



# **REGULAR COUNCIL AGENDA**

For the Corporation of the Town of  
Espanola

Council Meeting

To Be Held On

**Tuesday, November 22, 2016**  
**Council Chambers**  
**Municipal Building**

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 22, 2016** 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

LIVE STREAM OF COUNCIL MEETING WILL BEGIN AT 7:25 PM.

## **Disclosure of Pecuniary Interest and General Nature Thereof**

### **PUBLIC HEARINGS**

None

### **DELEGATIONS**

Beverly Salmaso, Local Resident

### **QUESTION PERIOD**

#### **PART 1 - CONSENT AGENDA**

Resolution Prepared Adopting Resolutions for  
Items **A1** to **F6** inclusive contained in the Consent Agenda

- CA-019 -16 Be It Resolved That: Items A1 to F6 inclusive contained in Part 1, Consent Agenda be adopted.

### **Adoption of Minutes**

#### **A1 Regular Meeting of Council of November 8, 2016**

- 16-174 Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of November 8, 2016.

### **Board and Committee Reports**

#### **B1 Community Services Committee Meeting of November 15, 2016**

- 16- 175 Be It Resolved That: The following Board and Committee reports are hereby received: Community Services Committee Meeting of November 15, 2016.

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

None

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

None

### **Bylaws and Resolutions**

The following bylaws will be read and passed.

#### **E1 Bylaw No. 2750/16**

- 16-176 A Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of November 8, 2016.

## **Reports**

- F1 Leisure Services Department Departmental Report for October 2016**
- F2 Building Services Department Departmental Report for October 2016**
- F3 Public Works Department Departmental Report for October 2016**
- F4 Fire Department Departmental Report for October 2016**
- F5 Sudbury and District Board of Health Meeting Minutes of October 20, 2016 - Unapproved**
- F6 Manitoulin – Sudbury District Services Board Meeting Minutes of October 27, 2016 - Unapproved**
  - 16-177 Be It Resolved That: The following reports are hereby received: Leisure Services Department Departmental Report for October 2016; Building Services Department Departmental Report for October 2016; Public Works Department Departmental Report for October 2016; Fire Department Departmental Report for October 2016; Sudbury and District Board of Health Meeting Minutes of October 20, 2016 – Unapproved; Manitoulin – Sudbury District Services Board Meeting Minutes of October 27, 2016 – Unapproved.

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

- G1 Recommendation regarding What's Next Ontario?**
  - 16-178 Be It Resolved That: Council for the Town of Espanola hereby supports the Association of Municipalities of Ontario's *What's Next Ontario?* Resolution.
- G2 Recommendation regarding Water meter installation for the IC & I Estimate**
  - 16-179 Be It Resolved That: Council proceed with phase 2 of the meter installation.
- G3 Recommendation regarding OPP Service**
  - 16-180 Be It Resolved That: Council requests the OPP provide a quotation for services based upon services being provided from\_\_\_\_\_.  
(the existing Hwy OPP location, a storefront in Espanola, a new station located with the Town of Espanola)

## **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.**

Ministry of Finance Correspondence re: OMPF Allocation  
Invitation to OSUM Conference and Trade Show

**Conference and Conventions**

Town of Espanola Open House

Thursday, December 15th, 2016  
Espanola Regional Recreation Complex Lobby  
10:00 am – 12 noon; 2:00 – 4:00 pm; 6:00 – 7:30 pm

ROMA Conference, January 29 - 31, 2017, Toronto Ontario

OGRA Conference, Sunday, February 26 – Wednesday, March 1, 2017  
Toronto, Ontario

**Mayor and Councillor Reports and Announcements**

Verbal

**Future Council/Committee Meetings**

Corporate Services Committee Meeting of December 6, 2016 @ 4:00 pm  
Regular Meeting of Council of December 13, 2016 @ 7:30 pm

**Adjournment**

**Closed Meeting (if required)**

November 15, 2016

NOV 15 2016


Honourable Mayor and Town Council:

We, the residents of the north side of Mead Blvd. #155 - #217 (across from Espanola High School and A.B. Ellis), request an opportunity to be on the Agenda for the next Town Council meeting, scheduled for November 22, 2016.

We wish to present a petition, expressing our concerns regarding the traffic congestion that has resulted from more vehicles parked in front of our homes due to the amalgamation of the High School and A.B. Ellis.

We have seen the difficulty the school buses and the two-way traffic have negotiating their route because of the parked vehicles. Also, for those of us who park our vehicles in driveways, it is difficult and dangerous to get on to the street because the parked vehicles obstruct our view of oncoming traffic. Delivery and service vehicles have no convenient place to park when they come to our homes during business hours. We also have a serious concern regarding emergency vehicles, where will they park during the day? We anticipate that the Municipal snow removal will have to be done in the middle of the night again, because the parked vehicles leave late in the afternoon or early evening. Private snow removal will also have to be done differently than in the past. Alternate parking is available for these vehicles at the Sacred Heart School (formerly A.B. Ellis) parking lot; therefore, we are requesting from the Town of Espanola, signage to restrict parking for the north side of Mead Blvd. from 8 a.m. to 5 p.m.

Thank You

  
Beverley Salmaso  
171 Mead Blvd. Espanola  
705-869 4105



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

**Council Chambers  
Municipal Office**

**November 8, 2016  
7:30pm**

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

**Present:**

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

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

Mayor Piche advised Council and those in the gallery that the Meeting will be streamed, he further requested that the gallery remain silent during the meeting as background noise will be picked up.

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

**Public Hearing**

**None**

**Delegations/Petitions**

Mayor Piche invited Ms. Pilon to the podium to discuss the Fibre Arts Festival.

Ms. Jodi Pilon, Coordinator of the Espanola Fibre Arts Festival presented Council with a bit of history on the Fibre Arts Festival and how this event has grown from 200 attendees in the first year to 2000 attendees 5 years later. Ms. Pilon also shared results of the economic impact for the 2016 Festival and spoke to the grants and fundraising efforts.

The Staff at the Espanola Recreation Complex was commended on their efforts to ensure the Festival was well organized. Mayor Piche thanked Ms. Pilon and the group of volunteers that make the Festival a huge success.

**Question Period**

**None**

**CONSENT AGENDA**

**CA-018-16 R. Duplessis – R. Dufour**

Be It Resolved That: Items A1 to F2, contained in Part 1, excluding D1 and D2, Consent Agenda be adopted.

**Carried**

**Items A1-A3**  
**Minutes**

**16-161R. Yocom – R. Duplessis**

Be It Resolved That: The following minutes are hereby accepted; Special Meeting of Council of October 19, 2016; Regular Meeting of Council of October 25, 2016; Special Meeting of Council of October 25, 2016.

**Carried**

**Board and Committee Reports**

**Items B1-B2**  
**Board and**  
**Committee Reports**

**16-162 R. Dufour – R. Duplessis**

The following Board and Committee reports are hereby received: Corporate Services Committee Meeting of November 1, 2016; Espanola Public Library Board Meeting Minutes of June 13, 2016 and September 12, 2016.

**Carried**

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

**None**

**Business Arising from Board and Committees**

**Item D1**  
**Employee Code of**  
**Conduct**

**Item severed for discussion. See Regular Agenda**

**Item D2**  
**Live Streaming**  
**Protocol**

**Item severed for discussion. See Regular Agenda**

**Bylaws and Resolutions**

**Item E1**  
**Confirmatory Bylaw**

**16-165K. Duplessis – S. Meikleham**

Be It Resolved That: Bylaw No. 2743/16 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of October 25, 2016.

**Carried**

**Item E2**  
**485 Wood Street**

**16-166 K. Duplessis – B. Foster**

Be It Resolved That: Bylaw No 2744/16 be adopted, being a Bylaw of the Town of Espanola to provide for the Sale of Lands Municipally known as 485 Wood Street, Espanola ON.

**Carried**

**Item E3**  
**Sale of Lands**

**16-167 B. Foster – K. Duplessis**

Be It Resolved That: Bylaw No 2745/16 be adopted, being a Bylaw of the Town of Espanola to provide for the Sale of Lands Municipally legally known as PIN 73408-0391 PCL 304060 PLAN M78 PARTS 13 -16 53R15566 Espanola ON.



**Carried**

**Item E4**  
**91 Tudhope St**

**16-168 B. Foster – R. Yocom**

Be It Resolved That: Bylaw No 2746/16 be adopted, being a Bylaw of the Town of Espanola to provide for the Sale of Land Municipally Legally known as 91 Tudhope Street, Espanola ON

**Carried**

**Item E5**  
**CUPE 534**

**16-169 R. Yocom – B. Foster**

Be It Resolved That: Bylaw No 2747/16 be adopted, being a Bylaw of the Town of Espanola to execute an Agreement between the Tow of Espanola and CUPE Local 534 for a Collective Agreement for the years 2016-2019.

**Carried**

**Item E6**  
**R.V. Anderson**

**16-170 B. Foster – K. Duplessis**

Be It Resolved That: Bylaw No 2748/16 be adopted, being a Bylaw of the Town of Espanola and R.V. Anderson for Engineering Services for MTD Connecting Link Highway 6 – Detailed Design.

**Carried**

**Item E7**  
**Court Security and  
Prisoner  
Transportation**

**16-171 R. Yocom – B. Foster**

Be It Resolved That: Bylaw No 2749/16 be adopted, being a Bylaw of the Town of Espanola to execute an Agreement between the Town of Espanola and the Minister of Community Safety and Correctional Services for the Court Security and Prisoner Transportation Program.

**Carried**

**Reports**  
**Items F1 – F2**

**16-172 R. Duplessis – S. Meikleham**

Be It Resolved That: The following reports are hereby received; The following reports are hereby received: Q3 Budget Variance Report; Joint Health and Safety Meeting Minutes of October 5, 2016.

**Carried**

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

**Item D1**  
**Employee Code of  
Conduct Policy**

A discussion ensued with respect to who investigates complaints of violations to the Policy. Councillor R. Duplessis stated that the Policy refers to the Discipline Policy and he would like to see that prior to supporting the Policy. Council agreed to defer the Policy back to the Corporate Services Committee to be reviewed with some proposed amendments.

**Item D2**  
**Live Streaming**  
**Protocol**

**16-164 R. Duplessis – M. Meikleham**

Be It Resolved That: As Recommended by the Corporate Services Committee That: Policy C00-01843, Live Streaming Protocol be adopted as amended.

**Carried**

**Item G1**  
**Dedication of Hwy 6S**

**16-173 R. Dufour – R. Duplessis**

Be It Resolved That: Council for the Town of Espanola hereby supports the efforts made by the Espanola Royal Canadian Legion Branch 39 to rename Highway 6 South from Highway 17 to South Baymouth to *Veteran's Memorial Highway* in both the Ojibway and English languages.

**Deferred**

A discussion ensued with regards to a request from the Espanola Royal Canadian Legion Branch 39 to rename Highway 6 South from Highway 17 to South Baymouth to *Veteran's Memorial Highway* in both the Ojibway and English languages. Council agreed that the French language should also be recognized when renaming the highway. Staff was directed to contact the Legion to express these concerns and find out if this was taken in to consideration.

**Correspondence For Information Only**

**None**

**Information**

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

Cheque Register  
Hydro One Forestry – 2017 Towerline Maintenance Program  
East Ferris Correspondence re: Community Hubs

**Conference and Conventions**

Town of Espanola Open House  
Thursday, December 15th, 2016  
Espanola Regional Recreation Complex Lobby  
10:00 am – 12noon; 2:00-4:00 pm; 6:00-7:30 pm

ROMA Conference, January 29 - 31, 2017, Toronto Ontario

OGRA Conference, Sunday, February 26 – Wednesday, March 1, 2017  
Toronto, Ontario

## **Mayor and Councillors Reports and Announcements**

- Remembrance Day** Mayor Piche reminded Council of the Remembrance Day event starting at 10:30 am at the Legion on the 11<sup>th</sup> and encouraged everyone to attend.
- Parking Issues** It was stated that the parking issues on Mead Blvd continue. The Council members that sit on the Police Services Board were asked to discuss this matter at their next meeting.
- Police Options Committee** Councillor Foster stated that the Police Options Committee has visited different OPP sites and will be discussing facility options at their next meeting. Information to Council will be forthcoming.

## **Future Council Meetings**

Community Services Committee Meeting of November 15, 2016 @ 4:00 pm  
Regular Meeting of Council of November 22, 2016 @ 7:30 pm

## **Adjournment**

**R. Dufour – K. Duplessis**

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 7:55pm

**Carried**

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Ron Piche  
Mayor

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Paula Roque  
Clerk

**Community Services Committee Meeting  
Tuesday, November 15, 2016  
4:00 pm  
Council Chambers  
Municipal Building**

**Chair Ron Duplessis presided over the meeting**

**Present:**

Mayor R. Piche  
Councillor K. Duplessis; R. Dufour  
Municipal Officials: P. Roque, Clerk; D. Rivet, CBO; D. Polden, Manager of Leisure Services; C. Kennelly, Program manager / Economic Development Officer; T. Denault-Roque, Recording Secretary

No Disclosure of Pecuniary Interest and General Nature Thereof.

**Departmental Reports**

The Committee received the following reports; Leisure Services Department Departmental Report for October 2016; Building Department Departmental Report for October 2016; Public Works Department Departmental Report for October 2016; Fire Department Departmental Report for October 2016.

Discussions ensued regarding the progress of the Outdoor Fitness Park, the Parks and Recreation Strategic Master Plan RFP and the CIP.

Councillor R. Duplessis followed up on a previous inquiry from Council as to whether or not the Complex calls individuals who are not renewing their memberships to find out the reasons why. Ms. Polden did assure Councillor Duplessis that calls to remind individuals that their renewal date is approaching are made.

Discussions took place regarding making arrangements for another Estate Planning Seminar to take place in the New Year.

Councillor Dufour inquired as to whether or not the PWD conducts flushing on a yearly basis, why it is done and if this was done by all municipalities. He was advised that flushing is done yearly in Espanola, which has been the practice for many years and has helped to address the brown water issues.

The Clerk advised that she will gather information on the Town's flushing program and provide to the Committee. Discussion ensued regarding the different colours on the fire hydrants. The Clerk advised she will inquire and provide to the Committee.

## **Building Permits**

### **For Information**

A discussion ensued regarding the numbers of Orders to Comply issued to date.

D. Rivet, CBO clarified for the Committee when a building permit is required. Further discussion ensued regarding the municipality requiring a permit when making changes to an interior wall. Mr. Rivet stated that the Department has a history on file for newer homes, but unfortunately not for many of the older homes prior to 1996. He provided an example of a homeowner replacing drywall over insulation or vapour barrier that does not comply with the Building Code, if a permit was issued, it would be at this point that the homeowner would learn how to bring the insulation and vapour barrier up to Code. This is the way the municipality protects, not only the current owner, but future homeowners and the Community. Councillor R. Dufour stated it was not our job to think of future buyers, in addition Councillor R. Duplessis felt that it was not our responsibility to protect the Community with respect to this area and also questioned that perhaps we may be over protecting it. Mr. Rivet further advised on common practices in other municipalities and stated that Espanola is following the industry norm and exercising a standard of care.

Committee members thanked Mr. Rivet for providing the information and helping them to better understand such a complex and confusing issue.

Ms. Roque, Clerk advised that the Resolution introduced by Councillor R. Duplessis as a Notice of Motion regarding building permits for interior walls as well as kitchen cabinets could either be voted on or could be dropped. The Committee felt that the resolution was not needed because the Building Department was already following that standard and the result would be no changes.

## **Adjournment**

### **R. Piche - R. Dufour**

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

Time: 5:15p.m.

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**Ron Duplessis**  
**Chair**

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**Paula Roque**  
**Clerk**



**THE CORPORATION OF THE TOWN OF ESPANOLA**

**BYLAW NO. 2750/16**

**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: November 8, 2016 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 22<sup>th</sup> day of November 2016.

\_\_\_\_\_  
Ron Piche  
Mayor

\_\_\_\_\_  
Paula Roque  
Clerk

**DRAFT**

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

# DEPARTMENTAL REPORT

DEPARTMENT: Leisure Services	MONTH: October, 2016
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## Project Status:

### **Building**

Operating well

We offered a fall promo – purchase a 3 month membership and receive 1 additional free month to an area of your choice.

Results; 49 members purchased the promo (most wouldn't normally purchase a 3 month) and 6 new members joined

### **Pool**

Operating well

### **Arena**

Operating well

### **Events**

Free PD swim held October 28<sup>th</sup>, 2016

5<sup>th</sup> annual Pumpkin and Fibre Arts Festival held the 3<sup>rd</sup> weekend

- Fibre Arts portion of festival organized and managed by community volunteers included; opening ceremony, displays, workshops, makers market. All events were successful with lots of traffic at the complex and other sites where events were being held. Estimated 1,800 – 2,000 people attended.
- Pumpkin portion of festival managed by the Town included; the eat local farmers market on site which had an increase # of vendors; pumpkin weigh in had 6 entries, Oompapa band for afternoon entertainment and the Carver Kings who carved over the 3 days. Attendance for the wood carvers estimated well over 2,000+. The Carver Kings were a great addition to the festival.
- In early November, the bench will be treated with an outdoor protective clear coat. It will remain on display at the complex until the spring of 2017 when a permanent location will be found.

### **Upcoming**

Santa Claus parade on Saturday, November 26<sup>th</sup>, 2016

### **Project updates**

#### **Splash grant**

Nov. 22<sup>nd</sup>, managing arthritis & chronic pain through aquatics in the pool; guided imagery & progressive muscle relaxation for chronic pain, healthy snacks/social

Jan. 5<sup>th</sup>, aquafit; mindful eating – making peace with food and yourself, healthy snacks/social

- Scheduled free paddle board surf set programs for 2 dates in November

#### Senior's grant

- Workshops have been tentatively scheduled;  
Sept. 15<sup>th</sup>, 9 steps for preventing a fall - \*5 participants attended  
Oct. 6<sup>th</sup>& 7<sup>th</sup> Pumpkin paper mache workshop - \*24 participated  
Nov. 2<sup>nd</sup>, Estate planning for families  
Ipad training - \*scheduled for 1<sup>st</sup> and 2<sup>nd</sup> Friday of the month starting in November until spring/or the interest is still there. Partnership with Library to purchase ipads and offer training.  
Dec. 8<sup>th</sup>, Safety coalition – keeping seniors safe; Santa bingo  
January – free 1 month gym memberships for first time seniors  
January - Tai chi classes  
January - Active aging talk and walk  
February – Beginner line dancing

#### Ministry of Tourism, Culture and Sport grant

- Outdoor fitness equipment was delivered September 26<sup>th</sup>
- Installation of accessible perimeter trail and equipment started in October

#### Outdoor rink pad separation

- Material received

#### Recreation Master Plan

- Advertising and mail out completed

#### Economic Development - Other Consulting

- discussed CIP opportunities with 3 businesses in October
- 3 applications pending/2 of the businesses did not meet our criteria
- wrote letter of support for developer to access financing

#### Economic Development – Advertising

- renewed annual moose fm contract and updated radio ads for October and November
- purchased festival advertising to include Rewind Sudbury/CTV/Manitoulin Radio/Northshore & Moose FM radio/facebook ads/direct mail

#### Economic Development – Sign

- no changes to directional signage

#### Complaints / Compliments:



Concerns; no hot water in ladies changeroom, lack of heat in arena, request for another aqua fit class, stationery bike in gym not working  
 Compliments; carver kings, festival, lobby décor, fall promo

### Employee Status:

Hired 1 full time facility attendant. We are back to our full complement of 3 full time.  
 We currently have 3 casuals.  
 Hired 1 seasonal rink attendant.  
 Hired 1 part time front desk clerk and back to our complement of 2 part time.

### Visitors:

#### OCTOBER 2016

DROP INS	2016
Aquafit	28
Fitness Centre	177
Line Dancing	13
Squash	17
Shower Usage	0
Shinny	34
Skate	70
Swim	561
<b>TOTAL</b>	<b>900</b>

#### OCTOBER 2015

DROP INS	2015
Aquafit	23
Fitness Centre	120
Line Dancing	19
Squash	44
Shower Usage	0
Shinny	66
Skate	59
Swim	407
<b>TOTAL</b>	<b>738</b>

Memberships - RESIDENT	2016
Aquafit	143
Bronze <b>Pool</b>	106
<b>Fitness</b>	1200
<b>Squash</b>	34
Silver	18
Gold	94
Skate Membership	5
Pool Pass	32
Private Swim Lessons	2
Shower Pass	8
<b>TOTAL</b>	<b>1642</b>

Memberships - RESIDENT	2015
Aquafit	103
Bronze <b>Pool</b>	105
<b>Fitness</b>	1162
<b>Squash</b>	44
Silver	23
Gold	127
Skate Membership	11
Pool Pass	18
Private Swim Lessons	3
Shower Pass	4
<b>TOTAL</b>	<b>1600</b>

Memberships - NON RESIDENT	2016
Aquafit	105
Bronze <b>Pool</b>	50
<b>Fitness</b>	331

Memberships - NON RESIDENT	2015
Aquafit	154
Bronze <b>Pool</b>	26
<b>Fitness</b>	297

<b>Squash</b>	6
Silver	0
Gold	0
Pool Pass	0
Private Swim Lessons	1
Shower Pass	4
<b>TOTAL</b>	<b>497</b>

<b>Squash</b>	8
Silver	9
Gold	0
Pool Pass	25
Private Swim Lessons	3
Shower Pass	3
<b>TOTAL</b>	<b>525</b>

<b>LIONS CLUB FREE SWIMS</b>	
Sat. October 8	55
Sat. October 15	66
Sat. October 22	75
Fri. Oct. 29-Shelley Newton	70
Sat. October 29	65
<b>TOTAL</b>	<b>331</b>

Department Manager: Dianne Polden

Submitted on: November 9<sup>th</sup>, 2016

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

NOV 09 2016

# DEPARTMENTAL REPORT

DEPARTMENT: Building Services	MONTH: October, 2016
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Project Status: Building Permits

Total permits issued	311
Total Residential Starts to Date	6
Zoning Request to Date	\$3,024.00
Commercial/Industrial renovations/additions	3
New commercial/Industrial	1

## OCTOBER BUILDING PERMIT SUMMARY

Year	# of Permits	Bldg Permit Fees	Project Value
2016	27 Permits Issued	\$38,314.00	\$2,198,534.00
2015	26 Permits Issued	\$4,338.50	\$ 250,262.00

49-Orders to Comply issued for 2016

Complaints / Compliments: see attached

Employee Status:

Visitors: 31

Department Manager: Dan Rivet

NOV 09 2016

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

# DEPARTMENTAL REPORT

**DEPARTMENT: Public Works**

**MONTH: October 2016**

## PROJECT STATUS:

- Infrastructure Renewal Project Phase 1F: Contractor achieved substantial completion. Deficiencies remain that are mostly asphalt & drainage related. Should be complete prior to winter.
- Bio-Solids: Report delayed until early November.
- Highway 6 Connecting Link Design: Completed flushing of all storm and sanitary sewers for camera inspection. Design is progressing and data collection is complete. Application for funding is complete with cost estimates.
- Water Meter: Survey is complete with costing of the next phase of water meters to be received in early November.
- Bois St. & Nelson Creek Culverts:
  - *Nelson Creek*: Complete.
  - *Bois St.*: Completion mid-November.

## TRANSPORTATION:

- Public Works continued with regular maintenance of town streets and back roads including sweeping, patching, sign repairs, brushing, ditching, grading, gravelling, grass cutting, garbage/debris pick-up, and shouldering.
- Repaired heat trace at PWD shop.
- Sweeping for contractors (Belanger Construction & Garson Pipe). Charged to the job.
- Repaired culvert on Old Webbwood Rd.

## ENVIRONMENTAL:

- Fall Clean-up Days Program was held Mondays from 1:00-5:30pm from October 3<sup>rd</sup> to November 14<sup>th</sup> for leaf, yard waste, branches and brush.

**BEAUTIFICATION:**

- Removed burnt scarecrow.
- Remove flowers and flower boxes.
- Flower clean-up and bulb removal.

**CEMETERY:**

- Two cemetery plots were purchased and no plots were transferred by affidavits or transfers of interment rights during the month of October.
- Full and cremation burials ongoing.
- A water service was installed at the garage.

**BALL FIELDS/PARKS/CLEAR LAKE BEACH:**

- Repaired basketball nets and soffit at outdoor rink.
- 'B' field infield aggregate replaced.
- Winterized pavilion and cold storage buildings at the ballfields.
- Hauled fill to Clear Lake Beach.
- Outdoor rink – Preparation for dividing wall. Also installed new fascia capping on the building.

**WATER & SEWER:**

- The Fall Watermain Flushing Program was completed on October 4<sup>th</sup>, 2016 during afternoon shifts.
- Sanitary sewer flushing.
- Water and sewer locates.
- Manhole, hydrant, and sewer repairs.
- Hydrant flow testing.
- Cleaned catch basin lids.
- Winterized and marked hydrants.
- There were two complaints of dirty water.
- There were two complaints of sewer back-ups. The main lines were checked and the blockage was in the homeowner's service for both incidents.
- There was one complaint of low water pressure.
- Three residents requested iron remover.

**INTER DEPARTMENTAL:**

- Installed & removed Pumpkin festival signs.
- Assisted Espanola Hydro with flusher truck.
- Assisted with Colour dash and Pumpkin/Fibre Arts Festival event preparations.
- Assisted Game and Fish with Black Creek Boat Launch improvements.

**COMPLAINTS/COMPLIMENTS:**

- All complaints were water and sewer related. See Water & Sewer section above.

**EMPLOYEE STATUS:**

- Public Works is currently at its full complement of employees.
- Seven employees were completed propane training on October 20, 2016.
- Employees were trained on Hydro's chipper for the clean-up program.

**VISITORS:**

- Two blue boxes were issued during the month of October.

Department Manager: Submitted on: Nov 9, 2016

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

NOV 09 2016

<b>DEPARTMENT:</b> FIRE DEPARTMENT	<b>MONTH:</b> October 2016
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## **Inspection Orders Completed:**

- 4 - New Inspections
  - 1 - Follow-up Inspection
  - 5 - Final Inspections
- } 10 Inspection completed for the month.

## **Inter-Departmental:**

- Looking for a site for the installation of a dry hydrant with PWD.

## **Fire Prevention:**

- Fire Prevention Week October 9<sup>th</sup> to 15<sup>th</sup>, the Fire Chief and firefighters attended local elementary schools promoting fire prevention/education;
- Fire Safety Plans reviewed for A.B. Ellis Public School and Community Living Buildings;
- Wood stove inspection;
- Drafted evacuation agreements.

## **Other:**

### **The Fire Chief:**

- Attended the Provincial Emergency Management Conference Planning Committee meeting in Toronto;
- Attended the Sector Meeting in Azilda;
- The Fire Dept. participated in the Fibre Arts Festival at the Complex;
- The Fire Dept. held with Espanola Express team, a haunted house Halloween at the fire hall.

## **Fire Permits Issued: 12**

## **DEPT. CALLS:**

### **Number of Calls: Oct. 2016 -- 7**

Fires - 1  
CO/CO Present - 2  
Open Air Burning/Unauthorized - 1  
Smoke Alarm/Accidental Activation - 2  
Natural Gas Odour Call - 1  
**TOTAL CALLS TO DATE - 75**

### **Number of Calls: Oct. 2015 -- 3**

False Alarm - 2  
Medical Assist - 1  
**TOTAL CALLS TO DATE - 62**

## **Employee Status:**

- One volunteer firefighter has resigned.
- Advertisements have been posted for the firefighter positions.

## **Visitors: 25**

- One fire hall tour for Centre de la petite enfance day care.

Department Manager: *Spide Krider* Submitted on: 11/9/16

**UNAPPROVED MINUTES – SEVENTH MEETING  
SUDBURY & DISTRICT BOARD OF HEALTH  
SUDBURY & DISTRICT HEALTH UNIT, BOARDROOM  
THURSDAY, OCTOBER 20, 2016, AT 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Maigan Bailey  
René Lapierre  
Rita Pilon

Jeffery Huska  
Stewart Meikleham  
Mark Signoretti

Robert Kirwan  
Ken Noland  
Carolyn Thain

**BOARD MEMBERS REGRETS**

Janet Bradley

Richard Lemieux

Paul Myre

**STAFF MEMBERS PRESENT**

Megan Dumais  
France Quirion

Stacey Laforest  
Renée St Onge

Rachel Quesnel  
Dr. P. Sutcliffe

**R. LAPIERRE PRESIDING**

**1.0 CALL TO ORDER**

The meeting was called to order at 1:33 p.m.

Director of Corporate Services, France Quirion was introduced and welcomed.

**2.0 ROLL CALL**

**3.0 REVIEW OF AGENDA / DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**4.0 DELEGATION / PRESENTATION**

**i) Northern Fruit and Vegetable Program**

- Julie Dénoimé, Manager, School Health Team, Health Promotion Division

Manager of the School Health Team, Julie Dénoimé, was introduced and welcomed to present the evaluation outcome of the Northern Fruit and Vegetable Program (NFVP). The NFVP has delivered vegetables and fruits to participating schools within the SDHU catchment area on a weekly basis since 2014 between the months of January to June. Schools also receive healthy eating and physical activity education through newsletters, social media posts and food skills sessions with our registered dietitian.

Key findings from the evaluation conducted in partnership with the University of Windsor are very positive in support of the program goals. The program was extremely well received by school staff, including principals and program coordinators, was that the program was easy to implement and supported students in living healthy lifestyles.



The SDHU will continue to support and administer the NFVP during the 2016-2017 school year, working with the schools, the Ontario Fruit and Vegetable Grower's Association, and the Ministry of Health and Long-Term Care (MOHLTC).

As part of the government's *First Nations Health Action Plan*, including an investment of \$222 million over the next three years, the MOHLTC is planning on expanding the NFVP to on-reserve schools. We have started dialoguing with the MOHLTC as well as engaging and collaborating with our Indigenous partners to establish an implementation plan for a successful expansion of the NFVP in on-reserve schools with full implementation scheduled for April 2017.

We plan to enhance the supportive materials that we provide to schools to further create a positive school nutrition environment and to adapt what we have to reflect the Indigenous culture. We will also continue to work with school boards to create positive school cultures through our resiliency school programming since we know this is linked to positive health outcomes and behaviours and supports the objectives of the NFVP.

Questions were entertained and it was suggested that additional information be shared with students/families relating to locally grown foods and local farmer markets. Clarification was provided on identifying priority schools, the deprivation index and our reach. Additional information will be provided to the Board via email. The presenter was thanked.

## **5.0 CONSENT AGENDA**

There were no consent agenda items identified for discussion.

### **i) Minutes of Previous Meeting**

- a. Sixth Meeting – September 15, 2016

### **ii) Business Arising From Minutes**

None

### **iii) Standing Committees**

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

- a. MOH/CEO Report, October 2016

### **v) Correspondence**

#### **a. Lyme Disease**

- Letter from the Peterborough Board of Health to the Federal and Provincial Ministers of Health dated September 20, 2016

#### **b. HPV Immunization Programs**

- Letter from the Peterborough Board of Health to the Minister of Health and Long-Term Care dated October 6, 2016

#### **c. Patients First Bill**

- Letter from the Ministry of Health and Long-Term Care (MOHLTC) to Health System Partners received October 4, 2016

**d. Food Security - Universal Hot Meal Programs in Schools**

- Letters from the Board of Health for Peterborough Public Health to the Federal and Provincial Ministers dated September 30, 2016

**e. Basic Income Guarantee**

- Letter from the Haliburton Kawartha Pine Ridge District Health Unit Board of Health to Minister of Families, Children and Social Department dated September 14, 2016

**f. Sudbury & District Board of Health's 2016 Program-Based Grant**

- Letter from the Minister of Health and Long-Term Care to the Sudbury & District Board of Health Chair dated September 23, 2016

**vi) Items of Information**

- |   |                      |
|---|----------------------|
| a. alPHa Fall Symposium – Save the Date Flyer   | November 17&18, 2016 |
| b. 2015 Snapshot of Public Health for District Office Areas   |                      |
| i. Chapleau   |                      |
| ii. Lacloche Foothills Area   |                      |
| iii. Manitoulin Island  |                      |
| iv. Sudbury East  |                      |
| c. SDHU Workplace Health Newsletter   | Fall/Winter 2016     |
| d. MOHLTC News Release <i>Ontario Reintroduces Legislation to Further Improve Patient Access and Experience</i> | October 6, 2016      |
| e. MOHLTC News Release <i>Ontario Making Shingles Vaccine Free for Seniors</i>                                  | September 15, 2016   |
| f. MOHLTC Accountability Committee for Standards Modernization Highlights #4                                    | September 2016       |
| g. MOHLTC News Release <i>Ontario Taking Action to Prevent Opioid Abuse</i>                                     | October 12, 2016     |

Dr. Sutcliffe clarified for newer Board members that the MOHLTC has, in the past, transferred 100% provincially-funded programs to base cost-shared budgets. There have also been instances where 100% funded programs do not receive sufficient provincial funds to cover all program expenses. It was clarified that the 2016 grant letter included the announcement that the \$175,000 Diabetes Prevention program will now be in the Board's 100% funded programming budget as an ongoing program versus its former status as a year over year one-time funded program.

Kudos were extended for the 2015 Snapshot of Public Health for District Office Area reports that highlights public health activities in each of our district office areas during the 2015 calendar year. Print copies of the reports have been shared with Board members representing those district areas. The reports will be shared with the respective municipalities in print and electronic formats and will be available on the SDHU website.

It was shared that the SDHU Workplace Health newsletter is distributed widely in paper and electronic format to large and small businesses as well as municipalities.

#### **46-16 APPROVAL OF CONSENT AGENDA**

***Moved by Pilon – Noland: THAT the Board of Health approves the consent agenda as distributed.***

**CARRIED**

### **6.0 NEW BUSINESS**

#### **i) Enterprise Risk Management**

- Briefing Note from Dr. P. Sutcliffe, Medical Officer of Health and Chief Executive Officer to the Sudbury & District Board of Health Chair dated October 13, 2016
- Board of Health Enterprise Risk Management Policy
- Sudbury & District Health Unit Risk Assessment and Progress Report October 2016
- Sudbury & District Health Unit Risk Management Heat Map October 2016

In follow-up to the work that the Senior Management Executive Committee and the Board have done this spring in the area of risk management, a briefing note tabled with today's agenda package recommends that the Sudbury & District Board of Health approve the Risk Management Policy and that the Board of Health endorse the October 2016 Risk Management Heat Map and Risk Assessment and Progress Report.

The Ontario Public Health Organizational Standards notes that stewardship for risk management is the responsibility of the Board of Health. A number of recent provincial initiatives such as audits have highlighted the importance of Risk Management and have served to increase efforts to build capacity within the public health system.

The draft Board risk management policy ensures that the SDHU has a framework to systematically identify/assess risks and controls, and evaluate, monitor and report the risks regularly. It was noted that the risk management heat map and risk assessment are based on the Board's deliberations during the spring sessions.

The font size on the risk assessment and progress report as well as the heat map will be enlarged.

Board members observed that the proposed framework is a vigorous and comprehensive Risk Management system and represents excellent work. Dr. Sutcliffe concluded that the framework will be helpful on the go forward for all, including the Board.

#### **47-16 ENTERPRISE RISK MANAGEMENT**

***Moved by Pilon – Huska: WHEREAS the Sudbury & District Board of Health is committed to transparency, accountability, and continuous quality improvement; and***

***WHEREAS the Ontario Public Health Organizational Standards mandate board of health stewardship and oversight of risk management, delegating to senior staff the responsibility to monitor and respond to emerging issues and potential threats to the organization;***

***WHEREAS the Board of Health has engaged in a risk management process in order to systematically identify/assess current risks and controls;***

***THEREFORE BE IT RESOLVED that the Sudbury & District Board of Health approve the Enterprise Risk Management Policy; and***

***FURTHER that the Board of Health endorse the October 2016 Risk Management Heat Map and Risk Assessment and Progress Report.***

**CARRIED**

**ii) Strategic Planning**

- Briefing Note from Dr. P. Sutcliffe, Medical Officer of Health and Chief Executive Officer to the Sudbury & District Board of Health Chair dated October 13, 2016

Board members were reminded that the current cycle of the SDHU Strategic Plan concludes at the end of 2017. Planning for the development of the next iteration of the SDHU Strategic Plan is slated to commence at the beginning of 2018.

The engagement of the Board of Health in the development of this next iteration of the Strategic Plan is critical to the future organizational direction and success. It is recommended that the Board Executive Committee be assigned oversight of the strategic plan development process for the planning cycle beginning 2018. In this role, the Executive Committee will provide direction for the process, engagement and ultimate endorsement of the next strategic plan.

**48-16 STRATEGIC PLANNING**

***Moved by Noland – Meikleham: WHEREAS the Executive Committee of the Board of Health functions as an advisory committee of the Board to develop, review and oversee Board policies and procedures; and***

***WHEREAS the Board of Health may assign specific responsibilities to the Board of Health Executive Committee by majority vote of the Board;***

***THEREFORE BE IT RESOLVED THAT the Board of Health assign responsibility to the Board Executive Committee for the oversight of the strategic plan development process for the planning cycle beginning 2018.***

**CARRIED**

**iii) Change in Board of Health Meeting Date**

The Association of Local Public Health Agencies (aLPHA) Fall Symposium is scheduled to take place on November 17 and 18, 2016. Meetings on those two dates include a Council of Medical Officers of Health and aLPHA Board Section face-to-face meetings. Dr. Sutcliffe, Dr. Zbar will attend this symposium and any interested Board members; therefore, it is recommended that the November Board meeting date be changed to one week later.

It was clarified that the proposed 2017 budget will be tabled at the November Board meeting.

#### **49-16 BOARD OF HEALTH MEETING DATE**

***Moved by Huska – Meikleham: WHEREAS the Sudbury & District Board of Health regularly meets on the third Thursday of the month; and***

***WHEREAS By-Law 04-88 in the Board of Health Manual stipulates that the Board may, by resolution, alter the time, day or place of any meeting;***

***THEREFORE BE IT RESOLVED THAT this Board of Health agrees that the regular Board of Health meeting scheduled for 1:30 pm Thursday, November 17, 2016, be moved to 1:30 pm on Thursday, November 24, 2016.***

**CARRIED**

#### **iv) Nutritious Food Basket 2016**

- Briefing Note from Dr. P. Sutcliffe, Medical Officer of Health and Chief Executive Officer to the Sudbury & District Board of Health Chair dated October 13, 2016

On an annual basis, all boards of health are required to measure the cost of healthy eating using the same standardized Nutritious Food Basket (NFB) survey tool. Findings from this year's NFB survey, shows consistently once again, that people living in households with a limited income within the SDHU catchment area struggle to pay rent, bills and to put healthy food on the table.

The Sudbury & District Board of Health is asked to support the recommended actions to mitigate the risks to health of poverty as articulated in the 2016 Nutritious Food Basket motion.

Dr. Sutcliffe shared that it is hoped the MOHLTC will keep the NFB as an Ontario Public Health Standards through the current modernization of the OPHS as this is real live community evidence relating to food insecurities that helps local public health units speak concretely on inadequate or insecure access to food because of financial constraints and the serious public health implications.

Questions were entertained and it was clarified that the motion will be shared and posted to the SDHU website.

#### **50-16 NUTRITIOUS FOOD BASKET 2016**

***Moved by Meikleham – Huska: WHEREAS the Sudbury & District Board of Health has monitored the cost of healthy eating on an annual basis in accordance with the Nutritious Food Basket Protocol and the Population Health Assessment and Surveillance Protocol per the 2008 Ontario Public Health Standards; and***

***WHEREAS the 2016 costing results continue to demonstrate that individuals and families living on low incomes cannot afford food after paying for housing and other necessities and therefore may be at risk for food insecurity; and***

***WHEREAS, within the 2016 Budget, the provincial government announced a Basic Income Pilot and has appointed the Honourable Hugh Segal to provide advice on the design and implementation of a Basic Income Pilot through a discussion paper to be delivered to the province by the fall;***

***THEREFORE BE IT RESOLVED that the Sudbury & District Board of Health commend the provincial government on taking steps to investigate basic income guarantee as a policy option for reducing poverty; and***

***THAT social assistance rates be increased to reflect the actual cost of nutritious food and adequate housing as informed by the current results of the Ministry of Health and Long-Term Care's Nutritious Food Basket and the Canada Mortgage and Housing Corporation Rental Income (Ontario) reports; and***

***FURTHER THAT the Sudbury & District Board of Health share this motion and supporting materials with community agencies, boards, municipalities, elected representatives and others as appropriate throughout the SDHU catchment area.***

**CARRIED**

**v) Performance Monitoring Plan**

- Strategic Priorities Narratives Report by the Joint Board/Staff Performance Monitoring Working Group

R. Pilon, member of the Joint Board/Staff Performance Monitoring Working Group introduced the the October 2016 Strategic Priorities: Narrative Report. The report presents five stories about programs or services that show each of the SDHU's strategic plan priorities in action and demonstrate how the strategic priorities are integrated into staff members' daily work.

The internal processes to collect and select stories three times per year were recapped. The Joint Board/Staff Performance Monitoring Working Group reviews and provides comments on these narratives. Board representatives on the Working Group include C. Thain, J. Bradley and R. Pilon.

Board members were reminded that this report is part of a broader SDHU performance monitoring plan, which includes these narrative reports, and the annual performance monitoring report which was presented in February.

**vi) Engagement with Indigenous Peoples**

Briefing Note from Dr. P. Sutcliffe, Medical Officer of Health and Chief Executive Officer to the Sudbury & District Board of Health Chair dated October 13, 2016

Further to Board motion #20-12 First Nations and Public Health, the Board's support was sought for an Indigenous engagement training workshop on November 9.

The work that has since taken place is summarized in the briefing note was outlined. Given the change in Board membership since the last motion, it is felt that a training session would be helpful to review the current status of programs, services and initiatives, legislation and

jurisdictional issues. Senior Management Executive Committee held a retreat which was facilitated by M. Sutherland to discuss the vision, potential outcomes, benefits and risks of closer engagement. It was recognized that this work cannot be effectively carried out within the scope of current workloads and investments will be made to ensure appropriate staffing and structure to move forward responsibly on this file.

There is a lot happening locally and provincially in this environment and it is expected that Indigenous engagement will be included in some form in the modernization of the Ontario Public Health Standards.

Questions were entertained and Dr. Sutcliffe explained Section 50 of the HPPA and outlined the complexities of legislation and jurisdictional issues.

#### **51-16 ENGAGEMENT WITH INDIGENOUS PEOPLES**

***Moved by Kirwan – Bailey: THAT the Sudbury & District Board of Health direct the Medical Officer of Health to organize a Board Indigenous engagement educational session in support of motion #20-12, First Nations and Public Health.***

**CARRIED**

#### **7.0 ADDENDUM**

No addendum

#### **8.0 ANNOUNCEMENTS / ENQUIRIES**

It was clarified that the Patients First Bill is in its second reading and it is expected to then be referred to Committee. Following prorogation, the Bill was reintroduced essentially the same and for public health, there were no changes. It is expected that alpha will be making a deputation to the Committee.

Dr. Sutcliffe reported that the SDHU has recently received NE LHINs requests. Dr. Zbar will participate in the NE LHIN Board Advisory Committee (Health Professional Advisory Committee) meeting tomorrow; Dr. Sutcliffe is presenting at the NE LHINs Local Aboriginal Health Committee (LAHC) meeting on Monday and at the Stay On Your Feet conference next Wednesday. The NE LHIN has responded to this Board's request to meet and a meeting is scheduled between NE LHIN and NE public health unit MOHs/CEOs and Board Chairs on November 29. The administrators will be meeting ahead on October 25 to plan for November 29 meeting.

The assessment for the SDHU's Baby-Friendly Initiative (BFI) designation is currently underway. The assessors held several interviews over the course of the three days including management, board of health, staff, as well as clients.

The Public Health Champion award ceremony was held this morning and two recipients received the 2016 award. Board members who participated in the event were thanked. There was good media coverage and Radio Canada will be interviewing the Board Chair and the two recipients at a live interview this afternoon.

The date of the next regularly scheduled Board meeting, as agreed by the Board today, will be Thursday, November 24, 2016.

Board members were encouraged to complete the Board evaluation regarding today's Board meeting. Also, Dr. Sutcliffe noted a correction from the MOH report that the response rate for the annual self-evaluation was 33% (versus 92%). Board members were asked to complete the evaluation by October 24.

**9.0 ADJOURNMENT**

**52-16 ADJOURNMENT**

*Moved by Bailey – Kirwan: THAT we do now adjourn. Time: 2:40 p.m.*

**CARRIED**

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(Chair)

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(Secretary)





Conseil des Services du District de  
**Manitoulin-Sudbury**  
District Services Board

**Draft Minutes  
of the October 27, 2016  
MANITOULIN-SUDBURY DSB BOARD MEETING**  
held in Espanola's 210 Mead Blvd. DSB Boardroom

**Present:** Les Gamble, David Leonard, Al MacNevin, Ron Piche, Ned Whynott, Eric Russell, Ted Lovelace, Bill Baker, Paul Schoppmann, Bruce Killah, Michael Levesque

**Regrets :** Jim Rook, Laurier Falldien, Stewart Meikleham

**Staff :** Fern Dominelli, Donna Stewart, Connie Morphet, Mike MacIsaac, Melody Ouellette

**Media:** Alicia McCutcheon

**1.0 CALL TO ORDER**

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

**2.0 ADOPTION OF AGENDA**

**Resolution No. 16-72**

**Moved by:** Eric Russell

**Seconded by:** Michael Levesque

BE IT RESOLVED THAT the agenda be adopted.

**Carried**

**3.0 DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**4.0 Closed Session**

**Resolution 16-73**

**Moved by:** Bruce Killah

**Seconded by:** Ned Whynott

BE IT RESOLVED THAT the Board move into closed session at 10:05 a.m.

**Carried**

**Resolution 16-74**

**Moved by:** Al MacNevin

**Seconded by:** Ted Lovelace

BE IT RESOLVED THAT the Board adjourn this closed session at 10:20 a.m.

**Carried**

**5.0 Business Arising from Closed Session**

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

**6.0 Adoption of Minutes**

**Resolution No. 16-75**

**Moved by:** David Leonard

**Seconded by:** Ron Piche

BE IT RESOLVED THAT the Minutes of the September 22, 2016 Board meeting be approved.

**Carried**

**7.0 Committee Reports**

**7.1 Finance Committee**

Bill Baker, Chair of the Finance Committee, gave the Board a brief update on the results of the Finance Committee Meeting held on October 5, 2016.

The Finance Committee did have many discussions about the proposed 2017 Budget increase of \$42,027 or 0.4%. The committee was not unanimous in supporting the increase but the majority did support the budget going forward to the Board for consideration.

Some Board members raised concern and suggested another Finance Committee meeting should be scheduled. The Board was advised that the committee was given the option to schedule another Finance Committee meeting prior the Board meeting but the Finance Committee decided to bring the matter to the Board for consideration.

Board members agreed that the 2017 Budget be presented to the Board before deciding whether or not it should be returned to the Finance Committee.

Connie Morphet, Director of Finance and Administration, walked the Board through the 2017 Budget highlights, outlining the .4% increase to the Municipal share.

**Resolution No. 16-76****Moved by:** David Leonard**Seconded by:** Ned Whynott

WHEREAS the Finance Committee met on October 5, 2016 to review the Finance Committee Terms of Reference, Annual Budget Guidelines, 2017 Allocation of Program Support, 2016 Annual Reserves Report, and 2017 Budget estimates; and

WHEREAS the Finance Committee is recommending approval of the 2017 Allocation of Program Support; and

WHEREAS the Finance Committee is recommending to the Board that it adopt the 2017 Operating Budget with the enhancements to Paramedic Services which results in a Municipal Share increase of **\$42,027 or 0.40%**.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Finance Committee's recommendation and approves the 2017 Allocation of Program Support; and

FURTHER BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Finance Committee's recommendations and approves the 2017 Operating Budget in the amount of **\$33,262,397** gross and municipal share in the amount of **\$10,422,165** which represents an increase of **\$42,027 or 0.40%** in the municipal share.

**Carried**

**8.0 New Business****8.1 North East LHIN – Innovative Housing with Health Supports in Northeastern Ontario – Strategic Plan**

Fern Dominelli, CAO, walked the Board through the highlights of the North East LHIN – Innovative Housing with Health Supports in Northeastern Ontario – Strategic Plan.

In developing the Strategic Plan, the North East Local Health Integration Network (NE-LHIN) worked with Northern Ontario Service Deliverers Association (NOSDA), Housing Services Corporation (HSC), Canadian Mental Health Association Sudbury Manitoulin and many other partners. The strategy contains a comprehensive list of objectives and recommendations.

**Resolution No. 16-77****Moved by:** Bill Baker**Seconded by:** David Leonard

WHEREAS NE-LHIN Board of Directors passed a resolution on September 21, 2016 supporting the Innovative Strategic Plan on Housing and Health in partnership with Northern Ontario Service Delivery Association, Canadian Mental Health Association Sudbury Manitoulin, Housing Services Corporation and SHS Consulting; and

WHEREAS one of the key objectives in the Strategic Plan was that it be shared with the DSSABs in Northeastern Ontario as well as the City of Greater Sudbury requesting support for the plan; and

WHEREAS this broad approach recognizes the importance of housing and supports to persons in housing as a social determinant of health; and

WHEREAS the provincial directions from the Ministry of Health and Long-Term Care, the Ministry of Housing and others, alignment with this Strategic Plan will be vital when pursuing funding for housing with health supports in Northeastern Ontario.

WHEREAS the Manitoulin- Sudbury District Services Board endorse the NE-LHIN the Innovative Housing with Health Supports Strategic Plan.

THEREFORE BE IT RESOLVED that the Manitoulin- Sudbury District Services Board calls on the province to support the NE-LHIN Innovative Housing with Health Supports Strategic Plan and ensures inter-agency cooperation between provincial ministries and agencies; and

FURTHER BE IT RESOLVED that a copy of this resolution be shared with the Minister of Health, Dr. Eric Hoskins, the NELHIN, AMO, NOSDA, FONOM and NOMA.

**Carried****8.2 French Language Services Plans**

Donna Stewart, Director of Integrated Social Services, walked the Board through the French Language Services Plans for the Ministry of Community and Social Services and the Ministry of Education.

The DSB was asked to identify our capacity to deliver French language services for all MEDU funded programs including fee subsidy, special needs resourcing, family support and child care programs, data analysis coordinator and planning.

The DSB has confirmed and reported that for all programs delivered by DSB staff, we have FLS capacity from reception to case management including complaint resolution, the child care agencies with whom we have purchase of service

agreements their FLS capacity, our ability to provide FLS for training, service agreements and other documents with partner organizations upon request, and that we have accountability mechanisms (i.e. client feedback) and management practices (i.e. review of DSB FLS Plan for new hires).

Both FLS plans ask if all of our website is available in French. The DSB is utilizing a translation tool on our website to offer a choice of languages.

**Resolution No. 16-78**

**Moved by:** Paul Schoppmann

**Seconded by:** Ted Lovelace

WHEREAS the Manitoulin-Sudbury DSB has reviewed the Ministry of Community and Social Services French Language Services Plan and the Ministry of Education French Language Services Plan.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the Ministry of Community and Social Services French Language Services Plan and the Ministry of Education French Language Services Plan and directs staff to action the recommendations contained within the plans.

**Carried**

**8.3 Ministry of Education**

Donna Stewart, Director of Integrated Social Services, walked the Board through the correspondence received from the Ministry of Education regarding the Ontario Early Years Child and Family Centres (OEYCFC's).

In response to feedback from municipal partners, the Ministry of Education has made a commitment to provide a one-time investment of \$5 million to support the initial planning for the implementation of OEYCFC's. The DSB will receive \$87,719 in January 2017 to support our local planning. Allocations were distributed based on child population.

Staff are working with Best Start Network and our Data Analysis Coordinator to develop a community plan for OEYCFC's. The DSB will be submitting our community plan to MEDU in May 2017.

**8.4 Ministry of Housing**

Donna Stewart, Director of Integrated Social Services, walked the Board through the correspondence received from the Ministry of Housing regarding Community Homelessness Prevention Initiative (CHPI) funding allocation.

As part of the 2016 Ontario Budget announcement, the government reallocated \$42 million which was added to the CHPI program.

On October 4, 2016, Assistant Deputy Minister, Janet Hope sent the Manitoulin-Sudbury DSB a letter announcing the DSB's 2017-18 and 2018-19 allocations under the Community Homelessness Prevention Initiative. The 100% funding allocation for **2017-18 is \$471,920 and 2018-19 of \$619,268.**

Staff have developed a policy to coincide with the CHPI guidelines. The Healthy Community Fund Policy aims to prevent, address and reduce homelessness by improving access to adequate, suitable and affordable housing. As per the CHPI guidelines, Service Managers are required to submit an annual Investment Plan outlining how they plan to use their funding allocation for the upcoming year. The plans are due to the Ministry by February 15, 2017.

### **8.5 Ministry of Housing**

Connie Morphet, Director of Finance and Administration, walked the Board through the revisions made to the Program Delivery and Fiscal Plan (PDFP) submitted to the Ministry of Housing.

At the September 2016 DSB Board meeting, the PDFP for the Social Infrastructure Fund (SIF) and the Social Housing Improvement Program (SHIP) was reviewed and approved.

The PDFP is a Ministry of Housing required document that represents the Planned Financial Commitment for SIF and SHIP programs.

The revised PDFP allocates all of the commitment of the SIF funding to 2016/17, instead of a commitment over a two-year timeframe. This allows the SIF funding to be spent over a longer period of time. The MOH has approved the PDFP as resubmitted, and the allocation of the SIF commitment will be over 91 months.

The SIF funds will be used to fund the Direct Shelter Subsidy, which will provide a portable housing allowance of up to \$300 per month to an additional 50 applicants on the Manitoulin-Sudbury DSB Housing waiting list, allowing them to stay in their current rental accommodations.

#### **Resolution No. 16-79**

**Moved by:** Al MacNevin

**Seconded by:** Michael Levesque

WHEREAS the Manitoulin-Sudbury DSB has reviewed the Revised Social Infrastructure Fund Program Delivery and Fiscal Plan and is recommending approval to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the Revised Social Infrastructure Fund Program Delivery and Fiscal Plan and directs staff to action the recommendations contained within the report.

**Carried**

## 8.6 Ministry of Health & Long Term Care

Mike MacIsaac, Chief of Paramedic Services, walked the Board through the 2017 Response Time Standard – Issue Report.

Each year the Paramedic Services has to deliver the Response Time Plan to the Ministry of Health and Long-Term Care (MOHLTC), for the next year.

This year the DSB is trending an improvement in response times when considering CTAS1 calls. The CTAS1 standard deals with calls where patients are deemed by the paramedics to be CTAS1 (severely ill, requiring resuscitation and includes conditions that are threats to life or imminent risk of deterioration, requiring immediate aggressive interventions (for example, arrest, and major trauma or shock states) in under 8 minutes.

The DSB 2016 target was to have a paramedic to the patient within 8 minutes 30% of the time. In 2013 DSB was at 32.1%, 28.3% in 2014, 35.7% in 2015 and in the 9 months this year the DSB is currently at a 42.2% success rate.

On this basis the DSB is recommending altering our target for CTAS 1 from 30% to 35% for 2017. The rest of the standard remains the same as in previous years and is detailed within the Issue Report

### **Resolution No. 16-80**

**Moved by:** Bruce Killah

**Seconded by:** Ron Piche

WHEREAS the Manitoulin-Sudbury DSB has reviewed the 2017 Response Time Standard - Issue Report and is recommending approval to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the 2017 Response Time Standard - Issue Report and directs staff to action the recommendations contained within the report.

**Carried**

## 8.7 Ministry of Health & Long Term Care

Mike MacIsaac, Chief of Paramedic Services, gave the board a verbal update on the draft report of the Ambulance Service Reviews observations and the DSB responses.

On September 12<sup>th</sup> the DSB received a draft report detailing the findings. A response to the Ministry was required in 30 days. The DSB did respond to all 8 observations consisting of mostly minor omissions.

All observations have either been rectified or supporting information has been submitted to the MOHLTC to clarify or it has been requested that some observations were inaccurate and it has been requested that they be removed from the final report.

## **8.8 Ministry of Education**

Donna Stewart, Director of Integrated Social Services, gave the Board a verbal update regarding the new child care construction that will be located at the new school in Espanola.

In 2010, the Huron Superior Catholic School Board approached the Manitoulin-Sudbury DSB to fund \$600,000 for the replacement of the Child Care Centre and Best Start Hub within Sacred Heart School in Espanola because at the time the Ministry of Education would not fund the construction of Child Care Centres or best Start Hubs when approving the construction of new schools. The DSB was not in a position to fund this construction and lobbied the province on behalf of the school.

In 2012, the Ministry of Education changed its policy and allowed for the replacement of existing child care centres when approving new school construction. In 2015 the DSB was approached to fund the Best Start Hub as the Ministry of Education would not fund the construction of Best Start Hubs as part of the construction for new schools.

Again the Manitoulin-Sudbury DSB did want to assist but was advised by the Ministry of Education that we were not allowed to use Child Care Capital Funding envelopes to assist with the construction/replacement of Best Start Hubs. Again the Manitoulin-Sudbury DSB lobbied the province to ensure that Best Start Hubs are included on all new school construction.

In 2016, the province agreed to fund the construction of a Best Start Hub with the construction of the new shared school in Espanola.

The Huron Superior Catholic District School Board and the Conseil scolaire catholique du Nouvel-Ontario have been working together to plan for the building of a shared site in Espanola.

The new school will house the Sacred Heart School, École St. Joseph and École secondaire catholique Franco-Ouest along with 2 child care centres, one in each school as well as an Ontario Early Years Child and Family Centre.

## **9.0 Other Business**

Press Release – Paramedic Exemplary Service Medal – Five Manitoulin-Sudbury DSB Paramedics were recently awarded the Emergency Medical Services Exemplary Service Medal.



Paramedics Andre Therrien Jr., Chris Gillis, Adam McDonald, and Linda Lebeau were presented with the service awards by Lt.-Gen. Richard Rohmer during the Sept. 29 Ontario Association of Paramedic Chiefs Annual General Meeting. Paramedic Maureen Sagadore is also receiving her medal but was unable to attend.

The service medal is awarded to eligible members of the pre-hospital emergency medical service, with more than 20 years of exemplary service characterized by good conduct, industry and efficiency.

Additionally, Superintendent Mario Danis has been awarded his 2<sup>nd</sup> bar indicating a total of 40 years of meritorious duty. This brings the number of current or former Manitoulin-Sudbury Paramedics receiving this award to 24.

Board Chair Les Gamble offered the Boards sincerest thanks for all the outstanding work of the areas paramedics.

#### **10.0 Next Meeting – November 24, 2016**

#### **11.0 Adjournment**

##### **Resolution 16-81**

**Moved by:** Al MacNevin

**Seconded by:** Paul Schoppmann

BE IT RESOLVED THAT the Board now adjourn at 11:45 a.m. until the next regular meeting to be held, in the DSB's Espanola Mead Boulevard Board Room on November 24, 2016.

**Carried**

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Chair

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CAO (Secretary-Treasurer  
of the Corporation)

## Traci Denault-Roque

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**From:** Cynthia Townsend  
**Sent:** Monday, November 07, 2016 10:14 AM  
**To:** Traci Denault-Roque  
**Cc:** Paula Roque  
**Subject:** What's Next Ontario Resolution

Traci, please add this to our next council agenda.

Thank you

### WHAT'S NEXT ONTARIO? RESOLUTION

**WHEREAS** recent polling, conducted on behalf of the Association of Municipalities of Ontario indicates 76% of Ontarians are concerned or somewhat concerned property taxes will not cover the cost of infrastructure while maintaining municipal services, and 90% agree maintaining safe infrastructure is an important priority for their communities;

**AND WHEREAS** infrastructure and transit are identified by Ontarians as the biggest problems facing their municipal government;

**AND WHEREAS** a ten-year projection (2016-2025) of municipal expenditures against inflationary property tax and user fee increases, shows there to be an unfunded average annual need of \$3.6 billion to fix local infrastructure and provide for municipal operating needs;

**AND WHEREAS** the \$3.6 billion average annual need would equate to annual increases of 4.6% (including inflation) to province-wide property tax revenue for the next ten years;

**AND WHEREAS** this gap calculation also presumes all existing and multi-year planned federal and provincial transfers to municipal governments are fulfilled;

**AND WHEREAS** if future federal and provincial transfers are unfulfilled beyond 2015 levels, it would require annual province-wide property tax revenue increases of up to 8.35% for ten years;

**AND WHEREAS** Ontarians already pay the highest property taxes in the country;

**AND WHEREAS** each municipal government in Ontario faces unique issues, the fiscal health and needs are a challenge which unites all municipal governments, regardless of size;

**NOW THEREFORE BE IT RESOLVED** that this Council supports the Association of Municipalities of Ontario in its work to close the fiscal gap; so that all municipalities can benefit from predictable and sustainable revenue, to finance the pressing infrastructure and municipal service needs faced by all municipal governments.

Please forward your resolution by December 1, 2016 to:  
AMO President Lynn Dollin amopresident@amo.on.ca.

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

# STAFF REPORT

**DEPARTMENT:**PWD

**DATE:**November 9,2016

**ITEM:**Water meter installation for the IC&I estimate.

## **RECOMMENDATION:**

- That Council proceed with phase 2 of the meter installation.

## **BACKGROUND:**

- A water rate study was completed in 2014 with the goal of making adjustments to the Municipality's rate structure to provide improved equality of consumption/dollars. This study also explored costing for the implementation of a metering system for IC&I sector (option 1) and for the entire community (option 2).
- Council determined that it wished to pursue metering for IC&I in order to have a firm foundation on consumption of water for the IC&I sector.
- The report estimated that the IC&I sector accounted for 24% of the consumption and only 12% of the revenues. The flat rate structure was changed to provide greater equality between the ICI&I and the residential sector, however does not necessarily provide equality among the different users.
- Metering is the only true method of determining consumption for any type of user.
- In June Council approved the cost for a survey to determine the number and size of meters required. Determine how the meters will be installed and provide an estimate of the cost to complete the project.
- Survey cost \$27,000

## **ANALYSIS:**

- The original estimate to complete the project was approximately \$169,000.
- The cost to complete the project after the investment of the survey is \$182,000 upset limit.

The change in price is directly related to the survey results. The original staff report assumed that this project would mostly contain 16mm and 19mm water services with an estimate of 5-38mm and 4-50mm services. The survey

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discovered the following:

- 11-38mm services
- 11-50mm services
- 3-75mm services
- 1-100mm service

The cost of meters greater than 19mm rise dramatically in price. In addition to that the scope of work related to meter installation increases and further drives up cost of installation. Best practise for large meters requires a meter by-pass to allow the municipality the ability to service, test, or maintain meters without interruption of flow to the client. In addition, not all shut off valves for meters greater than 19mm could be isolated at the time of the survey; the project makes an allowance for them if needed. If the shut off valve is not needed the municipality would see a reduction in cost of the project.

- In addition to the \$182,000 to complete the project there is an addition fee to have the software integrated with the Municipality's iCity software for billing purposes. The Department was unable to confirm with iCity at the time the report written, but it estimated that the integration into iCity based on Neptune's experience is between \$2,000-\$5,000 depending on the amount of training is needed. Neptune has had numerous projects with municipalities that use iCity as their software.

#### **EXISTING POLICY:**

- N/A

#### **STRATEGIC GOAL:**

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

#### **FINANCIAL COMMITMENT:**

- \$187,000 to complete the project
- Budgeted \$169,000 for the project
- Cost to date \$27,000 (survey)
- A shortfall upset limit of \$45,000

#### **IMPLEMENTATION:**

**Prepared By:**

Joel Yusko

Department: General Administration	Form Number: A99-01370
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**Department Manager:**

Joel Yusko

**Clerk Treasurer/Administrator:**

Cynthia Townsend

**Approval of Recommendation:**

Yes ☒ No ☐

**Comments:** There is the option to bill industrial, institutional and commercial users the cost of the meter and installation. This has been a practice in other communities. In consideration of the increase of up to 15% to these users in the past year, this is not being recommended at this time however is an option should council choose to consider it. From discussions with similar sized municipalities, most of these municipalities have a metering system in for commercial users due to the difficulty in determining consumption.

Friday, November 04, 2016

**Town of Espanola**  
596 Second Avenue  
Espanola ON  
P5E 1C4

**Attention:** *Joel Yusko, Manager of Public Works*

**Re:** *Budgetary Pricing for ICI Installation project*

Dear Joel,

On behalf of Neptune, we would like to thank the Town of Espanola for your continued interest in Neptune's products and services. We appreciated the opportunity to provide you with ICI meter survey work and as a result please find the budgetary pricing to complete work that was identified through the Survey project.

As a fully integrated service solutions provider and manufacturer for all products and systems, Neptune Technology Group is the only company that can provide the Town with a complete turnkey offering. Neptune provides a completely integrated solution and offers full accountability in all facets of product supply, installation, and project execution. As the manufacturer, Neptune has played an integral role in the advancement of water meter and reading systems technology. We have been committed to the water industry for over 125 years, and we extend this level of commitment to the long-term success of Espanola's metered system. Please consider these key facts:



**Market leader in manufacturing of water meters and reading systems with 125 years of experience**

- ◆ Neptune manufactures & supplies over 2 million water meters per year

**Leaders in the AMR industry with 40 years AMR experience**

- ◆ Over 9,000,000 water radio transmitters sold in North America
- ◆ 13,500 meter reading devices installed in over 1,500 municipalities/utilities
- ◆ Our equipment is used to read over 30,000,000 meters every month

**Canada's most experienced meter field services provider**

- ◆ Over 2 million installations coast to coast
- ◆ Over 27 years of experience specific to water metering installation services

**Neptune is the only company that can offer *one point of contact* for all facets of the program including:**

- ◆ Product manufacturer (water meters, radio frequency transmitters, and reading systems);
- ◆ Field Services Provider (installation, customer service, public education, project management); and
- ◆ Reading system implementation (manufacturer of reading equipment and directly responsible for implementation).

**Neptune's Service Expertise**

Neptune offers complete turnkey services with a proven project management methodology. As the manufacturer of the water meters and AMR/AMI equipment, Neptune is Canada's only factory authorized installation team; our installation expertise enhances the overall long-term performance of the metered and AMR/AMI system. Neptune has unrivaled experience in implementing this type of contract in Canada. Our references, project experience and proven products highlight Neptune's commitment to providing quality products and services.

<b>Services</b>		
<b>Canada's Most Experienced Service Provider</b>	✓	Completed over 400 metering projects and executed over 2 million installations in Canada. Awarded one of the largest projects in North America - the City of Toronto project involves 465,000 water meter installations.
<b>Canadian Experience with Radio Frequency AMR/AMI Projects</b>	✓	Neptune has un-rivalled experience with industry leading read success rates. Neptune has executed more radio frequency projects in Canada than any other service provider.
<b>Project Completion</b>	✓	Neptune has a proven track record for projects completed on time or ahead of schedule.
<b>Installation Quality</b>	✓	Canada's only Factory Authorized Installation Team
<b>Customer Satisfaction</b>	✓	Neptune has over 150 testimonial letters.
<b>Call Centre Capabilities</b>	✓	Neptune's Call Centre managed 848,000 calls over the last three years.
<b>Data Management Integrity</b>	✓	Propriety database that validates the integrity of the data. Neptune has strict protocols to ensure accuracy of the required data.

The following provides a summary of our project methodology for successful execution of the project:



<b>Project Methodology</b>
A Project Team will be assigned including a Project Manager and Senior Project Manager who will have ultimate accountability for the success of the project from an upper management level. The Project Manager will be committed to ensuring the highest levels of customer service from both technicians in the field and Customer Service Call Center staff and will be locally based for the operational phase of the project.
Water Meter Installers are certified and factory trained to perform quality installations for both the water meter and the radio frequency meter interface unit: <ul style="list-style-type: none"> <li>Uniformed installation teams provide professional, customer-friendly image;</li> <li>Customized in-field service hours &amp; 24-hour emergency response.</li> </ul>
Fully Functional Customer Service Call Centre: <ul style="list-style-type: none"> <li>Knowledgeable &amp; professional representatives are trained for water meter/AMR/AMI programs;</li> <li>Communication Technology is used to measure and ensure service levels;</li> <li>Toll free telephone access &amp; multi-line capacity; 10 hour / 5 day customer service representation;</li> <li>Access to booking an appointment 24 hours a day / 7 days a week - fully automated system.</li> </ul>
Communication Program <ul style="list-style-type: none"> <li>Proven techniques for appointment booking including: informational letter, canvassing, telemarketing, reminder notices, and final notice letters, where needed.</li> <li>Real-time on-line appointment website, and prepaid customer service comment cards</li> </ul>
Training Programs <ul style="list-style-type: none"> <li>Extensive training programs for all personnel including training for technicians: in-class and in-field, special equipment training, customer service, quality assurance, data integrity, health &amp; safety.</li> </ul>
Internal Quality Assurance protocols for Accurate Data Management: <ul style="list-style-type: none"> <li>Data management via a customized electronic database with back-up security protocols.</li> </ul>
Electronic Work Order System <ul style="list-style-type: none"> <li>All work is tracked using an "all-in-one" handheld. This provides: <ul style="list-style-type: none"> <li>Integrated Picture Management</li> <li>Electronic data capture</li> <li>Real-time Uploading into Neptune Business System and accurate billing</li> <li>Wireless data synchronization between call centre and technicians</li> </ul> </li> </ul>

**ICI Meter Installation Program - Budgetary Pricing**

Description	Quantity	Total
Supply and Install 5/8x3/4 T-10 meter w/R900 transmitter	55	
Supply and Install 3/4 T-10 meter w/R900 transmitter	23	
Supply and Install 1" T-10 meter w/R900 transmitter	13	
Supply and Install 1 1/2" T-10 meter w/R900 transmitter	11	
Supply and Install 2" T-10 meter w/R900 transmitter	11	
Supply and Install 3" Tru-Flo meter w/R900 transmitter	3	
Supply and Install 4" Tru-Flo meter w/R900 transmitter	1	
	<b>Total</b>	<b>\$182,000.00</b>
<b>Includes:</b>		
<ul style="list-style-type: none"><li>• Complete AMR Reading System, software and Implementation</li><li>• Includes all accounts surveyed with the addition of 4 light commercial accounts that have been added to the target group of accounts after the Surveys were completed. For these accounts it has been estimated these meters would receive a 5/8x3/4 T-10 meter.</li><li>• All additional plumbing requirements as per Survey results</li></ul>		
<b>Not Included:</b>		
<ul style="list-style-type: none"><li>• Transfer file costs to interface with iCity Billing software</li><li>• Applicable taxes (HST)</li></ul>		



We would like to thank you for your interest in Neptune's products and installation services, and we look forward to the opportunity to work with you on the project. We hope that we have provided you with all of the information required, however if we have omitted any points of interest, please do not hesitate to contact me at your earliest convenience.

Sincerely,

Neptune Technology Group (Canada) Ltd.



Department: General Administration	Form Number: A99-01370
Subject: Staff Report	Effective Date: 06/05/17
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# STAFF REPORT

**DEPARTMENT:** Policing Options Committee

**DATE:** November 16, 2016

**ITEM:** OPP Service

## **RECOMMENDATION: Be It Resolved That:**

Council requests the OPP provide a quotation for service based upon services being provided from \_\_\_\_\_.  
(the existing Hwy OPP location, a storefront in Espanola, a new station located within the Town of Espanola)

## **BACKGROUND:**

On July 12, 2016 the OPP visited the municipal police station to assess its viability to house the OPP should the municipality choose to be policed by the OPP.

The assessment has been a lengthy process and although the final assessment report may not be released until the OPP costing is complete, we have been advised that the site will not meet OPP requirements based on a number of factors, some of these include:

- Lack of parking (OPP does not include street parking in their determination of availability)
- Updated requirements to the existing cells
- Accessibility requirements under AODA
- Fire separation
- Proximity to a gas station
- Proximity to a railway (mitigated based upon speed of train)

This is not an exhaustive list but addresses the most significant issues.

For municipal purposes, it should be noted that the current police station has a net book value of \$732,652. This reflects an investment of \$1.093 million that was invested in 2000 with the expectation that this building would last 50 years. If the building is repurposed, there will be a significant loss recorded on the books.

Before the OPP can proceed with a proposal for services, Council will need to determine where the OPP will be stationed. The OPP have advised that they will only prepare one quotation for services.

## **ANALYSIS:**

Please see the attached for some of the advantages and disadvantages summarized

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by the committee for the three options identified.

There are 3 options available to Council at this time:

- 1) Current Hwy 17 OPP Location
- 2) Storefront Option in Town (with the main reporting location as the Hwy 17 OPP Location)
- 3) New build in Town

It may be helpful information to know some of the exact numbers in terms of a new build or the cost to retrofit our existing police station for a storefront however this information is not available at this time.

The OPP are currently undergoing a space review on their existing facility on Hwy 17 to determine whether that location could be modified to accommodate the increased compliment of officers and potential civilian staff. It is most likely the existing facility would need to be expanded upon and this would be considered a one-time upfront cost to our municipality. The review of the existing facility may be available prior to the next council meeting.

This decision is a key factor in the police costing proposal that will be received by the OPP, it is recommended that council defer this item at the November 22<sup>nd</sup> meeting for a decision on December 13<sup>th</sup>.

**EXISTING POLICY:**n/a

**STRATEGIC GOAL:**

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

**FINANCIAL COMMITMENT:** N/A

**IMPLEMENTATION:**N/A

**Prepared By:**

Cynthia Townsend

**Department Manager:**

**Clerk Treasurer/Administrator:**

Cynthia Townsend

**Approval of Recommendation:**

Yes \_\_\_ No \_\_\_

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

# POLICING SERVICE OPTIONS

Prepared for Council

November 22, 2016

## **OPTIONS FOR OPP POLICING OF ESPANOLA**

### **1. USE CURRENT HWY 17 OPP SITE (NO TOWN BUILDING/OFFICE –within Espanola)**

- i. All police & civilian support works out of HWY 17 including court support
- ### **2. STOREFRONT BUILDING IN ESPANOLA**
- i. current police station may be a possibility with upgrades or another building in Town
    - it could hold civilian staff where citizens could get police checks, ask questions, etc.
  - i. Operating hours would be daytime Monday thru Friday
  - ii. A direct connection via phone to officers when office closed
  - iii. All officers would report to work at the main OPP detachment

### **3. NEW BUILDING IN ESPANOLA**

If chosen, there are possibly 2 options available:

- A. An OPP site only for Espanola
  - B. A facility to house Espanola officers as well as the satellite detachment on Hwy 17
- More information on these options will need to be determined if Option 3 is chosen.

## **1) CURRENT OPP HWY 17 SITE**

### **ADVANTAGES:**

1. Expected to be the lowest operating cost

### **DISADVANTAGES:**

1. The existing satellite station on Hwy 17 is very unlikely to be able to handle an additional 9 – 12 officers plus two civilians.
  - Capital costs to change building to accommodate additional officers must be born by Espanola as part of the switch over. They may be substantial. In addition, this is an old building – OPP are very unlikely to add to an 35 plus year old building that doesn't even meet their current standards.
2. Not convenient for handling or prisoners for court, current or modified cells would have to be maintained creating additional costs
3. No building containing any sort of policing presence with town limits. Must travel outside community (several KM) to make contact for police checks and general inquiries of reporting of incidences to do all this by phone or internet.)
4. Reduces police coverage inside Espanola during shift changes.
5. May create delayed response if officers are not in Espanola (train delays, etc.)
6. This may create a need for OPP to add Hwy 17 OPP site to the list of required new buildings and it might not even be built in Espanola.
7. A new building decision by OPP would be handled by Infrastructure Ontario, Espanola would pays for proportionate share of all leasing costs for building.

## **2) STOREFRONT BUILDING IN ESPANOLA**

### **Advantages:**

1. OPP doesn't require current station to meet all current standards for parking and jail cells.
2. Provides residents with opportunity to visit station inside Espanola limits to do police checks, ask questions, etc.
3. Potential for improve service over Option 1, OPP Detachment Commander to determine staffing of Storefront option

### **Disadvantages:**

1. Less officer coverage on shift changes and throughout the dayshift period. They would have to report to Hwy 17 site to report in, pickup cruisers, etc. where EPS has the chief and/or sergeant on dayshift.
2. Higher costs due to reduce economy of scale. Two sites to maintain and operate, extra equipment to buy and support. (Less sharing of costs between every community sharing the policing.)

### **3) NEW POLICE STATION LOCATED IN ESPANOLA**

There are possibly 2 options available:

- A. An OPP site only for Espanola (It would not house the 18 officers and 2 civilians who currently work from Hwy 17 OPP site.)
- B. A facility to house Espanola officers as well as the satellite detachment on Hwy 17

A new station would meet all modern OPP building standards and it would house both civilians and officers that are involved in providing police service for Espanola residents.

#### **Option A.**

##### **Advantages:**

- 1. No money would be spent on the current police station trying to bring it up to standard only to have the OPP build a new station on Hwy 17.
- 2. No money would be spent on adding to Hwy 17 obsolete site.
- 3. No downgrading of officer coverage during shift change.
- 4. More likelihood of an officer being on site on dayshift when civilians visit in person.
- 5. New building results in efficient hydro and energy costs as well as low maintenance costs.
- 6. Could possibly repurpose, lease, or sell current police station to offset costs of new station.

##### **Disadvantages:**

- 1. No synergies by sharing of facility costs and administration with other communities.
- 2. Mortgage on new building born by Espanola residents and on-going facility costs born by residents.
- 3. All costs including mortgage are borne entirely by Espanola Residents. (Insurance, heat, hydro, major and minor maintenance)
- 4. The current investment in the police station would need to be written off.



## **OPTION B. A facility to house Espanola officers as well as the satellite detachment on Hwy 17**

OPP to confirm this option.

### **Advantages to Espanola:**

1. More officers in and around the community for the lowest possible response times to critical incidents.
2. More people employed inside community.
3. Better police coverage.
4. Maximum cost synergies through great scale.
5. Less duplication of equipment and support services.
6. Low maintenance costs because of a new building.

### **Disadvantages to Espanola:**

1. Current police station building would become redundant, may be difficult to sell or repurpose, most likely a significant loss on financial statements.

## IF COUNCIL WERE TO CONSIDER A NEW BUILD SATELLITE OPP STATION

### OPTION B.

If Espanola wants a satellite to be located in the community they must formally propose something to the OPP and Infrastructure Ontario for their consideration. There are three possible alternatives.

1. Espanola can make a land contribution
  - Most commonly used for detachments to accommodate provincial responsibilities only
2. Espanola can build a base building
  - The OPP would contribute towards the cost of leasehold improvements equal to the provincial policing component
  - Estimated cost per construction is \$285 per square foot
3. Espanola can build a turnkey building
  - The Province would lease back the portion of the building equal to the provincial policing component
  - Estimated cost per square foot is \$460 per square foot

Any proposal would have to be reviewed and recommended by Infrastructure Ontario and subject to the OPP's approval.

### Requirements

- most likely require a 3-5 acre lot within Espanola town limits
- Average size for a satellite office is 8 – 10,000 sq/ft (a host detachment is 12 – 22,000 sq/ft)