Sixth Meeting – September 20, 2018
- ii) Business Arising from Minutes**
- iii) Report of Standing Committees**
  - a. Board of Health Executive Committee Unapproved Minutes dated September 25, 2018
- iv) Report of the Medical Officer of Health / Chief Executive Officer**
  - a. MOH/CEO Report, October 2018
- v) Correspondence**
  - a. Publicly Funded Oral Health Program for Low-income Adults and Older Adults
    - Letter from the Halton Regional Council to the Minister of Health and Long-Term Care dated July 5, 2018
    - Letter from the Durham Region to the Premier of Ontario dated September 13, 2018
  - b. Smoke-Free Ontario Act, 2017
    - Letter from the Association of Local Public Health Agencies President to the Director, Health Protection Policy and Programs Branch, Ministry of Health and Long-Term Care dated October 4, 2018
    - Letter from the Council of Ontario Medical Officers of Health to the Director, Health Protection Policy and Programs Branch, Ministry of Health and Long-Term Care dated October 8, 2018
  - c. Repeal of Section 43 of the Criminal Code of Canada
    - Letter from the Board of Health for Southwestern Public Health to the Federal Minister of Justice dated September 25, 2018

- d. Ontario Basic Income Pilot Project
  - Letter from the Board of Health for Southwestern Public Health to the Minister of Children, Community and Social Services dated September 25, 2018
- vi) **Items of Information**
  - a. alPHa Information Break September 28, 2018
  - b. Treasury Board News Release *Ontario's Government for the People Restoring Trust and Accountability with Release of the Line-by-Line Review* September 25, 2018
  - c. Ministry of the Attorney General News Release *Ontario to Introduce Legislation to Move Forward with Tightly-Regulated Private Cannabis Retail Marketplace* September 26, 2018

Board Chair, R. Lapierre, noted that the MOH/CEO report layout is a helpful resource for board members, containing informative divisional updates.

### **30-18 APPROVAL OF CONSENT AGENDA**

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

**CARRIED**

### **6. NEW BUSINESS**

- i) **Public Health Sudbury & Districts Indigenous Engagement Strategy**
  - Briefing Note from the Medical Officer of Health and Chief Executive Officer to the Board Chair dated October 11, 2018
  - Public Health Sudbury & Districts Indigenous Engagement Strategy “Finding Our Path Together” (English and French)
  - Finding Our Path Together – The Strategic Directions Brochure (English and French)

Dr. Sutcliffe provided highlights of the briefing note describing the highly collaborative process that was undertaken to develop an Indigenous Engagement Strategy pursuant to the Board’s direction. The Strategy will guide the efforts of Public Health Sudbury & Districts to strengthen relationships with First Nation communities and Indigenous partners, recognizing that there are important next steps to include urban Indigenous Peoples. It was pointed out that on September 18, 2018, the Board Executive Committee reviewed the draft Strategy and supported it for full Board review and endorsement. Dr. Sutcliffe recognized the director leadership of S. Laclé and R. St Onge.

### **31-18 FIRST INDIGENOUS ENGAGEMENT STRATEGY**

***MOVED BY KIRWAN – PILON: WHEREAS a goal of the Ontario Public Health Standards, 2018 is to decrease health inequities such that everyone has equal opportunities for optimal health; and***

***WHEREAS the Board of Health for Public Health Sudbury & Districts is committed to ensuring all people in its service area have equal opportunities for health; and***

***WHEREAS Motion #54-16 directed the Medical Officer of Health to develop a comprehensive strategy for the organization's engagement with Indigenous people and communities in its service area for the purpose of collaboratively strengthening public health programs and services for all; and***

***WHEREAS an extensive consultative and collaborative process has been undertaken to develop a strategy to guide the organization's efforts to strengthen relationships with First Nation communities and Indigenous partners, recognizing that important next steps must be inclusive of urban Indigenous Peoples;***

***THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts endorse the Indigenous Engagement Strategy, October 2018, Finding our Path Together - Maamwi MKAamidaa Gdoo Miikaansminan - Kahkinaw e mikskamahk ki meskanaw.***

**UNANIMOUSLY CARRIED**

#### **ii) 2018 – 2022 Accountability Monitoring Plan**

- Public Health Sudbury & Districts Strategic Priorities: Narrative Report, October 2018

J. Crispo, member of the Joint Board of Health/Staff Accountability Working Group, was invited to provide highlights of the fall 2018 Strategic Priorities: Narrative Report. The Joint Board of Health/Staff Accountability Monitoring Working Group, which includes James Crispo, Carolyn Thain, Nicole Sykes, Dr. Sutcliffe, and other public health staff, is responsible for providing interpretive comments on accountability and monitoring reports, including the narrative reports.

Board members were reminded that the 2018 – 2022 Accountability Monitoring Plan was approved by the Board of Health in June 2018 to serve as an overarching framework for organizational accountability and monitoring.

The 2018 – 2022 Accountability Monitoring Plan reporting process includes short stories, or “narratives”, on how the organization is implementing each one of our four strategic priorities and the narratives are compiled in the Narrative Report. Each year

there will be one such report in the spring and in the fall. The four narratives provide examples of programs or services that show the Public Health Sudbury & Districts Strategic Priorities in action and how the Priorities are integrated into staff members' daily work. They touch on varied topics such as housing investigations, healthy schools, infection prevention and control, and the Public Health *Check Before You Go!* Site. The narrative report will be available in English and in French on the PHSD website.

The next report, which will be presented to the Board of Health in February, will be the Annual Accountability Monitoring Report.

## **7. ADDENDUM**

### **32-18 ADDENDUM**

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

**CARRIED**

### **DECLARATION OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

- i) Smoke-Free Ontario Act / Bill 36 Cannabis Statute Law Amendment Act**
  - Briefing note from the Medical Officer of Health and Chief Executive Officer dated October 18, 2018
  - alPHa deputation to the Standing Committee on social policy dated October 11, 2018

Dr. Sutcliffe noted that this matter was included in the addendum due to its timeliness and includes Ministry of Health and Long-Term Care updates from last night. Bill 36, the Cannabis Statute Law Amendment Act, 2018, amends various Acts and enacts one new Act in relation to the use and sale in Ontario of cannabis and of vapour products. Specifically, Bill 36 received Royal Assent on October 17, 2018, and enacts the *Cannabis Licence Act*, 2018 and makes amendments to the *Cannabis Act*, 2017, the *Ontario Cannabis Retail Corporation Act*, 2017 and the *Smoke-Free Ontario Act*, 2017. Legislative highlights include:

- align the prohibition of places of cannabis use (recreational and medical) with those of tobacco smoking and the use of electronic cigarettes (i.e. enclosed workplaces and public places, and other specified places)
- people are permitted to consume cannabis in public if they are not within prohibited areas

- create rules for displaying and promoting vapour products that are separate from the rules for displaying and promoting tobacco products

Bill 36 has implications for the health of the public and for programs and services delivered by local boards of health. Public Health Sudbury & Districts tobacco enforcement officers will be responsible for enforcing cannabis restrictions related to places of use under the Smoke-Free Ontario Act. Staff have completed MOHLTC enforcement training and have been working closely with City of Greater Sudbury and Greater Sudbury Police Services to clarify cannabis enforcement roles and responsibilities and coordinate public messaging.

Proactive work has already taken place on the programming side per the Ontario Public Health Standards. Updates were also shared regarding work that focuses on surveillance, harm reduction, education and awareness, including the setup of a dedicated cannabis information line for the public to call and comprehensive cannabis information on the phsd.ca website and communication with the school boards to ensure they are aware of our role.

While the number of routine inspections under the Smoke-Free Ontario Act, 2017 are not expected to increase significantly compared to work already being done under current legislation, the number of complaints received are expected to increase. It is anticipated that, depending on the appointments of enforcement officers, this routine work can be incorporated in our enforcement approach and budget; however, we will need to monitor and explore one-time funding opportunities.

Speaking points from alPHA regarding the Standing Committee on Social Policy provide additional information.

Questions were entertained. Dr. Sutcliffe confirmed that legislative requirements can be addressed through reallocations within budget for 2018. Dialogue will be pursued with all constituent municipalities within the PHSD catchment area.

## **8. ANNOUNCEMENTS / ENQUIRIES**

Board members were asked to complete the meeting evaluation survey and reminded to complete the annual Board of Health self-evaluation survey by October 23. Current response rate for the annual survey is 5/14 or 36%.

Board members are invited to attend public launch of the Indigenous Engagement Strategy at 3 p.m. in the Ramsey Room as well as the keynote presentation from

Kevin Lamoureux at 7 p.m. this evening at Laurentian University. Both events will be live streamed through Facebook.

**9. ADJOURNMENT**

**33-18 ADJOURNMENT**

***MOVED BY Crabs – Noland: THAT we do now adjourn. Time: 2:22 p.m.***

**CARRIED**

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(Chair)

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(Secretary)



NOV 01 2018

## JOINT HEALTH & SAFETY MEETING MINUTES

**Thursday, October 4<sup>th</sup>, 2018**

**9:00 a.m.**

**Upstairs – Fire Hall**

**Present:**

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

**Recording Secretary:** A. Duguay

**Co-Chair D. Sokoloski presided over the meeting. The meeting was called to order at 9:01 A.M.**

**Acceptance of Minutes:**

**1. B. Stewart – C. Tessier**

**THAT:** The Joint Health & Safety Committee hereby approves the minutes of the September 6<sup>th</sup>, 2018 meeting. Motion carried.

**Inspections:**

September inspections were completed by the Recreation Department.

Dept.	Date Inspected	# of Hazards	Date Repaired
Fire	12-Sep-18	0	N/A
Admin.	14-Sep-18	0	N/A
Recreation	14-Sep-18	0	N/A
Library	13-Sep-18	1	Not yet repaired.
PWD	17-Sep-18	0	N/A

October inspections are to be completed by the Non-Union/Fire Department.

**Other Reports:**

**Outstanding Issues:** Health & Safety Policy: Members to review and send comments by October 23<sup>rd</sup>, 2018.

**Any Other Business:**

**Recognition Sub-Committee:**

**New Business:**

**Next Meeting:** Thursday November 1<sup>st</sup>, 2018 @ 9:00 A.M. – Fire Hall

**Adjournment:** **2. A. Kelly**

**THAT:** The Joint Health & Safety Committee is hereby  
adjourned. Time: 9:12 A.M. Motion carried.



**D. Parker, Co-Chair**



**D. Sokoloski, Co-Chair**



NOV 07 2018

**TOWN OF ESPANOLA  
NON PROFIT HOUSING CORPORATION  
Board of Directors - Meeting Minutes  
September 5, 2017**

PRESENT: J. Whissell R. Yocom R. MacKenzie M. VanAlstine  
K. Roy  
REGRETS: N. Gallagher  
RECORDING SECRETARY: T. Tallon

**1. CALL TO ORDER:**

J. Whissell called the meeting to order at 4:30p.m.

**2. AGENDA - APPROVAL/AMENDMENT(S):**

**MOTION**

Resolved that: The Board approves the agenda as circulated for September 5, 2017.

Moved/Seconded by: M. VanAlstine / R. MacKenzie

Carried.

**3. PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

None reported.

**4. MINUTES – REVIEW**

**MOTION**

Resolved that: The Board approves the minutes of June 5, 2017 as circulated.

Moved/Seconded by: R. Yocom / R. MacKenzie

Carried.

**5. BUSINESS ARISING:**

**5.1 Maintenance Projects**

- The remainder of the social infrastructure grant was applied against the approved sidewalk and interlocking stone replacement work which is now complete
- Update on the roofing project was deferred to the next meeting for A. Renaud to report on
- P. Paradis continues to work on updating lighting to LED and A. Renaud will provide an update at the next meeting

**5.2 Security Cameras**

- K. Roy reported that unfortunately the distance between the hospital system and NPH makes adding cameras to the hospital system is not feasible
- Steel Communications has provided a quote of \$8,000 to install a separate system and cameras that would cover the entrances and hallways in the seniors' apartments
- Consideration of this project will be given as part of the capital budget
- In response to providing coverage for the Queensway Place hallways, K. Roy explained that this would be a hospital expense and she would address the issue with the senior management team

**6. NEW BUSINESS:**

**6.1 Report from the June 14<sup>th</sup> Tenant Meeting**

- K. Roy reported that there were many tenants in attendances
- Suggestions /requests included creating an upstairs laundry in the existing patio that is never used and adding eavestroughing to stop water from leaking onto the individual patios

- As a result of complaints that the banks at the entrance/exit to Queensway Ave. are creating a hazard, the Town was questioned as to who would be responsible for the work/expense and was advised that it is a NPH expense
  - Staff have reviewed the issue and do not believe lowering the banks is necessary, however would obtain quotes on having the work completed if the Board wishes to
  - The Board requested the work be costed and brought back for consideration

## **6.2 Battery Backup for Entrance Doors**

- K. Roy explained that during a planned power outage it was discovered that the doors will not work and battery backup is being installed

## **6.3 Capital Plan**

- K. Roy circulated and reviewed the draft plan identifying the priority and plan for each item
- She responded to various questions and explained the existing process for replenishing the capital reserves acknowledging concerns with the Board's control over the reserves once the existing operating agreement ends

### **MOTION**

**Resolved that:** The Board approves moving forward with the QP window caulking and installation of the security system and cameras.

**Moved/Seconded by:** R. MacKenzie / R. Yocom

**Carried.**

- K. Roy will submit to DSAB

## **6.4 Planning for End of Operating Agreement**

- K. Roy circulated a relevant article from ONPHA in the meeting package
- K. Roy requested the NPH Board cost share with the hospital her attendance at the ONPHA Conference where there are three speakers scheduled to address end of operating agreement

### **MOTION**

**Resolved that:** The Board approved sharing the expenses with the hospital for K. Roy to attend the annual ONPHA Conference in Niagra Falls November 2-5.

**Moved/Seconded by:** M. VanAlstine / R. MacKenzie

**Carried.**

## **7. FINANCIAL STATEMENTS:**

### **7.1 Unaudited Financial Statements as at July 31 2017**

- Kim Roy reviewed the July 2017 unaudited statements identifying and explaining variances
- She explained that the deficit in the Drop in Centre budget is a result of escalating utility costs
  - Registration with the Trillium Foundation is being completed in order to apply for possible grants for infrastructure upgrades
  - It was noted that the hospital is not receiving the recent additional hydro discounts

### **MOTION**

**Resolved that:** The Board approves the unaudited financial statements dated July 31, 2017.

**Moved/Seconded by:** M. VanAlstine / R. MacKenzie

**Carried.**

## **8. INFORMATION:**

### **8.1 Board Accessibility Training**

- K. Roy requested members review and complete the training in the link provided before the next board meeting.

**9. NEXT MEETING:**

- The next meeting is scheduled for Monday November 6<sup>th</sup> at 4:30pm

**10. ADJOURNMENT:**

*Motion* to adjourn by R. Yocom and seconded by R. MacKenzie at 5:10pm.



NOV 07 2018

**TOWN OF ESPANOLA  
NON PROFIT HOUSING CORPORATION  
Board of Directors - Meeting Minutes  
November 6, 2017**

PRESENT: J. Whissell R. Yocom R. MacKenzie M. VanAlstine  
N. Gallagher H. Malott K. Roy A. Renaud

RECORDING SECRETARY: T. Tallon

**1. CALL TO ORDER:**

J. Whissell called the meeting to order at 4:25p.m welcoming H. Malott as the Town Council's replacement for S. Meikleham

**2. AGENDA - APPROVAL/AMENDMENT(S):**

**MOTION**

Resolved that: The Board approves the agenda as circulated for November 6, 2017.

Moved/Seconded by: M. VanAlstine / R. MacKenzie

Carried.

**3. PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

None reported.

**4. MINUTES – REVIEW**

**MOTION**

Resolved that: The Board approves the minutes of September 5, 2017 as circulated.

Moved/Seconded by: R. MacKenzie / H. Malott

Carried.

**5. BUSINESS ARISING:**

**5.1 Maintenance Projects**

**5.1.1 Roof Repair**

- Roofing repairs on the drop in centre have been completed
- Tremco is putting together auto cad drawings of the full roof at no cost
  - During their review they identified required repairs to some seams and Semple Gooder will be requested to quote on the repairs

**5.1.2 Lighting Project Update**

- Work continues on replacing all lighting with LED and adding some new bollards to increase safety
- Submission is being made to Hydro for incentives

**5.1.3 Security Camera Update**

- K. Roy contacted DSAB to determine their vendor in other buildings and was told they deal with Vipond
- Vipond has been invited to visit and provide a quote to hopefully come in below the \$8000 quote from Steel Communications

**5.1.4 Queensway Place Window Caulking**

- A. Renaud called in another company for a second opinion that stated that the windows were just a bit narrower than they should be and that a lower quality caulking had been used resulting in it hardening and cracking
- They are recommending that a higher grade, more flexible caulking be applied over the existing caulking
- They estimated one to two days labour versus the two weeks in the existing quote
- A. Renaud has requested they submit a quote for the job anticipating it will be much lower

## **5.2 Exit Visibility to Queensway Avenue**

- A. Renaud explained that cutting back the bank to the right when exiting would be very costly as it contains service cabling and piping
- It was agreed that bank to the left when exiting creates a higher risk
- A. Renaud obtained a quote of \$1500 to cut this bank down

### **MOTION**

**Resolved that:** The Board approves moving forward with required work to cut down the bank to the left of the exit.

**Moved/Seconded by:** R. MacKenzie / M. VanAlstine

**Carried.**

- In further discussion of the reduction of visibility during the winter as a result of snow accumulation, it is believe that with the lower bank the snow banks will reduce the hazard

## **5.3 Accessibility Training**

- With the exception of the new member, everyone has reviewed the training video and will sign off
- T. Tallon will forward the link to the training video to H. Malott

## **5.4 Conference on End of Operating Agreement**

- K. Roy was unable to attend the conference, but has registered for an applicable online webex

## **6. NEW BUSINESS:**

### **6.1 Insurance Renewal**

- The renewal resulted in a decrease of \$290.63 representing 2.4%
- In response to a question, K. Roy reported that all tenants now carry tenant insurance as a mandatory requirement

### **MOTION**

**Resolved that:** The Board approves the insurance renewal from HSC at a total cost of \$12,832.24.

**Moved/Seconded by:** N. Gallagher / R. Yocom

**Carried.**

## **7. FINANCIAL STATEMENTS:**

### **7.1 Unaudited Financial Statements as at September 30 2017**

- Kim Roy reviewed the September 2017 unaudited statements identifying and explaining variances
- She is anticipating a revenue deficit resulting from the delay in DSAB identifying the next tenant because they are not pre-screening RGI applicants
- While a YTD surplus of \$8,000 currently exists she anticipates this to decrease as a result in higher utilities expense going into the winter months and having to refund DSAB the amount of the reduction in property taxes

### **MOTION**

**Resolved that:** The Board approves the unaudited financial statements dated September 30, 2017.

**Moved/Seconded by:** R. MacKenzie / H. Malott

**Carried.**

## **8. INFORMATION:**

### **8.1 Application to Ontario Trillium Foundation for Drop in Centre LED Lighting**

- K. Roy has made application to fund switching to LED lighting in the drop in centre

### **8.2 Presentation for the Tenants of Elder Abuse**

- Elder Abuse Ontario is scheduled to provide information sessions on November 22<sup>nd</sup> at 11am and 1pm in the apartment building's common room

### **8.3 Ontario Non Profit Housing Board of Directors Profile Survey**

- This document has been circulated to all members for their information
- T. Tallon will forward to H. Malott

**9. NEXT MEETING:**

- The next meeting is scheduled for Monday January 8, 2018 at 4:30pm

**10. ADJOURNMENT:**

*Motion to adjourn by N. Gallagher and H. Malott at 5:00pm.*





NOV 07 2018

**TOWN OF ESPANOLA  
NON PROFIT HOUSING CORPORATION  
Board of Directors - Meeting Minutes  
January 8, 2018**

PRESENT: J. Whissell R. Yocom R. MacKenzie M. VanAlstine  
N. Gallagher H. Malott K. Roy A. Renaud

RECORDING SECRETARY: T. Tallon

**1. CALL TO ORDER:**

J. Whissell called the meeting to order at 4:30p.m

**2. AGENDA - APPROVAL/AMENDMENT(S):**

**MOTION**

Resolved that: The Board approves the agenda as circulated for January 8, 2018.

Moved/Seconded by: M. VanAlstine / R. Yocom

Carried.

**3. PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

None reported.

**4. MINUTES – REVIEW**

**MOTION**

Resolved that: The Board approves the minutes of November 6, 2017 as circulated.

Moved/Seconded by: R. MacKenzie / H. Malott

Carried.

**5. BUSINESS ARISING:**

**5.1 Maintenance Projects**

**5.1.1 Roof Repair**

- Drawings were received from Tremco with no major issues identified on the flat section of the roof

**5.1.2 Lighting Project Update**

- Work will continue on replacing outside lighting in the spring

**5.1.3 Security Camera Update**

- Vipond quote for the security cameras came in at \$6,000 which is still quite costly
- Consideration had been given to installing the system from LTC which is being replaced, however because of the poor picture quality of the system this will not be done
- Investigation into installing a wireless system that would connect to the hospital system is being undertaken

**5.1.4 Queensway Place Window Caulking**

- Caulking has been completed at a cost of \$2,600

**5.2 Exit Visibility to Queensway Avenue**

- The bank to the left has been cut back as far as possible and visibility has improved greatly
- Unfortunately an additional \$1000 expense was occurred to have some trees removed that were compromised as a result
- A. Renaud has spoken with the snow removal contractor to ensure they do not build up snow in this area

**5.3 Application to Trillium Foundation for Drop in Centre LED Lighting**

- The Trillium Foundation has acknowledged receipt of the application and requested some clarification

**5.4 Elder Abuse Presentation**

- Two presentation were made on November 22<sup>nd</sup>
- Board members in attendance found them to be very informative, however were disappointed in the small attendance numbers and suggested that the presentations be opened up to the whole community in future

**5.4.1 Tenant Concern**

- N. Gallagher was approached at the presentation by a tenant unhappy about not being able to make upgrades to her apartment at her own expense
- The tenant then went on to state that a request would be coming forth from a group requesting permission to screen in their private patios and if denied they would taking the issue to MCTV
- In discussion it was noted that a large common patio that is screened in is available to the tenants and that having individual patios screened in may pose a fire risk and do create issues for maintenance
- A. Renaud will confirm the fire risk with the Fire Chief and request he speak to the tenant

**5.5 Conference on End of Operating Agreement**

- Unfortunately due to technical difficulties the webex K. Roy was scheduled to participate in has been rescheduled

**6. NEW BUSINESS:**

**6.1 Urgent Roofing Request**

- K. Roy wanted to minute the approval of the approved email motion to move forward with required repairs to the peaked roofing at a maximum cost of \$10,000
- Unfortunately the weather has not cooperated and the work has yet to be completed

**6.2 Air Testing Queensway Place**

- After concerns from 3 residents about smelling what they believed to be mould, an independent firm was brought in to investigate at a cost of \$3,200
- They found some small patches of level 1 mould, which has been removed and recommended cleaning of some air filters which has also been completed
- P. Paradis, the unit manager, has spoken to and explained the remedial work completed to the residents involved
- Once the final report has been received it will be posted in the Queensway Place

**7. FINANCIAL STATEMENTS:**

**7.1 Unaudited Financial Statements as at November 30 2017**

- Kim Roy reviewed the November 2017 unaudited statements identifying and explaining variances
- She reiterated concerns with a possible revenue deficit resulting from the delay in DSAB identifying the next tenant because they are not pre-screening RGI applicants
- In response to a question received from a board member on whether the cash amount on file with the broker is to be reinvested, she explained that she is requesting this amount be transferred to a cash account to pay for recent/impending maintenance items
  - Any remaining balance will then be reinvested
- The year-end audit is scheduled for February 23<sup>rd</sup>

**MOTION**

**Resolved that:** The Board approves the unaudited financial statements dated November 30, 2017.

**Moved/Seconded by:** H. Malott / N. Gallagher

**Carried.**

**8. INFORMATION:**

- No information items.

## Town of Espanola Non-Profit Housing Corporation Board Meeting – January 8, 2018

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### 9. NEXT MEETING:

- Members agreed to a change to the regular meeting date to March 12, 2018 at 4:30pm
  - R. MacKenzie and R. Yocom will not be in attendance
- In discussion it was agreed that consideration would be given to having the meetings at noon starting in September
- The date of the Annual Meeting in April was questioned as it falls on Easter Monday
  - K. Roy will confirm the auditor's availability for April 2<sup>nd</sup>

### 10. ADJOURNMENT:

*Motion* to adjourn by N. Gallagher and M. VanAlstine at 5:05pm.



NOV 07 2018

**TOWN OF ESPANOLA  
NON PROFIT HOUSING CORPORATION  
Board of Directors - Meeting Minutes  
March 12, 2018**

PRESENT: J. Whissell H. Malott N. Gallagher M. VanAlstine  
K. Roy R. Yocom

REGRETS: R. MacKenzie

RECORDING SECRETARY: K. Roy

**1. CALL TO ORDER:**

J. Whissell called the meeting to order at 4:30p.m

**2. AGENDA - APPROVAL/AMENDMENT(S):**

5.3 Outside LED Lighting Project, and 8.3 Funding Application – Green Ontario were added

**MOTION**

Resolved that: The Board approves the revised agenda for March 12, 2018.

Moved/Seconded by: M. VanAlstine / N. Gallagher

Carried.

**3. PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

None reported.

**4. MINUTES – REVIEW**

It was noted that B. Yocom should have been recorded as unavailable for the April meeting not the March meeting.

**MOTION**

Resolved that: The Board approves the minutes of January 8, 2018 as amended.

Moved/Seconded by: N. Gallagher / M. VanAlstine

Carried.

**5. BUSINESS ARISING:**

**5.1 Maintenance Projects**

**5.1.1 Roof Repair**

- The approved roofing repairs will take place in late May or April, weather permitting.

**5.1.2 Security Camera Update**

- One additional quote has been received in the amount of \$3,865.84 including all taxes, which is the lowest quote of the three.
- The IT Manager is still investigating the possibility of adding the cameras to the hospital system.

**5.2 Screening of Individual Senior Apartment Patios**

- The Board was advised that the Fire Chief stated that the screening of the patios is not a fire risk.
- The Management staff did recommend that the request to allow patios to be screened by tenants at their own cost not be allowed.
- As the apartments are social housing, many tenants would not be able to afford the cost.
- In addition, the screening would cause additional work any time painting or repairs are required.

**MOTION**

Resolved that: The Board approves the recommendation of Management to not approve the screening in of balconies.

Moved/Seconded by: N. Gallagher / M. VanAlstine

Carried.

**5.3 Outside LED Lighting Project**

- It was reported that the outside LED lights will be arriving this week and installed as soon as the weather permits.

**6. NEW BUSINESS:**

**6.1 Agreement Renewals**

- The Lease, Management Services and Janitorial and Maintenance Services agreements were reviewed and accepted by the NPH Board. It was noted that all three would end on March 31, 2023.

**MOTION**

**Resolved that:** The Board approves the renewal of the Lease Agreement, Management Services Agreement and Janitorial and Maintenance Services Agreement expiring March 31, 2023 as presented.

**Moved/Seconded by:** H. Malott / R. Yocom  
**Carried.**

**7. FINANCIAL STATEMENTS:**

**7.1 Unaudited Financial Statements as at December 31, 2017**

- Kim Roy reviewed the December 2017 unaudited statements identifying and explaining variances

**MOTION**

**Resolved that:** The Board approves the unaudited financial statements dated December 31, 2017.

**Moved/Seconded by:** M. VanAlstine / N. Gallagher  
**Carried.**

**7.2 2017 Estimated Reconciliation**

- K. Roy reviewed, noting amounts she anticipated would be recovered by DSAB during the review of the December 31, 2017 statements.

**7.3 2018 Budget**

- K. Roy reviewed the 2018 budget, noting the assumptions made and the pre-determined amounts provided by DSAB.

**MOTION**

**Resolved that:** The Board approves the 2018 budget as presented.

**Moved/Seconded by:** B. Yocom / H. Malott  
**Carried.**

**8. INFORMATION:**

**8.1 ONPHA Regional Meeting May 15, 2018.**

- H. Malott and K. Roy to attend the session in Sudbury on May 15<sup>th</sup>.

**8.2 2015 AIR Reconciliation**

- Kim Roy reviewed the 2015 AIR Reconciliation noting it agreed to the year-end balance for that year.

**8.3 Funding Application – Green Ontario Application**

- K. Roy reported that the local service manager contacted local Non-Profits to submit a combined application for Green Ontario funding.
- Our NPH is requesting an amount of \$70,000 for material and labour to replace the electric heaters and another \$20,000 for a continuation of the LED lighting project.

**9. DATE OF NEXT MEETING:**

- April 2, 2018 – Annual Meeting R. Yocom will be away
- May 28<sup>th</sup>, 2018 to accommodate T. Tallon vacation was approved

**10. PARKING LOT**

K. Roy explained that these items were included on the agenda simply to ensure the Board remains aware

**10.1 End of Operating Agreement**

- K. Roy reported the session had been rescheduled for next month.

**10.2 Trillium Foundation Application**

- K. Roy reported that the Trillium application had not been approved.

**ADJOURNMENT:**

*Motion to adjourn by M. VanAlstine and R. Yocom at 5:15pm.*



NOV 07 2018

**TOWN OF ESPANOLA  
NON PROFIT HOUSING CORPORATION**  
Board of Directors – Election of Officers Meeting Minutes  
April 2, 2018

PRESENT: J. Whissell H. Malott N. Gallagher R. MacKenzie  
K. Roy

REGRETS: M. VanAlstine R. Yocom

RECORDING SECRETARY: T. Tallon

**1. CALL TO ORDER:**

J. Whissell, called the meeting to order at 5:01p.m.

**2. AGENDA - APPROVAL/AMENDMENT(S):**

**MOTION**

Resolved that: The Board approves the agenda as circulated for April 2, 2018.

Moved/Seconded by: H. Malott / R. MacKenzie

Carried.

**3. PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

None reported.

**4. ELECTION OF OFFICERS AND APPOINTMENT OF SECRETARY/TRUEASURER FOR 2014**

J. Whissell declared all executive positions vacant and turned the meeting over to K. Roy as the General Manager.

K. Roy called for nominations for the position of Chair.

R. MacKenzie was nominated by N. Gallagher / H. Malott

No further nominations were made.

R. MacKenzie accepted his nomination and acclaimed as Chair for the 2018 year.

K. Roy turned the meeting over to the Chair R. MacKenzie.

R. MacKenzie thanked J. Whissell for her many years of service to the NPH Board

It was agreed to defer nominations and election of a Vice Chair until the next meeting when a full membership should be present.

K. Roy is appointed as Secretary / Treasurer by virtue of her position as the General Manager.

**5. OTHER BUSINESS:**

The next meeting is scheduled for May 28<sup>th</sup> at 4:30pm.

**6. ADJOURNMENT:**

Motion to adjourn by J. Whissell and seconded by H. Malott at 5:05pm.



NOV 07 2018

**TOWN OF ESPANOLA  
NON PROFIT HOUSING CORPORATION  
Board of Directors - Meeting Minutes  
May 28, 2018**

PRESENT:	R. MacKenzie K. Roy	H. Malott A. Renaud	M. VanAlstine
REGRETS:	J. Whissell	R. Yocom	N. Gallagher
RECORDING SECRETARY:	T. Tallon		

**1. CALL TO ORDER:**

R. MacKenzie called the meeting to order at 4:30p.m

**2. AGENDA - APPROVAL/AMENDMENT(S):**

**MOTION**

Resolved that: The Board approves the agenda for May 28, 2018 as circulated.

Moved/Seconded by: M. VanAlstine / H. Malott

Carried.

**3. PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

None reported.

**4. MINUTES – REVIEW**

**MOTION**

Resolved that: The Board approves the minutes of March 12, 2018 as circulated.

Moved/Seconded by: H. Malott / M. VanAlstine

Carried.

A typo was corrected to identify that the Secretary/Treasurer appointment was made for the 2018 year and not 2014

**MOTION**

Resolved that: The Board approves the minutes of April 2, 2018 as amended.

Moved/Seconded by: M. VanAlstine / H. Malott

Carried.

**5. BUSINESS ARISING:**

**5.1 Election of Vice Chair**

M. VanAlstine indicated her willingness to accept the executive position and was acclaimed as Vice Chair

**5.2 Maintenance Projects**

**5.2.1 Roof Repair Update**

- A. Renaud reported that after some delays due to weather the project was completed within budget

**5.2.2 Security Camera Update**

- K. Roy reviewed the three quotes received as Vipond at \$6,000, Steel Communications at \$4,200 and Logic Control at \$3,400
- A. Renaud indicated his preference would be to accept the Steel Communications bid as it involves having the security system tied into the hospital system

**5.2.3 LED Lighting Project**

- Outstanding outdoor LED light standards are on order and the request for rebate submitted to Hydro
- Phase II is now being planned and will involve replacing lighting in all the apartments and most of Queensway Place



## Town of Espanola Non-Profit Housing Corporation Board Meeting – May 28, 2018

- While the Seniors have expressed their wish to have the lighting in the Drop in Centre upgraded to the same as the dining room at the Queensway Place, the cost is prohibitive at this time, however the existing bulbs are being replaced with LED bulbs
  - This upgrade was part of the Green Ontario funding request submission

### 6. NEW BUSINESS:

#### 6.1 Building Projects

##### 6.1.1 Link Renovation

- A. Renaud advised that baseboard replacement, drywall repair and painting is being completed in the link between the apartments and Queensway Place by in-house staff

##### 6.1.2 Balcony painting

- The balconies are in dire need of re-staining or we risk losing them
- In-house staff are not able to take on this workload
- The project is expensive as it involves a significant supply of stain and the rental of a lift
- Quotes have been requested, but only one has been received to date for \$20,595

##### 6.1.3 Hot Water Tank Replacement

- A. Renaud has determined that the purchase of hot water tanks is more cost effective than rentals
- Recently one of the two hot water tank for the apartments required replacement and the decision made to terminate rental agreements was made
- The Queensway Place tank remains as a rental, but will be moved to a purchase when time permits

#### 6.2 Capital Plan

- K. Roy circulated a capital plan covering 2018, 2019 and 2020 noting that the operating plan agreement ends in 2020 and she is unsure of what will happen with time the municipal capital reserve annual contributions
- Including replacement reserve funding for 2018, the NPH corporation has \$284,000 in funds available
- She provided a line by line review of each proposed expenditure over the next 3 years
  - At the recent ONPHA regional meeting a different option for upgrading the tubs was introduced that involves cutting out a section of the existing tub and installing a removable insert that allows the tenant to remove it to step into the tub as a shower or leave it in place to have a bath
    - As there are only 2 apartments left to upgrade this option will be trialed in these units
  - A. Renaud has also secured a new vendor for cabinet replacement to be trialed with the next vacancy
  - In discussion on the planned pantry door replacement, members requested the item be moved to 2018 from 2019
  - Members requested that consideration be given to installing a card reading system for the laundry facilities
  - K. Roy and A. Renaud will review the HVAC project likely reducing the scope of the project as a result of work already being completed as part of overhauls being completed in other areas of the complex
  - The site lighting will be removed as it has been completed in phase I of the LED project
  - Whenever possible the tub and appliance replacements are completed as part of the operations budget
  - Funding grants for landscaping and sidewalks will continue to be investigated
  - Further planning to address the draining of water onto the balconies is required with consideration being given to the impact on operational expense for maintenance
    - It was noted that covers for eavestroughing is available which may reduce the need for maintenance

#### MOTION

**Resolved that:** The Board approves current year capital expenditures of \$21,000 for balcony painting, \$5,000 for cabinet replacements, \$15,000 for pantry door replacements, \$4,200 for installation of security cameras and \$15,000 for upgrades to LED lighting

**Moved/Seconded by:** M. VanAlstine / H. Malott

**Carried.**

**7. FINANCIAL STATEMENTS:**

**7.1 Unaudited Financial Statements as at April 30, 2018**

- Kim Roy reviewed the April 2018 unaudited statements identifying and explaining variances

**MOTION**

**Resolved that:** The Board approves the unaudited financial statements dated April 30, 2018 as presented.

**Moved/Seconded by:** H. Malott / M. VanAlstine

**Carried.**

**8. INFORMATION:**

**8.1 ONPHA Regional Meeting Report**

- K. Roy and H. Malott reported on the meeting
- A new firm will be available for social service investments by September
- The use of recreational cannabis was discussed
  - K. Roy will obtain DSAB policies for creating a smoke free building for review at the September meeting
- First National Financial was identified as a possible institution for refinancing of the outstanding mortgage amount at the end of operating agreement

**8.2 End of Operating Agreement – Webcast Report**

- The balance on the mortgage at the end of the operating agreement will be \$161,000
- At the regional meeting it was noted that some NPH Corporations separated from DSAB and RGI units at the end of their operating agreements and sample business models are available
- K. Roy explained that there are many questions and considerations to both legal and financial implications of any decisions made and is scheduled to meet with a ONPHA representative to obtain more information on the various options available
- K. Roy will begin to develop a plan for the Board's consideration

**8.3 2018 Operating Budget Approval**

- The 2018 budget has been approved as submitted

**9. DATE OF NEXT MEETING:**

- Thursday September 6, 2018 at 1200h

**10. PARKING LOT**

K. Roy explained that these items were included on the agenda simply to ensure the Board remains aware

**10.1 Green Ontario Application**

- The whole Manitoulin/Sudbury area was only awarded \$100,000
- Submission for the upgrade to heaters will not likely be approved
- Submission for LED lighting upgrade may still be viable

**ADJOURNMENT:**

*Motion to adjourn by H. Malott and M. VanAlstine at 5:30pm.*

NOV 07 2018



**TOWN OF ESPANOLA  
NON PROFIT HOUSING CORPORATION**  
Board of Directors - Meeting Minutes  
September 6, 2018

PRESENT: R. MacKenzie J. Steele M. VanAlstine N. Gallagher  
K. Roy

REGRETS: H. Malott R. Yocom

RECORDING SECRETARY: T. Tallon

**1. CALL TO ORDER:**

R. MacKenzie called the meeting to order at 12:00pm

**2. AGENDA - APPROVAL/AMENDMENT(S):**

**MOTION**

Resolved that: The Board approves the agenda for September 6, 2018 as circulated.

Moved/Seconded by: M. VanAlstine / N. Gallagher

Carried.

**3. PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

None reported.

**4. MINUTES – REVIEW**

**MOTION**

Resolved that: The Board approves the minutes of May 28, 2018 as circulated.

Moved/Seconded by: J. Steele / M. VanAlstine

Carried.

**5. BUSINESS ARISING:**

**5.1 Maintenance Projects**

**5.1.1 Security Camera Update**

- Cameras have been ordered and scheduled for installation
- K. Roy to verify how long a recording is retained

**5.1.2 LED Lighting Project**

- Planning is underway for Phase II to maximize rebates

**5.2 Building Projects**

**5.2.1 Link Renovation**

- Required repairs are complete

**5.2.2 Balcony Painting**

- Painter was in today and is to start immediately
- K. Roy is to confirm how many quotes were obtained
- In response to question, K. Roy indicated that repairs may be required to the decorative metal pieces

**5.2.3 Apartment Upgrades**

- Tubs have been completed and K. Roy will circulate a picture of the finished product
- Cabinets and pantry doors have been installed in the sample apartment
  - The kitchen cabinets were not installed according to plan and contractor is back in today to redo at their expense
  - Pantry door also needs to be reinstalled at contractor expense
  - Have identified that upper corner cabinets need to be changed

**5.2.4 Capital Reserve Approval from MSDSB**

- K. Roy noted that approval has been received

**5.3 Smoke Free Building**

- K. Roy reviewed the draft policy noting that it reflects existing DSAB policy for their buildings
- Existing smokers will be grandfathered
- While cannabis use is addressed, the restrictions may be challenged

**MOTION**

**Resolved that:** The Board approves the Smoke Free Policy as circulated.

**Moved/Seconded by:** N. Gallagher / M. VanAlstine

**Carried.**

**5.4 End of Operating Agreement**

- K. Roy noted that the operating agreement ends on April 25, 2020, however, the CMHC loan will still have a balance of \$178,000 and not be paid in full until February 1, 2021
  - CMHC is generally not receptive to refinancing
- As at April 25, 2020 the government will no longer be responsible for the transfers covering the loan payments
- She addressed the document contained in meeting packages outlining the questions that need to be answered prior to the end of the operating agreement with the NPH Board agreeing that they want to remain a low income housing provider for the seniors in this community
- K. Roy is recommending that the Board partner with MSDSAB to have subsidy payments and be part of any provincial funding initiatives
- She noted that doing so could change our income tax status and would negate eligibility for share of grants
- She identified some of the questions that need to be asked of MSDSAB and the Town of Espanola prior to the Board being able to make an informed decision
- The Board agreed to K. Roy to initiate discussions with MSDSAB

**5.5 Green Ontario Grant**

- K. Roy reported that approval was received, however with the PC Government's cancelling of the program it was then rescinded

**6. NEW BUSINESS:**

**6.1 Corporate Banking Resolution**

- K. Roy noted that email approval was obtained over the summer for the required resolution to change the signing authorities to the new President and Vice President of the Board

**6.2 Social Housing Investment Fund Management Changes**

- K. Roy explained that this is a standard resolution requiring by our investment fund

**MOTION**

**Resolved that:** The Board approves the Social Housing Investment Fund Management Changes as circulated.

**Moved/Seconded by:** J. Steele / N. Gallagher

**Carried.**

**6.3 Petition for Screening of Balconies**

- K. Roy explained that she is simply bringing the issue to the Board's attention
- She has already communicated the Board's previous decision that no permanent screening will be allowed, however they are permitted to erect a freestanding screened room at their own expense

**6.4 Housing Venture NPH/MSDSB/Town of Espanola**

- K. Roy and N. Haley met with C. Townsend of the Town and F. Dominelli of MSDSB to review available funding for 30 new social senior housing units
- The Board stated support to develop SEED money application to develop plan through the National Housing Strategy provided full cost is recoverable

**MOTION**

**Resolved that:** The Board approves further investigation into making application for SEED money to develop additional 30 unit social senior housing unit in partnership with the Town of Espanola and MSDSB.

**Moved/Seconded by:** M. VanAlstine / N. Gallagher

**Carried.**

**7. FINANCIAL STATEMENTS:**

**7.1 Unaudited Financial Statements as at July 31, 2018**

- Kim Roy reviewed the July 2018 unaudited statements identifying and explaining variances
- She will report back on question relating to January rent collection being recorded as zero

**MOTION**

**Resolved that:** The Board approves the unaudited financial statements dated July 31, 2018 as presented.

**Moved/Seconded by:** N. Gallagher / J. Steele

**Carried.**

**8. INFORMATION:**

**8.1 Tenant Meeting**

- K. Roy reported on a tenant meeting held over the summer noting topics included
  - Balcony painting
  - Smoke free policy
  - Cabinets
- Request was made to have the hallways painted
- Dead trees were identified as needing removal and this has been completed

**9. DATE OF NEXT MEETING:**

- Monday November 5, 2018 at 1200h

**10. PARKING LOT**

**11. ADJOURNMENT:**

*Motion to adjourn by J. Steele and N. Gallagher at 1:05pm.*



**TOWN OF ESPANOLA  
NON PROFIT HOUSING CORPORATION  
Board of Directors - Meeting Minutes  
November 5, 2018**

NOV 07 2018

PRESENT: R. MacKenzie J. Steele M. VanAlstine N. Gallagher  
K. Roy  
REGRETS: H. Malott R. Yocom  
RECORDING SECRETARY: T. Tallon

**1. CALL TO ORDER:**

R. MacKenzie called the meeting to order at 12:00pm

**2. AGENDA - APPROVAL/AMENDMENT(S):**

**MOTION**

**Resolved that:** The Board approves the revised agenda for November 5, 2018 as circulated.

**Moved/Seconded by:** M. VanAlstine / N. Gallagher

**Carried.**

**3. PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

None reported.

**4. MINUTES – REVIEW**

**MOTION**

**Resolved that:** The Board approves the minutes of September 6, 2018 as circulated.

**Moved/Seconded by:** J. Steele / N. Gallagher

**Carried.**

**5. BUSINESS ARISING:**

**5.1 Maintenance Projects**

**5.1.1 Security Camera Update**

- Wiring has been pulled and waiting on third party camera installation
- K. Roy to verify how long a recording is retained

**5.1.2 LED Lighting Project**

- Quotes received at \$14,800 which is under budget with an anticipated \$7,000 in rebates
- Installation is completed by in-house electrician and will be scheduled as staff available

**5.2 Building Projects**

**5.2.1 Balcony Painting**

- Work is completed under budget at \$18,625 which is also under the quote submitted

**5.2.2 Apartment Upgrades**

- While cabinet replacement cost is on budget the required change to the corner cabinet will increase the cost
- Replacement will occur as apartments become vacant
- It was questioned whether replacement of door fronts only would be feasible and K. Roy will investigate
- Due to a communication error, all closet doors have been replaced in addition to the pantry doors
  - This cost was over budget by \$400

**5.3 End of Operating Agreement**

- K. Roy met with the DSAB Director of Finance who indicated that DSAB does understand they have responsibility for the anticipated outstanding loan amount and agreement has been made to reconvene in January to start planning for end of operating

- DSAB accepts that the NPH wishes to remain as a senior housing provider and that this will be an item in the new agreement to be signed with DSAB
- K. Roy also recognized the need for a change in the RGI to market rent ration as well as the addition of a third tier of rental amounts for “low income” individuals in order for DSAB to ensure their ability to subsidize our housing

#### **5.4 Housing Venture NPH/MSDSB/Town of Espanola**

- K. Roy has submitted the SEED application for development funding to the CMHC
- In discussion, K. Roy explained that wherever possible information developed as part of the 2011 application will be utilized

### **6. NEW BUSINESS:**

#### **6.1 HSC Insurance Renewal**

- K. Roy reviewed noting a 5.5% increase of \$642

#### **MOTION**

**Resolved that:** The Board approves the HSC Insurance Invoice at \$13,525.78 as circulated.

**Moved/Seconded by:** M. VanAlstine / J. Steele

**Carried.**

#### **6.2 Hallway Painting**

- K. Roy explained that this was a request by tenants and in review of accessibility standards for vision impaired, she is recommending the painting be completed despite not being part of the capital plan at a cost of approximately \$6,300
- Request was made for a tour of the building at the next meeting

#### **MOTION**

**Resolved that:** The Board approves the painting of the hallways at a cost of \$6,300.

**Moved/Seconded by:** N. Gallagher / M. VanAlstine

**Carried.**

### **7. FINANCIAL STATEMENTS:**

#### **7.1 Unaudited Financial Statements as at September 30, 2018**

- Kim Roy reviewed the September 2018 unaudited statements identifying and explaining variances

#### **MOTION**

**Resolved that:** The Board approves the unaudited financial statements dated September 30, 2018 as presented.

**Moved/Seconded by:** J. Steele / N. Gallagher

**Carried.**

### **8. INFORMATION:**

#### **8.1 2016 AIR Reconciliation**

- K. Roy reported that the amount identified agrees with the NPH records

#### **8.2 ONPHA Conference**

- K. Roy reported on the conference she attended recently, noting that most sessions she attended related to end of operating agreements
- The need to reduce the number of RGI units seemed to be a theme to maintain financial feasibility
- She noted that some were having to borrow for capital repairs such as LED lighting and roofing
- Emphasis was placed on ensuring accessibility and ensuring that non-profit status was maintained
- K. Roy emphasized that the pro-active maintenance work has ensured we are not facing some of the same challenges others are facing with crumbling infrastructure
- M. VanAlstine suggested a letter acknowledging the maintenance department's work for the NPH Board be sent

**9. DATE OF NEXT MEETING:**

- Monday January 7, 2019 at 1200h

**10. PARKING LOT**

**11. ADJOURNMENT:**

*Motion to adjourn by N. Gallagher and M. VanAlstine at 12:30pm.*





**THE CORPORATION OF THE TOWN OF ESPANOLA**

**BYLAW No. 2886/18**

**BEING AN AMENDMENT TO BYLAW 2874/18  
A BYLAW OF THE CORPORATION OF THE TOWN OF ESPANOLA AND  
NORTHERN 911, BEING AN AGREEMENT FOR FIRE DISPATCH**

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

1. That the Mayor and Clerk Treasurer/Administrator are hereby authorized to execute an agreement between the Corporation of the Town of Espanola and Northern 911. Being an agreement for Northern 911 to use the IamRespondeing.com system.
2. That the agreement shall be attached to and become part of the bylaw.

Read a First, Second and Third Time and Passed this 13th day of November 2018.

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**R. Piche**  
**Mayor**

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**Paula Roque**  
**Clerk**

## **Addendum "B" to Agreement**

There is an Agreement with a September 1, 2018 start date in place between the two parties **Town of Espanola (Organization)** and **Northern Communication Services Inc. (Northern)**.

**The Town of Espanola hereby requests that the IamResponding service be activated on their account. Schedule "C" below is now a part of the existing agreement.**

This service will be billed at an additional rate of \$100.00 per month.

### **Schedule "C"** **Electronic Notification Services**

#### **Alerting Services**

In providing Fire Dispatch services, Northern will need to alert the Fire team.

To do so Northern will use the IamResponding.com system in conjunction with the Fire Department's cellular services (SMS), radio or paging system, a third-party paging system or regular telephone lines, which is to be determined during the set-up process.

To the greatest extent permitted by law, the Organization hereby releases Northern, the provider of the dispatch service, Emergency Services Marketing Corp., Inc (ESMC) and IamResponding.com from any and all claims and liabilities of any nature whatsoever associated with any transmission of dispatch information.

#### **IamResponding.com system:**

[www.iamresponding.com](http://www.iamresponding.com)

#### **Transmission of Dispatch Information:**

One of the functions of IamResponding.com enables agencies or Fire Departments to display dispatch information on their IamResponding.com systems, and enables members of such agencies and teams to obtain such information via text message, push notifications to apps, and email. It is understood that this functionality is dependent upon the technology capabilities of the dispatch system used by the Organization, and that Northern and Emergency Services Marketing Corp., Inc. (ESMC) make no guarantees or warranties about this functionality. It is further understood that Northern and/or IamResponding.com cannot control the timing, speed or reliability of the delivery of dispatch information from the dispatch center to its network, and cannot control the timing, speed or reliability of the delivery of the dispatch information to the members of departments/agencies/teams that choose to receive it once the information has been transmitted by Northern or IamResponding.com to the members' internet service providers, push notification services, and/or cellular telephone providers. Therefore, it is specifically understood that this system is NOT to be relied upon under any circumstance as a primary means of notification for emergency events, and should only be utilized as a non-emergent, supplemental method of notification. Certain cellular providers limit the number of characters permitted per text message, and therefore it is also understood that certain transmitted text messages may

omit or delete information if the message exceeds the character length of the members' cellular provider.

**Number of Agencies:**

For the purpose of this Agreement, with respect to IamResponding an "Agency" or "Department" is defined as a single entity with the ability to view all responders of each company and station of that entity on a single sub-site of the IamResponding.com system. Each entity which desires to view responders of its companies or stations on separate sub-sites of the system shall be treated as a separate agency for each sub-site established. For example, a fire department with two stations that desires to have each of its' monitors display every responder to every event on a single sub-site of IamResponding.com constitutes one agency. A fire department with two stations that wants to view the separate responders assigned to each station on two separate sub-sites will be treated as two agencies. If this is required, an additional fee will be charged.

Multiple agencies and teams shall not share subscription services. Any sharing of services with any entity not specifically identified in the Fire Dispatching documentation shall constitute a material breach of this Agreement. In the event of such a breach, the Organization shall pay to Northern the sum of \$1,500 extra per year of use for each non-identified entity sharing such services.

**Excluded Services:**

Input or maintenance of individual member profiles (to be performed by individual agencies and/or teams); user-end hardware, software, cabling or monitors; installation, maintenance or trouble-shooting of user hardware or at user sites. If and when outbound text-to-voice functionality is added as a feature of IamResponding.com, the cost of such outbound telephone calls is not included within this Agreement, and shall be subject to a separate agreement at that time in order to enable that function.

**Terms of Use:**

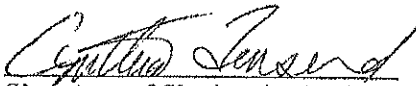
With respect to the IamResponding application, this Agreement expressly adopts and incorporates the Terms of Use of IamResponding.com, posted on the IamResponding.com site at [www.iamresponding.com](http://www.iamresponding.com). (scroll to bottom of page)

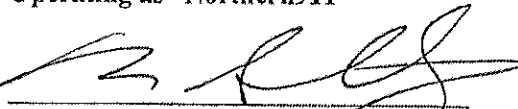
Dated this 13 day of Oct, 2018

Dated this 21 day of Oct, 2018

Town of Espanola

Northern Communication Services Inc.  
Operating as "Northern911"

  
Signature of Signing Authority

  
Signature of Signing Authority

Cynthia Townsend  
Printed Name

Mike Shantz  
Printed Name

CAO / Treasurer  
Title

President  
Title