



REGULAR COUNCIL AGENDA

For the Corporation of the Town of
Espanola

Council Meeting

To Be Held On

Tuesday, October 11, 2016
Council Chambers
Municipal Building

100 Tudhope Street
7:30 pm



Espanola Council AGENDA

*For the Regular Meeting of the Town of Espanola
To Be Held On **Tuesday October 11, 2016** at 7:30 p.m.
In The Council Chambers, Municipal Building*

7:30 P.M.

REGULAR MEETING OF COUNCIL
Council Chambers, 100 Tudhope Street

Disclosure of Pecuniary Interest and General Nature Thereof

PUBLIC HEARINGS

None

DELEGATIONS

None

QUESTION PERIOD

PART 1 - CONSENT AGENDA

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

- CA-015 -16 Be It Resolved That: Items A1 to F4 inclusive contained in Part 1, Consent Agenda be adopted.

Adoption of Minutes

A1 Regular Meeting of Council of September 27, 2016

A2 Special Meeting of Council of September 27, 2016

- 16-143 Be It Resolved That: The following minutes are hereby accepted; Regular Meeting of Council of September 27, 2016; Special Meeting of Council of September 27, 2016.

Board and Committee Reports

B1 Corporate Services Committee Meeting of October 4, 2016

- 16-144 Be It Resolved That: The following reports are hereby received: Corporate Services Committee Meeting Minutes of October 4, 2016.

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Corporate Services Committee Meeting of October 4, 2016

D1 Recommendation regarding Advertising

- 16-145 Be It Resolved That: As Recommended by the Corporate Services Committee That: The current advertising practices are maintained.

Bylaws and Resolutions

The following bylaws will be read and passed.

E1 Bylaw No. 2740/16

- 16-146 A Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of September 27, 2016.

E2 Bylaw No. 2739/16

- 16-147 A Bylaw of the Town of Espanola to execute an Agreement with the Province of Ontario.

Reports

F1 POA Department Departmental Report for May, June, July & August 2016

F2 Manitoulin –Sudbury DSB Board Meeting Minutes of September 22, 2016

F3 Joint Health and Safety Meeting Minutes of September 7, 2016

F4 Sudbury & District Board of Health Meeting Minutes of September 16, 2016 - Unapproved

- 16-148 Be It Resolved That: The following reports are hereby received; POA Department Departmental Report for May, June, July & August 2016; Manitoulin –Sudbury DSB Board Meeting Minutes of September 22, 2016 Joint Health and Safety Meeting Minutes of September 7, 2016 Sudbury & District Board of Health Meeting Minutes of September 16, 2016 – Unapproved.

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

G1 Recommendation regarding Council Agendas

- 16-149 Be It Resolved That: Council Agendas remain on the Municipal Website for 5 years coinciding with the retention of Council Agendas under Bylaw 889/90 and the Procedure Bylaw be amended to include this recommendation.

G2 Notice of Motion

- 16-150 Be It Resolved That: Building permits no longer be required for all residential home interior walls.
Be it also resolved that: building permits no longer be required for the installation of kitchen cabinets as long as there are no changes to the plumbing locations. Should a residents wish to have an inspection, then a permit would be required.

G3 Recommendation regarding OMB Reform

- 16-151 Be It Resolved That: Council supports the Town of Aurora Council resolution of September 13, 2016 regarding Report No CS16-020 – Ontario Municipal Board Reform Update.

G4 Recommendation regarding World Food Day

- **Whereas World Food Day (WFD)** was founded by the United Nations' (UN) 16- 152 Food and Agriculture Organization (FAO) in 1945, and has been observed annually, every October 16th, since 1981;
And Whereas despite continuing advances in technology, millions of people around the world lack sufficient food, and many more are malnourished;
And Whereas the lack of energy and key nutrients caused by malnutrition make it difficult for individuals to sustain healthy, active lives and often results in illness or death;
And Whereas World Food Day was established to increase awareness of world hunger and poverty and to inspire solutions for world change;
And Further World Food Day is a day of action against hunger. On October 16th, people around the world come together to declare their commitment to eradicate hunger in our lifetime. Because when it comes to hunger, the only acceptable number in the world is zero;
Now Therefore Be It Resolved That: Council hereby proclaims October 16th as World Food Day in the Town of Espanola and encourages all residents to work together in the struggle against hunger, malnutrition and poverty.

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

Ministry of Infrastructure correspondence re: CWWF

Michael Mantha correspondence re: Shingles vaccine

Stewardship Ontario re: Funding for Municipal Blue Box Recycling

Conference and Conventions

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

Mayor and Councillor Reports and Announcements

Verbal

Future Council/Committee Meetings

Community Services Committee Meeting of October 18, 2016
Regular Meeting of Council of October 25, 2016

Adjournment

Closed Meeting (if required)



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

**Council Chambers
Municipal Office**

**September 27, 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

Disclosure of pecuniary interest and the general nature thereof

Delegations/Petitions

Dayna Caruso, Executive Director of Northern Ontario Families of Children with Cancer provided Council and everyone in attendance with a pamphlet and gold ribbon to help create awareness to the organization.
Ms Caruso further provided statistics regarding children with cancer and called upon Council to lobby our government to push for a bigger focus on research for cancer treatment for children.
Mayor Piche thanked Ms. Caruso for her presentation.

Question Period

None

CONSENT AGENDA

CA-015-16 S. Meikleham – B. Foster

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

Carried

**Items A1
Council Minutes**

16-136 B. Foster – S. Meikleham

Be It Resolved That: The following minutes are hereby accepted; Regular Meeting of Council of September 12, 2016.

Carried

Board and Committee Reports

**Item B1
Community Services
Committee Meeting**

16-137 S. Meikleham - B. Foster

Be It Resolved That: The following reports are hereby received; Community Services Committee Meeting Minutes of September 22, 2016.

Carried

Councillor K Duplessis clarified that during the discussions regarding the Master Recreation Plan he declined his nomination because he felt all of Council should decide who sits on the Committee during a Regular Meeting of Council.

It was also stated that the minutes should read a *list of items that do not require a permit* were requested to be placed on the website.

Matters Arising from In Camera Sessions

None

Business Arising from Board and Committees

Item D1

16-138 R. Yocom – R. Duplessis

Be It Resolved That: As recommended by the Community Services Committee That: The representation on the selection committee for review of consultant proposals for the Park and Recreation Strategic Master Plan shall be 3 staff and Councillors to be appointed by Council.

Carried

Bylaws and Resolutions

Item E1

Confirmatory Bylaw

16- 139 R. Dufour – R. Yocom

Be It Resolved That: Bylaw No. 2738/16 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of September 12, 2016.

Carried

Reports

Item F1-F5

16- 140 R. Yocom – R. Duplessis

Be It Resolved That The following reports are hereby received: Leisure Services Department Departmental Report for August 2016; Public Works Department Departmental Report for August 2016; Fire Department Departmental Report for August 2016; Espanola Police Services Board Meeting Minutes of July 28, 2016; Joint Health and Safety Committee Meeting Minutes of June 1, 2016.

Carried

A discussion ensued regarding the Leisure Services Department using yearly comparators for visitors to the complex.

PART II

REGULAR AGENDA

Bylaws and Resolutions

Item G1

**Park and Recreation
Strategic Master Plan**

16-141 R. Duplessis – R. Yocom

Be It Resolved That: The representation on the selection committee for review of consultant proposals for the Park and Recreation Strategic Master Plan shall be 3 staff and Councillors Ken Duplessis and Bill Foster.

Carried

Item G2

**Fall Leaf and Yard
Waste**

16- 142 R Duplessis – R. Yocom

Be It Resolved That: Council adopt the Fall Leaf and Yard Waste Program as presented.

Carried

A discussion ensued. Staff was asked to keep track of the number of vehicles bringing in yard waste.

Correspondence For Information Only

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

FCM correspondence
Municipality of Hastings Highland resolution
SABE correspondence
FONOM correspondence
Transport Canada correspondence

Conference and Conventions

None

Mayor and Councillors Reports and Announcements

NeORA Conference

Mayor Piche stated that he received many compliments directed to staff in regards to the NeORA conference set up. He further advised that he received many compliments regarding the recreation facility. Councillor R Dufour inquired as to why Council reports that are to be prepared after attending a conference were not being circulated. A discussion ensued regarding the process. Councillor Foster and Mayor Piche stated that their reports were done verbally with a hard copy submitted to the Clerk's office.

**Reporting
Requirements**

Open House

Staff was directed to prepare for an Open House to take place prior to the end of the year.

Notice of Motion

Councillor R Duplessis stated that he will be filing a Notice of Motion regarding permits for drywall and kitchen cabinets. The Clerk confirmed that he will be submitting the Notice of Motion to the Clerk's office.

Future Council Meetings

Corporate Services Committee Meeting of October 4, 2016
Regular Meeting of Council of October 11, 2016

Adjournment

R. Yocom – B. Foster

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 8:11pm

Carried

Ron Piche
Mayor

Paula Roque
Clerk

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

**Council Chambers
Municipal Building**

**Tuesday, September 27, 2016
8:15 p.m.**

Mayor Piche presided over the meeting.

Present:

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

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

In Camera

1. B. Foster – R. Yocom

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

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

Time: 8:15 p.m.

Carried

Resume Special Meeting

2. R. Dufour – K. Duplessis

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

Time: 8:35 pm

Carried

Adjournment

K. Duplessis – S. Meikleham

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

Time: 8:35 p.m.

Ron Piche
Mayor

Cynthia Townsend
CAO/Treasurer

Unapproved

CORPORATE SERVICES COMMITTEE MEETING**Tuesday, October 4, 2016****4:00 pm****Council Chambers****Municipal Building****Chair Deputy Mayor Bill Foster presided over the meeting.****Disclosure of pecuniary interest and general nature thereof.**

Present: Mayor Piche; Councillor Yocom; Councillor Mettleham
Municipal Officials, C. Townsend, CAO/Treasurer; P. Roque, Clerk/Recording Secretary; C. Tessier, Manager of Financial Services.

Departmental Reports The Committee received the POA Department Departmental Reports for May, June, July and August 2016.

Advertising **1. R. Yocom – R. Piche**
Be It Resolved That: As Recommended by the Corporate Services Committee That: The current advertising practices are maintained.
Carried

A discussion ensued regarding the definition of 'newspaper' based on Notice of Provision policies Councillor Foster brought forward from other municipalities. Staff advised that there are specific criteria for advertising under the Planning Act and Municipal Act for planning applications and tax sales. Staff was directed to review this further and report back to the Committee.

Remuneration for Members of Council A discussion ensued, the Committee agreed the Bylaw is clear and should remain as adopted.

Corporate Strategic Plan A discussion ensued, the Committee directed Staff to bring samples of Strategic Plan Policies from other communities to the next Committee meeting for review.

Adjournment **R. Piche – R. Yocom**
Be It Resolved That: The Corporate Services Committee is hereby adjourned. Time: 4:30 pm

Bill Foster
Chair

Cynthia Townsend
CAO/Treasurer



CORPORATE SERVICES COMMITTEE

Moved By: Rab-Yom

Date: October 4, 2016

Seconded By: Ran Gil

Motion No.: 1

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

The current advertising practices are maintained.

CARRIED ✓ DEFEATED

Bill Foster
Chair

**RECORDED VOTE
INTEREST**

For Against

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

DECLARATION OF PECUNIARY

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

AGENDA

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

STAFF REPORT

DEPARTMENT: Administration	DATE: September 29, 2016
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ITEM: Advertising

RECOMMENDATION: Be It Resolved That: The current advertising practices are maintained.

BACKGROUND: See letter.

<p>ANALYSIS:</p> <p>The MNM has made us an offer for a full-page of advertising and a spot on their website as a feature business.</p> <p>It was suggested that with the changes to the MNM that a tendering out of these services may be considered which is what Ms. Kay refers to in her letter.</p> <p>In order to maintain our current rates in the MNM we have committed to a small business card size space weekly. Sometimes this can be challenging to fill this small and all that is included is councillors contact details, other times we have more but rarely would we have enough for a full page. We have also noted that when job postings are included with our ad on the 2nd page of the paper they are not as effective as the job posting included in the classified section.</p> <p>There are certain requirements under the Planning Act that requires us to advertise planning matters in a newspaper and these must be advertised in the MNM or the Ontario Gazette as the Around & About is not recognized as a newspaper by the Canadian Newspaper Association. This is often not recognized by residents who have questioned us about advertising in the past.</p> <p>It would be quite challenging for staff to fill a full page in the MNM.</p>
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EXISTING POLICY: n/a

<p>STRATEGIC GOAL:</p> <p><input type="checkbox"/> 1) Improve and Maintain our Infrastructure</p> <p><input type="checkbox"/> 2) Sustainable Economic Growth & Prosperity</p>
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Department: General Administration	Form Number: A99-01370
Subject: Staff Report	Effective Date: 06/05/17
Policy No:	Revision Date: 13/05/29
Bylaw No:	Version #: 2

<input checked="" type="checkbox"/> 3) Excellence in Government <input type="checkbox"/> 4) Safe and Healthy Community

FINANCIAL COMMITMENT: N/A

IMPLEMENTATION: N/A

Prepared By: Cynthia Townsend

Department Manager: _____

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments: We do try to distribute the advertising between the two local papers and this is why we are not recommending any change at this time.

SEP 27 2016

Dear Mayor and Council,

September 23rd 2016

To follow up on my proposal on Tuesday September 13th to the Town of Espanola with regards to weekly advertising with The Mid North Monitor ,

As stated by Ms, Townsend, the council may be looking at tendering out the advertising,

So I am offering an addition to my previous proposal:

In this past year The Town of Espanola has spent on average \$260.00 per week on advertising , currently the Town pays a rate of .36c /line , this is below our not for profit rate .

My proposal offered a full page to the town , to submit any material that they needed, that perhaps leisure services could also submit material to help fill the space , This full page was offered at \$200.00 per week , a savings of \$60.00 a week and offering double the space for material to submit.

I would like to add to this proposal and include a spot on our website, a Feature business,

I have attached Mike Mantha's feature business for an example for you to look at, the website is www.midnorthmonitor.com

This space is \$33.00 per month, however to be paid up front for the year/12 months.

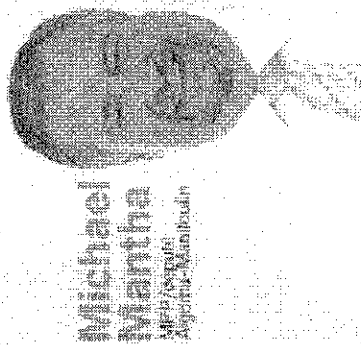
The cost of this will come off the total for the print, in essence receiving the amount for the on line for free.

This will aid in your efforts for transparency, as you know small newspapers across all of Northern Ontario are transitioning to on line publications, This will get you in the online process and customers will be used to seeing The Town Of Espanola daily in more than one online avenue.

Sincerely

Cheryl Kay
Multi -Media Sales Consultant
Mid North Monitor
Elliot lake Standard
Sudbury Star
Post Media
705-869-0588
ckay@postmedia.com

GOVERNMENT SERVICES | MIKE MANTHA



Michael Mantha
 Member of Parliament
 Algoma-Manitoulin

MichaelMantha

Standing up for northern families

Dear Algoma-Manitoulin Neighbour,

Winter, spring, summer and fall, the more I travel across this vast riding, meeting constituents and participating in a multitude of activities and events, the more convinced I become that Algoma-Manitoulin is blessed with unparalleled beauty, colourful history, a wealth of resources and outstanding community spirit. Being elected as MP is a privilege and I am deeply grateful for the trust you have placed in me over the last few years. I thank you for your ongoing support.

Ontarians have witnessed interesting times in the legislature, changes in Premier'ship, gaining new seats in caucus, many new policy initiatives and, unfortunately, a number of scandals. I was proud to put forward my Private Member's Bill entitled Bill 43, "Winning Amendment Act (Resources Processed in Ontario)", with the intent to stimulate the Northern Economy by requiring that companies mining ore and minerals in Ontario also process and refine the materials here. Unfortunately, the bill would stimulate the creation of thousands of jobs in mining, manufacturing, processing and transportation. Regrettably, the bill was not passed.

Additionally, I have twice introduced a bill to remove HST of home heating both times this Bill has been rejected by the government. The price of Hydro continues to soar and Ontarians are getting no relief. I will continue to press the government for immediate action to help hard working families.

I am pleased to share with you that I was successful in passing a motion unanimously which called for the creation of a Provincial Strategy for Lyme disease. I will continue to advocate for changes and plans that better serve our region, improve life for working families and stimulate the northern economy.

You will also be interested to know that many groups and organizations in Algoma-Manitoulin have been successful in accessing thousands of dollars in funding and grants. Each year our constituency staff happily assists various groups to access cultural, health, senior, social as well as sports and recreation grants through programs. These include such foundations as the Ontario Italian Foundation, Ontario Arts Council, Ontario Heritage Trust, Sport and Recreation Communities Fund and the Ontario Seniors Secretariat and others.

Support of our communities with respect to natural disasters and more

Opening hours

Constituency Office Civic Centre,

Unit 310 255 Hwy. 105 North Elliot Lake, ON P2A 2T1

Ph: 705-261-9710 or Free: 1-800-321-1889

Email: mmantha-co@nsp.on.ca

Queen's Park Office Room 160,

Main Building Queen's Park Toronto, ON M7A 1A5

Ph: 416-525-1930

Email: mmantha-qp@nsp.on.ca

Events

All categories

Sep 22

LaCochie Mountains

Icecreamers

and Mountain Bike

Sep 22

COFFEE BREAK

Oct 15

Manitoulin Northshore Victim

Services

Oct 15

Manitoulin Northshore Victim

Services

See all events

ADD AN EVENT

CONTRIBUTE

Send Your Scoop!

Share your story, photo or video about something you've seen



SEND YOUR SCOOP

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THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2740/16

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

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

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

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

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1st, 2014, held on: September 27, 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 11th day of October 2016.

Ron Piche
Mayor

Paula Roque
Clerk



The Corporation of the Town of Espanola

Bylaw No. 2739/16

**Being a Bylaw to Execute An Agreement
Between the Town of Espanola and
The Province of Ontario**

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

1. That the Mayor and Clerk Treasurer/Administrator are hereby authorized to execute an agreement between the Corporation of the Town of Espanola and The Province of Ontario under the Ontario Community Infrastructure Fund Formula-Based Component Agreement.
2. That the agreement shall be attached to and become part of the bylaw.

Read a first, second and third time in open Council on this 11th day of October, 2016.

Ron Piche
Mayor

Paula Roque
Clerk

SEP 26 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: POA	MONTH: May, June, July and August 2016
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Project Status:

322 new charges were received in Espanola in May.
290 new charges were received in Elliot Lake in May.

323 new charges were received in Espanola in June.
308 new charges were received in Elliot Lake in June.

249 new charges were received in Espanola in July.
328 new charges were received in Elliot Lake in July.

394 new charges were received in Espanola in August.
335 new charges were received in Elliot lake in August.

(Please see attached charts for comparison to previous years)

- For the month of May, there was 1 POA court in Espanola, 1 in Blind River and 1 in Elliot Lake.
- For the month of June, there were 2 POA courts in Espanola and 1 in Blind River.
- For the month of July, there was 1 POA court in Espanola, 2 in Blind River and 1 in Elliot Lake.
- For the month of August, there was 1 POA court in Espanola, 2 in Blind River and 1 in Elliot Lake

A POA User Committee meeting was held on July 5th in Espanola and on August 5th in Elliot Lake

The 2017 court dates for Espanola, Elliot Lake and Blind River have been set, approved and released to all appropriate agencies.

Complaints / Compliments:

Employee Status:
Employee # 232 has filled the part time position of Court Administration Clerk/Court

Reporter and her first day of employment was May 27, 2016.

Visitors:

Department Manager: C. Haysard Submitted on: Sept 22/16

POA Charges Received for Espanola

	January	February	March	April	May	June	July	August	September	October	November	December	Year Total	Average per Month
2007	308	267	277	248	260	316	345	340	209	186	97	103	2956	246
2008	110	129	235	174	146	174	204	263	245	272	152	85	2189	182
2009	131	157	243	205	130	140	184	191	175	126	229	122	2033	169
2010	112	140	226	205	159	145	269	186	152	111	164	73	1942	162
2011	102	147	218	111	110	181	239	162	169	141	114	160	1854	155
2012	140	254	171	162	192	274	176	249	166	292	115	193	2384	199
2013	209	119	223	236	229	288	207	331	156	249	170	101	2518	210
2014	122	151	310	426	174	328	359	352	220	325	107	147	3021	252
2015	198	149	281	209	192	250	216	268	269	168	163	180	2543	212
2016	164	146	284	299	322	323	249	394					2181	273



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

Draft Minutes
of the September 22, 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

Regrets : Michael Levesque, Stewart Meikleham, Laurier Falldien, Jim Rook

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

Media: Michael Erskine

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. 16-58

Moved by: Ned Whynott

Seconded by: Eric Russell

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 16-59

Moved by: Al MacNevin

Seconded by: Paul Schoppmann

BE IT RESOLVED THAT the Board move into closed session at 10:01 a.m.

Carried

Resolution 16-60

Moved by: David Leonard

Seconded by: Ron Piche

BE IT RESOLVED THAT the Board adjourn this closed session at 10:35 a.m.

Carried

5.0 Business Arising from Closed Session

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

6.0 Minutes

6.1 Adoption of Minutes

Resolution No. 16-61

Moved by: Bill Baker

Seconded by: Bruce Killah

BE IT RESOLVED THAT the Minutes of the June 23, 2016 Board meeting be approved.

Carried

6.2 Business Arising from Minutes

There was no business arising from the Minutes.

7.0 Committee Reports

7.1 Human Resources Committee

Bruce Killah, Chair of the Human Resources Committee, gave the Board a brief update on the items discussed at the Committee Meeting.

7.1.1 HR Policies

Ehren Baldauf, Human Resources Consultant, walked the Board through the changes to existing policies, Use of Equipment and Systems, Aggressive Behaviour and the addition of new policies, Security Camera System and Use of Emergency Vehicles.

Resolution No. 16-62

Moved by: Bruce Killah

Seconded by: Ned Whynott

WHEREAS the Human Resources Committee has reviewed suggested changes and new additions to the Human Resources Policy Manual and is recommending approval to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the recommendation of the Human Resources Committee and approves the revisions to policy Use of Equipment and Systems, Aggressive Behaviour and the addition of new policies Security Camera System and Use Emergency Vehicles contained within the Human Resources Policy Manuals effective October 1, 2016.

Carried

7.2 Program Planning Committee

David Leonard, Chair of the Program Planning Committee, gave the Board a brief update on the items discussed at the Committee Meeting.

7.2.1 Basic Income Guarantee

Donna Stewart, Director of Integrated Social Services, walked the Board through the Basic Income Guarantee - Issue Report.

On June 24, 2016 the Provincial government announced it's plan to move ahead with a Basic Income Pilot. The basic income, or guaranteed annual income, is a payment to eligible families or individuals that will ensure a minimum level of income. The Province is looking to design and implement a pilot program to test the growing view that a basic income could help deliver income support more efficiently, while improving health, employment and housing outcomes for Ontarians.

The province has appointed the Honourable Hugh Segal to provide advice on the design and implementation of a Basic Income Pilot in Ontario. As Special Advisor on Basic Income, Mr. Segal will draw on his expertise in Canadian and international models of basic income and consult with thought leaders to help Ontario design a pilot.

Mr. Segal will deliver a discussion paper to the province by the fall to help inform the design and implementation of the pilot. The discussion paper will include advice about potential criteria for selecting target populations and/or locations, delivery models and advice about how the province could evaluate the results of the pilot. The Board will be updated as more information is received.

Resolution 16-63

Moved by: David Leonard

Seconded by: Al MacNevin

WHEREAS the Program Planning Committee has reviewed the Basic Income Guarantee - Issue Report and is recommending the Board accept the report.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Basic Income Guarantee - Issue Report and directs staff monitor developments of the Basic Income Guarantee and report back to the Board.

Carried

7.2.2 Social Infrastructure Fund

Connie Morphet, Director of Finance and Administration and Donna Stewart, Director of Integrated Social Services, walked the Board through the Social Infrastructure Fund - Issue Report.

The DSB has been administering the Investment in Affordable Housing (IAH) program since 2011 and has spent a cumulative amount of just under \$2 million dollars through the 3 components: Direct Shelter Subsidy, Ontario Renovates and Home Ownership.

In a letter dated June 21, 2016, the Minister of Housing announced the new Social Infrastructure Funds (SIF) which is additional IAH funding designed to address needs across the housing system and a new one-time Social Housing Improvement Program (SHIP) fund. Allocated to the DSB are \$775,100 in SIF IAH funds and \$368,900 in SHIP funds.

The Board was provided with 3 options for the allocation of the IAH funds as follows:

1. Continue investing 100% of the funds into the 3 components currently funded.
2. Invest some of the funds in Direct Shelter Subsidy (DSS) and the remainder allocated to development of affordable rental housing.
3. Direct all of the new funding to Housing Allowance Direct Delivery which the DSB is currently providing under the DSS program. This would carry through until March 31, 2024 and effectively create an additional 50 affordable housing units.

The DSB staff are recommending approval of Option 3. By approving Option 3 the greatest number of households will be assisted with affordable housing. The DSS program is available to households that are eligible for social housing. This program is directed to social assistance recipients and low income families. Priority is given to applicants living in areas of our DSB where no publicly funded housing is available.

The new funding will allow the DSB to assist an additional 50 families with Direct Shelter Subsidies, while new construction would have added approximately 5 to 7 new units and rent supplements to landlords for new construction would have added approximately 23 new units. The Direct Shelter Subsidy program will maximize the new funding and assist the most people in need of housing.

Resolution 16-64**Moved by:** David Leonard**Seconded by:** Edgar Lovelace

WHEREAS the Program Planning Committee has reviewed the Investment in Affordable Housing - Issue Report and is recommending approval to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the Social Infrastructure Fund - Issue Report and directs staff to action the recommendations contained within the report.

Carried

7.2.3 Ministry of Advanced Education and Skills Development

Donna Stewart, Director of Integrated Social Services, walked the Board through the Employment Ontario Service Delivery Update-Issue Report.

On May 17, 2016, the Ministry of Training Colleges & Universities (MTCU), now renamed the Ministry of Advanced Education and Skills Development (MAESD), provided the Manitoulin Sudbury District Services Board with notice pursuant to Article 14 of the agreement between the Ministry and the DSB, that the Board is in default under the terms of its legal agreement to deliver the Youth Job Connection program.

The DSB was given an opportunity to remedy this default by submitting an action plan by June 3, 2016. The action plan was presented to the board in May 2016.

On July 8, 2016, the CAO of the DSB met with Mr. Andrew Irvine, Regional Director of MAESD to discuss these options.

The MAESD Regional Director and the DSB CAO agreed to the following:

1. Pre-Employment Training for Youth Job Connection

Although the DSB was prepared to post a position to cover this work, MAESD agreed to contract with the Chapleau Learning Centre to deliver the portion of the 60-hour pre-employment training required for Youth Job Connection. The DSB will still be accountable for the 60 hours of pre-employment training.

2. Employment Ontario Hours of Service in Chapleau

It was agreed that the DSB staff delivering Employment Ontario would provide service to clients when required or requested whether it be lunch hour, evenings, weekends, and/or non-statutory holidays. DSB would post clear signs for all clients to indicate that staff are available to them when required or requested during lunch hour, evenings, weekends, and/or non-statutory holidays.

Based on the above agreement, the Chapleau Employment Ontario site operated by the DSB will not be required to be open one night per week, one weekend per month or on non-statutory holidays. The DSB staff will provide services when required or requested.

3. DSB Staff Training Days

Two times per year or 6 days per year, the DSB closes its satellite offices to deliver staff development to all DSB integrated staff. The DSB is not a large enough organization to offer staff training in multiple rounds as there are only 23 integrated staff.

Whenever the Chapleau office is closed for staff training, staff clearly give clients several weeks' advance notice that the office will be closed and a contact number for the Espanola office is posted in case of emergencies or Employment Ontario urgent matters.

DSB staff are available in Espanola to handle any situation as training normally occurs in our board room and the DSB staff person responsible for Employment Ontario Services would be pulled out of training to deal with any urgent issues.

Mr. Irvine has confirmed via email this agreement reached with the CAO. All issues with the provision of Employment Ontario Services in Chapleau have been successfully resolved to both parties' satisfaction.

Resolution 16-65

Moved by: David Leonard

Seconded by: Ron Piche

WHEREAS the Program Planning Committee has reviewed the Employment Ontario Service Delivery Update – Issue Report and is recommending approval to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the Employment Ontario Service Delivery – Issue Report and directs staff to action the recommendations contained within the report.

Carried

7.2.4 Paramedic Service Review

Mike MacIsaac, Chief of Paramedic Services, walked the Board through the Draft Paramedic Service Review. The Ministry of Health and Long-Term Care (MOHLTC) Service Review team visit June 14-15, 2016. An Ambulance Service Review (ASR) is conducted every three years aimed at assessing an operator's viability to maintain their license to operate an ambulance service. The focus of the review is compliance with legislation and standards as set by the MOHLTC. The review team is comprised of MOHLTC officials, Paramedic Service Managers and Paramedics.

Within the draft report the DSB received a letter from the MOHLTC Manager of Inspections & Certifications indicating: ***“Congratulations on successfully meeting the legislated requirements for certification as a land ambulance operator in the Province of Ontario.”*** This means the DSB has been certified to deliver land ambulance services for another three-year period.

The MOHLTC expects a response to the draft report within 30 days and staff are currently formulating a response to each of the 8 observation listed in the report. Once the final report is received, it will be shared with the Board.

7.2.5 Child Care Quality Assurance Report

Donna Stewart, Director of Integrated Social Services, walked the Board through the Child Care Quality Assurance Report.

Staff have been working with child care providers to enhance their capacity to ensure children and families have access to high quality programs in our district.

Child care providers and DSB staff agreed to begin the process with a quality review of each site. After researching many assessment tools, it was decided that the Program Quality Indicator (PQI) tool developed by the City of Greater Sudbury would be used in conjunction with How Does Learning Happen?

DSB contracted with Our Children Our Future (OCOF) to assist with developing and implementing a quality assurance program. OCOF staff trained representatives from each site to use the PQI tool and then conducted PQI assessments with the site staff.

Once the site visits were complete, OCOF staff and DSB staff reviewed the results and developed plans to support individual centres, agencies and the entire child care community.

Overall, programs were found to be meeting minimum requirements and all have a wonderful supply of natural furniture and equipment.

Some challenges were identified during the site visits, across the district, centres struggled with curriculum planning and implementation, using the environment as the third teacher, encouraging independence and family involvement. Further details regarding the challenges centres are facing are found in the QA summary.

Resolution 16-66**Moved by:** David Leonard**Seconded by:**

WHEREAS the Program Planning Committee has reviewed the Child Care Quality Assurance Report and is recommending approval to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the Child Care Quality Assurance Report and directs staff to action the recommendations contained within the report.

Carried**8.0 New Business****8.1 CAO Second Quarterly Activity Report**

Fern Dominelli, CAO, walked the board through the CAO Quarterly Report. This report will be shared with member municipalities who are encouraged to add it to Council agenda packages.

Resolution 16-67**Moved by:** Ron Piche**Seconded by:** Edgar Lovelace

BE IT RESOLVED THAT the 2016 CAO Second Quarter Activity Report be approved as presented.

Carried**8.2 2016 Second Quarter Unaudited Financial Report**

Connie Morphet, Director of Finance and Administration, walked the Board through the 2016 Second Quarter Unaudited Financial Report which is projecting a **year-end surplus of \$552,401**.

Resolution 16-68**Moved by:** Bill Baker**Seconded by:** Paul Schoppmann

BE IT RESOLVED THAT the 2016 Second Quarter Unaudited Financial Report be approved as presented.

Carried**8.3 Wikwemikong Paramedic Services**

Connie Morphet, Director of Finance & Administration, walked the Board through the Wikwemikong Paramedic Services Audited Financial Statements.

The financial statements for the year ended March 31, 2016 for this Ambulance Service were audited during the summer months and reported to MOHLTC. The total expenses of \$1,738,225 were within budget and are 100% funded by the Ministry of Health and Long Term Care.

Resolution 16-69**Moved by:** Bruce Killah**Seconded by:** Ned Whynott

BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accept receipt of the Wikwemikong Paramedic Services Audited Financial Statement for the year ended March 31, 2016, as prepared by the Freelandt, Caldwell, and Reilly Accountants.

Carried**8.4 NE-LHIN**

Mike MacIsaac, Chief of Paramedic Services, walked the Board through the NE-LHIN New Model to Transfer Non-Urgent Patients.

On August 17, 2016 a Stakeholder Update was received from the NE-LHIN announcing a phased implementation for Non-Urgent Patient Transportation model. The model focuses on the need to create a Non-Urgent long-distance patient transfer system. The letter also outlined the initial routes being proposed which were selected based on readiness of the affected areas and providers to adopt and support the new model.

A NE LHIN press release followed on September 6, 2016 detailing the importance of the proposed model by outlining the patient challenges that would be addressed with the new model.

8.5 Ministry of Community Social Services

Fern Dominelli, CAO, discussed the Ministries decision to review the DSSAB Act and the impact it will have on DSSAB's.

On August 30, 2016, a letter was received from Dr. Helena Jaczek, Minister of Community and Social Services informing DSSAB's that the ministry will be moving forward with a review of the District Social Services Board (DSSAB) Act. The letter further goes on to state, given the range of concerns the ministry has heard regarding the existing Act and its provisions, it was recognized that a thoughtful review of the Act was necessary. The letter requested the DSSAB's advice on the most appropriate forum to engage with the ministry.

In response to the request, NOSDA sent out a memo to all DSSAB Chairs, offering to prepare a collective response to the ministry's review, however, given the diversity of issues and positions that exist across the North, it is essential that NOSDA only communicate those items where there is clear consensus amongst the members.

Resolution 16-70

Moved by: Al MacNevin

Seconded by: Ron Piche

WHEREAS the Ministry of Community and Social Services is moving forward with a review of the District Social Services Administration Board Act; and

WHEREAS the Ministry has requested advice on engagement.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury District Services Board advises the Ministry of Community and Social Services to engage directly with municipalities regarding funding and levy matters and with the Northern Ontario Service Deliverer's Association and individual District Social Services Administration Boards on matters related to governance and accountability;

AND FURTHER that this resolution be shared with NOSDA, FONOM, AMO and member municipalities.

Carried

8.6 Ministry of Health and Long-Term Care

Mike MacIsaac, Chief of Paramedic Services, updated the Board on the Manitoulin-Sudbury DSB's Response Time Standards 2015 Results.

The Ministry of Health and Long-Term Care has posted the results of the Response Time Standard Information on their public website.

The DSB has seen a pretty steady improvement over the last 3 years. The addition of the non-urgent pilot project and the year on year enhancements made by the Board have made the ongoing improvement possible.

8.7 French Language Services Committee

In June 2016, DSB staff submitted our annual French Language Service Plans to the Ministry of Education and the Ministry of Community and Social Services. These plans require Board approval and the Board has directed that the plans be added to the October 27, 2016 Board meeting agenda.

8.8 Community Paramedicine

Mike MacIsaac, Chief of Paramedic Services, gave the Board an update on what has been taking place with the Community Paramedicine Program.

The DSB has implemented a pilot program with Health Worker from Canadian Mental Health Association working with clients in the DSB buildings. Since August 3, paramedics have been partnering with CMHA at weekly one hour open clinics

held in the common rooms in the social buildings located in Massey, Webbwood and Espanola.

The goals for the paramedics are: to identify patients who have fallen through healthcare gaps and connect them to the help they need, to identify undiagnosed illness such as high blood pressure and diabetes and connect them to primary care providers, and to identify patients who require medical attention who are on the verge of exacerbation of their illness (i.e. catch issues before they become an emergency).

To date, 149 people have attended, 24 on a consistent basis with at least 3 people in attendance not being residents of our buildings. Clinics are open to members of the community and in the near future this will be advertised.

For the most part, these patients are self-managing their own conditions but the paramedics have been able to visit several patients in their homes to conduct more detailed assessments including safety audits, which enables them to conduct a "Paramedics Assessing Elders at Risk for Independence Loss (PERIL)" assessment and make connections to further home care if indicated.

An unexpected outcome from the clinics that approximately 34% of attendees are those that would be considered "house bound" or "shut-ins", those lacking support systems have begun to attend.

Our plans are to expand this program to include Gore Bay and Manitowaning starting the week of September 26 and staff are currently working with the Wikwemikong Health Department to duplicate the program there.

Staff have also begun dialogue with Dr. Gina Agarwal with the CP@Clinic and CP@Home programs which is designed and researched through McMaster University.

Staff are moving forward to bring both programs here as they are "programs in a box" which will bring evidence based practices and structure to our made in the north solutions to Community Paramedicine.

8.9 AMO Conference

Les Gamble, Board Chair, gave the Board an update on the delegation meetings at the AMO Conference.

Minister of Education Mitzie Hunter

The Minister seemed open and agreeable to the idea that the current low income threshold of \$20,000 should be looked at. She agreed with our points however she did not commit to specifically change it.

With regards to the Full Day Kindergarten Transition and Transformation funding, the Minister did state that the Ministry will not reduce funding from the current allocation funding.

On the Ontario Early Years Child and Family Centres responsibility and funding side, there was agreement with the concerns raised however the Minister did not make any commitments.

Minister of Housing Chris Ballard

The Minister fully acknowledged and agreed that the Cost Index Funding is different in Northern Ontario. He understood the higher costs of maintaining and operating buildings and that they need to consider the short building season when it comes to Northern Ontario.

The Ministry will continue to make it easier for Service Managers to utilize and pool multi-year funding.

It was generally agreed that homelessness is captured and quantified differently in the Northern Ontario. Specifically, that NOSDA members need help to capture and count homelessness; which includes having a definition of homeless that is also culturally appropriate.

Minister of Health Dr. Eric Hoskins

The Minister does not want the Non-Urgent Patient Transfer issue to continue for another 10 years. The Minister stated that he is committed to solving this within the next couple of years. He is looking at the NE-LHIN Pilot and possibly use it across the North. The concern was raised that this issue spans across two different Local Health Integration Networks (LHIN) who are taking actions and looking at this issue very differently. The Minister stated that he is willing to ensure and encourage the LHINs to move forward on this.

He understands that there are areas that don't have the economies of scale to have separate/private operators to handle the transfers and that the EMS providers are, very often the only resource.

The LHIN sub-boundaries issue was raised and the Minister indicated this was a LHIN responsibility and that he expected the LHIN's to consult DSSAB's and NOSDA.

9.0 Other Business**Paramedic Ride**

Jennifer Hamilton, DSB Paramedic took part in the 2016 Paramedic Ride which saw participants ride from Toronto to Ottawa over 4 days. The ride is to raise money for Canadian Paramedic Memorial foundation to commemorate the Paramedics who have lost their lives during the course of their jobs and awareness of PTSD. Jennifer was the top fund raiser for the event, personally raising \$1,025.

A press release was sent out September 26, 2016 to acknowledge the Annual Event and Jennifer's participation.

10.0 Next Meeting – October 27, 2016**11.0 Adjournment****Resolution 16-71**

Moved by: Al MacNevin

Seconded by: Ron Piche

BE IT RESOLVED THAT the Board now adjourn at 12:00 p.m. until the next regular meeting to be held, in the DSB's Espanola Mead Boulevard Board Room on October 27, 2016.

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)



JOINT HEALTH & SAFETY MEETING

Wednesday, September 7th, 2016

9:30 a.m.

Upstairs – Fire Hall

Present:

D. Parker	Manager Rep.
D. Massicotte	Manager Rep.
D. Sokoloski	Worker Rep.
B. Stewart	Worker Rep.
W. Ashton	Worker Rep.

Recording Secretary: A. Duguay

Co-Chair Dave Parker presided over the meeting. The meeting was called to order at 9:26 A.M.

Acceptance of Minutes:

1. B. Stewart – W. Ashton

THAT: The Joint Health & Safety Committee hereby approves the minutes of the June 1st, 2016 meeting.

Motion carried.

Inspections:

June inspections were completed by the Recreation Department. PWD worker rep. assisted as the Recreation Rep. is new to the committee. PWD's diesel tank was leaking and was repaired by the fuel supplier on July 2, 2016. The ballfield extinguishers required monthly checks which were completed on July 20, 2016. The Municipal office also had extinguishers that required monthly checks which were completed on June 14, 2016. The Library's first aid phone is not working. It has now been corrected.

July inspections were completed by the Public Works Department for the Fire Department. PWD had a tripping hazard which was corrected on July 22, 2016. The Library had a hazard regarding a GFI that should not have been reported.

August inspections were completed by the Fire Department for Public Works Department. . All departments were hazard-free except Public Works that had a ladder on a wall that required securing.

September inspections are to be completed by the Recreation Department. Inspector to follow up with Library's electrical issues.

Other Reports:

Outstanding Issues:

Any Other Business:

Recognition Sub-Committee: Recognition Committee held their meeting prior to the JH&S meeting. Recommendations discussed were to not hold an event in 2016 for recognition of 2015 but still recognize departments with no reportable injuries. Committee to make recommendations to Council regarding budget then work with department managers to choose a recognition token.

New Business: Inquiries and review of Employee Injury Diary forms.

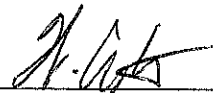
Next Meeting: **Wednesday October 5th, 2016 @ 9:00 A.M. – Fire Hall**

Adjournment: **2. D. Massicotte**

THAT: The Joint Health & Safety Committee is hereby adjourned. Time: 9:54 A.M. Motion carried.



D. Parker, Co-Chair



W. Ashton, Co-Chair

**UNAPPROVED MINUTES – SIXTH MEETING
SUDBURY & DISTRICT BOARD OF HEALTH
SUDBURY & DISTRICT HEALTH UNIT, BOARDROOM
THURSDAY, SEPTEMBER 15, 2016, AT 1:30 P.M.**

BOARD MEMBERS PRESENT

Maigan Bailey
René Lapierre
Ken Noland
Carolyn Thain

Janet Bradley
Richard Lemieux
Rita Pilon

Robert Kirwan
Paul Myre
Mark Signoretti

BOARD MEMBERS REGRETS

Jeffery Huska

Stewart Meikleham

STAFF MEMBERS PRESENT

Megan Dumais
Renée St Onge

Sandra Laclé
Dr. P. Sutcliffe

Rachel Quesnel
Dr. A Zbar

Media

R. LAPIERRE PRESIDING

1.0 CALL TO ORDER

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

- i) Letter from the City of Greater Sudbury Re: Appointment to the Sudbury & District Board of Health: Citizen Appointment - Maigan Bailey dated July 14, 2016

City of Greater Sudbury appointee, Maigan Bailey was introduced and welcomed to her first Board meeting. It was noted that an indepth orientation session was held for M. Bailey on August 30.

Associate Medical Officer of Health, Dr. Ariella Zbar, was Introduced and welcomed. Dr. Zbar began employment with the Sudbury & District Health Unit on August 8. Staff and Board members had an opportunity to meet Dr. Zbar at a celebration the afternoon of August 8.

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) **Anti-Texting And Driving Strategies: A Collaborative Research Project**
- Suzanne Lemieux, Manager, Resources, Research, Evaluation and Development Division

Suzanne Lemieux was introduced and invited to present a successful community-university research collaboration on the topic of texting and driving.

Board members were reminded that, as a Teaching Health Unit, the SDHU has a long history of collaboration with Laurentian University for teaching and research.

The purpose of this specific project was to critically examine youth's perception of anti-texting and driving strategies and to understand the deterrents to youth texting and driving. Four phase project:

- 1) systematic literature review
- 2) survey of youth
- 3) eye-tracking advertisement study
- 4) interviews with youth

Some key findings included that compared to 6% in Ontario in 2015, 48% of youth surveyed in our catchment area admit to texting and driving. Youth are not aware of the consequences of texting and driving as it relates to crashes, which are 23 time more likely in texters and drivers. Youth have shared that it would take a crash or a ticket to stop them from texting and driving.

The final fourth phase of the project, which includes interviews with youth and engage youth in developing effective strategies, is currently underway and is funded by the Louise Picard Public Health Research Grant which is a joint LU-SDHU grant.

Questions were entertained and suggestions made to share findings such as with Health Sciences North, to advocate for changes such as including penalty questions on the driving exam and to reach out to other partners to further the knowledge exchange.

5.0 CONSENT AGENDA

There were no consent agenda items identified for discussion.

- i) **Minutes of Previous Meeting**
 - a. Fifth Meeting – June 16, 2016
- ii) **Business Arising From Minutes**
 - None
- iii) **Standing Committees**
 - a. Board Executive Committee – Unapproved Minutes dated June 28, 2016
- iv) **Report of the Medical Officer of Health / Chief Executive Officer**
 - a. MOH/CEO Report, September 2016
- v) **Correspondence**
 - a. **SDHU Associate Medical Officer of Health Appointment**
 - Letter from the Minister of Health and Long-Term Care dated August 16, 2016

b. HPV Immunization Program Funding

- Letter from the Algoma Board Chair to the Minister of Health and Long-Term Care dated May 31, 2016

c. Environmental Health Program Funding

- Letter from the Algoma Board Chair to the Minister of Health and Long-Term Care dated May 26, 2016

d. Patients First Discussion Paper

- Letter from the County of Lambton Board Chair to the Minister of Health and Long-Term Care dated July 14, 2016

e. Proposed Domestic and Sexual Violence Workplace Leave, Accommodation and Training Act

- Letter from the Windsor-Essex County Health Unit to the Honourable Peggy Sattler, MPP (London West) dated June 23, 2016

f. Basic Income Guarantee

- Letter from the Simcoe Muskoka District Health Unit to the Premier of Ontario dated June 15, 2016
- Email and Position Statement from the Haliburton, Kawartha Pine Ridge District Health Unit to Ontario health units dated June 29, 2016

g. Cannabis

- Letter from the Wellington-Dufferin-Guelph Public Health to the Prime Minister of Canada dated June 1, 2016
- Email from the Minister of Justice and Attorney General of Canada to Dr. Sutcliffe dated June 29, 2016
- Letter from the County of Lambton to the Prime Minister of Canada dated July 14, 2016

h. Food Security

- Letter from the Thunder Bay District Board Chair to the Thunder Bay DSSAB dated May 19, 2016

i. Community Water Fluoridation

- Letter from the Peterborough Public Health Board Chair to the Minister of Health and Long-Term Care dated June 21, 2016

vi) Items of Information

- | | |
|---|---------------|
| a. aPHa Information Break | July 13, 2016 |
| b. MOHLTC Organizational Governance Committee for Standards Modernization Highlights #1 | June 2016 |
| c. MOHLTC Standards Modernization Executive Steering Committee Highlights #2 | June 2016 |
| d. MOHLTC Accountability Committee for Standards Modernization Highlights #2 | July 2016 |

e. MOHLTC Accountability Committee for Standards
Modernization Highlights #3

August 2016

Further to the MOH/CEO report update regarding the Needle Exchange Program rates, additional information will be provided at a future Board meeting regarding the Needle Exchange Program/Harm Reduction program.

Board members are encouraged to complete the annual board self-evaluation as it has a direct impact on the results of our performance monitoring indicators.

Dr. Sutcliffe clarified that we do not expect there to be unmanageable financial impacts of the expansion of the HPV vaccination program to include Grade 7 boys and girls in addition to Grade 8 girls. The dosing schedule has changed from three to two doses and the health unit continues to receive funding on a per dose basis. This provincial announcement has been welcomed by all local public health units.

43-16 APPROVAL OF CONSENT AGENDA

Moved by Bailey – Thain: THAT the Board of Health approves the consent agenda as distributed.

CARRIED

6.0 NEW BUSINESS

i) Baby-Friendly Organizational Policy

- Board of Health & the Baby-Friendly Initiative:
What do I need to know about BFI?
- Key Messages
- BFI Organizational Policy and Procedure (C-I-20)
- Breastfeeding in the Workplace Policy and Procedure (K-V-41)

Megan Dumais, Director of Health Promotion, was invited to present to the Board on the Baby Friendly Initiative (BFI) to support their ongoing learning of the Sudbury & District Health Unit's role and requirements associated with becoming a BFI designated organization. The Baby Friendly curriculum requires annual orientation, and this presentation includes the annual refresher for board members.

Board members were reminded that the Ministry of Health and Long-Term Care's accountability agreement indicator includes BFI and achieving BFI designation is a performance indicator for all public health units and requires re-designation every five years.

M. Dumais explained the Baby Friendly Initiative (BFI), provided an overview of the requirements for BFI accreditation as well as an overview of SDHU BFI policy and its implications for the SDHU.

The other large part of BFI is the accreditation process which will occur from October 18 to the 20, 2016. External assessors will come to SDHU to review our BFI practices and interview staff and volunteer members, which includes one or more Board members.

Board members received electronic and print copies of the SDHU policies and procedures that have been approved by Senior Management Executive Committee and placed in the General Administrative Manual that is available to all health unit staff. In addition to understanding how these policies and procedures effect board members, a specific handout clearly identifying how BFI relates to the Board's role was also shared.

The assessors have been asked to identify the date for which the Board can expect to receive call (through Board Secretary). This will be communicated as soon as it is known.

Dr. Sutcliffe concluded that the SDHU is taking this designation seriously as this is an Accountability Agreement and that all PHUs are required to comply with part of their funding agreement. The designation requirements are not inexpensive and the site visit, excluding staff's time is approximately \$10,000.

Questions entertained. M. Dumais was thanked for her presentation and leadership with this initiative.

7.0 ADDENDUM

44-16 ADDENDUM

Moved by Pilon – Myre: THAT this Board of Health deals with the items on the Addendum.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

i) **Ministry of Health and Long-Term Care (MOHLTC) Practice and Evidence Program Standards Advisory Committee (PEPSAC) Standards Modernization**

- Highlights #2, September 2016

Dr. Sutcliffe, member of the PEPSAC, shared that regular highlights are being provided to the local public health units.

ii) **MOHLTC Executive Steering Committee Standards Modernization**

- Highlights #4, September 2016

No questions.

8.0 ANNOUNCEMENTS / ENQUIRIES

Inquiries and announcements were shared related to surplus school spaces and their potential use, elder friendly strategies and a winter coat collection campaign.

Board members were reminded that the date of the next regularly scheduled Board meeting is Thursday, October 20, 2016.

Board members were encouraged to complete the Board evaluation regarding today's Board meeting.

9.0 ADJOURNMENT

45-16 ADJOURNMENT

Moved by Myre – Pilon: THAT we do now adjourn. Time: 2:33 p.m.

CARRIED

(Chair)

(Secretary)

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

STAFF REPORT

DEPARTMENT:Administration

DATE:October 5, 2016

ITEM:Council Agendas

RECOMMENDATION:Be It Resolved That: Council Agendas remain on the Municipal Website for 5 years coinciding with the retention of Council Agendas under Bylaw 889/90. The Procedure Bylaw be amended to include this recommendation.

BACKGROUND:Bylaw 2336/11 states that *Full council agenda, supporting research and staff reports excluding confidential items will be available to the public and media by 12:00 pm on Monday before the Tuesday council meeting.*

Staff practice has been to remove agendas each Monday when posting the current one. Council requested that staff look in to keeping old agendas on the website similar to Council minutes.

ANALYSIS:Staff reviewed the Municipal Retention Bylaw and reviewed storage requirements with the host of the Town's website, as well as options for Agenda storage. The model of our hosting service has changed which allows us to use more space / bandwidth on our account. This means we can host agenda size documents and provide bandwidth for them if the volume of usage is anywhere near what is expected. There will be no cost for now until a pattern of usage is reviewed however with the new model, no additional costs are expected. Staff is hesitant to leave complete agendas on the website as some items are discussion items only and are not representative of Council direction or decisions, those items are represented in the Council Minutes which are posted. However, this is a Council decision. Complete agendas were removed to ensure that the size of the website storage and bandwidth did not create issues with those accessing the site.

EXISTING POLICY:Council Bylaw

STRATEGIC GOAL:Excellence in Government

FINANCIAL COMMITMENT:\$0 at this time

BUDGETED:NA

Yes

No

IMPLEMENTATION:Administration

Prepared By:

Paula Roque

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes

☒

No

Comments:



THE CORPORATION OF THE TOWN OF ESPANOLA

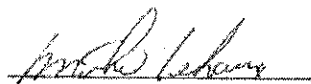
BYLAW No. 2336/11


**BEING AN AMENDMENT TO BYLAW 2062/08
A BYLAW TO PROVIDE FOR THE
ADOPTION OF RULES OF PROCEDURE
FOR THE MUNICIPAL COUNCIL
OF THE CORPORATION OF THE TOWN OF ESPANOLA**

That the Council of the Corporation of the Town of Espanola amends Article 5 as follows:

- 5.1.1** Public Notice of meetings shall be given by posting the meeting schedule on the Town's official website at the beginning of each calendar year. The meeting schedule shall include the date, time and location of Council, Committees and Advisory Committees. The meeting schedule is subject to change as necessary. The Council and Committee agendas will be posted outside the Council Chambers on a bulletin board and the Town of Espanola's website www.town.espanola.on.ca. *Full council agenda, supporting research and staff reports excluding confidential items will be available to the public and media by 12:00 pm on Monday before the Tuesday council meeting.*

Read a first, second and third time in open Council on this 22nd day of February 2011.


Mike Lehoux
Mayor


Paula Roque
Deputy Clerk

THE CORPORATION OF THE TOWN OF ESPANOLA

BY-LAW 889-90

Being a By-law establishing schedules of retention periods during which receipts, vouchers, instruments, rolls or other documents, records and papers of the Corporation of the Town of Espanola must be retained by the said Corporation and its local boards.

And being a By-law authorizing the destruction of receipts, vouchers, instruments, rolls or other documents, records and papers of the said Corporation and its local boards, except those coming within the retention period as set forth in the schedule attached hereto.

WHEREAS the Municipal Act R.S.O. 1980, Chapter 302, Sections 116(1)(b), and 116(2) provide that a municipality or a local board thereof, as defined in the Municipal Act shall not destroy any receipts, vouchers, instruments, rolls or other documents, records and papers, except in accordance with a By-Law passed by the Municipality and approved by the Municipal Auditor establishing schedule(s) of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the Municipality or local board, and said documents may be destroyed at any time if the original thereof is subject to a retention period within the schedule established by the By-Law.

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

1. For the purpose of this By-law:

"File" shall mean the compilation of receipts voucher, instruments, rolls or other documents, records and papers which may be in their original form or a microfilm that is certified by the Clerk of the Municipality.

2. Retention periods for receipts, vouchers, instruments, rolls and other documents, records and papers as set out in Schedule "A", attached hereto and forming part of this By-Law, and hereby established.
3. Upon the Clerk or his designate satisfying himself that the relevant retention period established by the By-law has expired and that no reason exists for further retention, the said Clerk or his designate may then order any receipt, voucher, instrument, roll or other document to be destroyed or to be set aside for permanent retention in an archival facility designated by the Clerk or his designate.
4. For the purpose of the By-law and the schedule attached hereto, "year" shall mean a full calendar year commencing on January 1st and terminating on December 31st.
5. This By-law comes into force on the day it receives the approval of the Municipal Auditor.

Bylaw 889-90

Page 2

6. That By-law number 585 is hereby repealed.

READ A FIRST, SECOND AND THIRD time and PASSED this 10
day of July, 1990

Kenneth Buck
K. Buck, Mayor.

M.P. Sheppard
M.P. Sheppard, Clerk Treasurer

Approved:

Ward Mallett
BDO WARD MALLETT

July 30, 1990
Dated

1990 06 18 be

Records Management

03-01-04

Records Retention

3 of 16

The Schedule

Records Retention Schedule

10 89

<u>Class Code</u>	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>In* Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
C00	Council and By-Laws - General	Originating	1	-	1	
C01	By-Laws	Clerk's	P	-	P**	copy retention S
C02	By-Laws - Other Municipalities	Clerk's	S	-	S	
C03	Council Agenda	Clerk's	S	-	5	
C04	Council Minutes	Clerk's	P	-	P**	copy retention 2
C05	Council Committee Agenda	Clerk's	S	-	S	
C06	Council Committee Minutes	Clerk's	6	-	6**	
C07	Elections	Clerk's	T		T**	after election of new Council - election advertisements 2
C08	Goals and Objectives	Originating	S	-	S**	
C09	Motions and Resolutions	Clerk's	P	-	P	copy retention 1
C10	Motions and Resolutions (other municipalities)	Clerk's	2	-	2	
C11	Appointments to Boards and Commissions	Clerk's	2	P	P	

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; T - Terminated
 ** - Subject to Archival Selection

OCT 04 2016

Notice of Motion by Ron S. Thomas

Be it resolved that
Bldg. permits no
longer be req'd for
all residential home
interior walls.

Be it also resolved
that Bldg. permits no
longer be req'd for
the installation of
Kitchen cabinets as
long as there are
no changes to the
plumbing locations.

Should a resident
wish to have an
inspection then a
permit would be req'd.

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: Building Services

DATE: July 6, 2016

ITEM: Drywall

RECOMMENDATION:

BACKGROUND:

Direction from Community Services Committee to prepare a staff report for council regarding drywall requirements under the Ontario Building Code

ANALYSIS:

Please see attached

EXISTING POLICY: Ontario Building Code

STRATEGIC GOAL: Safe & Healthy Community

FINANCIAL COMMITMENT: n/a

BUDGETED:

Yes

No

IMPLEMENTATION:

Prepared By:

Chief Building Official

Department Manager:

Dan Rivet

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes

No

Comments: The role of the municipality is to enforce the requirements of the OBC, the only mechanism to do this is to require inspections for additions,

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

alterations or repairs for building structures within the municipality.

The CBO has provided an extract of the applicable legislation relating to gypsum requirements.

Eliminating the need for a building permit does not absolve the municipality from liability which would result in not enforcing the Ontario Building Code. The building permit and inspection service provided are in place to mitigate risk to the municipality and to ensure the safety of our residents.

The Ontario Building Code/Act

Building permits

8. (1) No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefor by the chief building official. 1992, c. 23, s. 8 (1); 1997, c. 30, Sched. B, s. 7 (1).

construct" means to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere and "construction" has a corresponding meaning; ("construire", "construction", "travaux de construction")

9.10.9.16. Separation of Storage Garages

(1) Except as provided in Sentences (2) and (3), a *storage garage* shall be separated from other *occupancies* by a *fire separation* having not less than a 1.5 h *fire-resistance rating*.

(2) Except as permitted in Sentence (3), *storage garages* containing 5 motor vehicles or fewer shall be separated from other *occupancies* by a *fire separation* of not less than 1 h.

(3) Where a *storage garage* serves only the *dwelling unit* it is attached to or built into, it shall be considered as part of that *dwelling unit* and the *fire separation* required in Sentence (2) need not be provided between the garage and the *dwelling unit*.

(4) Where a *storage garage* is attached to or built into a *building of residential occupancy*,

(a) an *air barrier system* conforming to Subsection 9.25.3. shall be installed between the garage and the remainder of the *building* to provide an effective barrier to gas and exhaust fumes, and

(b) every door between the garage and the remainder of the *building* shall conform to Article 9.10.13.15.

(5) Where membrane materials are used to provide the required airtightness in the *air barrier system*, all joints shall be sealed and structurally supported.

9.10.12.4. Protection of Soffits

9.10.17.1. Flame-Spread Rating of Interior Surfaces

9.10.17.10. Protection of Foamed Plastics

9.23.16.2. Thickness, Rating and Material Standards

(1) Where wall sheathing is required for the purpose of complying with this Section, it shall conform to Table 9.23.16.2.A. or Table 9.23.16.2.B.

Table 9.23.16.2.A.
Wall Sheathing Thickness and Specifications

Forming Part of Sentence 9.23.16.2.(1)

Item	Column 1 Type of Sheathing	Column 2 Minimum Thickness, mm ⁽¹⁾ With Supports 406 mm o.c.	Column 3 Minimum Thickness, mm ⁽¹⁾ With Supports 610 mm o.c.	Column 4 Material Standards
1.	Fibreboard (insulating)	9.5	11.1	CAN/ULC-S706
2.	Gypsum Sheathing	9.5	12.7	CAN/CSA-A82.27-M ASTM C1177 / C1177M ASTM C1396 / C1396M
3.	Lumber	17.0	17.0	See Table 9.3.2.1.

4.	Mineral Fibre, Rigid Board, Type 2	25	25	CAN/ULC-S702
5.	OSB, O-2 Grade	6.0	7.5	CSA O437.0

9.25.2.3. Installation of Thermal Insulation

7) Except as permitted in Sentence (8), insulation and *vapour barrier* shall be protected from mechanical damage by a covering such as gypsum board, plywood, particleboard, OSB, waferboard or hardboard.

(8) In unfinished *basements*, the protection required in Sentence (7) need not be provided for mineral fibre insulation, provided it is covered with polyethylene *vapour barrier* of at least 0.15 mm in thickness

9.29.5.3. Maximum Spacing of Supports

(1) Maximum spacing of supports for gypsum board applied as a single layer shall conform to Table 9.29.5.3.

Table 9.29.5.3.
Spacing of Supports for Gypsum Board

Forming Part of Sentence 9.29.5.3.(1)

Item	Column 1	Column 2	Column 3	Column 4	Column 5
	Thickness, mm	Orientation of Board to Framing	Maximum Spacing of Supports, mm o.c. Walls	Ceilings Painted Finish	Water-Based Texture Finish
1.	Gypsum board conforming to Sentence 9.29.5.2.(1) (except Sections 9 and 12 of ASTM C1396 / C1396M)				
	9.5	Parallel	—	—	—
		Perpendicular	406	406	—
	12.7	Parallel	610	406	—
		Perpendicular	610	610	406
	15.9	Parallel	610	406	—
		Perpendicular	610	610	610
2.	Gypsum board conforming to Clause 9.29.5.2.(1)(c) (only Section 12 of ASTM C1396 / C1396M)				
	12.7	Parallel	610	406	—
		Perpendicular	610	610	610

9.29.5.4. Support of Insulation

(1) Gypsum board supporting insulation shall be at least 12.7 mm thick.

SEP 26 2016

Traci Denault-Roque

From: Ron DuPlessis [ron.duplessis@hotmail.com]
Sent: Monday, September 26, 2016 9:45 AM
To: Traci Denault-Roque
Subject: Re: Town of Aurora Council Resolution of Sep 13/16 - OMB Reform Update

is be put on our agenda.

Sent from Outlook

From: Traci Denault-Roque <TDenault@espanola.ca>
Sent: September 26, 2016 8:51:53 AM
To: Bill Foster (wpfosterespanola@gmail.com); Bob Yocom; kenduplessis1@gmail.com (kenduplessis1@gmail.com); 'Ray Dufour'; Ron Duplessis; rpiche45@gmail.com; Stewart Meikleham (smeikleham@yahoo.com)
Cc: Cynthia Townsend; Paula Roque
Subject: FW: Town of Aurora Council Resolution of Sep 13/16 - OMB Reform Update

For circulation.

From: LBottos@aurora.ca [mailto:LBottos@aurora.ca] **On Behalf Of** CSecretariat@aurora.ca
Sent: Friday, September 23, 2016 5:27 PM
To:
Subject: Town of Aurora Council Resolution of Sep 13/16 - OMB Reform Update

To: All Ontario Municipalities

Please find attached correspondence further to the Town of Aurora Council meeting of September 13, 2016, regarding a resolution adopted by Council respecting Ontario Municipal Board Reform Update.

Kind regards,
Linda

Linda Bottos
Council/Committee Secretary

Town of Aurora
100 John West Way, Box 1000
Aurora, Ontario L4G 6J1

Phone: 905-727-3123 ext 4225
Fax: 905-726-4732
lbottos@aurora.ca
www.aurora.ca

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Legislative Services
Lisa Lyons
905-726-4771
townclerk@aurora.ca

Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

September 23, 2016

DELIVERED BY E-MAIL TO:

kwynne.mpp.co@liberal.ola.org

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

Dear Premier:

**Re: Town of Aurora Council Resolution of September 13, 2016
Report No. CS16-020 – Ontario Municipal Board (OMB) Reform Update**

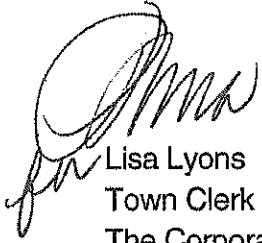
Please be advised that this matter was considered by Council at its Council meeting held on September 13, 2016, and in this regard Council adopted the following resolution:

1. **That Report No. CS16-020, and the attached Municipal Summit OMB Reform: Process & Powers Recommendations, be received; and**
2. **That Council endorse the recommendation contained in Attachment 1 to Report No. CS16-020, being:**
 - a) **That the jurisdiction of the Ontario Municipal Board (OMB) be limited to questions of law or process and, specifically, when considering appeals, that the OMB be required to uphold any planning decision(s) of municipal councils unless said decision(s) is contrary to the processes and rules set out in legislation; and**
3. **That a copy of the recommendation be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Bill Mauro, Minister of Municipal Affairs, Mr. Patrick Brown, Leader of the Progressive Conservative Party, Ms. Andrea Horwath, Leader of the New Democratic Party, and all Members of Provincial Parliament in the Province of Ontario; and**
4. **That a copy of the recommendation be sent to the Association of Municipalities of Ontario (AMO), all Ontario municipalities, and the York Regional Chair for consideration.**

The Honourable Kathleen Wynne, Premier of Ontario
Re: Town of Aurora Council Resolution of September 13, 2016
September 23, 2016
Page 2 of 2

The above is for your consideration and any attention deemed necessary.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Lyons', is written over the printed name.

Lisa Lyons
Town Clerk
The Corporation of the Town of Aurora

LL/lb

Attachment (Municipal Summit OMB Reform: Process & Powers Recommendations)

Copy: The Honourable Bill Mauro, Minister of Municipal Affairs
Mr. Patrick Brown, Leader of the Progressive Conservative Party
Ms. Andrea Horwath, Leader of the New Democratic Party
All Members of Provincial Parliament in Ontario
Association of Municipalities of Ontario
All Ontario Municipalities
Mr. Wayne Emmerson, York Region Chairman and CEO

MUNICIPAL SUMMIT

OMB REFORM: PROCESS & POWERS



RECOMMENDATIONS

MUNICIPAL SUMMIT ON OMB REFORM: PROCESS AND POWERS

While each community is indeed unique, when it comes to planning matters, many of our communities encounter the same issues. When considering development proposals within the context of approved Official Plans – there is on-going pressure to alter their Official Plans to approve project-specific amendment requests. Repeated appeals to the OMB of Municipal councils' planning decisions to uphold their Official Plans and deny project-specific amendment requests, results in multiple communities fighting the same fight - wasting untold taxpayer dollars in the process. It is a lengthy, costly, and frustrating process and one that is clearly not working.

Discussions around the need for OMB reform are not new. As an issue it has jumped from the back burner to the front burner and back again many times over the past two decades. However, despite the many years of discussion, there has been little material change to the scope of powers, procedures or predictability of decision making of the OMB. This had led to frustration for the key stakeholders in the process – Municipal leaders, the development community and - most important - the residents and communities affected by planning decisions and OMB rulings regarding same.

OMB processes and scope of power have not kept pace with the changes in municipal planning necessitated by the explosion of growth in our communities. Effective planning requires certainty and predictability in the processes that govern it. What is needed, therefore, is clarity of the role and scope of power of all those with the authority for decision making.

In light of the pending Provincial review of the OMB, this is an opportune time for elected representatives – those decision-makers on the front lines of municipal planning - to work together and advocate for appropriate and effective reform(s) of the OMB.

Elected officials from across the Province have been asking for change for a long time and now, as a result of the **Summit on OMB Reform – Process and Powers** have come together to identify common goals and common solutions and to advocate for those changes in planning legislation. With reform, it is hoped that Municipalities will have more authority and predictability in local planning decisions.

Background

The impetus for the Municipal Summit on OMB Reform came from a motion brought forward by Councillor Tom Mrakas to Aurora Town Council in January of 2016 that spoke to the need to address the scope and powers of the OMB. Subsequent to that, and within the context of the need for OMB reform, an additional motion was put forward jointly by Councillor Michael Thompson and Councillor Tom Mrakas that spoke to the specific planning issue of development of open space/parkland and the need for criteria against which both municipalities and the OMB can consider when reviewing said development requests.

It was in the context of these two unanimously supported motions that the idea for a Municipal Summit on OMB reform was born. Following quickly on the heels of the passing of both motions, a Municipal Summit Planning Working Group was created to begin the work of creating the Summit. The event, held in the Markham Civic Centre on May 14th, was the result of months of hard work by this dedicated group of 17 elected officials from 12 municipalities across the GTA.

The Municipal Summit was a unique event; a grass roots gathering of elected officials from every corner of our Province, working together towards the common goal of affecting real change in the decision-making processes that affect how our communities are planned.

The daylong event featured a number of important speakers including Ms. Helen Cooper, Former Mayor of Kingston, Chair of the Ontario Municipal Board, AMO President; Mr. John Chipman, Author "Law Unto Itself", former editor of the Ontario Municipal Board Reports; Ms. Valerie Shuttleworth Chief Planner for York Region; Mr. Leo Longo, Senior Partner Aird & Berlis LLP and Mr. Joe Vaccaro, CEO of the Ontario Home Builders Association. The panelists engaged attendees and solicited their input directly through breakout groups. Our guest Moderator, Mr. Bill Hogg, brought together the outcome of both the broader discussions as well as the break out groups so as to identify common themes that would inform the proposed recommendation(s)

Recommendations

At the outset, the purpose of the Summit was to identify common themes and common principles of reform that would modernize the process and procedures of the OMB. The purpose of which is to ensure that decisions of the Board reflect and respect the uniqueness of every community. In reviewing the comments of the attendees and the panelists as well as the municipal leaders that have weighed in through emails and other communication, and taking into consideration the over 100 municipalities that have endorsed the motion(s) advocating reform, the consensus view spoke to a clear need to review the scope of powers of the OMB.

Thus, the recommendations of the Summit can be boiled down to one overarching recommendation:

Limit the jurisdiction of the OMB to questions of law or process. Specifically, when considering appeals, require the OMB to uphold any planning decision(s) of Municipal Councils unless said decision(s) is contrary to the processes and rules set out in legislation.

A decision by a Municipal Council to uphold their Official Plan – a Plan that conforms to provincial legislation and is approved by the Province through the delegated authority of the relevant Regional government - should not be subject to appeal unless that decision is contrary to the processes and rules set out in legislation. Further, OMB decision-making processes/procedures should be predicated on the principle that planning

decisions of a local Municipal Council as they relate to their Official Plan will be upheld unless they are contrary to the processes and rules set out in legislation.

The recent changes to the Planning Act (Bill 73) as they speak to limits on appeals – namely that Official Plans cannot be appealed within the first two years of adoption - are a good first step, but they don't go far enough. The consensus of attendees was that appeals should be strictly limited. Some felt that amendment requests should not be allowed to be put forward at all unless proponents can demonstrate that the proposed changes to the Official Plan or zoning by-law fulfill a changing community need or in some way better the community. The onus should be on the applicant to demonstrate to the local Municipal Council that the changes to the Official Plan necessitated by a proposed project or development benefit the community and/or enhance it. If a Council sees that there is a clear benefit to the community then it is within the Councils authority to grant the amendments. However, if a Council feels that the application does not somehow better the community, then Council has full authority to deny the application without it being subject to appeal.

There should be consistency in the scope of authority of Municipal Councils. Any other decision by a Municipal Council is only subject to appeal through a judicial review the scope of which is errors in process or law. The question then is - why are planning decisions different? The answer is they should not.

As it stands now, Municipalities are required to review application after application, requesting amendment after amendment; considering each in isolation as opposed to the integrated whole. Piecemeal planning negates the utility and functionality of Official Plans. Multiple changes to a Municipal Plan required by multiple project-specific amendment requests compromises the integrity of the Official Plan and indeed the planning process as a whole.

Municipal planning is a complex process. But the current legislation does not recognize or reflect that complexity. The legislation does not adequately address what can be appealed, who can put forward an appeal, and the relative weight that Municipal Council decisions will be given in the adjudication of appeals. Similarly, vague terminology – such as “...due consideration” – significantly impacts the predictability of decision making processes of the Board. Even timelines for decision-making are unworkable. Despite the fact that even mildly contentious development proposals require considerable amount of time to compile the information necessary for informed Council decisions, a decision must be rendered within 180 days or face appeal. This is not good planning. This is ineffective and inefficient public planning.

Clearly there does still need to be a degree of flexibility in the decision making processes. It is not the expectation that Official Plans are carved in stone. However, the drivers of community change should be the community itself. Planning legislation – including the OMB Act - should outline in very specific and very limited terms the basis upon which a Municipal Council decision to refuse an amendment to its Official Plan or zoning bylaw can be appealed. Concomitantly, decisions by the OMB when considering appeals of local Council planning decisions should reflect and respect the vision of the communities as defined in their Official Plans.

In closing, we recognize that our communities are dynamic. They continue to grow and evolve over time. But with that evolution comes a very real pressure to manage that growth in a way that is respectful of the unique character of the affected communities.

Through necessary legislative reform and the clarification of the scope of power and authority of all decision making bodies – both elected and appointed - predictable, appropriate decision-making processes can be achieved.

We thank the panelists, our moderator, our sponsors and most of all everyone who participated in this process, for the incredible input and hard work that has been undertaken.

Sincerely,

The Members of the OMB Reform Summit Working Group:

Councillor Tom Mrakas, Chair (Aurora)
Councillor Michael Thompson (Aurora).
Councillor Marianne Meed Ward (Burlington)
Councillor Nicholas Ermeta (Cambridge)
Councillor Frank Sebo (Georgina)
Councillor Cathy Downer (Guelph)
Councillor Yvonne Fernandes (Kitchener)
Councillor Karen Rea (Markham)
Regional Councillor Nirmala Armstrong (Markham)
Councillor Don Hamilton (Markham)
Councillor Christina Bisanz (Newmarket)
Councillor Karen Cilevitz (Richmond Hill)
Councillor David West (Richmond Hill)
Councillor & Deputy Mayor Pat Molloy (Uxbridge)
Councillor Marilyn Iafrate (Vaughan)
Councillor Alan Shefman (Vaughan)
Councillor Mary Ann Grimaldi (Welland)
Councillor Steve Yamada (Whitby)

Whereas World Food Day (WFD) was founded by the United Nations' (UN) Food and Agriculture Organization (FAO) in 1945, and has been observed annually, every October 16th, since 1981;

And Whereas despite continuing advances in technology, millions of people around the world lack sufficient food, and many more are malnourished;

And Whereas the lack of energy and key nutrients caused by malnutrition make it difficult for individuals to sustain healthy, active lives and often results in illness or death;

And Whereas World Food Day was established to increase awareness of world hunger and poverty and to inspire solutions for world change;

And Further World Food Day is a day of action against hunger. On October 16th, people around the world come together to declare their commitment to eradicate hunger in our lifetime. Because when it comes to hunger, the only acceptable number in the world is zero;

Now Therefore Be It Resolved That: Council hereby proclaims October 16th as World Food Day in the Town of Espanola and encourages all residents to work together in the struggle against hunger, malnutrition and poverty.