



COMMUNITY SERVICES AGENDA
For the Corporation of the Town of Espanola

Tuesday, March 17, 2020, CANCELLED
Council Chambers, 100 Tudhope Street

	Pages
A. THIS MEETING HAS BEEN CANCELLED	
B. Disclosure of Pecuniary Interest	
C. Departmental Report(s)	
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Department: General Administration	Form Number: A99-01371
Subject: Departmental Report	Effective Date: 06/05/17
Policy No:	Revision Date: 08/04/27
Bylaw No:	Version #: 2

DEPARTMENTAL REPORT

DEPARTMENT: Public Works	MONTH: February 2020
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PROJECT STATUS:

- **Bio-Solids:** FCM Approval
- **Asset Management:**
- **Hwy 6/Centre St. Phase 2:** Tender awarded to Belanger Construction. Project to commence next construction season.

TRANSPORTATION:

- Public Works continued with regular maintenance of town streets and back roads including winter road & sidewalk maintenance, patching, sign repairs, and garbage/debris pick-up.
- Shovelled senior's walkways 7 times during February 2020.
- 687 loads of snow were removed during February 2020 and 1872 cumulative loads of snow removed to date this winter season.

EQUIPMENT:

- #1 loader was down on January 27 and was repaired on February 3rd.
- #4 Truck was down for one day.
- #3 Grader went down on February 18 with suspected motor crankshaft failure.
- Completed certification on new (used) triaxle and put into service on February 20.

ENVIRONMENTAL:

- One blue box was issued during February 2020.

BEAUTIFICATION:

- Nothing to report for February.

CEMETERY:

- Working on updating the cemetery bylaw with Administration.

BALL FIELDS/PARKS/CLEAR LAKE BEACH:

- Cleared snow off the track several time for skating oval maintenance.

WATER & SEWER:

- Thawed/opened catch basins during thaws.
- Repaired hydrant at Petro Canada at full cost recovery.

INTER DEPARTMENTAL:

- Maintained vehicles and equipment for other departments.
- Assisted Espanola Hydro with snow removal at full cost recovery.
- Piled trees at the Ski Hill.
- Repaired ice auger for the Fire Dept.

CROSSING GUARDS:

- There was one complaint regarding a crossing guard not looking before crossing.
- Two crossing guards switched crossing locations.

COMPLAINTS/COMPLIMENTS:

- There were 2 complaints and one compliment regarding snow removal.
- There was a complaint regarding sidewalk winter conditions as well as water accumulation due to frozen catch basins.
- There was one complaint that snow was being pushing into the boulevard by a neighbour. They were advised to contact the bylaw officer.

EMPLOYEE STATUS:

- Interviewed a high school co-op student. He began his placement on February 25th, 2020.
- Employee #618 worked his last shift on February 27 but his expected official retirement date is not until April 30, 2020.

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DEPARTMENTAL REPORT

DEPARTMENT: Leisure Services	MONTH: February, 2020
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Project Status:

Building

- Additional exterior LED lighting was added to the building as part of the LED replacement project.

Pool

- Waiting on cell replacement
- Completion of emergency stop switches in compliance with Public Health Regulation 565-90
- Offered a Bronze Medallion/Bronze Cross Lifeguard course
- Annual Skills Ontario Cardboard Boat Races cancelled due to Teachers Work to Rule situation

Arena

- 3rd annual Tykes hockey jamboree held with 17 teams of 6 with a pool rental
- Volunteers hosted Skating Carnival held Feb 29th with 381 ticket sales (over 400 attendees as 3 & under and participants were free)

Outdoor Oval

- Volunteers built an outdoor ice oval for Winter Carnival 90 users logged despite the extreme cold & competing carnival events
- Installed Use at Own Risk signs around the perimeter of the oval

Outdoor Rink

- Continues to be well used

Events/Programs

- Winter Carnival numbers were strong at most events despite the extreme cold
- Lions hosted the free Annual Seniors Supper during winter carnival
- Masons hosted the Chili Luncheon during winter carnival
- Espanola Express hosted a billet & sponsor appreciation night
- Private company hosted Home Alone & Babysitter Course
- Family Day – featured a free Lions Swim & Shelley Newton Swim & a free skate with the Express sponsored by the Knight Cruisers Car Show & Junior A & Minor Hockey games
- Working on March Break
- Call out for Summer Camp information
- Strike Day – offered family shinny 11 participants & Recreation Swim 63 participants and quadrupled the numbers in parents and tots

- Indoor Pickle Ball continues to draw consistent numbers
- Meeting held with community partners to discuss Easter Egg Hunt & July 1st events
- Researched 2020 Summer Experience Program Funding guidelines to support Clear Lake Beach Program but the funding criteria did not meet the needs of the Corporation

Promotions

- Ongoing promotion Winter Carnival, Kids Fit, After School Skate, ice schedules, 1000km coast to coast activity challenge, Lions Swim, PD Day, Outdoor Rink, After School Skate, Self-propelled treadmill, Espanola Minor Hockey Breakfast, Safety Training Babysitting Course, on town sites to include Facebook, Instagram, community channel, website and LED signs
- Winter Carnival & skating oval posts generated higher than average social media engagement
- Promoted June Seniors Day at the Lions Free Seniors Carnival Supper

Recreation Master Plan

- no further review of recommendations
- Attended Rec & Culture Advisory Committee Meeting

Employee Status:

- Re-employed a casual lifeguard that was previously full-time & secured a casual student lifeguard. Also re-employed 1 casual lifeguard
- Re-employed a casual facility attendant

Complaints / Compliments:

- Happy that we have snowshoes available
- Lots of positive feedback on the skating oval
- 2/4 treadmills are showing an error code
- Not enough hockey change rooms for the girls
- Women's washroom in poor condition
- Complaint about how poorly the toilets in the women's washroom flush. One washroom won't lock mechanism doesn't line up.
- Hand drier hardly blows any air
- Back stairway to the fitness Centre has not been cleaned in quite some time

Visitors:

February 2020

DROP INS

Aquafit	5
Fitness Centre	80
Line Dancing	28
Skates	47
Swims	707
TOTAL	867

February 2019

DROP INS

Aquafit	4
Fitness Centre	82
Line Dancing	35
Skates	107
Swims	651
TOTAL	879

Memberships - RESIDENT		Memberships - RESIDENT	
AquaFit	108	AquaFit	113
Youth AquaFit	31	Youth AquaFit	n/a
Bronze Pool	133	Bronze Pool	156
Fitness	1211	Fitness	1096
Squash	0	Squash	0
Silver	49	Silver	92
Gold	36	Gold	86
Pool Pass	89	Pool Pass	87
Private Swim Lessons	3	Private Swim Lessons	0
TOTAL	1660	TOTAL	1630
Memberships - NON RESIDENT		Memberships - NON RESIDENT	
AquaFit	73	AquaFit	52
Youth AquaFit	12	Youth AquaFit	n/a
Bronze Pool	41	Bronze Pool	43
Fitness	168	Fitness	295
Squash	0	Squash	0
Silver	50	Silver	27
Gold	0	Gold	0
Pool Pass	42	Pool Pass	0
Private Swim Lessons	4	Private Swim Lessons	1
TOTAL	390	TOTAL	418
Mthly Pool Attendance	2905	Mthly Pool Attendance	2773
Mthly Skate Attendance	322	Mthly Skate Attendance	265
Memberships Purchased		Memberships Purchased	
Bronze	73	Bronze	70
Silver	1	Silver	2
Gold	0	Gold	0
Lions Free Swims	373	Lions Free Swims	275
Shelley Newton Swims	326	Shelley Newton Swim	29

Department Manager: Joel Yusko

Submitted on: March 5, 2019

Department: Economic Development	Form Number: A99-01371
Subject: Departmental Report	Effective Date: 112/12/18
Policy No:	Revision Date:
Bylaw No:	Version #: 1

DEPARTMENTAL REPORT

DEPARTMENT: Economic Development	MONTH: Feb 2020
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Funding Opportunities

- Reviewed opportunities with Cambrian Employment job placement
- Reviewed new funding opportunities to support digital innovation with Blue Sky Network and requested meeting

Community Improvement Plan

- Responded to one inquiry
- Promoted Community Improvement Plan on Moose FM for two-week block

Economic Development Corporation

- No further progress

Business Development

- Contacted participating businesses for restocking of Espanola Welcome Bags & posted opportunity for more participation to Face book
- Working toward hosting an employee attraction workshop with an employment/immigration matchmaker for local businesses in March

Other

- Ongoing review & input into website development in tandem with Clerk/Planner
- Responded to one inquiry for Welcome Bags
- Responded to a commercial property request
- Requested a status update from the company interested in developing in the Industrial Park – with no reply
- Ec Dev Officer was away on vacation for one week

Community Economic Development Officer: Cheryl Kennelly

Submitted on: March 5, 2020

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: FIRE DEPARTMENT	MONTH: February 2020
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Inspection Orders Completed:

- 3 – New Inspections
- 3 – Final Inspections

Inter-Departmental:

- Inspections conducted at new school site with CBO

Fire Prevention:

- Investigation conducted regarding blocked hydrant

Other:

The Fire Chief:

- participated in the continuing Novel Corona virus Preparedness teleconferences;
- participated in the Northeastern Fire Education Committee teleconference;
- started developing Auto Extrication agreements with surrounding Fire Departments.
- DST Consulting Engineers conducted an indoor air quality test to determine the cause of the continuing odour, results not yet available

Fire Permits Issued: 1

DEPT. CALLS:

Number of Calls: February 2020 -- 4

Fires – 1
Call-out to Wrong F/D from Dispatch - 1
Medical Assist – 1
Human Perceived Emergency – 1

TOTAL CALLS TO DATE: 9

Number of Calls: February 2019 -- 8

Fires - 1
CO call – No CO present - 3
False Alarm – 1
Human Perceived Emergency - 1
Natural Gas Leak - 2

TOTAL CALLS TO DATE: 18

FIREFIGHTER TRAINING – February

F/F Weekly Training – Hours for the Month: - Practices for February -	199.5 Hours (per firefighter/per practice x4 practices for the month)
F/F Extra Training for the Month: Not during regular weekly practice	N/A
Total Hours of Training for the Month:	<u>199.5 Hours</u>
Training Topics:	Fire behaviour and building construction. Communication & drill. Pumping practice at lake, pump and auger practice. Commercial building tour relating to sprinkler systems, combustibles and alarm system set-up.
Number of Firefighters in attendance at weekly training: Feb 5 – 23 Feb 12 – 21 Feb 19 – 18 Feb 26 – 18	

Employee Status: Advertising for firefighter applicants has started.
Visitors: 21 Fire Hall tour for Sparks & Brownies

Department Manager: M. Pichor

Submitted on: March 5th, 2020

Department: General Administration	Form Number: A99-01371
Subject: Departmental Report	Effective Date: 06/05/17
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DEPARTMENTAL REPORT

Department: Building Services	Month: February, 2020
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Project Status: Building Permits

Total Permit Application for 2020	28
Total Residential Starts for 2020	0
Zoning Building search for 2020	\$236.00

FEBRUARY 2020 BP REPORT

Month / Year	# of Permits Issued	BP Value	BP FEE
Total BP for February 2020	6	\$14,500.00	\$733.00
Total BP for February 2019	8	\$355,600.00	\$5,932.00

Month of February

New Construction:	0
Renovations/Alterations:	6
Permits Closed:	26

Building Code Orders for 2020

Orders to Comply:	1
Stop Work Issued:	0
Unsafe order to comply:	0

Property Standards

Orders to remedy	6.5
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Property Standard Hours:	8
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Complaints/Compliments:	See Attached
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Visitors:	19
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Department Manager: Dan Rivet

Department:	Finance and Accounting	Form Number:	M04-01297
Subject:	Complaint Record Book	Effective Date:	02/28/06
Policy No:	M04-01278	Revision Date:	
Bylaw No:		Version #:	

COMPLAINT, COMPLIMENTS, COMMENTS RECORD BOOK

DATE	NAME AND TELEPHONE #	NATURE OF ISSUE / COMPLAINT	ACTION TAKEN	INITIALS
Feb 2		crossing guard – yells at kids and cars passing by – definitely a safety hazard	Forward to PWD	AK
Feb 4		Called complaining that she is still being overcharged for her monthly pre-authorized tax payments. She stated that she has spoken to the Tax Clerk numerous times in 2019 and he assured her that this would be rectified in the new year and it has yet to be done. She is very upset with this since the wrong amount just came out again in February .	Forward to Tax Clerk	AK
Feb 26		Concerned with the amount of noise continuously coming from the new outdoor carwash, in particular the volume, especially during nighttime hours.	Forward to Property Standards	AK

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: Public Works Dept.	DATE: March 6, 2020
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ITEM: Cemetery

RECOMMENDATION: Be It Resolved That: As Recommended by Community Services That: The draft Cemetery Bylaw be adopted as presented and a Bylaw be prepared.
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<p>BACKGROUND:</p> <ul style="list-style-type: none"> ➤ The Funeral, Burial and Cremation Service Act came into effect on July 1st, 2012, replacing the Cemeteries Act and Funeral Directors and establishments Act. Its main purpose is to strengthen the rights of consumers. ➤ The Act prescribes specific components of contracts, what information is given and presented to the public, provides for cancellation of contracts, resale of unused interment rights and set limits for maintenance and Care funds. ➤ Last update of the bylaw was in 2007
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<p>ANALYSIS:</p> <ul style="list-style-type: none"> ➤ Staff has reviewed a number of bylaws from other municipalities and includes language with regard to our process and procedures to improve transparency with the public. ➤ The bylaw has been reviewed by Michael D'Mello of the Bereavement Authority of Ontario and his comments have been incorporated in to the draft. ➤ If this draft bylaw is adopted by the Committee the following notice is required under FBCSA prior to Council's final approval. Notice of filing must be: <ul style="list-style-type: none"> a. Published once in a newspaper with general circulation in the locality in which the cemetery is located. b. Conspicuously posted on a sign (for 4 weeks) at the cemetery entrance. c. Delivered to each supplier of markers who has delivered a marker to the cemeteries during the previous twelve-month period <ul style="list-style-type: none"> • The notice shall state that the owner will allow interested parties access to the proposed by-law in order to make copies of it and that all proposed by-laws are subject to the Registrar's approval • The owner shall allow interested persons to inspect and make copies of the proposed bylaw.
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Subject: Staff Report	Effective Date: 06/05/17
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- The changes to the by-law are predominately administrative in nature, with the major changes acknowledging:
1. The sale and ownership of interments rights
 2. Provides language and process for the resale or transfer of interment rights.
 3. Clearly defines, for the public, what care and maintenance funds are used for.
 4. Some expanded language on the process of the burial of human or cremated remains.

EXISTING POLICY:

- By-law No. 1973/07

STRATEGIC GOAL:

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

FINANCIAL COMMITMENT: \$0

IMPLEMENTATION: Public Works

Prepared By: _____

Department Manager:

Joel Yusko

Clerk Treasurer/Administrator:

Cynthia Townsend

Approval of Recommendation:

Yes ☒ No ☐

Comments: _____



The Corporation of the Town of Espanola

By-law No. ####

Being a Bylaw to Enact Rules and Regulations And to Establish the Tariff of Fees for the Espanola Cemetery

WHEREAS the Funeral, Burial and Cremation Services Act (2002) provides that the owner of a cemetery may make bylaws affecting the operation of the cemetery; and

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

1. DEFINITIONS IN THIS BYLAW:

- (a) **"The Act"** means the Funeral, Burial and Cremation Services Act (FBCSA), 2002, O. Reg. 30/11, and regulations thereunder;
- (b) **"Public Works Department"** means the Town of Espanola Public Works Department;
- (c) **"The Corporation"** means the Corporation of the Town of Espanola;
- (d) **"The Manager"** means the Manager of the Public Works Department or his designate;
- (e) **"Cemetery or Cemetery Operator"** means the Corporation of the Town of Espanola, Public Works Department, or Manager;
- (f) **"Full burial"** means the casket burial of human remains;
- (g) **"Interment"** means the burial of human or cremated remains and includes the placing of human or cremated remains in a lot;
- (h) **"Burial"** means the opening and closing of an in-ground lot or plot for the disposition of human or cremated remains;
- (i) **"Care and Maintenance Fund"** is a requirement under the FBCSA that a prescribed amount or a percentage of the purchase price (excluding tax) of all interments sold; and prescribed amounts for monuments and markers is contributed into the care and maintenance fund. Interest earned from this fund is used to provide care and maintenance of lots, plots, markers and monuments at the cemetery;
- (j) **"Grave/Lot"** means any single in-ground burial space intended for the interment of a human or cremated remains;
- (k) **"Interment Right"** means the right to require or direct the interment of human or cremated human remains in a grave, lot, niche or crypt and direct the associated memorialization;
- (l) **"Interment Rights Certificate"** means the document issued by the Cemetery to the purchaser once the interment rights have been paid in full, identifying ownership of the interment rights;
- (m) **"Interment Rights Holder"** means any person designated to hold the right to inter human remains and direct memorialization in a specified lot as registered with the Town of Espanola;
- (n) **"Marker"** means any permanent memorial structure that is set flush and level with the ground, and used to mark the location of a burial lot;
- (o) **"Monument"** means any permanent memorial projecting above the ground installed within the designated space to mark the location of a burial or lot;
- (p) **"Resident"** means any person who:
 - 1. Resides in the municipality
 - 2. Is the owner or tenant of land in the Municipality or the spouse of such a person
 - 3. Is a resident receiving chronic health care in another municipality.

2. HOURS OF OPERATION:

- (a) Cemetery Visitation Hours: Regular daylight hours.

- (b) Cemetery Operator Office Hours: Monday to Friday from 8:00am – 4:00pm. Office is closed between 12:00pm – 1:00pm.
- (c) Burial Hours: 8:00am – 2:30pm for cremation burial and 8:00am-2:00pm for full burials on Monday to Friday. Burials not within these days/hours are subject to additional fees. No burials shall be made on a Sunday with the exception of a written order of the Medical Officer of Health for the Municipality.

3. GENERAL CONDUCT:

- (a) The cemetery operator reserves full control over the cemetery operations and management of land within the cemetery grounds.
- (b) No person may damage, destroy, remove or deface any property within the cemetery.
- (c) All visitors and contractors should conduct themselves in a quiet manner that shall not disturb any service being held.

4. LIABILITY:

- (a) The cemetery operator will not be held liable for any loss or damage, without limitation (including damage by the elements, Acts of God, or vandals) to any lot, grave, columbarium, niche, mausoleum, crypt, monument, marker, lot decoration, or other article that has been placed in relation to an interment right save and except for direct loss or damage caused by gross negligence of the cemetery.

5. PUBLIC REGISTER:

- (a) Provincial legislation – Section 110 of Ontario Regulation 30/11 requires all cemeteries to maintain a public register that is available to the public. Available for viewing at the Cemetery Operator Office at 596 Second Ave. during regular hours of operation.

6. PETS OR OTHER ANIMALS:

- (a) Burial of pets or other animal remains are prohibited in cemetery grounds.
- (b) Domestic animals are prohibited in the cemetery grounds.
- (c) Feeding of wildlife is prohibited in the cemetery grounds

7. RIGHT TO RE-SURVEY:

- (a) The cemetery operator has the right at any time to re-survey, enlarge, diminish, re-plot, change or remove plantings, grade, close pathways or roads, alter in shape or size, or otherwise change all or any part of the cemetery, subject to approval of the appropriate authorities.

8. SALE & OWNERSHIP OF INTERMENT RIGHTS:

- (a) Interment Rights may only be sold by the cemetery operator.
- (b) All prices for cemetery lots and services shall be as set out in the most recent Fees & Charges By-law. Prices for lots shall include the applicable portion for deposit to the Cemetery's Care and Maintenance Fund.
- (c) Purchasers of lots are interment rights holders and acquire only the right to direct the interment or burial of human remains, and the installation of monuments, markers and inscriptions, subject to the conditions set out in the cemetery by-law.
- (d) No burial, installation of any monument, marker, inscription, or memorialization is permitted until the interment rights have been paid in full.
- (e) An interment rights certificate will be issued to the interment rights holder(s) when payment has been made in full.
- (f) The purchase of a lot - interment rights is not a purchase of real estate or real property. Ownership of all cemetery land remains vested with the Corporation at all times.
- (g) At the time of sale, the Cemetery Operator shall provide each interment rights holder with:
 1. Copy of the Cemetery Bylaw
 2. Certificate of Interment Rights/Contract
 3. Consumer Information Guide
 4. Receipt

- (h) A purchaser has the right to cancel an interment rights contract within thirty (30) days of purchasing the interment rights, by providing written notice of the cancellation to the cemetery operator. The cemetery operator will refund all monies paid less an administration fee by the purchaser within thirty (30) days from the date of the request for cancellation. The interment rights certificate that has been issued to the interment rights holder(s) must be returned to the cemetery operator along with the written notice of cancellation.
- (i) If any portion of the interment rights has been exercised, the interment rights holder(s) is not entitled to cancel the interment rights contract.

9. RE-SALE OR TRANSFER OF INTERMENT RIGHTS:

- (a) Third party resale of interment rights is prohibited. Interment Rights may only be sold by the Cemetery Operator.
 - a. If a rights holder(s) wishes to re-sell the interment rights back to the cemetery operator, the interment rights holder(s) must make the request to the cemetery operator in writing. The cemetery operator will repurchase the interment right at the price listed on the cemetery operator's current price list less the Care & Maintenance Fund contribution made at the time of purchase and less an administration fee. The re-purchase and payment to the rights holder requesting the sale must be completed within 30 days of the request.
 - b. The interment rights holder requesting the resale of the rights must return the interment rights certificate to the cemetery operator and the interment rights holder(s) must endorse the interment rights certificate, transferring all rights, title and interest back to the cemetery operator. The appropriate paperwork must be completed before the cemetery operator reimburses the rights holder(s).
 - c. An interment rights holder may transfer interment rights to another person. The original interment rights holder must return the original interment rights certificate to the cemetery operator before a new certificate can be created.
 - d. If any portion of the interment rights has been exercised, the interment rights holder(s) is not entitled to re-sell the interment rights.
- (b) Interment rights are not automatically inherited when the interment rights holder dies.
- (c) If the interment rights holder is deceased, the cemetery may grant a transfer of interment rights to an applicant if the appropriate documentation is provided.
 - a. The interment Rights holder's last will that identifies a beneficiary as successor for the interment rights or the estate's residual assets.
 - b. If there was no will, succession law applies and any new rights holders (minimum 18 years of age) will be established in the following order:
 - i. Children - if no children, then,
 - ii. Grandchildren - if no grandchildren, then,
 - iii. Great-grandchildren - if no great grandchildren, then,
 - iv. Parents - if no parents, then,
 - v. Brothers & Sisters - if no brothers or sisters, then,
 - vi. Grandparents - if no grandparents, then,
 - vii. Uncles and aunts, nieces and nephews.
 - c. If there are multiple successors in the same class, the applicant must obtain letters from other living successors identifying themselves as successors and releasing themselves from any claims on the interment rights.
 - d. If an applicant is considered to be in a lower class than other living successors, the applicant must provide letters from living successors in their class as well as all upper classes identifying themselves as successors and releasing themselves from any claims on the interment rights. These letters must be commissioned by a Commissioner of Oath.
 - e. An affidavit must be signed by the applicant.
 - f. If letters cannot be provided and there is no will, the interment rights may not be transferred.

- (d) When interment rights have been transferred, a new certificate will be issued to the new interment rights holder and the previous interment certificate will become void.

10. BURIAL OF HUMAN OR CREMATED REMAINS

- (a) Interment rights holder(s) shall provide written authorization prior to a burial taking place. Should the interment rights holder be the deceased, no authorization is required.
- (b) A burial permit issued by the Registrar General or equivalent document showing that the death has been registered with the province must be provided to the cemetery office prior to a burial taking place, or a certificate of cremation must be submitted to the cemetery office prior to the burial of cremated remains taking place.
- (c) A "Burial Order" form, providing such information as may be required by the cemetery operator for the completion of the burial and the public register prior to each burial of human or cremated remains.
- (d) Payment must be made to the Town of Espanola prior to a burial taking place.
- (e) The cemetery shall be given 24 business hours of notice for each burial of human or cremated remains. Notices of intent received outside of business hours for interments are subject to additional fees.
- (f) The opening and closing of graves may only be conducted by cemetery staff or those designated to do work on behalf of the cemetery.
- (g) No burials shall be allowed to take place in the cemetery outside of the normal burial hours of the cemetery unless special arrangements are made with the Cemetery Operator and are subject to additional fees.
- (h) No burials shall be made on a Sunday with the exception of a written order of the Medical Officer of Health for the Municipality.
- (i) Cremated remains are not permitted to be scattered on a grave or in the cemetery.
- (j) Human and cremated remains may be disinterred from a lot provided that the written consent (authorization) of the interment rights holder has been received by the cemetery operator and the prior notification of the medical officer of health. A certificate from the local medical officer of health must be received at the cemetery office before the removal of casketed human remains may take place. A certificate from the local medical officer of health is not required for the removal of cremated remains. In special circumstances, the removal of human remains may also be ordered by certain public officials as per the Act without the consent of the interment rights holder and/or next of kin(s).
- (k) Where the first burial is a casket, no more than six (6) cremation burials shall be placed on top of one casket in a single plot.
- (l) No more than four (4) cremation burials shall be allowed on a cremation-only sized plot.
- (m) The Cemetery Operator requires the following documentation for:
 - a. Interment:
 - i. Burial of human remains:
 - 1. Burial Order
 - 2. Burial Permit – Proof of Registration of Death
 - 3. Written consent if the deceased is not the interment rights holder
 - 4. Payment
 - ii. Burial of cremated remains:
 - 1. Burial order
 - 2. Cremation certificate
 - 3. Cremation layout diagram
 - 4. Written consent if the deceased is not the interment rights holder
 - 5. Payment
 - iii. Written instruction from a social services administrator must be submitted to the cemetery operator before a burial assisted by a social services agency may take place.
 - b. Disinterment of:
 - i. Human remains:
 - 1. Written consent from the Medical Officer of Health
 - 2. Court Order or written consent of the interment rights holder

3. Payment
- ii. Cremated remains:
 1. Court order or written consent of the interment rights holder
 2. Notification to the Medical Officer of Health
 3. Payment
 - c. Monument Installation
 1. Monument application form
 2. Permit
 3. Written consent if the deceased is not the interment rights holder
 4. Payment (if required)

11. MARKERS & MONUMENTS

- (a) No marker, monument or other structure shall be erected or permitted on a lot until a "Monument Application Form" has been completed, all charges have been paid in full, and a monument permit has been issued. A monument shall be erected only after the specific design plans have been approved by the cemetery operator including: dimensions, material of structure, construction details, and proposed location.
- (b) No monument, footstone, marker or memorial of any description shall be placed, moved, altered, or removed without permission from the cemetery operator.
- (c) Minor scraping of the monument base of an upright monument due to grass/lawn maintenance is considered to be normal wear.
- (d) The cemetery operator will take reasonable precautions to protect but assumes no liability for the loss of, or damage to, any monument, marker, or other structure, or part thereof.
- (e) The cemetery operator reserves the right to determine the maximum size of monuments, their number and their location on each lot or plot. They must not be of a size that would interfere with any future interments.
- (f) Should any monument or marker present a risk to public safety because it has become unstable, the cemetery operator shall do whatever it deems necessary by way of repairing, resetting, or laying down the monument or marker or any other remedy so as to remove the risk.
- (g) The cemetery operator retains the right to temporarily relocate a monument or marker so that cemetery operations, involving a burial can take place.
- (h) The cemetery operator reserves the right to remove at its sole discretion any marker, monument, or inscription which is not in keeping with the dignity and decorum of the cemetery.
- (i) In keeping with the cemetery by-laws, only one monument shall be erected within the designated space on any lot.
- (j) The minimum thickness for flat markers including footstones is 4 inches or 10 cm.
- (k) Only one upright monument and up to six flat markers are permitted on each single lot.
- (l) Only one flat marker is permitted on a cremation lot.
- (m) All flat markers shall be installed flush to the surface of the ground.
- (n) An upright monument, including the base, is restricted to a maximum height of four (4) feet.
- (n) All monuments, markers and cornerstones must be of good quality granite, marble or other natural stone adapted to such purposes, real bronze and stainless steel. Special consideration for monuments not constructed from the above materials must be submitted to the Cemetery Operator.
- (o) Monuments to be erected for or by lot owners shall be set upon an adequate foundation of a good quality concrete, granite, marble or other natural stone of a minimum depth of 15.24cm (6 inches). All foundations must be flushed to the ground and shall not be wider than the lot that it is being set on and not have a length greater than 40.56cm (18 inches) from the head of the lot. The foundation must be a minimum of 7.62cm (3 inches) wider than the monument base in the front, back and sides.
- (p) Temporary markers are only permitted for a period of one year and must be approved by the Cemetery Operator prior to installation.
- (q) Temporary nameplates provided by the Cemetery Operator will only remain on gravesites for a period of one year.

- (r) All maintenance, repairs and vandalism of monuments are the responsibility of the plot owner.
- (s) No work shall be carried out on any lot in the cemetery without permission from the Cemetery Operator.

12. LOT DECORATIONS:

- (a) Flowers placed on a grave for a funeral shall be removed by the cemetery staff after a reasonable time (7 days) to protect the sod and maintain the tidy appearance of the cemetery.
- (b) Only one of the following lot decorations shall be permitted on a single lot:
 - 1. One artificial flower arrangement is permitted and is restricted to the area immediately adjacent to the monument.
 - 2. One-rod iron plant hanger may be erected and is restricted to the area immediately adjacent to the monument. Only one floral arrangement per hanger is permitted.
- (c) Evergreen shrubs, maximum 2 feet in spread (Little Gem Spruce, Alberta Globe Spruce), may be planted and are restricted to the area immediately adjacent to the monument. Shrubs may only be planted on double plots that have one shared monument.
- (d) If any shrubs or other permitted memorial artefacts encroach on adjacent lots, the Cemetery Operator may trim or remove without replacement. It is the owner's responsibility to maintain any shrubs planted.
- (e) The following items are prohibited in or around lots, but not limited to the following, the erection of borders, fences, railings, walls, decorative stones, hedges, solar lights and flowerbeds.
- (f) The Cemetery Operator reserves the right to regulate the articles placed on lots or plots that pose a threat to the safety of all interment rights holders, visitors to the cemetery and cemetery employees, prevents the cemetery from performing general cemetery operations, or are not in keeping with the respect and dignity of the cemetery. Prohibited articles will be removed and disposed of without notification.
- (g) Any items placed on lots are the sole responsibility of the interment rights holder. The Cemetery Operator is not responsible for the loss of or damage to any articles placed within the cemetery.
- (h) No person other than cemetery staff shall remove any sod or in any other way change the surface of the burial lot in the cemetery.
- (i) No person shall plant trees, flower beds or shrubs within the cemetery grounds except with the approval of the cemetery.
- (j) No work shall be carried out on any lot in the cemetery without permission from the Cemetery Operator.
- (k) The Cemetery Operator reserves the right to correct any breach of the rules and to remove any non-compliant, withered or abandoned memorial artefacts.

13. CARE & MAINTENANCE:

A portion of the price of interment is trusted into the Care and Maintenance Fund. The income generated from this fund is used to maintain, secure and preserve the cemetery grounds. Services that can be provided through this fund include:

- (a) Re-levelling and sodding or seeding of Lots
- (b) Maintenance of cemetery roads, sewers and water systems
- (c) Maintenance of perimeter walls and fences
- (d) Maintenance of cemetery landscaping
- (e) Maintenance of mausoleum and columbarium
- (f) Repairs and general upkeep of cemetery maintenance buildings and equipment.

14. CONTRACTORS/MONUMENT DEALERS

- (a) Any contract work to be performed within the cemetery requires the written pre-approval of the interment rights holder and the cemetery operator before the work may begin. Pre-approval includes but is not limited to: landscaping, delivery of monuments and markers, inscriptions, designs, drawings, plans and detailed specifications relating to the work, proof of all applicable government approvals and permits, the location of the work to be performed. It is the responsibility of all contractors to report to the cemetery operator

and provide the necessary approvals before commencing work at any location on the cemetery property.

- (b) Prior to the start of any work, contractors must provide proof of:
 - 1. WSIB coverage
 - 2. Occupational Health and Safety compliance standards
 - 3. Environmental Protection
 - 4. WHMIS
 - 5. Certificate of liability insurance of not less than \$5 million.
- (c) All cemetery by-laws apply to all contractors and all work carried out by contractors within the cemetery grounds.
- (d) Contractors, monument dealers and suppliers shall not enter the cemetery in the evening, weekends or statutory holidays, unless approval has been granted by the cemetery operator.
- (e) No work will be performed at the cemetery except during the regular business hours of the cemetery.
- (f) Contractors shall temporarily cease all operations if they are working within 100 metres of a funeral until the conclusion of the service. The cemetery reserves the right to temporarily cease contractor operations at their sole discretion if the noise of the work being performed by the contractor is deemed to be a disturbance to any funeral or public gathering within the cemetery.
- (g) Contractors, monument dealers and suppliers shall lay wooden planks on the burial lots and paths over which heavy materials are to be moved in order to protect the surface from damage.

15. BYLAW CONTRAVENTIONS:

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

16. EFFECTIVE DATE:

- (a) Upon approval of the Registrar, Funeral, Burial and Cremation Services Act, 2002, Bereavement Authority of Ontario.

17. PREVIOUS BYLAWS:

- (a) Bylaws 1534/01, 1589/02, 1841/05 and 1973/07 are hereby repealed.

Read a first, second and third time and finally passed in open Council on this _____ day of _____, 2020.

Jill Beer
Mayor

Paula Roque
Clerk

STAFF REPORT

Department: Administration

Date: March 2, 2020

Item: Request to Rename a Street

Recommendation: Be It Resolved That: For Discussion

Background: A request to rename Fournier Drive has been received from a resident. See request attached as well as Policy D18-01669. As per Policy D18-01669 the request was circulated to Department Manager for comment.

Analysis: Staff spent some time researching when the road was named and if there was a reason or meaning. The Road was originally called Hilts Road and was renamed after Councillor Fournier in late 1989 / early 1990s. He sat on Council for the Town of Espanola for several terms in the early 60s. A number of streets in the municipality were named after long-standing Mayors or Councillors or prominent citizens.

Department Managers were concerned that the Road was named after an individual for a reason and changing it may not be appropriate, renaming a road that has already recognized a particular citizen or family may cause negative connotations. Should Council decide to rename the Road, changing the name would require a Council Bylaw renaming the street, registration of the Bylaw with the Land Registry office by a solicitor, a change in street signage, residents of Fournier Drive would have to change their address on any identification, bills etc. and Canada Post / 911 Modifications and our dispatch services would have to be notified.

Existing Policy: Council Resolution / Bylaw

Strategic Goal: Excellence in Government

Financial Commitment: Legal Fees / Signage - approx. \$1,000

Budgeted: Yes ☐ No ☒

Implementation: Clerk's Office

Prepared By: Paula Roque

Department Manager:

CAO/Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ☐ No ☐

Comment:

Appendix C
SUBMISSION FORM

Municipal Buildings, Facilities, Open Space, Property, Parks and Streets
Recognition/Commemorative Naming

Individual/Organization Submitting Name: Janice Andrews (daughter of Lawrence Doucette)

Mailing Address: 16 Arthur Court Espanola

Telephone: 705-863-0212 work 705-869-0777

Email: Jdoucette20@gmail.com

Location of Buildings, Facility, Property, Park, Open Space, Street:

Fournier Drive

Suggested Name: Doucette Drive

Rationale for Suggested Name: My father; (Lawrence Doucette) developed a parcel of land on the east side of Clear Lake. He built three homes there; two on Foucault Drive and one on Fournier Drive. My brother continues to live in the home on Fournier Drive. As a tribute to my father developing that parcel of land; renaming one of the streets would be much appreciated.

Where submitting a name of an Outstanding Resident or Canadian (individual or family name, living or deceased) please attach:

1. Written documentation confirming the consent of a family member or estate if the individual is deceased.
2. Written history of the contribution made or the historical significance of the name.

Where the suggested name is not an individual or family name, please attach a written rationale for the suggested name:

1. Location,
2. Historical significance, or
3. Geographical or natural/environmental feature.

Applications from an Organization must include an official letter of support from that Organization.

Please return completed applications to:

Naming Municipal Buildings, Facilities, Open Spaces, Properties, or Parks
Town of Espanola, 100 Tudhope Street, Ste 2
Espanola, ON P5E 1S6

Fax: (705) 869-0083 or Email: town@espanola.ca



Naming Municipal Buildings, Facilities, Open Space, Property, Parks and Streets

Purpose:

To provide the Town of Espanola with a fair, consistent and efficient process for the naming and renaming of any municipal buildings, facilities, open space, properties, parks or streets while respecting the need for public solicitation. The final decision for naming municipal assets including naming opportunities as a result of donations, gifts and sponsorship, will rest with Town Council.

Policy:

Objectives:

- To ensure a clear and efficient naming process;
- To ensure the application of key criteria to determine the validity of a commemorative name;
- To ensure community participation;
- To ensure proper approval process; and
- To ensure compliance with the *Municipal Act*, 2001, as amended, and any other legislation or Town bylaws that may be applicable.

Application Process:

- Completed Submissions Forms D99-01668, Appendix C may be submitted at any time by any member of Administration, Town Council or the public who choose to recommend a nomination for commemorative naming of any municipal buildings, facilities, open space, properties, parks or streets.
- To be considered, submissions relating to individuals or family names will require the consent of the family member or estate; and a written history outlining the contribution made or the historical significance of the individual/name.
- Completed Submissions Forms for naming municipal buildings, facilities, open space, properties, parks or streets will be received by the Clerk's Office, then circulated to Department Managers for comment and distributed to the Community Services Committee for consideration and a recommendation to Council for potential future use.

- Applications will be maintained on file until a naming or renaming opportunity arises.
- From time to time, Council may also solicit names when the Town determines it is necessary to name all or part of a new asset or rename an existing asset.
- Town Council has the final authority for naming and renaming decisions.

Responsibilities:

- An online application will be made available on the Town's website and hard copies will be made available at the Municipal Office.
- All applications shall be submitted to the Clerk's Office for distribution to Department Managers and the appropriate Committee.
- Land Developers may submit proposed street names to the Clerk's Office prior to proceeding with the development. Any street names submitted for a proposed development are subject to review and approval by the Town to ensure compliance with this policy.
- Town Council is the final authority for naming and renaming decisions, these decisions are adopted by Bylaw.

Naming Conventions and Procedures:

Name submissions will fall into one of the following categories:

1. Natural Features – reflecting prominent natural features of the general area in which the asset resides.
2. Geographic Location – reflecting prominent geographic location within the Town.
3. Historic Place Name – reflecting a prominent historic location within the Town.
4. Outstanding Resident / Group – name of Town of Espanola resident or community group, past or present who contributed to the Town and/or the well-being of its residents. Submissions may include: original landowners or pioneers; individuals who have contributed to the quality of life in the municipality through heroic actions, sports, recreation, and culture or community involvement.
5. Outstanding Canadian – names honouring those who have served or given their life in public service and have ties with the community
6. Names are screened to ensure they are:
 - unique and not duplicated
 - easy to spell and pronounce

7. The Community Services Committee selects the short list of names and makes a recommendation to Council via a resolution.

Guidelines to Street Naming

8. All public streets accessible to vehicles shall be named.
9. Street names should not have more than 12 characters.
10. Names shall assist with emergency response situations by being consistent with street names and geographical locations.
11. Street names should continue across intersections.
12. Names with spelling that leaves proper pronunciation in question shall be avoided.
13. Two word names shall be avoided.
14. Street names shall be simple to pronounce and understandable to the majority of residents in Espanola.
15. North, South, East and West may be used when a newly created street is an extension of an existing street which cannot be renumbered or for which no municipal numbers are available.
16. No profane or derogatory words or terms shall be used for street names.
17. Names shall be unique. Similar sounding or duplicate street names will not be considered.
18. Redundant street type designations are to be avoided (for example Tenth Line Road)
19. Cumbersome, corrupted or modified names, discriminatory or derogatory names, from the point of view of race, sex, colour, creed, political affiliation or other social factors are not acceptable.
20. Names for public streets that could be construed as advertising a particular business shall be avoided.
21. The re-use of former street names should be discouraged because of the confusion this caused in property records management.

22. Only Canada Post accepted Street Type Abbreviations shall be used. (See Appendix A).
23. Only accepted Street Type Designations shall be used. (See Appendix B).
24. If a proper name is to be used, it shall only be a person's first or last name, not both for the street name.
25. The Town of Espanola reserves the right to rename any street in the interest of public safety and shall not be responsible or liable for any costs associated with a street name change.
26. The Town of Espanola has the right to refuse any or all street names.

Appendix A – Street Type Abbreviations / Based on Canada Post Addressing Guide

TYPE	ABBREVIATION	TYPE	ABBREVIATION	TYPE	ABBREVIATION
Abbey	ABBEY	Farm	FARM	Pines	PINES
Acres	ACRES	Field	FIELD	Place (English)	PL
Allè e	ALLÉE	Forest	FOREST	Place (French)	PLACE
Alley	ALLEY	Freeway	FWY	Plateau	PLAT
Autorout	AUT	Front	FRONT	Plaza	PLAZA
Avenue (English)	AVE	Gardens	GDNS	Point	PT
Avenue (French)	AV	Gate	GATE	Pointe	POINTE
Bay	BAY	Glade	GLADE	Port	PORT
Beach	BEACH	Glen	GLEN	Private	PVT
Bend	BEND	Green	GREEN	Promenade	PROM
Boulevard(English)	BLVD	Grounds	GRNDS	Quai	QUAI
Boulevard (French)	BOUL	Grove	GROVE	Quay	QUAY
By-pass	BYPASS	Harbour	HARBR	Ramp	RAMP
Byway	BYWAY	Heath	HEATH	Rang	RANG
Campus	CAMPUS	Heights	HTS	Range	RG
Cape	CAPE	Highlands	HGHLDS	Ridge	RIDGE
Carrè	CAR	Highway	HWY	Rise	RISE
Carrefour	CARREF	Hill	HILL	Road	RD
Centre (English)	CTR	Hollow	HOLLOW	Rond-Point	RDPT
Centre (French)	C	Île	ÎLE	Route	RTE
Cercle	CERCLE	Impasse	IMP	Row	ROW
Chase	CHASE	Inlet	INLET	Rue	RUE
Chemin	CH	Island	ISLAND	Ruelle	RLE
Circle	CIR	Key	KEY	Run	RUN
Circuit	CIRCT	Knoll	KNOLL	Sentier	SENT
Close	CLOSE	Landing	LANDING	Square	SQ
Common	COMMON	Lane	LANE	Street	ST
Concession	CONC	Limites	LMTS	Subdivision	SUBDIV
Corners	CRNRS	Line	LINE	Terrace	TERR
Côte	CÔTE	Link	LINK	Terrasse	TSSE
Cour	COUR	Lookout	LKOUT	Thicket	THICK
Cours	COURS	Loop	LOOP	Towers	TOWERS
Court	CRT	Mall	MALL	Townline	TLINE
Cove	COVE	Manor	MANOR	Trail	TRAIL
Crescent	CRES	Maze	MAZE	Turnabout	TRNABT
Croissant	CROIS	Meadow	MEADOW	Vale	VALE
Crossing	CROSS	Mews	MEWS	Via	VIA
Cul-de-sac	DCS	Montée	MONTÉE	View	VIEW
Dale	DALE	Moor	MOOR	Village	VILLGE
Dell	DELL	Mount	MOUNT	Villas	VILLAS
Diversion	DIVERS	Mountain	MNT	Vista	VISTA
Downs	DOWNS	Orchard	ORCH	Voie	VOIE
Drive	DR	Parade	PARADE	Walk	WALK
Échangeur	ÉCH	Parc	PARC	Way	WAY
End	END	Park	PK	Wharf	WHARF
Esplanade	ESPL	Parkway	PKY	Wood	WOOD
Estates	ESTATE	Passage	PASS	Wynd	WYND
Expressway	EXPY	Path	PATH		
Extension	EXTEN	Pathway	PTWAY		

Appendix B – Street Type Designations

Street type designations, depending on roadway function, length and configuration, exist to define the character of a street.

Street Type	Description	Designations*
General	Major Thoroughfare	Boulevard, Road, Avenue, Highway, Street, Drive
Loop	A street that has two connections to a general street	Crescent, Trail, Path, Way
Cul-de-sac	A dead end street	

*Any other street type designations are to be reviewed and approved by the Town.



**Appendix C
SUBMISSION FORM**

Municipal Buildings, Facilities, Open Space, Property, Parks and Streets
Recognition/Commemorative Naming

Individual/Organization Submitting Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

Location of Buildings, Facility, Property, Park, Open Space, Street:

Suggested Name: _____

Rationale for Suggested Name: _____

Where submitting a name of an Outstanding Resident or Canadian (individual or family name, living or deceased) please attach:

1. Written documentation confirming the consent of a family member or estate if the individual is deceased.
2. Written history of the contribution made or the historical significance of the name.

Where the suggested name is not an individual or family name, please attach a written rationale for the suggested name:

1. Location,
2. Historical significance, or
3. Geographical or natural/environmental feature.

Applications from an Organization must include an official letter of support from that Organization.

Please return completed applications to:

Naming Municipal Buildings, Facilities, Open Spaces, Properties, or Parks
Town of Espanola
100 Tudhope Street, Ste 2
Espanola, ON P5E 1S6

Fax: (705) 869-0083 or Email: town@espanola.ca

Form # D99-01668

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 #: 3

STAFF REPORT

DEPARTMENT: Leisure Services	DATE: Feb 18, 2020
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ITEM: Dedication to Rename Outdoor Rink
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RECOMMENDATION: Be It Resolved That: As Recommended by the Community Services Committee That: Council rename the Outdoor Rink "The Rock Taylor Rink" as recommended.

<p>BACKGROUND: See attached letter from Laurann Van Volkenburg.</p> <p>Rock Taylor has been the volunteer champion of the Outdoor Rink at Pinegrove Park for 5 seasons. He begins building ice in December so families can skate and play shinny outdoors over the Christmas Holidays and attempts to maintain the ice for March break play. Rock invests a minimum of 10 hours a week opening, cleaning and closing the rink shack. He prefers to scrape, flood and shovel the rink after the 10pm closure so as not to impact youth and family participation time. Additionally, Mr. Taylor provides mentorship at the outdoor rink and has created a safe and harmonious play environment for families.</p>

<p>ANALYSIS:</p> <p>Our league of volunteers is primarily an aging and dwindling population. Ongoing recognition of volunteer dedication helps motivate, encourage and fortify our volunteer organizations and individuals. The renaming of the outdoor rink is a fitting way to thank Mr. Taylor for his outstanding contribution and to reconfirm with our community that volunteers matter.</p> <p>Low cost/High social & political value.</p> <p>A renaming celebration be held at the opening of the rink next season Staff to order and erect an aluminum sign for an upset limit of \$600. Invitations be sent to the Lions, rink users, the Taylor family and media to join Council at the celebration Serve hot chocolate and cookies at the celebration.</p> <p>As per Policy D18-01699 the request was circulated to Department Managers for comment:</p> <p>PWD – He provides a valuable service to the community as a volunteer and he has earned this honour. PWD is fully supportive of the recommendation.</p>

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 #: 3

Leisure Svs - No objection
 Bldg - Fully supportive of the proposal.
 Fire Department - I have no objections.
 Ec Dev - full support

EXISTING POLICY: D18-01669

STRATEGIC GOAL: Excellence in Government & Safe & Healthy Community

FINANCIAL COMMITMENT: \$750

BUDGETED: Yes ☐ No ☒ X

IMPLEMENTATION: Winter of 2020

Prepared By: Cheryl Kennelly

Department Manager: Joel Yusko

CAO / Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments: _____



**Appendix C
SUBMISSION FORM**

Municipal Buildings, Facilities, Open Space, Property, Parks and Streets
Recognition/Commemorative Naming

Individual/Organization Submitting Name: Laurann Van Volkenburg

Mailing Address: 79 Shamess Cr. Espanola, Ont P5E1A7

Telephone: 705-869-3584

Email: /

Location of Buildings, Facility, Property, Park, Open Space, Street:

Outdoor Rink at Pinegrove Park on 2nd street

Suggested Name: "The Rock Taylor Rink"

Rationale for Suggested Name: To recognize Rock Taylor's ongoing volunteer dedication to maintaining the outdoor rink asset for the betterment of the community.
For creating a safe & harmonious play environment for families.

Where submitting a name of an Outstanding Resident or Canadian (individual or family name, living or deceased) please attach:

1. Written documentation confirming the consent of a family member or estate if the individual is deceased.
2. Written history of the contribution made or the historical significance of the name.

Where the suggested name is not an individual or family name, please attach a written rationale for the suggested name:

1. Location,
2. Historical significance, or
3. Geographical or natural/environmental feature.

Applications from an Organization must include an official letter of support from that Organization.

Please return completed applications to:

Naming Municipal Buildings, Facilities, Open Spaces, Properties, or Parks
Town of Espanola
100 Tudhope Street, Ste 2
Espanola, ON P5E 1S6

Fax: (705) 869-0083 or Email: town@espanola.ca

Form # D99-01668

To: MAYOR Beer, Council + Complex Staff.

From: Laurann Van Volkenburg

79 Shamrock, Espanola, P.O. Box 117
705-869-3584

Topic: A Dedication

NAMING of the Outdoor Rink -

Rock Taylor is the kind of citizen every town would love to have. He's been a positive influence on many youngsters as a teacher; he's a member of local service clubs (Lions) and can always be counted on to volunteer for special events.

You will know better than I, as a casual observer, the time + effort he puts in at the Outdoor Rink. I can only imagine how much time + effort it takes to keep it flooded, scraped + shovelled.

I drive by the rink often + in all seasons + may be one of many who have urged the town to get the rink painted. (Thanks)

I think the "Town" should act now to reward Rock in some small way for his efforts.

Why not name the rink "the Rock Taylor" Rink; get that painted on the rink now... when he can enjoy the recognition + be appreciated by folks who probably don't even realize his contribution.

Why wait until he no longer has the strength or is no longer with us?

Please consider this idea.

Hopefully,

Laurann Van Volkenburg

Espanola Leisure Services
175 Avery Drive
Espanola, ON
P5E 1CV9

Feb. 11, 2020

Attention: Cheryl Kennelly
Program Manager

RE: Letter of Acceptance

Dear Cheryl;

I understand a member of the community has suggested the renaming of the outdoor rink in my name.

I am honoured by the gesture and agree to have the suggestion moved forward for consideration.

Yours in health,

Rock Taylor

STAFF REPORT

Department: Administration

Date: March 5, 2020

Item: Knight Cruisers Car Show

Recommendation: Be It Resolved That: Council authorizes: 1) A temporary exemption from Municipal Bylaw No. 751/84, Section 14, being a bylaw to control the use of Municipally and Recreationally owned property 14. d) no person shall park any vehicle in any park, recreational area or on municipal property of the Town of Espanola except in those areas specifically designated by appropriate signs and notices as being areas in which vehicles may be parked. 2) Temporarily closing Avery Dr. from the Complex to Hunter St. to traffic with the exception of emergency vehicles on Saturday, May 30, 2020 between the hours of 8:00 am to 4:00 pm to host the Knight Cruisers Car Show. 3) A temporary exemption from certain provisions of the Noise Bylaw No. 1189/96, on Saturday, May 30, 2020 between the hours of 8:00 am to 4:00 pm for an event being held outdoors at the Track & Field – The Knight Cruisers Car Show. 4) A donation be made for the Track and Field rental fees.

Background: This well managed event has been taking place for 17th years without issue. The Town of Espanola has always donated the Track & Field for this event.

Analysis: The organization will be required to complete the Facility Use Agreement and provide the necessary insurance documentation.

This request was circulated to Department Managers for comments:

Public Works: provides assistance by placing the ramps, supplying additional garbage cans and recycling containers, lending barricades for the road closure and shutting off the sprinklers. The event has never been a problem for them.

Ec Dev: Fully supports the event as it attracts visitors to our community and contributes to the quality of life for our residents.

Administration: Administration is in support of this event providing that Policy L04-01482 Facility Use Policy Agreement is completed and the term and conditions of the agreement are complied with.

Leisure Services: No concerns

Building: No concerns

Fire: No concerns



Existing Policy: Council Resolution

Strategic Goal: Safe and Healthy Community; Sustainable Economic Growth & Prosperity

Financial Commitment: \$81.50

Budgeted: Yes ☒ No ☐

Implementation: Leisure Services / Public Works

Prepared By: Traci Denault-Roque

Department Manager: Paula Roque

CAO/Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments:

FEB 27 2020



Knight Cruisers Car Club
Ian Karvonen, President
439 Jean St.
Espanola, On
P5E 1M6
(705) 869-4757

February 27, 2020

Dear Cynthia Townsend,

The Knight Cruisers Car Club will be having their 18th Annual Cruise In & Craft Fair on May 30, 2020 at the track & field. We would like to apply once again for an exemption to the noise by-law, road closure(8a.m.-4p.m.) and for the rental fees to be waived.

We would sincerely appreciate that these could be brought forward for approval.

Thank you.

Gisele Karvonen

Gisele Karvonen
secretary
Knight Cruisers Car Club
g_ian@eastlink.ca

STAFF REPORT

Department: Administration

Date: March 6, 2020

Item: Community Living Colour Run

Recommendation: Be It Resolved That: As Recommended by the Community Services Committee That: Council for the Town of Espanola approve the 5km walk/run event hosted by Community Living on May 9th, 2020 providing that:

- 1) NSSR Road and security Marshalls are in appropriate locations (main intersections and lower visibility areas).
- 2) The organizers submit the required insurance certificate and food serving permit prior to the event.
- 3) Municipal Staff is notified of the location of the paint stations before the event to ensure those areas are suitable.
- 4) A donation be made for the pavilion rental fees.

Background: This well managed, annual event has been taking place in the community for the past few years without any issues. It has always been well attended and is a great fundraising opportunity for Espanola Community Living.

Analysis: The organization has already submitted the Facility Use Agreement and have been placed on the booking schedule.

This request was circulated to Department Managers for comments:

Public Works: The water should be on in the pavilion, washrooms and canteen by this time. NSSR providing marshalling is very important. The Department will lend cones, barricade, temporary signs etc. The event has been well run in the past.

Ec Dev: No concerns

Administration: Administration is in support of this event providing that Policy L04-01482 Facility Use Policy Agreement is completed and the term and conditions of the agreement are complied with.

Leisure Services: No concerns

Building: No concerns

Fire: No concerns

Existing Policy: Council Resolution

Strategic Goal: Healthy and Safe Community



Financial Commitment: \$99.25

Budgeted: **Yes** ☐ **No** ☐

Implementation: Public Works/Administration

Prepared By: Traci Denault-Roque

Department Manager: Paula Roque

CAO/Treasurer: Cynthia Townsend

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

Comments:

February 28th, 2020

Cynthia Townsend, CAO
Town of Espanola

May is **Community Living Awareness** month. Community Living Espanola is once again seeking Council approval to conduct a fundraiser on **Saturday, May 9th, 2020** commencing at 10 a.m. The fundraiser would be a 1 km and 5 km Fun Walk/Run event to promote Community Living Awareness, with the following tentative details:

1 km Route (unable to confirm exact route due to snow on the fields)

- 10:00 a.m.; 1 km run would commence from the corner of Mead/Queensway, left on the Queensway towards Avery Drive (on the grassed area), left onto Avery, left onto Algoma, then jutting through the soccer/ball fields grounds, around B-field and ending back at the start, at the corner of Mead/Queensway. This would be good available for those who want to walk/run, push strollers/wheelchairs or just participate but know they can't do the full 5 km
- Colour corn starch (blue, green & pink) will be thrown on the participants at a few spots throughout the run to promote awareness with Community Living colours of blue and green along with a splash of pink to honour Mother's on this Mother's Day weekend.

OPTION #1 – 5 km Route

- 10:30 a.m./after all 1 km participants return
- 5 km run will start from the corner of Mead/Queensway to the Water Treatment Centre and return to the corner of Mead/Queensway to cross the finish line
- Colour corn starch (blue, green & pink) will be thrown on the participants at a few spots throughout the run to promote awareness with Community Living colours of blue and green along with a splash of pink to honour Mother's on this Mother's Day weekend.

OPTION #2 – 5 km Route (will depend of the Town approval and NSSR manpower to cover street corners)

- 10:30 a.m./after all 1 km participants return
- 5 km run will start from the corner of Mead/Queensway; continue right onto the Queensway, passed the hospital to Lee Valley Road
- Turn right onto Lee Valley Road to Second Avenue
- Turn right onto Second Avenue
- Turn right onto Wood Street and continue until you cross Mead Blvd.
- Runners will do a loop around the ball field area to return to the corner of Mead/Queensway to cross the finish line
- Colour corn starch (blue, green & pink) will be thrown on the participants at a few spots throughout the run to promote awareness with Community Living colours of blue and green along with a splash of pink to honour Mother's on this Mother's Day weekend.

I have submitted requests to Public Works for the use of the Pavilion and washrooms for use at Registration and to host a BBQ after the event. At this time, I am also requesting that the Town of Espanola consider waiving the fees associated with the Pavilion rental.

I have been in contact with the North Shore Search and Rescue on their availability for road security/marshals and First Aid, however the President is on holidays until next week, therefore, I will follow-up once they respond. We will provide a Certificate of Insurance from our Insurance Company and SDHU Permit upon Town approval of event

Should you wish to discuss this further, or if there is further information required, please feel free to contact me. Thank you in advance for your consideration.

Debbie Langlois

Debbie Langlois, Human Resources
Community Living Espanola
345 Centre Street
Espanola, Ontario P5E 1E4
705-869-0442 ext 21
debbie.langlois@clespanola.ca

cc: Traci Denault-Roque, Administrative Assistant
Louise Laplante, CLE Executive Director

The Individuals We Serve Come First

Les individus que nous servons sont notre première priorité

**345 Centre Street
Espanola, ON P5E-1E4**

**Tel. 705.869.0442
Fax 705.869.0446**

STAFF REPORT

Department: Administration

Date: March 11, 2020

Item: Request to Relocate Temporary Sign to Municipal Property

Recommendation: Be It Resolved That: As Recommended by Community Services Committee That: Council permit the relocation of Olivadel Developments temporary real estate sign to the municipal property across from Yusko Crescent.

Background: The sign is currently located on municipal property adjacent to Yusko Crescent just off of Queensway Avenue. When the sign was originally erected this property was Olivadel's but as part of the development agreement was transferred to the Town with the road.

Analysis: Olivadel has received a request from an area resident to remove the sign. Olivadel is a community minded company committed to supporting their neighbours so have submitted the attached request. It is not common practice for private business to erect signs of this nature on municipal property, real estate signs are usually located on private property. As Yusko Crescent is just under development and is a dead end not many would see the sign if it was located on this Crescent somewhere. There are few ways the municipality can assist developers with much needed residential development but this is one. A sign permit is not required for the sign as real estate signs are exempt from the bylaw. Provisions of the zoning bylaw with respect to site triangle apply however there would be no issues in this area.

Existing Policy: Council Resolution

Strategic Goal: Excellence in Government

Financial Commitment: \$0

Budgeted: NA Yes ☐ No ☐

Implementation: Clerk's Office

Prepared By: Paula Roque

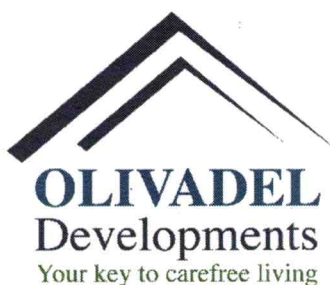


Department Manager:

CAO/Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments:



Olivadel Developments
P.O. Box 5022
Espanola, ON P5E 1S1
(705) 863-0487
office@olivadel.com
www.olivadel.com

March 10, 2020

Town of Espanola
100 Tudhope Street, Suite 2
Espanola, ON P5E 1S6

Dear Mayor and Council:

RE: Request for Temporary Real Estate Sign Location - Brentwood Village, Espanola

Olivadel Developments is a community minded company with a vision and passion to provide carefree retirement living. We are committed to supporting our neighbors to remain in their hometown as they age in place; as well as attract new residents while promoting the Town as an ideal retirement community with all the amenities and services. Brentwood Village is an independent living community designed exclusively for mature adults 55+ and seniors. This phased-in development includes 27 new garden homes both for sale and lease.

In 2019, Phase 1 was complete with 7 new garden homes constructed (3 sold and 4 leased). In 2020, Phase 2 will add 11 more new garden homes with construction, sales and leasing already well underway. And Phase 3 will complete the remaining 9 garden homes for the development in 2021, totaling 27 new housing stock in the Town of Espanola. We are pleased to contribute to our local economy and tax base by supporting many local businesses and employers, while providing added housing options for our senior friendly community.

Olivadel is also planning for future expansion, including offering 20-30 garden suite apartments starting in 2022. A presentation will be made to Council for consideration of the proposed Site Plan by the end of this year.

Please accept our request for your consideration at this time to relocate our temporary real estate sign for Brentwood Village to municipal property located directly across from Yusko Crescent.

Thank you kindly for your continued support of new housing development for seniors in our community.

Sincerely,

Warren Bishop
Secretary/ Treasurer
Olivadel Developments



Queensway Ave.

Yusko Cres.