



**AGENDA**  
**REGULAR MEETING OF COUNCIL**  
held in the Council Chambers  
French River Municipal Complex  
June 19, 2013 at 7:00 p.m.

**1.0 CALL TO ORDER, ROLL CALL AND ADOPTION OF THE AGENDA**

**2.0 PRAYER**

**3.0 DISCLOSURE OF PECUNIARY INTEREST**

**4.0 DELEGATIONS**

**4.1 Ontario Provincial Police - Monthly Municipal Policing Report**

**5.0 MANAGEMENT AND COMMITTEE REPORTS**

**5.1 Mayor's Report**

**5.1.1** Resolution to approve delegates at the Nipissing Summit

**5.1.2** Report submitted by Councillor Ron Garbutt - FONOM Conference p.7

**5.2 CAO/Clerk's Report**

**5.2.1** Resolution to appoint Mrs. Suzanne Guilbeault to the French River Library Board to fill a vacancy

**5.3 Treasurer's Report**

**5.4 Economic Development Committee - Chairperson Councillor Mike Bouffard**

**5.4.1** Resolution receiving the resignation of a member of the public and declare the seat as vacant

**5.4.2** Information Report - Strategic Plan Update p.14

**5.4.3** Information Report - Canada Day Update p.15

**5.5 Environmental Advisory Committee - Chairperson Councillor Ron Garbutt**

**5.5.1** Resolution to direct staff to prepare a Request for Proposal to hire an engineering firm to develop a report on the lagoon and the possibility of acquiring additional land

*\* indicates that the item is presented under separate cover / item est sous pli séparé)*

- 5.6 Finance and Administration Committee - Chairperson Councillor Michel Bigras**
- 5.6.1** Resolution to allocate additional funds for the installation of an Automatic Door Opener at the Seniors Support Office in the Municipal Complex
  - 5.6.2** Resolution to approve to remain with the current OPP Service Agreement
  - 5.6.3** Resolution to approve the revised Employee Compensation Plan Schedule
  - 5.6.4** Resolution to adopt the new Job Description of Manager of Environmental Services & Municipal Law Enforcement Officer
  - 5.6.5** Resolution to direct staff to seek legal advice relating to the Drainage Issue at the Municipal Complex Property and perform interim remedial work
  - 5.6.6** Resolution to direct staff to renew the Municipal Complex Janitorial Contract for one year and to prepare a Request for Tender for Janitorial Services for all Municipal Building for the year 2014
  - 5.6.7** Resolution to apply to the National Bank “One for Youth” Fund Program
  - 5.6.8** Resolution to allocate additional funds for the building of a Roof Canopy at the Alban Library
  - 5.6.9** Resolution to approve the temporary Compensation for employees that have extra duties to manage the workload of environmental and roads
- 5.7 Public Works Committee - Chairperson Councillor Shawnda Martin-Cross**
- 5.7.1** Resolution to approve the offer from Sudbury Truck & Trailer for the damaged Plow / Sander Truck
  - 5.7.2** Resolution to direct staff to prepare a short term agreement with Neil Castonguay for Engineering Services
- 5.8 Manitoulin-Sudbury District Services Board - Councillor Shawnda Martin-Cross**
- 5.8.1** 2013 First Quarter Activity Report dated May 23, 2013 p.16

**6.0 CONSENT AGENDA - Resolution to Approve Items 6.1, 6.3, 6.5 and Receive Items 6.2, 6.4**  
 (For the purpose of convenience and for expediting the meeting, matters of repetitive or routine nature are included in the Consent Agenda and are voted on collectively. A Member of Council can request an Item to be singled out from the Consent Agenda to allow debate while all other Items remaining are voted on collectively. Each Item contained in the Consent Agenda is recorded separately in the minutes of the meeting.)

- 6.1 Adoption of Minutes by Resolution**
- 6.1.1** Regular Council Meeting held May 15, 2013 p.26
- 6.2 Minutes Received by Resolution**
- 6.2.1** Economic Development Committee held June 10, 2013 \*
  - 6.2.2** Environmental Advisory Committee meeting held June 11, 2013 p.38
  - 6.2.3** Finance & Administration Committee held June 12, 2013 p.42
  - 6.2.4** Public Works Committee held June 12, 2013 p.47
  - 6.2.5** Sudbury East Planning Board held March 14, 2013 p.50
  - 6.2.6** Health & Safety Meeting held April 11, 2013 p.57
  - 6.2.7** French River Public Library Board held March 19 & April 16, 2013 p.59
  - 6.2.8** Sudbury & District Board of Health held May 16, 2013 p.65
  - 6.2.9** Manitoulin-Sudbury DSB held May 23, 2013 p.73

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**6.3 Award of Tenders, Request for Proposals and Funding Matters by Resolution**

**6.4 Correspondence for Council's Information Received by Resolution**

**6.4.1** Letter from Claude Gravelle, M.P for Nickel Belt, Offering support for any p.85  
infrastructure funding applications to the Federal Government

**6.4.2** Notice of Ontario Family Fishing Events, Fish Licence-Free July 6-14, 2013 p.86

**6.5 Adoption of By-laws by Resolution**

**6.5.1** Confirmation By-law p.87

**7.0 CORRESPONDENCE FOR COUNCIL'S CONSIDERATION**

**7.1** Resolution - French River Multi-Use Trail Association p.88  
Request for permission to have access to the Municipal Complex Property  
and the Industrial Park Property to begin planning for the development of  
walking trails

**8.0 ADDENDUM (if required and by resolution)**

**9.0 NOTICES OF MOTION**

**9.1** Resolution - Creation of a Standard Priority Road Matrix p.91  
Submitted by Councillor Ron Garbutt

**10.0 ANNOUNCEMENTS AND INQUIRIES** (from Mayor, Council Members and Public)  
(This section of the Agenda is to allow Members of the Public and Members of Council to make  
brief verbal announcements and inquiries with the permission of the Chair (i.e.: conference  
attendance, meeting report, community event announcement). Inquiries shall deal with items  
pertaining to the current Agenda for the purpose of clarification only, and shall not be used to table  
new items that require Council's/Committee's consideration.)

**11.0 CLOSED SESSION**

- under section 239 (2) (d) "labour relations or employee negotiations" to review an Offer of  
Employment and to finalize the recruitment process for the position of CAO/Clerk; and  
- under section 239 (2) (c) "a proposed or pending acquisition or disposition of land by the  
municipality or local board" with respect to proposed land acquisition

**10.1 Resolutions emanating from Closed Session**

**10.1.1** Resolution to hire a CAO/Clerk

**12.0 ADJOURNMENT**

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**ORDRE DU JOUR**  
**RÉUNION RÉGULIÈRE DU CONSEIL**  
qui aura lieu dans la salle du conseil  
Complexe municipal de la Rivière des Français  
Le 19 juin 2013 à 19h00

- 1.0 APPEL À L'ORDRE, PRÉSENCE ET L'ADOPTION DE L'ORDRE DU JOUR**
- 2.0 PRIERE**
- 3.0 RÉVÉLATIONS D'INTÉRÊT PÉCUNIAIRE**
- 4.0 DÉLÉGATIONS**
  - 4.1 Police provinciale de l'Ontario - Rapport mensuel**
- 5.0 RAPPORTS DE LA DIRECTION ET DES COMITÉS**
  - 5.1 Rapports du maire**
    - 5.1.1** Résolution pour approuver les délégués à la Conférence de Nipissing
    - 5.1.2** Rapport soumis par Conseiller Ron Garbutt - Conférence FONOM
  - 5.2 Rapports du directeur administratif/greffier**
    - 5.2.1** Résolution pour nommer Suzanne Guilbeault au Conseil de la bibliothèque
  - 5.3 Rapports de la trésorière**
  - 5.4 Comité de développement économique - Président Conseiller Mike Bouffard**
    - 5.4.1** Résolution pour accepter la résignation d'un membre et déclarer le poste vacant
    - 5.4.2** Rapport d'information - Mise à jour du plan stratégique
    - 5.4.3** Rapport d'information - Mise à jour de la fête du Canada
  - 5.5 Comité consultatif de l'environnement - Président Conseiller Ron Garbutt**
    - 5.5.1** Résolution pour diriger le personnel de préparer un Appel d'offre pour embaucher un ingénieur pour développer un rapport pour le système d'eaux d'égout et la possibilité d'achat de terrain

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- 5.6 Comité de finance et d'administration - Président Conseiller Michel Bigras**
- 5.6.1** Résolution pour allouer des fonds additionnel pour l'installation de la porte automatique pour le bureau de l'Aide aux séniors au Complexe municipal
  - 5.6.2** Résolution pour approuver de demeurer avec l'entente de service avec la PPO
  - 5.6.3** Résolution pour approuver le plan de compensation du personnel révisé
  - 5.6.4** Résolution pour adopter les descriptions de poste pour les positions de Directeur des services environnementaux & Agent d'exécution des règlements municipaux
  - 5.6.5** Résolution pour diriger le personnel de demander des conseils juridiques au sujet du problème de drainage au Complexe municipal
  - 5.6.6** Résolution pour diriger le personnel de renouveler le contrat de conciergerie du Complexe municipal pour une autre année et de préparer un Appel d'offre pour un contrat pour tous les bâtiments municipaux
  - 5.6.7** Résolution soumettre une demande subvention à National Bank "One for Youth"
  - 5.6.8** Résolution pour allouer des fonds additionnel pour bâtir un toit à l'entrée de la bibliothèque d'Alban
  - 5.6.9** Résolution approuver une compensation temporaire pour des employés qui auront des taches additionnel pour gérer les services environnementaux et des chemins
- 5.7 Comité des travaux publics - Présidente Conseillère Shawnda Martin-Cross**
- 5.7.1** Résolution pour approuver l'offre de Sudbury Truck & Trailer pour le camion endommagé
  - 5.7.2** Résolution pour diriger le personnel de préparer une entente à court terme avec Neil Castonguay pour des services d'ingénierie
- 5.8 Conseil des Services du District de Manitoulin-Sudbury - Conseillère Shawnda Martin-Cross**
- 5.8.1** Rapport du premier trimestre daté le 23 mai 2013

## **6.0 ORDRE DU JOUR REGROUPE**

### **- Résolution pour adoptés Items 6.1, 6.3, 6.5 et recevoir Items 6.2, 6.4**

(Par souci de commodité et pour accélérer le déroulement des réunions, les items répétitifs ou routiniers sont inclus à l'ordre du jour regroupé et adopté par un vote collectif. Un membre du conseil peut demander qu'on retire un item de l'ordre du jour regroupé pour permettre un débat ou un vote séparé à l'item isolé, le reste des items dans l'ordre du jour regroupé sont adoptés collectivement. Tous les items dans l'ordre du jour regroupé sont inscrits séparément au procès-verbal de la réunion.)

### **6.1 Procès-verbaux adoptés par résolution**

- 6.1.1** assemblée régulière du Conseil le 15 mai 2013

### **6.2 Procès-verbaux reçus par résolution**

- 6.2.1** Comité de développement économique le 10 juin 2013 \*
- 6.2.2** Comité consultatif de l'environnement le 11 juin 2013
- 6.2.3** Comité de finance et d'administration le 12 juin 2013
- 6.2.4** Comité des travaux publics le 12 juin 2013
- 6.2.5** Conseil de planification de Sudbury Est le 14 mars 2013
- 6.2.6** Comité de santé et sécurité le 11 avril 2013
- 6.2.7** Conseil de la bibliothèque publique de la Rivière des Français le 19 mars et 16 avril 2013
- 6.2.8** Conseil des services de santé publique le 16 mai 2013
- 6.2.9** Conseil des services du District de Manitoulin-Sudbury le 23 mai 2013

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**6.3 Soumissions et demandes de propositions et affaires financiers adoptées par résolution**

**6.4 Correspondance à titre de renseignement seulement reçus par résolution**

**6.4.1** Lettre de Claude Gravelle, Député de Nickel Belt, Offre de support envers des demandes de subvention au gouvernement fédéral

**6.4.2** Avis Semaine de pêche en famille de l'Ontario, du 6 au 14 juillet 2013

**6.5 Règlements adoptées par résolution**

**6.5.1** Règlement de confirmation

**7.0 CORRESPONDANCE À L'INTENTION DU CONSEIL**

**7.1** Resolution - French River Multi-Use Trail Association  
Demande de permission pour avoir accès au terrain du Complexe municipal et le parc industriel pour commencer à planifier le développement de sentiers de randonnée

**8.0 ADDENDUM** (si requis et par résolution)

**9.0 AVIS DE MOTION**

**9.1** Résolution - Création d'un tableau de priorité standard pour les chemins  
Soumis par Conseiller Ron Garbutt

**10.0 ANNONCES ET QUESTIONS** (par membres du Conseil et gens du public)

(Cette section de l'ordre du jour vise à permettre les membres du public et les membres du Conseil à faire des annonces courtes et des enquêtes verbales avec la permission du président (ex: participation à une conférence, rapport d'une réunion, annonce d'un évènement communautaire). Les enquêtes doivent être concernant l'ordre du jour actuel dans le but de clarification seulement, et ne doivent pas être utilisés pour apporter un nouveau sujet qui nécessite une décision du Conseil ou au Comité.)

**11.0 SESSION À HUIS CLOS**

- section 239 (2) (d) "les relations de travail ou les négociations avec les employés" pour revoir l'Offre d'emploi et finaliser le recrutement d'un Directeur administratif / greffier
- section 239 (2) (c) "l'acquisition ou la disposition projetée ou en cours d'un bien-fonds par la municipalité ou le conseil local" au sujet d'une acquisition de terrain proposé

**10.1 Resolutions emanating from Closed Session**

**10.1.1** Résolution pour embaucher un Directeur administratif / greffier

**12.0 AJOURNEMENT**

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# Report to Council on FONOM Conference

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This is the first time I have attended the Federation of Northern Ontario Municipalities (FONOM) conference. The format is very similar to the OGRA/ROMA conference and AMO conference in that they provide Guest Keynote Speakers and Workshop Sessions. The difference is that the emphasis is on keynote speakers with less workshops. I prefer the workshops, since more interaction occurs and more time for question and answers to our concerns. The conference is very good in that the focus is on the northern municipalities and the common issues we face. The conference ran from May 8 to May 10 in Parry Sound. Concurrent sessions were conducted, so I will only report on the sessions that I attended.

## May 8 Sessions:

### **LAS Training on Regulation 397/11 – 9:00 – 11 am**

Regulation 397/11 under the “Green Energy Act” will come into effect in 2013 and will require the municipality to comply in 2014 with an energy saving plan. What this means that this year we will have to document all energy consumption by the municipality. This will include the following:

**Electrical:** street lighting, ball parks, etc., public building electrical (heating & lighting), electrical for waste water pumping and total Litres pumped, and ice making for arenas and air conditioning.

**Fossil Fuels:** Gas and Diesel fuel consumption for our equipment, oil and propane heating & cooking.

The energy consumed will then be converted into equivalent green house gases produced in order to provide that energy. Once this has been tabulated the municipality will have to provide in 2014 a 5 year plan specifying how it will reduce that energy consumption by a specific percentage.

Fortunately for me our treasurer and EDO officer attended the training session with me and were well aware of the requirements and task they will have to undertake to meet compliance. Tabulation is already being carried out.

### **LAS: Risk Management – Municipal Insurance 11:00 – 12:00 am**

Litigation claims are now increasing against municipalities and also against council & staff. Litigation claims use to apply only to the municipal corporation under “do diligence”, but courts now also apply “duty” of the individuals (councillors & staff) within the corporation.

It is therefore suggested that everyone be educated on “Ontario Traffic Manual” or have a copy of, which contains best practises on the maintenance of roads. We should also be aware of section 44 road standards.

They also covered the gas tax fund which is set at \$61.00/person rebate to the municipalities. New flexibilities in fund use are being introduced and can be obtained at [WWW.gastaxatwork.ca](http://WWW.gastaxatwork.ca)

## **Lunch Break & Networking 12:00 – 1:00 pm**

## **Official Opening Ceremonies of FONOM 1:00 – 1:30 pm**

### **Keynote Speakers:**

#### **Municipal Sustainability 1:30 – 2:30 pm**

- Municipalities now required to seek other sources of revenue

#### **Municipal - Aboriginal Partnerships 3:00 – 3:45 pm**

- Funding of common needs by both parties

#### **Update on Northern Policy Institute 4:00 – 5:00 pm**

- New group formed to develop “Growth Plan for Northern Ontario” for the province.
- Funded by Northern Ontario Heritage Fund
- Will cover 144 Northern Municipalities 106 First Nations

## **Break for Dinner 5:00 – 7:00 pm**

## **Trade Show & Networking 7:00 – 9:00 pm**



# May 9 Sessions: Highlights

## Global Reach: Keynote Speakers 8:30 – 9:30 am

- Smart communities using broadband to compete in world market & bring businesses into the municipality
- Process: obtain funding for business plan, engage community & stakeholder, apply for grants, hold webinars & summits, generate awareness and create concept that municipality is open for business.

## Financial Sustainability: keynote Speakers 9:30 – 10:30 am

Perform Financial Condition Assessments :

- Do community profile
- Establish economic conditions
- Determine service affordability
- Operating revenues and expenditures
- Debt /reserve ratio
- Asset management/capital

Total reserves should be made up of stabilization, corp. operating, capital, and specific program reserves and be approximately 5 to 15% of annual revenues.

## Break

## Shared Services for Cost Reduction: keynote Speakers 11:00 – 12:00 am

Following services could be shared with other municipalities:

- Water & sewer treatment
- Libraries
- Recreational facilities

- Adjoining roads

Service contract agreement must be a legal document specifying priorities, cost share, time share and duties of each party. Document must include operating and asset costs sharing.

## Break for lunch:

## Accessibility standards: keynote Speakers 1:00 – 2:00 pm

- New policy for 2013
- Access for Ontarians with Disabilities Act (AODA)
- Compliance to the act is only mandatory when replacing or upgrading current assets (public buildings, equipment or services)

## Workshops:

**Talking Roads with a Municipal Solicitor:** WD. Russell QC. 2:00 – 3:00 pm

## Questions answered:

1. What are Shore Roads?
  - a. The province set aside a 66' boundary (easement) around lakes to protect the forest industry. The easement was to establish roads for the logging companies around lakes so that they could retrieve their logs from the water. Not all lakes have shore road easements. To find out which lakes have shore road easements we would have to view the **"Original Crown Survey"**, which was created when organized municipality was formed. The municipality must have that document it its safe and if not should obtain it from the province. If the lake has a double line around it then it has a shore road easement. **The easement belongs to the municipality and can be regulated by the municipality.**
2. Are unopened road allowances freely accessible by the public?
  - b. Yes! Municipality must have passed a bylaw declaring road closed. Must also pass bylaw to survey road allowance or to sell road allowance. There is no legal responsibility for an unopened road allowance.

3. Can property owners exclude people from accessing an unopened road allowance which crosses their property?
  - c. A road allowance is public property and therefore the public may use it.
4. Who owns trespass roads and who is responsible?
  - d. Prior to 2001 any road a municipality spent public money on made it a municipal road. 2002 onward all municipal roads must be assumed by a bylaw by the municipality.
  - e. Trespassed roadway width is the traveled portion plus drainage ditches required to maintain road.
5. Is there a standard width for municipal roads and are there cases in which these standard widths may not apply?
  - a. Up to 1997 the standard width was 66'. Now it must be specified when assuming the road.
6. Private roads. What role, if any, do municipalities have in the maintenance of private roads? Are there potential liability issues for a municipality if it chooses to maintain a private road?
  - a. Do not allow maintenance of private roads for there are liability issues to maintain minimum standard.
7. What right does a resident have to use the private road that crosses their neighbours' lands from a public road that leads to resident's property? (eg. resident has used it for 15 years but a new neighbour is complaining about resident's guest using the road, delivery trucks etc).
  - a. Owner must get a court order to close road, but under "**Road Access Act**" court may over-rule because it was used for 15 years and they knew when they purchased the property.
8. What's wrong with new lot creation in a municipality on private roads? If the landowner signs an agreement that they won't ask the municipality for maintenance, would there be any risk?
  - a. People building there will eventually want municipal service.
  - b. Landowners change so agreement won't mean anything.
  - c. Municipality, before giving consent for new lots on private road, should require road to be brought up to municipal standards.
9. What are the liabilities on seasonal roads.
  - a. Municipalities, especially rural municipalities, get themselves into trouble with seasonal roads. Seasonal roads must be defined as follows:

- i. Seasonal road must be enacted by a bylaw not a resolution
- ii. Bylaw must specify dates of season and to what maintenance standard for those seasons will be adhered to.
- iii. Road must be posted stating the dates when maintenance will not take place.
- iv. Inadequate or improper signage on roads have led to more litigation against municipalities than anything else. Lawyers love rural municipalities for that reason.

**Municipal Land Use Planning:** Ministry Municipal housing & Affairs 3:30 – 4:30 pm

Stats Canada: Growth of municipalities is entirely based on opportunities for employment

: average household size is now at 2.5 persons/household

1. Government has template to determine cost of creating lots to a municipality.
  - a. Cost factors are Recreational facilities, fire protection, police protection, social services, roads, etc, etc.
2. Municipalities must recover costs for lot creation using the following revenues:
  - a. Taxes, development charges, user fees, sell assets, grants/subsidies or borrow.
3. Municipalities must beware when allowing for lot creation. Any attempt to develop a resource property will require proper set backs from residential lots. This may result in loss of resource industries.

**Banquet & networking: 7:00 – 9:00 pm**

## **May 10: sessions**

### **Minister's forum: Minister keynote speakers 8:30 am – 2:00 pm**

Hon. Tony Clement

Hon. Linda Jeffery

Hon. Michael Gravelle

Hon. Jim Bradley

Hon. David Orazietti

Content was on funding opportunities for municipalities under the various ministries for the upcoming year 2013.

### **Conference Adjournment – return Home 2:00pm**



# The Corporation of the Municipality of French River

## Information Report

**Report to:** Mayor and Members of Council  
**From:** Brennan Kenny, Economic Development Manager  
**Subject:** Strategic Plan Update  
**Date:** June 19, 2013

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### Summary of matter to date

In April, the Municipality released a public consultation survey for the purpose of gaining public input into the strategic planning process. Council also formed a steering committee to complete this project.

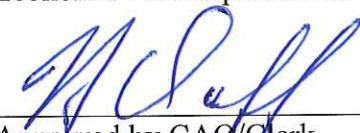
### Update

The consultation results have been compiled, and were released to the public and sent to Council by email on June 10, 2013. The steering committee met on May 16 and June 5, performing a competitive advantage analysis, SWOT (strengths, weaknesses, opportunities, threats) analysis, and completed a full review of the public consultation.

The next meeting is scheduled for either June 26 or July 10, depending on schedules and how quickly the data from previous meetings can be compiled. There will then be a public consultation session where our draft conclusions and analysis are presented. We will then move to completion; goal is to be completed for 2014 budget proceedings.

Respectfully submitted,

  
Brennan Kenny  
Economic Development Manager

  
Approved by CAO/Clerk



# The Corporation of the Municipality of French River

## Information Report

**Report to:** Mayor and Members of Council  
**From:** Brennan Kenny, Economic Development Manager  
**Subject:** Canada Day Update  
**Date:** June 19, 2013

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### Summary of matter to date

In 2012, the Municipality had its first annual Canada Day celebration. In 2013, we once again put on the celebration.

### Update

The committee met on June 10, 2013. Representatives from the Multi Use Trail Association and the Caisse Populaire were present, along with staff and Councillor Sharp. The events of the day include live music from Blackfly, a vendors market and children's activities. The event has been and will be heavily marketed through mail-outs, posters, social media, the website, and other avenues.

We hope that Council will once again return for a free barbecue, held from 11:30am to 1:30pm on the day of the event.

Respectfully submitted,

Brennan Kenny  
Economic Development Manager

Approved by CAO/Clerk



## **2013 First Quarter Activity Report May 23, 2013**

The following is the most recent consolidated Quarterly Report which the DSB will be sending to member municipalities and posting on our public website. Expect Quarterly Reports in February, May, September, and November of each year.

The program statistics are provided separately and updated monthly. They are available on the website by clicking the following link: [Monthly Program Statistics](#)

### **CAO Overview**

The DSB [2013 First Quarter \(Unaudited\) Financial Report](#) was presented to the Board and projects a year-end municipal share surplus of \$192,835. This surplus includes Ontario Works surplus of \$24,918. The Social Housing is forecasted to be under budget by \$33,788. Emergency Medical Services is under budget by \$156,987. In addition non-reserve interest revenue is forecasted to be \$22,859 under budget.

The DSB quarterly financial reports are available on the DSB website by clicking the following link: [Quarterly Financial Reports](#)

### **Emergency Medical Services**

#### **Non-Urgent patient Transfers**

After being awarded one of three pilot projects by the NELHIN to study the issue on non-urgent patient transportation, the DSB began developing the full operation of this program early in the quarter. Policies & Procedures were developed, equipment was overhauled and secured, employees were hired and trained and the program became fully operational on March 18th. Early statistics are showing that this program appears to be a viable alternative to the current system.

#### **Collective Bargaining**

The Collective Agreement between the DSB and OPSEU Local 679 (representing paramedics) expired in December of 2011. After many days of bargaining over a period of almost a year a conciliation meeting was held on February 21, 2013. At the end of the day another tentative deal was reached and was ratified by the Board in February. (The Union ratified early in the Second Quarter). More on the changes will be detailed in the second quarter report.



## **Deployment Plan Changes**

After much review of statistics regarding ambulance responses, a new deployment plan was developed and finalized late in the quarter. The new plan aims at reducing standbys which more often than not increase response times to the more populated communities. It is hoped that by doing so there is a greater ability to meet our obligations as detailed in our legislated Response Time Performance Plan. Implementation is set for second quarter after meetings with the Central Ambulance Communications Centre.

## **Manitoulin Island Emergency Planning**

In February EMS Representatives attended an Emergency Planning Meeting in the community of Kagawong. Attendance at this meeting was at the request of Staff Sgt. Kevin Webb of the Little Current Detachment of the Ontario Provincial Police. All Manitoulin Island communities were represented by members of the councils, clerk treasurer's or reeves.

All communities within the boundaries of Manitoulin Island currently operate their own Emergency Operations Centers (EOC) in the event of an emergency. The discussions centered on creating a central Emergency Operations Center in the event of an Island wide emergency. As explained by Staff Sgt. Webb, a representative from each EOC would meet regularly or as required with the central EOC to provide information to the group as a whole or return information to their own EOC as required. Emergency personnel are often part of a team in the EOC, these personnel would be present or not dependent on the emergency. It was felt that not all representatives can be at each EOC at one time in the event of an Island wide emergency. Having one central group representing each community as well as the key emergency services personnel would be beneficial in knowing or providing direction to each community affected.

This group would be run by EOC representatives from each community and not the OPP. Emergency Services such as OPP, EMS, Fire Departments would be represented as required and provide guidance, resources and information.

## **Ride With Respect**

In February the EMS Deputy Chief took part in the Espanola Area Safety Coalition's ride with respect. The two day event involved the Espanola Snowmobile Club, Espanola Police, and Ministry of Natural Resources. EMS gave a presentation to the students regarding hypothermia, signs and symptoms and treatment. The event ended with a full day snowmobile ride with the students and a mock incident where a snowmobile rider went through thin ice.

## Children's Services

### Ministry of Education Updates

On January 23, 2013, the Ministry of Community and Youth Services (MCYS) and the Ministry of Education (MEDU) jointly released the new [Ontario Early Years Policy Framework](#). This new framework describes the government's vision towards integrating family support programs in Ontario Early Years Centres, Parenting and Family Literacy Centres, Family Resource Centres, and Better Beginnings, Better Futures. With the goal of integration, and to establish common governance, the government also announced that responsibility for the mentioned programs will be transferred from MCYS to MEDU. After the transfer of Child Care Centre funding from MCYS to MEDU occurred in 2012, Family Resource Centre funding and Best Start planning funding was the only remaining funding being received from MCYS. Therefore, for system service managers this will mean that all Children's Service's funding will be received from one government ministry.

With the future transfer of the other noted programs, specifically the OEYC's, system service managers are hopeful to receive the OEYC funding under their portfolio. The timeframe for implementation and integration of the new approach has been identified as September 2014. While the government has not released the details of how the transfer will roll out, the new policy framework positively states that "District Social Services Administration Boards act as system managers to plan and deliver community-based early years programs and services governed and funded by the Ministry of Education".

On March 25, 2013, the Ministry of Education released a report from a [Child Care Questionnaire](#) which was initiated in July of 2012. The purpose of the report was to provide an evidenced based province-wide overview of the licensed child care sector. This report was conducted by MEDU, and included contact with all licensed child care operators, to gather information concerning hours of operation, days of operation, child care rates, staff wages, reserve funds, and purchase of service agreements. The results of the questionnaire are based on a response rate of 70%. A brief overview of the results shows that 97% of child care is centre based and that 80% of child care centres have a purchase of service agreement with a CMSM or DSSAB. Although the results are province wide, for the Manitoulin-Sudbury DSB, the release of the questionnaire was reaffirming as it is reflective of the information that is currently being gathered from the DSB child care operators.

## **New Child Care Funding Formula:**

As a result of the New [Ontario Child Care Service Management and Funding Guidelines](#) described in fourth quarter report of 2012, the Children's Services department has been busy meeting with Child Care Operator's to collaborate on the development of a new system of support. To date, two meetings have taken place to generate discussion on a new system involving an Operating Budget format rather than the historic Wage Subsidy and Wage Improvement format. The new guidelines have provided the DSB the opportunity to receive input from Child Care Operator's in order to make informed decisions moving forward. As mentioned, information being gathered from our child care operator's is similar to that which was gathered by the Ministry of Education's province wide Child Care Questionnaire. In summary, the increased funding and new guidelines have resulted in a broad review of our current system which includes a review of day care rates and our current special needs resourcing framework.

## **Manitoulin-Sudbury Best Start Network:**

As announced during the fourth quarter report of 2012, the Ministry of Community and Youth Services announced the final [Early Child Development Planning Guidelines](#) for Ontario's Best Start Networks. As indicated, the new guidelines will determine how each Network's allocation will be dispersed based on where each Network falls on a deliverable scale within the new planning framework. The Manitoulin-Sudbury Best Start Network completed the Early Child Development Planning Template which was due to MCYS on March 30, 2013. Through the planning process, the Best Start Network (BSN) identified the Local Service Providers Network's (LSPN's) as the local link between the BSN and our four distinct geographic areas being served. The result was the development of a formal link and integration between the BSN and LSPN's to better equip planning and implementation at the local level.

While the BSN just recently completed the intensive process to complete the new Early Child Development Planning Template, and early speculation is that the new Early Child Development Planning Guidelines will remain with a carry over to MEDU, details of the transfer are not known. However, the next step for the Best Start Network will involve a review and revision of the Terms of Reference to capture the vision that resulted from the planning process, and to clearly identify the integrated / formal link between the BSN and LSPN's. Information gathered through the Early Child Development planning process also included a functional analysis of current services as well as an analysis of community strengths and needs. Therefore, future planning will include the information gathered during the development of the ECD Template and Best Start Network Strategic Plan.

## **Ontario Works**

### **Ontario Works Caseload**

In the 1st quarter of 2013, the Ontario Works Caseload average is 477. Compared to last year at this time, the caseload has decreased by 3.6% which is mostly due to employment and the success of our educational and employment programs.

The 2013 budget was based on an estimated monthly maximum caseload of 479. As a result, the Ontario Works Allowance gross budget surplus is \$53,413 and the municipal share is \$8,960 in the first quarter of 2013. If the caseload trends remain the same, the forecasted allowance surplus to end of year is \$35,842.

### **Social Services Solution Modernization Project (SSSMP)**

On March 6, 2103 the DSB was selected as one of the 20 pilot sites for the [SAMS Parallel Pilot project](#). Training for the pilot will begin in June and the duration of the pilot will be 6 weeks. The DSB will also continue to be involved in organizational impact assessment workshops. A total of eight staff attended the SAMS Live Expo in Sudbury on March 5th. Staff can also access the SAMS Expo Online for those who could not attend. There will be on-going, extensive training for the new technology up until the go live date in November.

### **Employment Ontario**

The DSB has completed another successful year delivering Employment Ontario in the Chapleau North area. With the exception of one, the DSB has surpassed all the targets set by the Ministry of Training, Colleges and Universities (MTCU). The DSB assisted a total of 125 individuals in securing local employment, access training and education only to name a few. Over 3,000 individuals accessed our Employment Resource Centre in the last year. The DSB is working diligently with the Ministry of Training, Colleges and Universities (MTCU) and the community at large to ensure high quality of service. The DSB's Employment Ontario staff continues to expand their suite of services and market the program as effectively as possible. The DSB is hosting in partnership with other community organizations a Career Fair on May 8, 2013 for the residents of Chapleau. To date there are a total of 22 Employers registered. As part of the EO guidelines, staff developed a Service Charter for Employment Ontario clients which was approved in March 2013 at the Board meeting. The charter is posted in the Chapleau office as well as on our web site.

### **Revision of Policies**

Staff have been working diligently developing revisions of certain [Ontario Works Policies](#) (discretionary and mandatory) and in house programs such as the [Our Kids Count](#) (OKC) and [Healthy Communities Funds](#) (HCF) policies. Final approval was provided by the Board and these changes are now in place.

## **Alpha en Partage**

The DSB has provided Alpha en Partage with additional funds to replace the loss in funding to support Academic & Career Entrance (ACE) and Independent Learning Centre (ILC) courses. To date they have been able to assist 2 clients in the ACE program and 7 in the ILC courses.

## **Community Involvement**

In February 2013, the DSB participated in two Career Job Fairs. February 5th was at Cambrian College and February 6th at College Boreal. The DSB including the EMS department set up a booth at each fair. The DSB promoted our programs and services to students of both community colleges. This was a great success as many employers and organizations participated.

## **Social Housing**

DSB staff have received the first draft of the 10-year Housing and Homelessness Plan. The document is being reviewed by staff and it will be presented to the Board in June.

## **Applicants**

During the first quarter of 2013 our portfolio saw a large decrease to the waiting list. This large decrease is the result of a bi-annual applicant update. It is normal for many applicants to not respond to the update which results in cancellation (25-40% normally). Given the addition of Direct Shelter Subsidy (DSS), the 2011 and 2012 waiting lists were inflated somewhat due to the implementation of the DSS program. Having applicants sign the waiver in 2012/2013 will account for this and show in application decreases. Should an applicant request reinstatement within a reasonable period, it is easily done with the same date of application.

## **Tenants**

During the quarter 10 new tenancies were created consisting of 7 – 1 Bedrooms, 1 – 2 Bedroom and 2 – 3 Bedrooms. There were a total of 11 move outs from January 1 to March 31, 2013.

## **Revenues**

Revenues for the quarter are slightly below budgeted amounts, showing \$1,443 below expected revenues for the quarter. At this point, it is believed the shortfall should be recovered by year end.

## Arrears

Arrears for the period averaged 1.67% of total revenue for this quarter. An integrated approach to collecting arrears is utilized to maintain tenancies and ensure timely collection of outstanding rent.

## Infrastructure & Asset Management

### Investment in Affordable Housing (IAH)

From January to March the DSB has added an additional 9 clients for a total of 23 clients for Year 2 of the IAH Ontario Renovates funding. The DSB received an additional \$60,000 from MMAH for a total budget of \$415,558. This resulted in an average of \$17,000 per file in assistance to families in the DSB catchment area. The breakdown by area is as follows:

<b>Investment in Affordable Housing - Ontario Renovates Year 2 Funding Investments</b>		
<b>Area</b>	<b>Files</b>	<b>Funding</b>
LaCloche	11	\$ 211,270
Manitoulin	7	\$ 119,440
Sudbury East	3	\$ 41,151
Sudbury North	2	\$ 43,697
<b>Total</b>	<b>23</b>	<b>\$ 415,558</b>

IAH Year 3 begins April 1, 2013 with a budgeted amount of \$376,231.

### Cost Savings

The DSB has signed on with the Ontario Ministry of Government Services procurement services. This service ensures that goods and services are acquired through a process that is fair, open, transparent, geographically neutral and accessible to qualified vendors. For the DSB it means it can take advantage of the buying power of the Ontario government to reduce our expenses. To date there has been a change to our courier service and office supplies supplier. Savings in both areas are expected. Further cost savings opportunities will be looked out over the course of the year.

## **Maintenance Activities**

February 9, 2013 was the 2<sup>nd</sup> full year since the implementation of the Service Request system for IAM. This system tracks all maintenance activities on DSB properties. On that date there were 2,347 Service Requests in our system. As of March 30, there were 2,490 which is an average of 5 Service requests per day. Currently there are 131 Service Requests in the system and work has been completed on over 2,000 Service Requests for DSB properties.

## **Summary**

The DSB had a very busy first quarter. If municipal Councils have any questions or would like DSB staff to attend a municipal Council meeting please feel free to contact me at the address below.

### **Fern Dominelli**

Chief Administrative Officer  
Manitoulin-Sudbury District Services Board  
Phone: 705-862-7850 ext.234  
E mail: [fern.dominelli@msdsb.net](mailto:fern.dominelli@msdsb.net)  
Website: [www.msdsb.net](http://www.msdsb.net)

				Manitoulin-Sudbury DSB				
				1st Quarter Report (unaudited)				
				AS AT 03/31/2013				
	<u>Total Gross Budget</u>				<u>Municipal Share Budget</u>			
	YTD	YTD	OVER(UNDER)	ANNUAL	YTD	MUNICIPAL	MUNICIPAL	Over(Under)
	ACTUAL	BUDGET	BUDGET	BUDGET	MUNICIPAL	SHARE	SHARE	Budget
						Forecast	BUDGET	Forecast
ONTARIO WORKS	\$ 1,310,944	\$ 1,558,956	\$ (248,012)	\$ 5,894,091	\$ 360,793	\$ 1,454,097	\$ 1,479,015	\$ (24,918)
OW 100% Programs	\$ 138,203	\$ 113,912	\$ 24,292	\$ 455,646	\$ -	\$ -	\$ -	\$ -
CHILD CARE	\$ 445,130	\$ 454,730	\$ (9,600)	\$ 1,818,918	\$ 148,255	\$ 642,419	\$ 642,419	\$ 0
Best Start Child Care	\$ 329,963	\$ 439,096	\$ (109,133)	\$ 1,756,383	\$ -	\$ -	\$ -	\$ -
SOCIAL HOUSING	\$ 914,317	\$ 900,654	\$ 13,663	\$ 3,377,432	\$ 590,527	\$ 2,020,111	\$ 2,053,899	\$ (33,788)
100% Funded Social Housing	\$ 73,249	\$ 111,324	\$ (38,075)	\$ 445,295	\$ -	\$ -	\$ -	\$ -
EMS	\$ 3,300,074	\$ 3,553,017	\$ (252,943)	\$ 11,905,018	\$ 1,832,869	\$ 6,562,485	\$ 6,719,472	\$ (156,987)
TOTAL EXPENSES	\$ 6,511,880	\$ 7,131,688	\$ (619,808)	\$ 25,652,783	\$ 2,932,444	\$ 10,679,112	\$ 10,894,805	\$ (215,693)
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Reserve Interest Revenue	\$ (19,076)	\$ (24,791)	\$ 5,715	\$ (99,163)	\$ (19,076)	\$ (76,304)	\$ (99,163)	\$ 22,859
TOTAL EXPENSES	\$ 6,492,804	\$ 7,106,897	\$ (614,093)	\$ 25,553,620	\$ 2,913,368	\$ 10,602,808	\$ 10,795,642	\$ (192,834)



Variance Analysis March 31, 2013		
	NET Municipal Variance	Explanation of Unaudited Municipal Share
YTD Actual to YTD Budget:		
Ontario Works	\$ (24,918)	Municipal share of OW allowance is forecasted to be under budget by \$35,842; municipal share of administration and employment expenses is forecasted to be \$10,924 over budget due to new funding formula. [ (\$35,842) + \$10,924 = \$24,919 surplus ]
Child Care	\$ 0	Municipal share of Child Care program is forecasted to be on budget.
Social Housing	\$ (33,788)	(\$20,000) + (\$1,223) + (\$9,086) + (\$3,479) = \$33,788 surplus Non-Profit, Rent Supp and Urban Native expenses are forecasted to be \$20,000 under budget. The direct run housing net of revenue and expenses are forecasted to be under budget by \$1,223 due to reallocation of program support. Debenture costs are forecasted to be \$3,479 under budget. Federal Funding is forecasted to surplus by \$9,086 more than budgeted.
AHP and DOOR Funding	\$ -	AHP and SHRRP are 100% funded
Land Ambulance	\$ (156,987)	Based on expenses as at March 31, 2013, EMS is forecasted to be \$156,987 under budget. Wages and Benefits for the retro pay have not been calculated and the effect against the budget will be forecasted on the 2nd quarter report; all other expenses are forecasted to be on budget.
Interest Revenue	\$ 22,859	Interest Revenue on Non Reserve accounts revenue is forecast a deficit of \$22,859 under budget.
	<b>\$ (192,834)</b>	



## **MINUTES OF THE REGULAR MEETING OF COUNCIL**

held in the Council Chambers  
French River Municipal Complex  
May 15, 2013 at 7:00 p.m.

### **Members Present:**

Mayor Claude Bouffard(Chair), Councillors Michel Bigras, Larry Bouffard, Mike Bouffard, Ronald Garbutt, Shawnda Martin-Cross, Denny Sharp

### **Members Excused:**

### **Officials Present:**

Harold Duff, Chief Administrative Officer/Clerk  
Julie Bouthillette, Treasurer/Tax Collector  
Mélanie Bouffard, Deputy Clerk, Recording Secretary  
Jacques Bouffard, Fire Chief  
Robert Martin, Parks, Recreation & Facilities Manager  
Kyle Anderson, By-law Enforcement Officer/Manager of Environmental Services  
Brennan Kenny, Economic Development Officer  
Jim Sartor, Public Works Superintendent

### **Guests:**

Sergeant Don Lawson, Ontario Provincial Police  
9 guests

### **1. CALL TO ORDER, ROLL CALL AND ADOPTION OF THE AGENDA**

The Chair called the meeting to order at 7:00 p.m.

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Moved By: Michel Bigras

Resol. 2013- 153

Seconded By: Denny Sharp

**BE IT RESOLVED THAT** the agenda be accepted as distributed and amended:

To Add Item

Notice of Motion 9.1 Construction on Highway 535, Motion submitted by Councillor Bigras

Move the Presentation Items 5.3 and then 5.9 prior to the Delegations.

Carried

## **2. PRAYER**

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### **3. DISCLOSURE OF PECUNIARY INTEREST**

None declared.

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### **5.3 Fire Chief's Report**

#### **5.3.1 Fire Department Presentation**

The Fire Chief gave a presentation to outline the Fire Department's operations and pointed out that they have a website [www.fbfd.ca](http://www.fbfd.ca) which includes information about the history, activities, operations, programs, fire protection and education initiatives.

The Mayor congratulated the Fire Chief and his volunteering team for their dedication to the community.

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### **5.9 Ontario Provincial Police**

Sgt Don Lawson gave the OPP Monthly Policing Report for the month of April 2013.

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## **4. DELEGATIONS**

### **4.1 Presentation of the 2012 Financial Statement - Collins Barrow**

Roxanne Gervais and Marc Belanger, auditors from Collins Barrow presented a brief summary of the 2012 Draft Financial Statements which will be considered later at the meeting for final approval.

### **4.2 French River Stewardship Council, To protect and improve the water quality of the French River**

Joe Dippong of the French River Stewardship Council made a presentation on how to protect and improve the water quality of the French River and highlighted priorities and recommendations in the presentation on how to improve lagoon operations.

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## **5. MANAGEMENT AND COMMITTEE REPORTS**

### **5.1 Mayor's Report**

Mayor gave a verbal report.

#### **5.1.1 Report submitted by Councillor Ron Garbutt - AMO/LAS Training Session**

Councillor Ron Garbutt read his report.

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### **5.2 CAO/Clerk's Report**

CAO/Clerk gave a verbal report.

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### **5.3 Item moved prior to Item 4.0 Delegations**

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## **5.4 Economic Development Committee**

Councillor Mike Bouffard, Chair of the committee gave a verbal report.

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### **5.4.1 Appointment of Paul Sharp as member of the committee**

Moved By: Denny Sharp  
Seconded By: Michel Bigras

Resol. 2013- 154

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby appoints Paul Sharp to the Economic Development Committee.

Carried

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### **5.4.2 Appointment of firm to complete the signage and branding strategy**

Moved By: Denny Sharp  
Seconded By: Shawnda Martin-Cross

Resol. 2013- 155

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby appoints TWG Communications to complete the signage and branding strategy for a total of \$11,500 plus application taxes.

Carried

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## **5.5 Environmental Advisory Committee**

Councillor Garbutt, Chair of the committee gave a verbal report.

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## **5.6 Finance and Administration Committee**

Councillor Bigras, Chair of the committee gave a verbal report.

### **5.6.1 Approval of audited 2012 Financial Statements**

Moved By: Michel Bigras  
Seconded By: Denny Sharp

Resol. 2013- 156

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby approves the audited Financial Statements prepared by Collins Barrow Chartered Accountants for the year ending December 31, 2012.

Carried

**5.6.2 Adoption of Revised Council & Volunteer Firefighters Honorariums and Expenses Policy (Section 5 - removal of 'overnight' clause)**

Moved By: Denny Sharp  
Seconded By: Michel Bigras

Resol. 2013- 157

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby approves that the 'overnight' clause in Section 5 of the Council and Volunteer Firefighters Honorariums and Expenses Policy be removed and applied retroactively to January 2013.

Carried

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**5.6.3 Funding Application to Northern Communities Investment Readiness (NCIR) program to develop an Investment Readiness Strategy**

Moved By: Denny Sharp  
Seconded By: Shawnda Martin-Cross

Resol. 2013- 158

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby agrees to submit a Funding Application to Northern Communities Investment Readiness (NCIR) program to develop an Investment Readiness Strategy.

Carried

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**5.6.4 37 St. Antoine Property - Medical Clinic Condition**

Moved By: Michel Bigras  
Seconded By: Denny Sharp

Resol. 2013- 159

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby directs staff to offer \$9,500 to Le Club St-David de Noëlville Inc. for the market value of the land to satisfy the condition on title of the 37 St. Antoine Property.

Carried

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**5.6.5 37 St. Antoine Property - Renovations to the downstairs space**

Moved By: Denny Sharp  
Seconded By: Michel Bigras

Resol. 2013- 160

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby directs staff to proceed with the rehabilitation of the basement space at the 37 St. Antoine Property.

Carried

### **5.6.6 Adoption of Revised Grants & Subsidy Policy (revision of guidelines)**

Moved By: Denny Sharp  
Seconded By: Shawnda Martin-Cross

Resol. 2013- 161

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby approves the revised Grants & Subsidy Policy.

Motion to defer

Moved By: Denny Sharp  
Seconded By: Mike Bouffard

To defer to the June Finance & Administration Committee to further consider and receive additional information from staff relating to Section 3. General Policy Guidelines.

Deferral Carried

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### **5.6.7 Approval to participate in the Summer Youth Programming and to hire two youth employees**

Moved By: Michel Bigras  
Seconded By: Denny Sharp

Resol. 2013- 162

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby directs staff to participate in the Summer Jobs for Youth Program and to hire two youth staff at no cost to the Municipality.

Carried

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### **5.6.8 Adoption of Revised Safety & Health Awards Program Policy**

Moved By: Michel Bigras  
Seconded By: Denny Sharp

Resol. 2013- 163

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby approves the revised Safety & Health Awards Program Policy.

Carried

### **5.6.9 Adoption of annual Safety & Health Policy**

Moved By: Denny Sharp  
Seconded By: Shawnda Martin-Cross

Resol. 2013- 164

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby approves the Safety & Health Policy.

Carried

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### **5.7 Public Works Committee**

Councillor Shawnda Martin-Cross, Chair of the committee gave a verbal report.

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#### **5.7.1 2013 Street Light Installations**

Moved By: Michel Bigras  
Seconded By: Denny Sharp

Resol. 2013- 165

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby directs staff to include LED lighting in all 2013 Street Light installations as a trial, to pursue grants for the installation of the street lights and to install two extra street lights on Delamere Road with the remainder of the budgeted funds.

Carried

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#### **5.7.2 Direction to prepare Request for Tender for the purchase of a new Plow/Sander Truck**

Moved By: Denny Sharp  
Seconded By: Shawnda Martin-Cross

Resol. 2013- 166

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby directs staff to prepare a Request for Tender for the purchase of a new plow / sander truck to be presented at the June Public Works Committee meeting;

**AND FURTHER THAT** since the damaged truck has been held until unrequested repaired costs are paid that staff be directed to negotiate options on how to handle the situation with the damaged truck.

Carried

### **5.7.3 Direction to seek compensation for the damage to Golf Course Road**

Moved By: Michel Bigras  
Seconded By: Denny Sharp

Resol. 2013- 167

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby directs staff to follow up with the Ministry of Transportation to apply for compensation for the repair of the damage on Golf Course Road during the detour caused by the Highway 64 closure in Alban.

Carried

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### **5.8 Manitoulin-Sudbury District Services Board**

Councillor Shawnda Martin-Cross, representative on the Board gave a verbal report.

---

### **5.9 Item moved prior to Item 4.0 Delegations**

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## **6. CONSENT AGENDA**

The following motion was presented to adopt the items contained in the Consent Agenda:

Moved By: Michel Bigras  
Seconded By: Denny Sharp

Resol. 2013- 168

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby approves the Items of the Consent Agenda under Sections 6.1, 6.3 and 6.5 and receives the Items under Sections 6.2 and 6.4.

Carried

---

### **6.1 Adoption of Minutes by Resolution**

Moved By: Shawnda Martin-Cross  
Seconded By: Denny Sharp

Resol. 2013- 169

**BE IT RESOLVED THAT** the following minutes be adopted as presented:

Regular Council Meeting held April 17, 2013

Carried



## **6.2 Minutes Received by Resolution**

Moved By: Shawnda Martin-Cross  
Seconded By: Michel Bigras

Resol. 2013- 170

**BE IT RESOLVED THAT** the following minutes be received as presented:

Economic Development Committee held May 6, 2013  
Environmental Advisory Committee meeting held May 14, 2013  
Finance & Administration Committee held May 7, 2013  
Public Works Committee held May 7, 2013  
Sudbury & District Board of Health held April 18, 2013

Carried

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## **6.3 Award of Tenders and Request for Proposals by Resolution**

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### **6.4 Correspondence for Council's Information Received by Resolution**

Moved By: Shawnda Martin-Cross  
Seconded By: Denny Sharp

Resol. 2013- 171

**BE IT RESOLVED THAT** the following correspondence be received:

Thank you letter for participating to 'World Autism Awareness Day'  
Thank you letter from Mayer Esso for the support during their project

Carried

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## **6.5 Adoption of By-laws by Resolution**

**The following By-laws were read and adopted:**

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### **6.5.1 Confirmation By-law**

Moved By: Shawnda Martin-Cross  
Seconded By: Michel Bigras

Resol. 2013- 172

**BE IT RESOLVED THAT** By-law 2013-22, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of French River at a meeting held on May 15, 2013 be read a first, second and third time and finally passed.

Carried

## **7. CORRESPONDENCE FOR COUNCIL'S CONSIDERATION**

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### **7.1 Club Richelieu Rivière des Français, Declaration of the Family Ball Tournament as a community event (Aug 9-11)**

Moved By: Shawnda Martin-Cross  
Seconded By: Denny Sharp

Resol. 2013- 173

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby agrees that the 2013 Family Ball Tournament hosted by the Club Richelieu Rivière-des-Français being held on August 9, 10 and 11, 2013 be declared a Community Event.

Carried

---

### **7.2 Sudbury East Planning Board, Receipt of a Notice of Application, Application for Consent by Margaret Schwartzentruber (File B/09/13/FR)**

Moved By: Shawnda Martin-Cross  
Seconded By: Michel Bigras

Resol. 2013- 174

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby receives the following Sudbury East Planning Board Notice of Application:

1. Application for Consent by Margaret Schwartzentruber, File B/09/13/FR

**AND THAT** the following comments from Council be provided:

No comments

Carried

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### **7.3 École de la Rivière-des-Français, Request for donation for the student scholarship/bursary fund**

Moved By: Shawnda Martin-Cross  
Seconded By: Denny Sharp

Resol. 2013- 175

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby agrees to contribute \$200.00 to École secondaire de la Rivière-des-Français towards the 2013 student scholarships and bursaries fund.

Carried

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#### **7.4 Minister Responsible for Seniors, Proclamation of June as Seniors' Month**

Moved By: Shawnda Martin-Cross  
Seconded By: Michel Bigras

Resol. 2013- 176

**WHEREAS *Seniors' Month*** is an annual nation-wide celebration; and

**WHEREAS** seniors have contributed and continue to contribute immensely to the life and vibrancy of this community; and

**WHEREAS** seniors continue to serve as leaders, mentors, volunteers and important and active members of this community; and

**WHEREAS** their contributions past and present warrant appreciation and recognition and their stories deserve to be told; and

**WHEREAS** the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community; and

**WHEREAS** the knowledge and experience seniors pass on to us continues to benefit all.

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby proclaims June 1-30, 2013 as **Seniors' Month** in the Municipality of French River and encourages all citizens to recognize and celebrate the accomplishments of our seniors.

Carried

Council discussed hosting a small event prior to the June Regular Council Meeting for the seniors where the Proclamation could be signed officially.

---

#### **7.5 French River Multi-use Trail Association, Request for land use permit to use Montée Boisvenue Road**

Moved By: Shawnda Martin-Cross  
Seconded By: Michel Bigras

Resol. 2013- 177

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby authorizes the Mayor and the Clerk to issue a Land Use Permit to the French River Multi-use Trail Association to allow them to use Montée Boisvenue Road as part of their new trail network for the purpose of a Multi-Use trail for hikers, equestrian and ATV use.

Carried

**8. ADDENDUM** (if required and by resolution)

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**9. NOTICES OF MOTION**

**9.1 Construction on Highway 535, Motion submitted by Councillor Bigras**

Moved By: Michel Bigras

Resol. 2013- 178

Seconded By: Shawnda Martin-Cross

**WHEREAS** the Ministry of Transportation has contracted out the construction and re-paving of Highway 535 between Noëlville and St. Charles; and

**WHEREAS** some sections of Highway 535 will not be excavated, repaired and repaved; and

**WHEREAS** those sections that was overlooked have already started deteriorating and in need of work.

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River sends a letter to the Minister of Transportation, the Minister of Infrastructure and the contractor performing the work requesting that the complete work to repair and resurface Highway 535 be done as one complete project.

**AND THAT** a copy of the resolution be forwarded to the Municipality of St. Charles.

Carried

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**10. ANNOUNCEMENTS AND INQUIRIES**

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**11. CLOSED SESSION**

Moved By: Shawnda Martin-Cross

Resol. 2013- 179

Seconded By: Denny Sharp

**BE IT RESOLVED THAT** the next portion of the meeting be closed to the public in order to consider directions that should be given to senior staff pursuant to:

- section 239 (2) (b) "personal matters about an identifiable individual, including municipal or local board employees" to negotiate a short term Employment Agreement with the Interim CAO/Clerk and update on the recruitment of a CAO/Clerk; and

- section 239 (2) (c) "a proposed or pending acquisition or disposition of

land by the municipality or local board" with respect to proposed land acquisitions, expropriation and Local Improvement.

Carried

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Moved By: Shawnda Martin-Cross  
Seconded By: Michel Bigras

Resol. 2013- 181

**BE IT RESOLVED THAT** the open session reconvenes at 10:35 p.m.

Carried

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## **11.1 Resolutions emanating from Closed Session**

### **11.1.1 By-law 2013-21 Employment Agreement of Harold Duff for the position of Interim CAO/Clerk**

Moved By: Shawnda Martin-Cross  
Seconded By: Michel Bigras

Resol. 2013- 182

**BE IT RESOLVED THAT** By-law 2013-21, being a by-law to authorize the Employment Agreement of Harold Duff for the position of Interim CAO/Clerk be read a first, second and third time and finally passed.

Carried

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## **12. ADJOURNMENT**

Moved By: Shawnda Martin-Cross  
Seconded By: Michel Bigras

Resol. 2013- 183

**BE IT RESOLVED THAT** the meeting be adjourned at 10:37 p.m.

Carried

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**MAYOR**

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**CLERK**



**MINUTES OF THE**  
***Environmental Advisory Committee Meeting***  
held in the Council Chambers  
French River Municipal Complex  
Tuesday, June 11, 2013 at 10:00am

**Members Present:**

Councillors Ronald Garbutt (Chair), Denny Sharp Mayor Bouffard and Malcolm Lamothe, Greg Lebert, Slobodan Nikolic, William Nuttley

**Members Excused:**

**Officials Present:**

Harold Duff, Chief Administrative Officer/Clerk  
Julie Bouthillette, Treasurer/Tax Collector, Recording Secretary  
Jim Sartor, Public Works Superintendent

**Guests:**

0 Guests

**1. Call to order, roll call and adoption of the agenda**

The Chair called the meeting to order at 10:05 a.m.

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Moved by: Malcolm Lamothe

Resol. 2013-13

Seconded by: Slobodan Nikolic

**BE IT RESOLVED THAT** the agenda be accepted as distributed.

Carried

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**2. Disclosure of Pecuniary Interest**

None declared.

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**3. Delegations**

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**4. Adoption of Minutes**

Moved by: Malcolm Lamothe

Resol. 2013-

Seconded by: Slobodan Nikolic

**BE IT RESOLVED THAT** the minutes of the Environmental Advisory Committee Meeting held May 14, 2013 be accepted as presented.

Carried

## **5. Reports**

### **5.1 Management Reports**

#### **5.1.1 Chair's Report**

The Chair summarized the report that outlined the subcommittees' priorities.

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#### **5.1.2 Waste Management Sub-Committee Report**

The CAO mentioned not to use Phase one but instead "initial footprint".

Mr. Lamothe reported that he visited the landfill site, that the landfill site building would be adequate for the re-use centre, that he walked through the procedures of sorting of wood, recycling and hazardous material and mentioned that education needs to be done that the signage is inadequate and enforcement is required. He further mentioned that he will be going on the tour with a garbage truck driver to get to the root of the information.

In order to continue the research on waste management, a count of permanent residence on each road will be needed in order to analyse the option of curbside pick-up; Day construction can provide costing.

Mr. Lamothe mentioned that electronics bins need to be established and questioned the process to get the right to drop electronics or to engage with a private citizen for this service.

Monitoring the status of the bins at time of pick-up is also needed.

The CAO suggested that the committee wait for Mr. Lamothe's full report and explained the process of the sub-committees.

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#### **5.1.3 Septage Sub-Committee Report**

Action: The Members recommended that a Resolution be presented at the June Regular Council Meeting to direct staff to move forward to develop an RFP to hire an engineering firm to develop a report on the lagoon and the possibility of acquiring additional land.

##### **5.1.3.1 Facility Work Order Summary**

#### **5.1.4 Waterways Sub-Committee Report**

A meeting should be held with Mr. Hector Lavigne, Mayor of Callander to tour their lagoon; they have done a three year review, and Spanish River should also be contacted.

##### **5.1.4.1 Terms of Reference**

The Members agreed to add the following statements to the Terms of Reference:

3.2 The Water Ways Protection By-Law aims “to protect the French River watershed within the boundaries of the Municipality of French River.”

3.3 The Water Ways Protection By-Law aims “to regulate all activities that my impact the water quality under Municipality of French River’s jurisdiction.”

##### **5.1.4.2 Appointment of members**

The Members agreed with the following appointments to the Waterways Protection By-law Subcommittee:

1. Councillor Denny Sharp
2. Dean Wenborne
3. Jean-Yves Losier
4. Jim Cuff
5. Kevin Cameron, as a resource person

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#### **5.2 Old Business**

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#### **5.3 New Business**

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#### **6. Correspondence**

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#### **7. Addendum**

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#### **8. Notice of Motion**

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#### **9. Announcements and Inquiries**

Councillor Denny Sharp invited the committee to have info available at the Canada Day Celebration, the Landfill Site info flyer could be distributed along with additional information relating to the subcommittees.

The CAO informed that an options report will be presented regarding the staffing of environmental services.

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#### **10. Closed Session**

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#### **11. Items Deferred to Next Meeting**

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## **12. Adjournment**

Moved by: Denny Sharp  
Seconded by: William Nuttley

Resol. 2013-

**BE IT RESOLVED THAT** the meeting of the Environmental Advisory Committee be adjourned at 11:49 p.m.

Carried

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**CHAIR**

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**CLERK**

Unapproved



**MINUTES OF THE**  
***Finance & Administration Committee Meeting***  
held in the Council Chamber  
French River Municipal Complex  
June 12, 2013 at 10:00 a.m.

**Members Present:**

Mayor Claude Bouffard, Councillors Michel Bigras (Chair), Larry Bouffard, Mike Bouffard

**Members Excused:**

Councillor

**Officials Present:**

Harold Duff, Chief Administrative Officer/Clerk  
Julie Bouthillette, Treasurer/Tax Collector, Recording Secretary  
Bob Martin, Parks, Recreation and Facilities  
Linda Keenan, Library Chief Executive Officer

**Guests:**

2 Guests

**1. Call to order, roll call and adoption of the agenda**

The Chair called the meeting to order at 10:07 a.m.

Moved By: Larry Bouffard  
Seconded By: Claude Bouffard

Resol. 2013-13

**BE IT RESOLVED THAT** the agenda be accepted as distributed.

Carried

**2. Disclosure of Pecuniary Interest**

None declared.

**3. Delegations**

Mrs. Wendy Plante of Rivet Insurance presented the 2013 Comprehensive Municipal Insurance Renewal; the preliminary result of the proposed renewal is an overall 24% increase which is \$16,737.

Action: The CAO will request in writing that the current policy be extended 30 days from the expiry date of July 15/2013 and request details of the process taken for the insurance claim as per the loss run and payout of \$161,000. Once the information requested is received, the item will be brought back to the committee.

#### **4. Adoption of Minutes**

Moved By: Larry Bouffard  
Seconded By: Mike Bouffard

Resol. 2013-14

**BE IT RESOLVED THAT** the minutes of the Finance & Administration Committee Meeting held May 7, 2013 be accepted as presented.

Carried

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#### **5.0 Reports and Items for Discussion**

##### **5.1. Management Reports**

###### **5.1.1 Monthly Disbursements**

The Treasurer informed that the monthly disbursements need to be brought a month later (report for the month of May at the July meeting) for reporting purposes and to be in line with the budget performance report.

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###### **5.1.2 Budget Performance**

The Treasurer presented the budget report without explanation. The explanations will be presented in the following weeks.

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###### **5.1.3 Building Permit Monthly Report**

The CAO presented the monthly report and gave an update on how the GIS software is being used in the building department as well as how the full time status of the Chief Building Official is beneficial.

The Mayor mentioned that the monthly reports should include prior year comparisons.

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###### **5.1.4 French River Public Library Report**

The Library Chief Executive Officer presented the report.

The CAO mentioned that he will be attending along with the Mayor and Treasurer the June Library Board meeting.

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#### **5.2 Old Business**

##### **5.2.1 Action Report - Update on the Seniors Support Office Automatic Door Opener**

Action: The Members recommended that a Resolution be presented at the June Regular Council Meeting to approve Option 1 to install an Automatic Door Opener at the Senior Support Office in the Municipal Complex for an additional cost of \$1,935 plus applicable taxes and the funds be taken out of the reserves.

### **5.2.2 Action Report - OPP Cost Report**

The CAO summarized the report and the meeting held with the OPP on April 9, 2013.

Action: The Members recommended that a Resolution be presented at the June Regular Council Meeting to remain with the current OPP service arrangement under Section 5.1 of the Police Act.

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### **5.2.3 Information Report - Telecom Review**

The Treasurer summarized the report; the detailed telecom review report will be sent electronically to all Members of Council.

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### **5.2.4 Action Report - Update on the 37 St. Antoine Property - Use of space**

The Facilities Manager summarized the report. The Members discussed the feasibility of the improvements in 2013 and questioned the future plans for the property.

Action: The Members agreed to defer the item to the July meeting to provide additional information relating to the plans for the use of the property and the improvements required.

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### **5.2.5 Information Report - Update on the construction at the Landfill Site Office**

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### **5.2.6 Information Report - 2014 Budget Deliberations**

The Treasurer summarized the report that was distributed under separate cover. The Project Planning Worksheet was discussed; the usefulness of the worksheet will be evaluated by management.

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## **5.3 New Business**

### **5.3.1 Action Report - Employee Compensation Plan Schedule, adjustment of a calculation error in the hourly salary grid**

The Treasurer summarized the report and explained that there are no monetary consequences.

Action: The Members recommended that a Resolution be presented at the June Regular Council Meeting to adopt the revised Employee Compensation Plan Schedule.

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### **5.3.2 Action Report - New Job Descriptions, Manager of Environmental Services & Municipal Law Enforcement Officer**

Action: The Members recommended that a Resolution be presented at the June Regular Council Meeting to approve the Manager of Environmental Services & Municipal Law Enforcement Officer Job Descriptions. A report will follow on options for the staffing of environmental services.

### **5.3.3 Action Report - Drainage Issue at Municipal Complex**

Action: The Members recommended that a Resolution be presented at the June Regular Council Meeting to direct staff to:

1. Seek legal advice on the options to pursue the architect/engineer and construction company for the poor design and drainage issues at the Municipal Complex property
2. Report at the July Meeting on how much it would cost to receive a report from an engineering firm that would provide options to remedy the matter
3. Release Request for quotes for the installation of a sump pit below the ventilation system as an immediate and interim option.

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### **5.3.4 Action Report - Renewal of Janitorial Contract for one year**

Action: The Members recommended that a Resolution be presented at the June Regular Council Meeting to direct staff to pursue renewing the current contract with Reliable Cleaning Services for a further one year term and to pursue the research needed to prepare a Request to Tender for Janitorial Services for all Municipal Buildings for 2014.

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### **5.3.5 Information Report - Update on the Pedestrian Crossing/Crossing Guard**

The Members agreed that receiving permission to establish Pedestrian Crossings across the Highways in our communities should be pursued with political pressure.

It was brought to the attention of the committee that there is a Pedestrian Crossing in Wahnapiatae across Highway 17.

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### **5.3.6 Information Report - National Bank “One for Youth” Funding Program**

Action: A Resolution will be presented at the June Regular Council Meeting to apply for the National Bank “One for Youth” Funding Program.

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### **5.3.7 Information Report - Update Cenotaph Relocation**

The CAO further informed that the French River Cadets will upkeep the new location of the cenotaph.

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### **5.3.8 Action Report - Alban Library Roof Canopy**

Action: The Members recommended that a Resolution be presented at the June Regular Council Meeting to approve Option 1 to build a roof canopy at the Alban Library for an additional cost of \$3,000 plus applicable taxes and that the funds be taken out of the reserves.

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### **5.3.9 Action Report – Temporary Compensation Changes**

Action: The Members recommended that a Resolution be presented at the June Regular Council Meeting to approve that Jim Sartor, Public Works Superintendent look after the environmental area and that Richard Chartrand, Lead Hand assist with the public works duties and that both persons receive 10% remuneration for their extra duties given that there is an interim need to manage the workload of environment and roads.

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**6. Correspondence**

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**7. Addendum**

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**8. Notice of Motion**

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**9. Announcements and Inquiries**

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**10. Closed Session**

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**11. Items Deferred to Next Meeting**

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**12. Adjournment**

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Moved By: Claude Bouffard

Resol. 2013-15

Seconded By: Larry Bouffard

**BE IT RESOLVED THAT** the Finance & Administration Committee meeting be adjourned at 12:31 p.m.

Carried

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\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**CLERK**



**MINUTES OF THE**  
***Public Works Committee Meeting***  
held in the Council Chamber  
French River Municipal Complex  
June 12, 2013 at 2:00 p.m.

**Members Present:**

Mayor Claude Bouffard, Councillors Ronald Garbutt, Shawnda Martin-Cross (Chair), Denny Sharp

**Members Excused:**

**Officials Present:**

Harold Duff, Chief Administrative Officer/Clerk  
Julie Bouthillette, Treasurer/Tax Collector, Recording Secretary  
Jim Sartor, Public Works Superintendent

**Guests:**

4 Guests

**1. Call to order, roll call and adoption of the agenda**

The Chair called the meeting to order at 2:00 p.m.

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Moved By: Claude Bouffard

Resol. 2013-13

Seconded By: Ron Garbutt

**BE IT RESOLVED THAT** the agenda be accepted as distributed.

Carried

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**2. Disclosure of Pecuniary Interest**

None declared.

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**3. Delegations**

Item 5.2.1 Draft Roads Management Plan was moved to Delegations

Mr. Neil Castonguay summarized the report and answered questions from the Members.

**Action:** The Members recommended that a Resolution be presented at the June Regular Council Meeting to approve the Roads Management Plan 2014-2018.

#### **4. Adoption of Minutes**

Moved By: Denny Sharp  
Seconded By: Ron Garbutt

Resol. 2013-14

**BE IT RESOLVED THAT** the minutes of the Public Works Committee Meeting held May 7, 2013 be accepted as presented.

Carried

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#### **5.0 Reports and Items for Discussion**

##### **5.1. Management Reports**

###### **5.1.1 Monthly Activity Report**

The Public Works Superintendent summarized his written report on the operations during the past month.

The CAO requested that future reports clarify that the roads are graded as per the schedule established and that exceptions are done only if required.

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##### **5.2 Old Business**

###### **5.2.1 Item moved to Delegations.**

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###### **5.2.2 Action Report - Draft Request for Tender for New Plow/Sander Truck**

Action: The Members agreed to defer to the July meeting.

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###### **5.2.3 Action Report - Update on damaged Plow / Sander Truck**

Action: The Members recommended that a Resolution be presented at the June Regular Council Meeting to accept the \$5,000 offer from Sudbury Truck & Trailer and that a condition be added that we are not liable for any additional outstanding invoice.

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###### **5.2.4 Information Report - Update Owl's Nest Road**

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##### **5.3 New Business**

###### **5.3.1 Action Report - Drainage Maintenance Plan**

Action: The Members agreed to defer to the July meeting.

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###### **5.3.2 Action Report - Request for proposal for an Engineering Firm**

Action: The Members recommended that a Resolution be presented at the June Regular Council Meeting to enter into a short term agreement with Mr. Neil Castonguay for Engineering Services for an hourly rate of \$120 as an interim solution.

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## **6. Correspondence**

The CAO summarized the following correspondence:

1. A letter received from the Ministry of Transportation dated May 31, 2013 relating to the Murdock River Bridge on Hwy 607 stating that the existing boat access point on the east side of the highway will be accommodated and improved.
2. A letter received from the Ministry of Transportation dated June 7, 2013 relating to the damage to Golf Course Road during the repairs made to a culvert on Hwy 64 in Alban. Ministry staff have agreed to meet the Municipality to review the alleged damages and determine an appropriate course of action; the Public Works Superintendent will follow up.

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## **7. Addendum**

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## **8. Notice of Motion**

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## **9. Announcements and Inquiries**

Mr. Malcolm Lamothe mentioned that the Roads Management Plan is confusing and very technical to understand and that clarification should be communicated to the public.

Councillor Michel Bigras requested information on the Highway 607 bridge repair public consultation notices.

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## **10. Closed Session**

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## **11. Items Deferred to Next Meeting**

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## **12. Adjournment**

Moved By: Claude Bouffard  
Seconded By: Ron Garbutt

Resol. 2013-15

**BE IT RESOLVED THAT** the Public Works Committee Meeting be adjourned at 3:35p.m.

Carried

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**CHAIR**

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**CLERK**

**SUDBURY EAST PLANNING BOARD  
MINUTES  
Thursday, March 14, 2013 at 5:30 p.m.  
St. Charles Community Centre  
20 Casimir St., St. Charles, Ontario**

**MEMBERS PRESENT:** Michel Bigras, Shawnda Martin-Cross, Mira Melien, Morgan Pitfield, Heide Ralph, Steve Salonin, Paul Schoppmann, Jim Stankovitch,

**MEMBERS ABSENT:** Clyde Opaleyчук

**OFFICIALS PRESENT:** Melissa Riou  
Director of Planning/Secretary-Treasurer

Karen Beaudette  
Administrative Assistant

**PUBLIC PRESENT:** Kyle Anderson, Claude Bouffard, Julie Bouthillette, Greg Bender, Renee Chaperon, Sonja Flynn, Steve Gossling, Brian O'Rawe, Chris Tyrell, Denis Turcot

**1. MEETING CALLED TO ORDER**

The meeting was called to order at 5:30 p.m. by Member Cross

- 2.** The Director of Planning stated that the Chair was absent and a Chair has to be appointed for the meeting.

**13-022**            **MOVED BY:** Jim Stankovich  
**SECONDED BY:** Michel Bigras

**BE IT RESOLVED THAT** Shawnda Martin-Cross be appointed as Chair for the Sudbury East Planning Board meeting of March 14, 2013  
Carried.

**3. ADOPTION OF THE AGENDA**

**13-023**            **MOVED BY:** Paul Schoppmann  
**SECONDED BY:** Jim Stankovitch

**BE IT RESOLVED THAT** the agenda for the Sudbury East Planning Board regular meeting of March 14<sup>th</sup>, 2013 be adopted as amended.  
Carried.

4. **DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

There were no disclosures of pecuniary interest and general nature thereof.

5. **ADOPTION OF THE MINUTES**

a) Sudbury East Planning Board - Regular meeting of February 14<sup>th</sup>, 2013.

**13-024** **MOVED BY:** Jim Stankovich

**SECONDED BY:** Michel Bigras

**BE IT RESOLVED THAT** the minutes of the Sudbury East Planning Board's regular meeting of February 14<sup>th</sup>, 2013, be adopted as distributed.

**Carried.**

6. **PRESENTATIONS/DELEGATIONS** – Greg Bender and Chris Tyrell were present from Marshall Macklin Monaghan Limited (MMM Group). They gave a brief presentation on the Phases 1, 2 and 3 of the Comprehensive Zoning By-law Review. After the presentation, members of the board and public were invited to ask questions and state concerns about the process.

Member Schoppmann mentioned that lot size for Rural Residential lots was being questioned in his municipality as well as the acreage required for one to two horses on a lot. He asked that the definition of livestock be addressed. Member Schoppmann also asked about the amount of severances be addressed as it used to be only one Rural Residential lot could be severed from a farm and now it is happening more and more.

Member Cross asked that definitions for Brownfields and Greenspaces be addressed. Member Pitfield also asked about Brownfields as Killarney has two tar parks previously used by fishermen for tarring their nets. These areas are now causes for concern for the Municipality of Killarney. Member Ralph asked if these spaces could be designated as parklands now. The Director of Planning stated that right now, parklands are designated as Open Spaces. Member Ralph asked if this was true for the Unincorporated Townships also. Member Ralph said it would be good for these spaces to be designated as Parklands as it would encourage use from campers, hikers and canoers.

Member Salonin asked if minimum lot size in the Rural areas could be addressed. Right now 0.8 is the minimum allowed for a lot and that there is new technology out there for septic systems. The size of the lots is not allowing new areas to be developed or expanded in the Rural area. The Director of Planning asked if this was related to the Kukagami Lake Road area and Member Salonin concurred and reiterated that field beds no longer require two acres because of new technology.

Member Cross said that Pits and Quarries should also be addressed.

The Director of Planning advised that a copy of the MMM Group presentation would be sent to

all councils in the morning. If Councils or Board Members have any other issues or question, the Director of Planning will forward these to Greg Bender or Chris Tyrell.

**13-025**                    **MOVED BY:** Jim Stankovich  
                                  **SECONDED BY:** Michel Bigras

**BE IT RESOLVED THAT** the Proposal for Services for the Comprehensive Zoning By-law from MMM Group Limited be accepted and the Agreement for Professional Planning Services signed by Director of Planning.

**Carried.**

## **7. CONSENT APPLICATIONS and ZONING BY-LAW AMENDMENT**

The Chair advised that a Consent Application be analyzed and discussed before the Planning Board decides whether or not to grant Provisional Consent. Also that the analysis and discussion of a Consent Application serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning advised that Notice of Application was posted in the municipal office and was sent by First Class Mail to the assessed owners within 60 metres of the properties subject to the proposed Consent, and to those persons and agencies likely to have an interest in the application. The Notices were sent on February 25, 2013 (B/51/12/FR – Brian and Carol O’Rawe), (B/01/12/MW – Harry and Marion Stewart), and (B/02-06/13/FR – Ronald and Darlene Couvrette; Ronald Couvrette; Heather and Vincent Roy) being over fourteen (14) days prior to this evening’s meeting. The Notices were sent by First Class Mail to the assessed owners with 60 metres of the properties subject to the proposed Consent and Zoning By-law Amendment. Included with each Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulations were provided in accordance with the provisions of The Planning Act, R.S.O. 1990, Chapter P.13.

### **a) B/51/12/FR – Brian and Carol O’Rawe**

Mr. Brian O’Rawe was present from the public to answer any questions from the board.

The subject property is located on White Pine Lane in the Municipality of French River and also have frontage on Pine Ridge Drive. The subject land is currently zoned ‘Waterfront Commercial Tourist (WCT)’ and operated as Sand Beach Lodge. The current application proposes to sever 1.8 hectares of the property in order to create a waterfront residential lot for the current owner. The proposed severed lot contains a cabin which will become the residence of the owner as well as vacant lands north of White Pine Lane.

The retained lands are proposed to be 2.5 hectares in area and will continue to be operated as

the Sand Beach Lodge and contain an owners residence, main lodge (including restaurant, lounge, kitchen and games room), a boat house (with conference room on the upper level); 2 staff cabins, spa, water system/fish cleaning cabin, laundry, bicycle shed and two storage sheds in addition to 8 rental cottages.

The severance generally complies with the policies of the Official Plan. The retained lot will continue to meet the requirements of the WCT Zone, while the lot to be severed meets the requirements of the WR zone – to which it is proposed to be re-zoned – the application will be considered by Council for the Municipality of French River at its meeting next Wednesday the 20<sup>th</sup> of March.

Comments were received from MNR indicating that it is possible that Species at Risk are located on or adjacent to the property. Prior to development the applicant may wish to undertake surveys to determine risk of contravening the Endangered Species Act – this has been added as a note to the conditions of approval – but – no new building are proposed.

Also, indicated that new dwellings should be located above the flood elevation for Lake Nipissing – if existing dwellings are below this elevation – owners should be made aware – again this has been noted in the conditions of severance.

No other comments or concerns were received through agency circulation or from the public.

There were no questions or discussions from the board.

**13-026                      MOVED BY:    Michel Bigras**  
**SECONDED BY: Paul Schoppmann**

**BE IT RESOLVED THAT** Consent application B/51/12/FR submitted by Brian and Carol O’Rawe be recommended for approval as per the report prepared by the Board’s Director of Planning.

**Carried.**

The Chair advised that there is a 20 day appeal period during which time any person or public body may, not later than 20 days after the giving of notice under Section 53(17) of the Planning Act, R.S.O. 1990, Chapter P.13 is completed, appeal the decision or any condition imposed by the Planning Board or appeal both the decision and any condition to the Ontario Municipal Board by filing with the Secretary-Treasurer a notice of appeal setting out the reasons for the appeal, accompanied by the fee prescribed under the Ontario Municipal Board Act. During this appeal period, no building permit may be issued or other work commenced.

**b) B/01/13/MW – Harry and Marion Stewart**

No one was present from the public for any questions from the Board.

The subject property is located on Ratter Lake Road in the Municipality of Markstay-Warren and proposes to sever one Rural lot from the subject lands. A similar application was submitted in 2012 and approved by the Planning Board at its meeting of October 11, 2012. Upon surveying of the conditionally approved severed lot it was determined that the approval had been submitted for and received approval for the adjacent parcel which was also owned by the same person. The current application has been submitted to ensure consent is requested and provided for the correct lot.

Both the proposed severed and retained lots will meet the minimum requirements of the rural zone of 5.0 hectares in area and 100 metres of frontage.

No comments or concerns were received through agency circulation or from the public.

There were no questions or discussions from the board

**13-027                      MOVED BY: Paul Schoppmann**  
**SECONDED BY: Jim Stankovitch**

**BE IT RESOLVED THAT** Consent Application B/01/13/MW submitted by Harry and Marion Stewart be recommended for approval as per the report prepared by the Board's Director of Planning.

**Carried.**

The Chair advised that there is a 20 day appeal period during which time any person or public body may, not later than 20 days after the giving of notice under Section 53(17) of the Planning Act, R.S.O. 1990, Chapter P.13 is completed, appeal the decision or any condition imposed by the Planning Board or appeal both the decision and any condition to the Ontario Municipal Board by filing with the Secretary-Treasurer a notice of appeal setting out the reasons for the appeal, accompanied by the fee prescribed under the Ontario Municipal Board Act. During this appeal period, no building permit may be issued or other work commenced.

**c) B/02-06/13/FR – Ronald and Darlene Couvrette; Ronald Couvrette; Heather and Vincent Roy**

Agent Steve Gossling, EXP Geomatics Inc. was present for any questions or discussions from the public.

The subject properties are located on Sedgewick Road in the Municipality of French River. The application proposes to create 3 new vacant waterfront residential lots, one right of way to continue to provide water access to the owner of a parcel to the west and a lot addition to a parcel to the east. Three retained lots each contain existing cottages.

These application were originally considered and approved by the Planning Board at its meeting of December 8, 2011, however the application lapsed because not all conditions were fulfilled within one year of the date of conditional approval. All 'draft' conditions are fulfilled with the exception of the adoption of the extension of Sedgewick Road which was delayed in order for both the legal counsel for the Municipality of French River and the applicants to agree on wording to establish required easements. It is my understanding – that this has now been resolved and the Municipality of French River will be adopting the road at its meeting of March 20<sup>th</sup>.

The proposal and configuration have not changed since last time it was in front of the Board. The proposal generally meets with the policies of the Official Plan and each of the proposed lots meet the requirements of the WR Zone – no re-zoning is required.

The Planning Board did receive comments from a neighbouring property owner questioning whether access to his property on Gilbert Road could be addressed through this application. He was advised that it would be a separate issue and not appropriately considered as part of this application.

There were no questions or discussion from the board.

**13-028                      MOVED BY: Jim Stankovich**  
**SECONDED BY: Steve Salonin**

**BE IT RESOLVED THAT** Consent application B/02-06/13/FR – Ronald and Darlene Couvrette; Ronald Couvrette; Heather and Vincent Roy be recommended for approval as per the report prepared by the Board's Director of Planning.

**Carried.**

The Chair advised that there is a 20 day appeal period during which time any person or public body may, not later than 20 days after the giving of notice under Section 53(17) of the Planning Act, R.S.O. 1990, Chapter P.13 is completed, appeal the decision or any condition imposed by the Planning Board or appeal both the decision and any condition to the Ontario Municipal Board by filing with the Secretary-Treasurer a notice of appeal setting out the reasons for the appeal, accompanied by the fee prescribed under the Ontario Municipal Board Act. During this appeal period, no building permit may be issued or other work commenced.

**8.                      NEW BUSINESS**  
**a) KPMG Invoice**

**13-029                      MOVED BY: Steve Salonin**  
**SECONDED BY: Paul Schoppmann**

**BE IT RESOLVED THAT** the invoices for the KPMG audit of \$3,825.00 plus HST be approved for payment.

**Carried.**

**9. NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE MEETING**

There were no notices of motion received by the Secretary-Treasurer prior to the closing of the meeting.

**10. PAYMENT OF VOUCHERS**

a) January 2013

**13-030 MOVED BY:** Steve Salonin  
**SECONDED BY:** Michel Bigras

**BE IT RESOLVED THAT** the statement of disbursements for the month of February 2013, in the amount of \$11,229.76 to be distributed, and is hereby approved for payment.

**Carried.**


**11. ADJOURNMENT**


**13-031 MOVED BY:** Heide Ralph  
**SECONDED BY:** Jim Stankovich

**BE IT RESOLVED THAT** the Meeting be adjourned at 6:10 P.M.

**AND THAT** the next regular meeting be held on May 16<sup>th</sup> at 5:30 P.M. in Warren.

**Carried.**

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
SECRETARY-TREASURER



**MINUTES OF THE HEALTH AND SAFETY COMMITTEE MEETING  
HELD AT THE MUNICIPAL COMPLEX BOARDROOM  
April 11, 2013 at 10:30 a.m.**

**Members Present:**

Kyle Anderson, Don Boucher, Mélanie Bouffard, Harold Duff, Linda Keenan, Bob Martin (Chair), Mike Lalonde (Co-chair)

**Members Excused:**

**Guests:**

0 guests

**1. Call to order**

10:31 a.m.

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**2. Adoption of the Agenda**

Moved By: Linda Keenan  
Seconded By: Mike Lalonde

2013-4

**BE IT RESOLVED THAT** the agenda be accepted as presented.

Carried

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**3. Adoption of the Committee Minutes**

Moved By: Mike Lalonde  
Seconded By: Linda Keenan

2013-5

**BE IT RESOLVED THAT** the February 7, 2013 committee minutes be accepted as distributed.

Carried

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**4. Communications**

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**5. Previous Business**

**5.1 Health & Safety Awards Program Policy**

The policy will be forwarded to the May Finance and Administrative Committee for review and recommendation to Council for approval.

**5.2 Training Program - Request for Quotes**

Bob informed that quotes were received from 2 companies.

The Ministry of Labour was contacted to receive additional information on certain safety and training requirements, it was confirmed that the Municipal Departments are currently compliant with training requirements. A training program will be considered at the 2014 Budget deliberations.

#### **6. New Business**

Don mentioned that RDH is doing the installment of the steps to enter the rear of the rescue vehicle tomorrow and that once complete they will be recognized for their contribution. Don also mentioned that the stickers and paint was also complete to identify the truck.

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#### **7. Accident Reports**

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#### **8. Workplace Inspection Reports**

Workplace Inspection Reports were handed in to the Chair to file.

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#### **9. Health and Safety Concerns/Suggestions**

The work required at the blue dome is scheduled for 2013, the employees require the fall arrest training in order to work that height.

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#### **10. Adjournment**

Next meeting Thursday, June 6, 2013 at 10:30 am.

Moved By: Mike Lalonde  
Seconded By: Linda Keenan

2013-6

**BE IT RESOLVED THAT** the Health and Safety Committee Meeting be adjourned at 11:00 a.m.

Carried

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Robert Martin, CHAIR  
Mike Lalonde, CO-CHAIR

## **FRENCH RIVER PUBLIC LIBRARY**

### **MINUTES**

**March 19, 2013**

Municipal Council Chambers

**MEMBERS PRESENT:** Liliame Lamothe  
Angela Williams  
Denny Sharp  
Shelley Duquette-Lafortune

**EXCUSED:** Suzanne Bisailon (With Reason)  
**STAFF** Linda Keenan - CEO

#### **1. Call to order**

Meeting was called to order at 5:29 pm and Chaired by Vice Chairperson Liliame Lamothe.

**BE IT RESOLVED THAT:** the Board wishes to call this meeting to order at 5:29 pm this evening.

**Carried**

**Moved by:** Angela Williams

**Resol 13-015**

**Seconded by:** Denny Sharp

#### **2. Disclosure of Pecuniary Interest**

None.

#### **3. Agenda**

As presented.

#### **4. Minutes**

As presented.

#### **5. Financial Reports**

As presented.

**BE IT RESOLVED THAT:** the disclosure of pecuniary interest, agenda for March, minutes of January & February 2013 and the financial reports be accepted as presented.

**Carried**

**Moved by:** Angela Williams

**Resol 13-016**

**Seconded by:** Denny Sharp

#### **6. Vice Chairperson's Report**

Gave a verbal report.

#### **7. Councillor's Report**

Gave a verbal report.

#### **8. CEO's Report**

Gave a verbal report.

**8.1 Reports BE IT RESOLVED THAT:** we accept the Vice Chairperson's, Councillor's and CEO's verbal report.

**Carried**

**Moved by:** Denny Sharp

**Resol 13-017**

**Seconded by:** Shelley Duquette-Lafortune

**9. Correspondence**

Copies of the statistics for January, February and January 2005 to January 2013 were distributed to all members present.

**9.1 BE IT RESOLVED THAT:** the Board has received statistics for the month of January, February 2013 as well as January 2005 to January 2013.

**Carried**

**Moved by:** Denny Sharp

**Resol 13-018**

**Seconded by:** Shelley Duquette-Lafortune

**10. Board Members comments**

**11. Public's comments**

**12. Closed Meeting**

**13. Adjournment**

**BE IT RESOLVED THAT:** the next Board meeting will be held on Tuesday, April 16, 2013 at 4:30 pm in the Municipal Council Chambers and that the meeting be adjourned at 6:25 pm this evening.

**Carried**

**Moved by:** Denny Sharp

**Resol 13-019**

**Seconded by:** Shelley Duquette-Lafortune

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**Vice Chairperson**

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**Secretary**

## **FRENCH RIVER PUBLIC LIBRARY**

### **MINUTES**

**April 16, 2013**

Municipal Council Chambers

**MEMBERS PRESENT:** Liliane Lamothe  
Angela Williams  
Denny Sharp  
Shelley Duquette-Lafortune  
Suzanne Bisailon

**EXCUSED:**

**STAFF** Linda Keenan - CEO

#### **1. Call to order**

Meeting was called to order at 4:34 pm and Chaired by Chairperson Susanne Bisailon.

**BE IT RESOLVED THAT:** the Board wishes to call this meeting to order at 4:34pm this evening.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 13-021**

**Seconded by:** Shelley Duquette-Lafortune

#### **2. Disclosure of Pecuniary Interest**

None.

#### **3. Agenda**

As presented.

#### **4. Minutes**

As presented.

#### **5. Financial Reports**

As presented.

**BE IT RESOLVED THAT:** the disclosure of pecuniary interest, agenda for April, minutes of March 2013 and the financial reports for January and February 2013 be accepted as presented and amended.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 13-022**

**Seconded by:** Shelley Duquette-Lafortune

#### **6. Chairperson and Vice-Chairperson's Report**

Chairperson gave a verbal report and Vice-Chairperson gave a written report.

#### **7. Councillor's Report**

Gave a verbal report.

#### **8. CEO's Report**

Gave a verbal report.

**8.1 Reports BE IT RESOLVED THAT:** we accept the Chairperson's, Vice-Chairperson's, Councillor's and CEO's verbal report.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 13-023**

**Seconded by:** Shelley Duquette-Lafortune

#### **9. Correspondence**

Copies of policies #100 to #113 as well as #6 to #13 were sent to all Board members for review by email.

Copies of the statistics for March 2013 were distributed to all members present.

Letter from Ecole Secondaire de la Rivière-des-Français requesting a donation towards graduation.

**9.1.1 BE IT RESOLVED THAT:** the Board adopts policy #100 Cataloguing and Inventory.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 13-024**

**Seconded by:** Angela Williams

**9.1.2 BE IT RESOLVED THAT:** the Board adopts policy #101 Shelf Work.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 13-025**

**Seconded by:** Denny Sharp

**9.1.3 BE IT RESOLVED THAT:** the Board adopts policy #102 Circulation Control System – Overall Policies.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 13-026**

**Seconded by:** Angela Williams

**9.1.4 BE IT RESOLVED THAT:** the Board adopts policy #103 Hours of Service.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 13-027**

**Seconded by:** Shelley Duquette-Lafortune

**9.1.5 BE IT RESOLVED THAT:** the Board adopts policy #104 Membership- Overall Policies.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 13-028**

**Seconded by:** Angela Williams

**9.1.6 BE IT RESOLVED THAT:** the Board adopts policy #105 Membership Registration and Membership Cards.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 13-029**

**Seconded by:** Shelley Duquette-Lafortune

**9.1.7 BE IT RESOLVED THAT:** the Board adopts policy #106 Loans.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 13-030**

**Seconded by:** Angela Williams

**9.1.8 BE IT RESOLVED THAT:** the Board adopts policy #107 Check-Out.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 13-031**

**Seconded by:** Shelley Duquette-Lafortune

**9.1.9 BE IT RESOLVED THAT:** the Board adopts policy #108 Check-In.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 13-032**

**Seconded by:** Angela Williams

**9.1.10 BE IT RESOLVED THAT:** the Board adopts policy #109 Renewals.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 13-033**

**Seconded by:** Shelley Duquette-Lafortune

**9.1.11 BE IT RESOLVED THAT:** the Board adopts policy #110 Reserves.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 13-034**

**Seconded by:** Angela Williams

**9.1.12 BE IT RESOLVED THAT:** the Board adopts policy #111 Overdue Items and Fines.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 13-035**

**Seconded by:** Shelley Duquette-Lafortune

**9.1.13 BE IT RESOLVED THAT:** the Board adopts policy #112 Confidentiality of Patron and Circulation Records.

**Carried**

**Moved by:** Shelley Duquette-Lafortune

**Resol 13-036**

**Seconded by:** Angela Williams

**9.1.14 BE IT RESOLVED THAT:** the Board adopts policy #113 Interlibrary Loans.

**Carried**

**Moved by:** Angela Williams

**Resol 13-037**

**Seconded by:** Shelley Duquette-Lafortune

**9.1.15 BE IT RESOLVED THAT:** the Board adopts policy #7 General Responsibilities of CEO for Personnel.

**Carried**

**Moved by:** Shelley Duquette-Lafortune

**Resol 13-038**

**Seconded by:** Angela Williams

**9.1.16 BE IT RESOLVED THAT:** the Board adopts policy #8 Job Descriptions.

**Defeated**

**Moved by:** Angela Williams

**Resol 13-039**

**Seconded by:** Denny Sharp

**9.1.17 BE IT RESOLVED THAT:** the Board adopts policy #9 Notice of Vacancies.

**Carried**

**Moved by:** Denny Sharp

**Resol 13-040**

**Seconded by:** Angela Williams

**9.1.18 BE IT RESOLVED THAT:** the Board adopts policy #10 Eligibility for Employment.

**Carried**

**Moved by:** Angela Williams

**Resol 13-041**

**Seconded by:** Shelley Duquette-Lafortune

**9.1.19 BE IT RESOLVED THAT:** the Board adopts policy #10.1 Applications for Employment.

**Carried**

**Moved by:** Denny Sharp

**Resol 13-042**

**Seconded by:** Angela Williams

**9.1.20 BE IT RESOLVED THAT:** the Board adopts policy #11 Interviewing Candidates for Library Positions.

**Carried**

**Moved by:** Angela Williams

**Resol 13-043**

**Seconded by:** Shelley Duquette-Lafortune

**9.1.21 BE IT RESOLVED THAT:** the Board adopts policy #12 Notification of Appointment.

**Carried**

**Moved by:** Denny Sharp

**Resol 13-044**

**Seconded by:** Angela Williams

**9.1.22 BE IT RESOLVED THAT:** the Board adopts policy #13 Letter of Agreement for Employment and Employment Contract.

**Defeated**

**Moved by:** Angela Williams

**Resol 13-045**

**Seconded by:** Denny Sharp

**9.2 BE IT RESOLVED THAT:** the Board has received statistics for the month of March 2013.

**Carried**

**Moved by:** Denny Sharp

**Resol 13-046**

**Seconded by:** Angela Williams

### **9.3 Correspondence**

**BE IT RESOLVED THAT:** the Board gives direction to the CEO to purchase a gift card from Chapters for \$100.00 towards the grade 12 graduation ceremonies at Ecole Secondaire de la Rivière-des-Français.

**Carried**

**Moved by:** Angela Williams

**Resol 13-047**

**Seconded by:** Shelley Duquette-Lafortune

### **10. New Business**

Discussion was held on the requests that were made by the CAO and Municipal Council, as well as the Action Report and Information Report at the meeting held on March 21, 2013 with CEO and Vice Chairperson Liliane Lamothe

**10.1 BE IT RESOLVED THAT:** the Board requests a specific itemized list of services that the Municipality is willing to offer to help the Board regarding financial and administrative aspects(ex: invoices, grant applications, staff evaluations, etc). The Board also gives direction to CEO to arrange a meeting with CAO, Mayor, Councillor Bigras and Julie Bouthiette to discuss the mutual concerns.

**Carried**

**Moved by:** Denny Sharp

**Resol 13-048**

**Seconded by:** Angela Williams

### **11. Board Members comments**

### **12. Public's comments**

### **13. Closed Meeting**

### **14. Adjournment**

**BE IT RESOLVED THAT:** the next Board meeting will be held on Tuesday, May 21, 2013 at 4:30 pm in the Municipal Council Chambers and that the meeting be adjourned at 6:35 pm this evening.

**Carried**

**Moved by:** Angela Williams

**Resol 13-049**

**Seconded by:** Shelley Duquette-Lafortune

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**Chairperson**

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**Secretary**



**UNAPPROVED MINUTES – FOURTH MEETING  
SUDBURY & DISTRICT BOARD OF HEALTH  
BOARDROOM, SECOND FLOOR, SUDBURY & DISTRICT HEALTH UNIT  
THURSDAY, MAY 16, 2013, AT 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Claude Belcourt  
Madeleine Dennis  
Brigita Gingras  
Paul Schoppmann

Claude Berthiaume  
Ron Dupuis  
Rita Pilon  
Brenda Spencer

Janet Bradley  
Evelyn Dutrisac  
Ursula Sauvé

**BOARD MEMBERS REGRETS**

Terry Kett

Ken Noland

**STAFF MEMBERS PRESENT**

Sandra Laclé  
Rachel Quesnel (Secretary)

Renée St. Onge  
Dr. Penny Sutcliffe

Marc Piquette

Todd Robson

Media

**R. DUPUIS PRESIDING**

**1.0 CALL TO ORDER**

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

**2.0 ROLL CALL**

**3.0 DECLARATION OF CONFLICT OF INTEREST**

None.

**4.0 DELEGATION / PRESENTATION**

**i) Opportunity for All**

- Dr. Penny Sutcliffe, Medical Officer of Health and Chief Executive Officer
- Sandra Laclé, Director, Health Promotion Division

Dr. Sutcliffe introduced the topic noting that Board members have received a two page summary report as well as the full report titled *Opportunity for All: The Path to Health Equity*. A motion on this topic will also be entertained later on the agenda by the Board.

By way of background, Dr. Sutcliffe noted that the SDHU and other organizations have worked many years to understand health inequities. The relationship between health and wealth has been demonstrated in other jurisdictions in Canada and around the world and the SDHU has taken action with the assumption that this relationship existed in our health unit area. The Sudbury & District Board of Health has provided governance direction to our local health equity work through its position statement, multiple resolutions, and strategic directions; however, data was not available before now to inform our actions.

Dr. Sutcliffe acknowledged the significance of the *Opportunity for All: The Path to Health Equity* report, first-ever for Greater Sudbury health equity report. She recognized the team of skilled Health Unit professionals who have worked together to take the concept and turn it into the concrete report being released today. Associate Medical Officer of Health, Dr. Lamprey, has been instrumental in the report writing along with the team of people listed on the inside cover as well as many others.

S. Laclé, Director of Health Promotion, was welcomed to present key findings of the report.

The analysis revealed a significant relationship between the social and economic conditions where Greater Sudbury residents live. Specifically, residents of the City's most deprived areas had worse health outcomes on 15 indicators than residents of its least deprived areas. Among the findings, CGS residents in most deprived areas had higher rates of emergency room visits (1.7 times higher); infant mortality (2.4 times higher); premature mortality (1.9 times higher) and obesity (2.0 times higher).

The report reveals that not everyone in Greater Sudbury has *Opportunity for All* or for health. If everyone had the same opportunities for health as those living in its least deprived areas, each year in the City there would be:

- 14 077 fewer emergency department visits for all causes
- 1 less infant who dies before age 1
- 131 fewer residents who die before age 75
- 11 231 fewer people who are obese

These findings represent a major milestone on the SDHU's journey to improving the health of the local population and health equity in our community. No one in our community needs to be at risk of poor health solely due to their social and economic environments. Together we can build a community in which there is Opportunity for All.

Several questions and comments were entertained. Dr. Sutcliffe provided examples of projects that are currently underway throughout the community to address these health inequities. The SDHU'S Health Equity Impact Assessment tool was also cited as an example. Following an inquiry regarding access to primary health care services, Dr. Sutcliffe summarized the SDHU's initiatives to improve the SDHU's engagement with clinicians.

In response to an inquiry regarding future data collection, it was noted that this report provides a good baseline and that it would be beneficial to have future comparative findings; however, one challenge we may face is whether the same data will be available in a few years from now given the changes to the Census.

The Board requested that the report findings be presented to the CGS Council.

The Board commended the SDHU team for proactively preparing this first of its kind report with important local data and findings. Dr. Sutcliffe and S. Laclé were thanked for the presentation.

## 5.0 MINUTES OF PREVIOUS MEETING

### i) Third Meeting – April 18, 2013

#### 23-13 APPROVAL OF MINUTES

***Moved by Spencer – Gingras: THAT the minutes of the Board of Health meeting of April 18, 2013, be approved as distributed.***

**CARRIED**

## 6.0 BUSINESS ARISING FROM MINUTES

### i) Ontario Council on Community Health Accreditation (OCCHA)

- Letter from the Sudbury & District Board of Health to the Ministry of Health and Long-Term Care dated April 23, 2013
- Letter from the Association of Local Public Health Agencies (alPHA) to the Ministry of Health and Long-Term Care dated May 8, 2013

As directed by the Board at the April 18, 2013, Board meeting, a letter has been sent to the Ministry of Health and Long-Term Care highlighting the importance of accreditation and continuous quality improvement given the Ministry's recent announcement that it will cease funding to the Ontario Council on Community Health Accreditation (OCCHA).

The Association of Local Public Health Agencies (alPHA) has also written a letter to the MOHLTC on same topic.

The issue is anticipated to be discussed at the upcoming alPHA annual meeting.

The Board was reminded that, for the immediate term, the SDHU will independently continue with its current accreditation process on an internal basis.

## 7.0 REPORT OF THE MEDICAL OFFICER OF HEALTH AND CHIEF EXECUTIVE OFFICER

### i) May 2013 – Medical Officer of Health and Chief Executive Officer (MOH / CEO) Report

This month's *Words for Thought* reference a Public Health Ontario News Release regarding *Guidelines for Testing and Treatment of Gonorrhea in Ontario*. Dr. Sutcliffe noted that the SDHU plays a critical role to ensure primary care practitioners are kept up to date with provincial and local public health issues such as the new provincial clinical guidelines. The SDHU has various strategies to connect and communicate and strengthen relationships with local primary care physicians including newsletters and a Clinician Engagement Committee.

Board members were thanked for completing the online emergency response and preparedness training and submitting their signed confirmation form. Board members are asked to provide feedback to R. Quesnel on this year's online training process to determine whether changes are required for next year.

The SDHU staff participated in the alPHA Annual Health Unit Employee Fitness Challenge, on May 10, 2013; where staff are encouraged to be active for at least 30 minutes during that day. The SDHU came fourth with an impressive 99.53% participation rate.

Recruitment is underway for the position of Director of Environmental Health and S. Westhaver continues as Interim Director of Environmental Health division in addition to her responsibilities as Director of Clinical and Family Services division.

A SDHU twitter account was launched in February 2013 and Board members are encouraged to sign up for the account to receive regular SDHU tweets. This social media platform is also a mechanism for the Health Unit to receive feedback and gather insight pertaining to issues falling within the public health mandate.

Management is currently reviewing the MOHLTC's 2013 performance targets for indicators #1, 2, 4, 5 and 7 and will be responding to the Ministry by May 30, 2013. The MOHLTC has established seven Indicator Development Task Groups to review the current indicators in the Accountability Agreements and discuss the addition of new indicators based on MOHLTC direction. Given how labor intensive these task groups will be, the SDHU has limited representation to one staff on the tobacco task group and one other on the vaccine preventable task group.

The SDHU honoured nurses during National Nursing Week by hosting a coffee break celebration on May 8.

The financial statements for the period ending March 31, 2013, are shared for the Board's information.

M. Piquette provided highlights for the SDHU's 2012 financial audit conducted by Price Waterhouse Cooper noting it was another successful audit. The statements are stamped draft pending the Board's approval. The Independent Auditor's Report confirms that the audit was conducted in accordance with Canadian generally accepted auditing standards and provides the auditor's opinion that the financial statements present fairly, in all material respects, the financial position of the SDHU as at December 31, 2012 in accordance with Canadian public sector accounting standards. The audit report confirms that SDHU has adequate internal controls and uses sound business practices.

Dr. Sutcliffe noted that the SDHU's proactive response to the Health Canada recall for the oral contraception was resource intensive given we do not have electronic records. Staff spent many hours manually going through client charts and notifying clients who were seen at our clinics across the Sudbury & District from January 2012 to April 2013.

Board members were provided with a copy of the spring 2013 issue of the e-newsletter Strategic Plan 2013-2017: *Making It Real*. In future, the newsletter will be shared with Board members electronically.

#### **24-13 ACCEPTANCE OF REPORT**

***Moved by Gingras – Pilon: THAT the Report of the Medical Officer of Health and Chief Executive Officer for the month of May 2013 be accepted as distributed.***

**CARRIED**

#### **25-13 ADOPTION OF THE 2012 AUDITED FINANCIAL STATEMENTS**

***Moved by Dennis – Dutrisac: THAT the 2012 audited financial statements be adopted as distributed.***

**CARRIED**

## 8.0 NEW BUSINESS

### i) Items for Discussion

#### a) Opportunity for All – The Path To Health Equity

- Opportunity for All – *The Path To Health Equity*, Two-Page Summary Report
- Opportunity for All – *The Path To Health Equity* Report, May 2013

Further to today's presentation on the report findings, it was clarified that data is not available for the outlying area within the Sudbury & District Health Unit's catchment area.

### 26-13 OPPORTUNITY FOR ALL: THE PATH TO HEALTH EQUITY

***Moved by Dutrisac – Schoppmann: WHEREAS Opportunity for All: The Path to Health Equity, demonstrates inequities in health outcomes between least and most deprived areas across the City of Greater Sudbury; and***

***WHEREAS health equity is possible and can be addressed through improvements to local social and economic environments; and***

***WHEREAS the Sudbury & District Health Unit strives to champion and lead equitable opportunities for health as articulated in the 2013-2017 Strategic Plan and Health Equity Vision - 2020;***

***THEREFORE BE IT RESOLVED THAT the Sudbury & District Board of Health accept the report, Opportunity for All: The Path to Health Equity and direct the Medical Officer of Health to continue organizational efforts to improve health equity; and***

***FURTHER THAT the Medical Officer of Health be directed to ensure the continued collaboration with community partners to identify and implement appropriate strategies to improve health equity and monitor local progress; and***

***FURTHER THAT the Medical Officer of Health report regularly to the Board of Health on key health equity actions and indicators for Sudbury and districts; and***

***FURTHER THAT the Sudbury & District Board of Health send this report to the Premier of Ontario and strongly urge that government maintain its stated commitment to poverty reduction in Ontario as a public health measure; and***

***FURTHER THAT a copy of this motion and report be forwarded to all Ontario Boards of Health, local Members of Provincial Parliament, Ontario's Chief Medical Officer of Health, the Minister of Health and Long-Term Care, Public Health Ontario, the Association of Local Public Health Agencies, the Ontario Public Health Association, the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, and area municipalities.***

**CARRIED**

**b) alPHa Annual Conference – June 2 to 4, 2013  
Radisson Admiral Toronto Harbourfront**

- Draft 2013 Annual Conference Program
- Notice of Annual General Meeting

Board members are encouraged to attend the 2013 alPHa annual conference. The conference will feature professional development opportunities, the Annual General Meeting and resolutions session, as well as section business meetings for the Board and COMOH.

This conference will examine the external forces at play that challenge public health's efforts to keep people healthy and what Ontario's health units can do to positively impact public attitudes and public policy. Keynote speaker and bestselling author of *Salt Sugar Fat: How the Food Giants Hooked Us*, Michael Moss, will be a keynote speaker.

A motion is typically entertained by the Board to designate two Board representatives as voting delegates at the annual alPHa general meeting and resolution session. Dr. Sutcliffe added, however, that Board representation is not limited to two.

**27-13 2013 ALPHA ANNUAL GENERAL MEETING**

***Moved by Schoppmann – Gingras: THAT the following Board of Health members represent the Sudbury & District Board of Health at the 2013 alPHa Annual General Meeting:***

1. ***Evelyn Dutisac***
2. ***Janet Bradley***
3. ***Ursula Sauve***
4. ***Brenda Spencer***
5. ***Madeleine Dennis***

**CARRIED**

**ii) Correspondence**

**a) Casino Expansion**

- Letter from the Peterborough County-City Board of Health to the Premier and Ministers Sousa and Matthews dated April 17, 2013

No discussion.

**b) Healthy Kids Panel Report No Time to Wait: The Healthy Kids Strategy**

- Letters from the North Bay Parry Sound District Board of Health to the Minister of Health and Long-Term Care and the Minister of Children and Youth Services dated April 25, 2013

No discussion.

**c) Menu Labelling**

- Letter from the Toronto Board of Health dated April 29, 2013

No discussion.

**d) Toronto Unvaccinated: The Impact of Vaccination on the City's Health**

- Letter from the Toronto Board of Health dated April 29, 2013

No discussion.

**e) Ontario Chief Medical Officer of Health Report on Oral Health**

- Letter from the Porcupine Board of Health to the Minister of Health and Long-Term Care dated April 29, 2013

No discussion.

**f) Built Environment**

*Sudbury & District Board of Health Motion # 45-12*

- Letter from the Porcupine Board of Health to the Premier of Ontario dated April 29, 2013

No discussion.

**g) Tanning Bed Legislation**

- Letter from the Middlesex-London Health Unit to the Premier of Ontario dated April 22, 2013
- Letter from the Niagara Region Board of Health to the Minister of Health and Long-Term Care dated May 1, 2013

No discussion.

**h) Performance Indicator Targets**

- Letter from the Ministry of Health and Long-Term Care to Dr. Sutcliffe dated May 2, 2013

An update was provided under the Report of the Medical Officer of Health and Chief Executive Officer.

**28-13 ACCEPTANCE OF NEW BUSINESS ITEMS**

***Moved by Dutrisac – Dennis: THAT this Board of Health receives New Business items 8 i) to ii).***

**CARRIED**

**9.0 ITEMS OF INFORMATION**

- |      |   |                |
|------|---|----------------|
| i)   | Senior Management Executive Committee Minutes             | April 10, 2013 |
| ii)  | MOHLTC News Releases                                      |                |
|      | - More Seniors to Benefit from Physiotherapy and Exercise | April 13, 2013 |
|      | - Giving Immunization a Boost in Ontario                  | April 22, 2013 |
| iii) | Workplace Wellness Newsletter                             | Spring/Summer  |

These items are shared for the Board's information.

## 10.0 ADDENDUM

No addendum.

## 11.0 ANNOUNCEMENTS / ENQUIRIES

Dr. Sutcliffe and the SDHU were congratulated on their role at the Police Summit held May 15, 2013.

## 12.0 ADJOURNMENT

### 29-13 ADJOURNMENT

*Moved by Bradley – Pilon: THAT we do now adjourn. Time:2:35 p.m.*

**CARRIED**

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(Chair)

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(Secretary)





**DRAFT MINUTES**  
**of the May 23, 2013**  
**MANITOULIN-SUDBURY DSB BOARD MEETING**  
held in Espanola's 210 Mead Blvd. DSB Boardroom

**Present:** Lou Addison, André Byham, Sonja Flynn, Les Gamble, Dennis Golden, David Leonard, Derek Stephens, Paul Moffatt, Shawnda Martin-Cross, Mike Lehoux, Edgar Lovelace, Jack McMillan, Denis Turcot

**Regrets :** Bruce Killah

**Staff:** Fern Dominelli, Donna Moroso, Connie Morphet, Melody Ouellette, Mike MacIsaac, Aurel Malo

**Delegates:** Kirby Houle, CA  
Cynthia MacKenzie, MBA, CA

**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. 13-50**

**Moved by:** André Byham

**Seconded by:** Paul Moffatt

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 Auditor's Report – Kirby Houle, CA**  
**Freelandt Caldwell Reilly LLP**

Cynthia MacKenzie provided the Board with a summary of the [2012 Audited Financial Statement](#). It is the auditor's responsibility to provide an opinion of the financial statements. On a whole the audit went well with only a few items noted.

It is noted that the DSB has a 2012 surplus of \$215,902. The Finance Committee will meet June 26, 2013 to review the 2012 Audited Financial Statements, the 2012 Reserve Report, the Annual Budget Guidelines, establish meeting dates for the 2014 budget deliberations and to review the 2012 surplus and to make recommendations to the Board.

**Resolution 13-51**

**Moved by:** Mike Lehoux

**Seconded by:** Lou Addison

BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accept receipt of the [Audited Financial Statement](#) for the year ended December 31, 2012, as prepared by the Freelandt, Caldwell, Reilly Accountants.

**Carried**

**5.0 Closed Session**

**Resolution 13-52**

**Moved by:** Dennis Golden

**Seconded by:** Denis Turcot

BE IT RESOLVED THAT the Board move into closed session at 10:20 a.m.

**Carried**

**Resolution 13-53**

**Moved by:** Denis Turcot

**Seconded by:** Paul Moffatt

BE IT RESOLVED THAT the Board adjourn this closed session at 10: 30 a.m.

**Carried**

**6.0 Business Arising from Closed Session**

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

**7.0 Minutes**

**7.1 Adoption of Minutes for April 25, 2013**

**Resolution No. 13-54**

**Moved by:** Sonja Flynn

**Seconded by:** Derek Stephens

BE IT RESOLVED THAT the [Minutes of the April 25, 2013](#) Board meeting be approved.

**Carried**

**7.2 Business Arising from Minutes**

There was no business arising from the Minutes.

## 8.0 New Business

### 8.1 [2013 CAO First Quarter Activity Report](#)

The 2013 CAO First Quarter Activity Report is sent to all member municipalities who are encouraged to share the report at their Council Meetings. If they have any questions DSB staff will gladly attend a meeting to provide clarification or more information.

The CAO provided the Board with a brief summary of the report.

#### **Resolution 13-55**

**Moved by:** Jack McMillan

**Seconded by:** Mike Lehoux

BE IT RESOLVED THAT the [2013 CAO First Quarter Activity Report](#) be approved.

**Carried**

### 8.2 [2013 First Quarter Financial Report](#)

**We are currently projecting a year end surplus of (\$192,834)**

#### **Ontario Works (\$24,918) Under Budget**

Municipal share of OW allowance is forecasted to be under budget by \$35,842

Municipal share of administration and employment expenses is forecasted to be \$10,924 over budget due to the new funding formula.

#### **Child Care (0) On Budget**

Municipal share of Child Care program is forecasted to be on budget.

#### **Social Housing (\$33,788) Under Budget**

Non-Profit, Rent Supplement and Urban Native expenses are forecasted to be \$20,000 under budget.

The direct run housing net of revenue and expenses are forecasted to be under budget by \$1,223 due to reallocation of program support.

#### **EMS (\$156,987) Under Budget**

Based on expenses as at March 31, 2013, EMS is forecasted to be \$156,987 under budget.

Wages and benefits for the retro pay have not been calculated and the effect against the budget will be forecasted on the 2nd quarter report; all other expenses are forecasted to be on budget.

### **Interest Revenue \$22,834 Under Budget**

Interest Revenue on Non Reserve accounts revenue is forecast a deficit of \$22,859 under budget.

### **Resolution 13-56**

**Moved by:** André Byham

**Seconded by:** David Leonard

BE IT RESOLVED THAT the [2013 First Quarter Unaudited Financial Report](#) be approved as presented.

**Carried**

### **8.3 [Provincial Budget – Issue Report](#)**

On May 2, 2013 provincial government tabled their 2013 budget.

The Board was provided with a summary of a few key highlights that will impact the Manitoulin-Sudbury DSB's program delivery.

### **Social Assistance transformation to be built on consultation**

Recognizing that “successful transformation will take time”, the first steps towards transformation will begin through conversations with key stakeholders, including municipalities, recipients and delivery agents to set priorities and to work through the choices required for transformation.

The budget is largely silent on specific priorities outside of employment integration. It is unclear whether the integration of the Ontario Works and Ontario Disability Support Program is being considered or if it will be a priority set by consensus of key stakeholders.

The budget does contain some key steps aimed at improving opportunities for recipients of social assistance in transitioning to work and reducing hardship including:

- A rate increase of 1% beginning and an additional \$14 per month top up for Ontario Works adults without children;
- Increased earning exemption of \$200 per month;
- Increased asset levels for Ontario Works recipients from \$606 to \$2,500 for adults and from \$1,043 to \$5,000 for couples; and
- Simplifying asset rules that includes removing the restriction on the value of a primary vehicle and permitting gifts of up to \$6,000.

The above changes will total approximately \$400 million over the next three years (to 2016-2017) and take effect as of September 2013. The municipal cost share contributions will be deferred until January 1, 2014.

Other notable changes include:

- the government's commitment to work with partners to develop a simpler, more flexible employment related benefits structure;
- a commitment to develop benchmarks on setting a consistent social assistance rates;
- effective September 2013 treating self-employment of Ontario Works and Ontario Disability Support Program recipients the same as employment earnings; and
- allowing full time high school students to keep earnings from part time work effective September 2013.

### **Integrating Employment Program and Services**

OMSSA and its members have been interested in the 2012 provincial government announcement to integrate employment programs and services across the government with Employment Ontario. The 2013 Budget commits to "engaging with municipalities, First Nation communities and employment service providers" to work on this plan.

### **Poverty Reduction Strategy**

A notable announcement is the governments renewed commitment to continue to work on poverty reduction. An updated Poverty Reduction Strategy will be released in late 2013.

### **Early Learning and Child Care**

The budget indicates the government's firm commitment to continuing the implementation of full day kindergarten by September 2014 and to continue to build the vision for an integrated early year's program and services.

### **Broader areas of interest**

Other budget highlights include the continued commitment to upload social assistance benefits as agreed in the 2008 Provincial Municipal Fiscal and Service Delivery Review.

### **Resolution 13-57**

**Moved by:** Jack McMillan

**Seconded by:** Dennis Golden

BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board approves the [2013 Provincial Budget - Issue Report](#) as presented.

**Carried**

#### 8.4 NE LHIN Patient Transfer Service Pilot

We have now been operating the Patient Transfer Service for 11 weeks. The following statistics are from a period of 8 weeks from March 11 to April 30<sup>th</sup>.

- The average duration of a patient transfer from March 11 to April 30 is 3 hours and 55 minutes.
- We are averaging 2.2 transfers per day and that includes both one way and two way transfers.
- 132 total trips with a patient (that includes 32 one way and 50 two way trips).
- We moved a total of 80 patients.
- Total ongoing costs of \$29,993 over 8 weeks while \$44,342 was budgeted.
- Total cost including pro-rated start-up is \$52,422 while \$61,342 was budgeted.
- Ongoing cost per hour is \$56.37 (Board report estimate of \$63.96/hr.)
- 321 hours moving patients and 210 hours of down time. The Unit Hour Utilization (UHU) is 0.60. In comparison to this, Toronto EMS experiences anywhere between 0.5 to 0.85 UHU.
- Highest utilization
  - Espanola Regional Hospital to Health Sciences North (HSN) - 30
  - Manitoulin Health Centre Little Current to HSN – 17
  - Manitoulin Health Centre Mindemoya to HSN – 15

In comparison to EMS non-urgent activity for the same time period last year without a non-urgent alternative:

- EMS non-urgent inter-facility calls (Code 2)
  - 2012 – 196
  - 2013 – 115
  - Decrease of 41%
- EMS urgent inter-facility calls (Code 3)
  - 2012 – 127
  - 2013 – 98
  - Decrease of 23%

The DSB is still awaiting information on the committee being formed by LHIN. Statistics indicate that the service is working well and allowing our ambulances to stay within the community to deal with urgent calls.

## 8.5 EMS Deployment Plan

In February 2013 the Program Planning Committee reviewed [Balanced Emergency Coverage - Issue Report](#) and recommended approval of the report to the Board and the report was approved in February 2013

The new Deployment Plan has been sent to the Ministry of Health & Long Term Care (MOHLTC) and Central Ambulance Communications Centre (CACC) and is now fully in place at 2 CACC's and nearing full implementation at Sudbury CACC.

The Municipality of St. Charles has raised some concerns with respect to the new Deployment Plan by [resolution](#) dated April 17, 2013

On April 22nd the CAO and the Chief of EMS met with Sudbury East Municipalities in Markstay to discuss some concerns and explain the rationale behind the new process.

DSB Staff respect and understand the municipalities' position and the DSB has agreed to hold a second meeting with the municipalities in Sudbury East to further discuss any outstanding issues.

The Board was informed that the EMS Deployment Plan is an operational document that is typically dealt with exclusively by DSB EMS staff, CACC, and the MOHLTC Emergency Health Services Branch Field Office. The Deployment Plan is a fluid document that changes as the needs of the operation demand. Sometimes CACC will recommend changes based on historic call data. Sometimes changes are necessitated by MOHLTC Legislation. Most commonly, DSB EMS staff makes changes with the aim of improving service delivery on the basis of best practice.

The concern is for the Sudbury East population not getting the service they deserve and pay for. There is concern that the Response Time Standards cannot be met, as they are unrealistic.

The Response Time Standards are based on medical research and not on availability of ambulances. The CACC operate and dispatch ambulances under a system of seamless coverage, today if Noëlville and Hagar are both out on calls the closest ambulance will be sent, could be Sudbury, Sturgeon Falls or Pointe au Baril, depends who is available and who is closest.

There was concern that Sudbury was not responding to Sudbury East area. In cases where the most available ambulances are also busy a double dispatch may take effect. For example, if call comes into Sudbury and there are no vehicles available they will send the call to North Bay dispatch. The situation with West Arm was brought to dispatch's attention and they are looking at which area would be more appropriate to use.

In conclusion EMS Chief, Mike MacIsaac assured the Board that the situation will be monitored closely and where required the plan will be changed.

#### **8.6 Ontario Works Two-Year Service Plan**

The Ontario Works Two-Year Service Plan is a required document to be completed by all CMSM/DSSAB's every 2 years and it is submitted to the Ministry of Community and Social Services. The Director of Integrated Social Services, Donna Moroso, gave a brief overview of the 2013-2014 plan, focusing on caseload description, caseload trends over the past year and Outcome Measures which included the success of our Focus for Change and Quick Start programs.

The CAO pointed out to the Board the effectiveness of the Focus for Change and Quick Start programs. The service providers, Cambrian College in Espanola & Little Current and Alpha en Partage in St. Charles, do such a great job delivering these programs and assisting in our client's success.

#### **Resolution 13-58**

**Moved by:** Denis Turcot

**Seconded by:** Jack McMillan

BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board approves the [Ontario Works Two-Year Service Plan](#) (2013-2014) as presented.

**Carried**

#### **8.7 Ontario Works Funding Formula**

At the last board meeting, we gave you a quick general update on the new Ontario Works Funding formula. More details have since become available.

On February 24<sup>th</sup> 2011, the Director of Integrated Social Services presented to the board the [Ontario Works New Funding Model](#) for 2011-2012 and 2012-2013. During that time, the Province provided transition funding for the first two-year funding cycle to Ontario Works delivery agents that saw a decrease in overall provincial funding. In the case of the Manitoulin-Sudbury DSB, the province provided \$191,264 for both fiscal periods (2011-2012 and 2012-2013).

On April 1<sup>st</sup>, 2013, a new two year funding cycle began. In a [letter](#) dated April 3, 2013 the Director of Ontario Works Branch with the Ministry of Community & Social Services outlined the new Ontario Works Transition Funding and the Manitoulin-Sudbury DSB received its Ontario Works program funding allocation.

In the new 2 year funding cycle, the Manitoulin-Sudbury DSB's cost of administration funding will increase from \$745,800 to \$807,525 which represents an 8.3% increase or \$61,725 increase in provincial funding.



The Manitoulin-Sudbury DSB will see its Employment Assistance allocation decrease from \$364,660 to \$348,694 which represents a 4.4% decrease or \$15,966 decrease in provincial funding.

As a result of the new funding formula, the municipal increase is \$54,924 or 6.8% for the Ontario Works program. For the 2013 calendar year the 100% provincial OW transition funding is \$44,000 which will reduce the municipal increase to \$10,924 or 1.4%.

Transition funding for the 2014-2015 fiscal year will be phased out at 50% of the 2013-2014 amount. In the Manitoulin-Sudbury DSB's case, the transition funding of \$44,000 for 2013-2014, will be reduced to \$22,000 for 2014-2015.

The Ministry has been that they will not continue to further transition beyond this two year funding cycle.

The new Ontario Works funding approach is largely based on a cost-per-case formula which does not adequately take into account the cost and requirement to deliver services in remote or rural areas.

#### **Resolution 13-59**

**Moved by:** Derek Stephens

**Seconded by:** Sonja Flynn

BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board approves the [Ontario Works Funding - Issue Report](#) as presented.

FURTHER BE IT RESOLVED that the Manitoulin-Sudbury DSB calls upon the Ministry of Community and Social Services to continue to work with AMO to refine the new Ontario Works funding approach.

**Carried**

#### **8.8 [Ontario Works Funerals](#)**

On May 1, 2013 a letter was received from [Bourcier Funeral Home](#) in Espanola asking that we review our policy regarding funerals.

In 2004, the Manitoulin-Sudbury DSB did an extensive review of their funeral policy. Funeral homes within the District were contacted and were encouraged to provide input on the cost of a funeral as well as what items should be minimally covered. Since then, the Manitoulin-Sudbury DSB staff has reviewed all Ontario Works policies several times however; the cost for a funeral has not been increased since 2004.

The current DSB policy allows for professional services up to a maximum of \$2,250 plus an additional \$2,000 for other specific approved expenses.

When comparing the Manitoulin-Sudbury DSB's funeral rates with counterparts located in our proximity, the Algoma District Services Administration Board Funeral Policy allows for funerals up to the cost of \$4,250. The City of Greater Sudbury Funeral Policy allows for funerals up to the cost of \$4,500.

Based on a review by staff, the average number of funerals paid by the DSB is 10 per year. Taking the current policy into account, this means that the minimum amount paid for funerals is \$22,500 and the maximum amount is \$42,500, depending on the types of services approved as additional expenses.

Although Ontario Works funerals are cost shared with the province, there is a maximum cap on the discretionary benefits and any increase in Funeral rates needs to be reviewed in relation to the new cap on discretionary benefits.

The province will cost share up to \$145,000 per year for all discretionary benefits, any increase in funeral expenses would come out of this allocation and will affect other discretionary benefits and the ability for staff to approve them.

As any change in Ontario Works Funeral rates at this point would affect the 2013 DSB approved budget, staff is recommending that this matter be referred to the Finance Committee for their deliberations as part of the 2014 DSB budget process.

**Resolution 13-60****Moved by:** Mike Lehoux**Seconded by:** Shawnda Martin-Cross

BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board approves the [Ontario Works Funerals - Issue Report](#) as presented and the Board directs the Finance Committee to review the costs of Ontario Works Funerals during the 2014 Budget deliberations.

**Carried****8.9 Community Gardening Events****Community Container Gardening Event for Chapleau:**

The Manitoulin-Sudbury District Services Board and the Sudbury North Best Start Hub will be hosting a Family Container Gardening Event on Saturday May 25<sup>th</sup>, 2013 from 10: 00 am – 1:00 pm at the 78-80 Pine Street Parking Lot. This Community Event is open to families with children to learn basic container gardening skills

**Community Container Gardening Event for Espanola:**

The Manitoulin-Sudbury District Services Board and the LaCloche Best Start Hub will be hosting its second annual Family Container Gardening Event on Saturday June 1<sup>st</sup>, 2013 from 10:00 am – 1:00 pm at the Red McCarthy Ball Fields Pavilion. This Community Event is open to families with children to learn basic container gardening skills with the help of the Espanola Horticultural Society.

Both of these events will have kids create a fun container garden, have some food at the free barbeque and interact with community members.

**8.10 Jobs for Youth**

On April 5<sup>th</sup>, 2013, the Manitoulin-Sudbury DSB was allocated funds from the Ministry of Children and Youth Services to deliver the Jobs for Youth program (formerly known as the Summer Jobs for Youth program) on Manitoulin Island once again this year.

This marks our 5<sup>th</sup> year in delivering this program. Thus far, we have:

- 38 students registered for the program and
- 54 employers registered.

The Ministry allocated funds to place 40 students. As you can see, we are approaching the maximum number of students that we can place and the deadline for applications is June 7<sup>th</sup>, 2013.

The 2 Youth Leaders have been hired and started on May 15.

This program has been advertised in the two Manitoulin Island papers as well as on our website. We have also been to the Manitoulin Secondary School to recruit students for the program.

For the remainder of our District (Espanola, LaCloche, Sudbury East and Sudbury North), the YMCA of Sudbury received the allocation to deliver this program.

We will update you on this program in the fall.

**9.0 Other Business**

**Heart & Stroke Campaign – [Ontario Defibrillator Access Initiative](#)** - Second Call for Proposals. Public Access Defibrillator [portals](#) are open now. Municipalities are encouraged to apply. Applications are due by June 14.

**10.0 Next Meeting – June 27, 2013**

**11.0 Adjournment**

**Resolution 13-61**

**Moved by:** André Byham

**Seconded by:** Shawnda Martin-Cross

BE IT RESOLVED THAT we do 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 June 27, 2013.

**Carried**

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Chair

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CAO (Secretary-Treasurer  
of the Corporation)

June 3, 2013

Mayor of French River  
PO Box 156, 44 St Christophe St, Suite 1  
Noelville, ON POM 2N0

Dear Mayor Claude Bouffard:

Parliament is close to passing the budget bill related to Budget 2013.

This will mean the call for applications for infrastructure funding should follow soon.

I wanted to contact you to offer support for any infrastructure funding applications you make to the federal government. If you keep me informed, copying or forwarding your submissions, I am happy to provide supporting letters to the proper ministers. I also have opportunities here in Ottawa during the sitting of Parliament to speak directly to the Ministers during House of Commons sittings. My staff in Ottawa is also able to help track or assist the application process.

I am also happy to meet with you to be briefed on your priority infrastructure proposals.

Yours sincerely,



Claude Gravelle MP

Nickel Belt



**Claude Gravelle**

*M.P. for Nickel Belt  
Député de Nickel Belt*

Cc: Ronald Garbutt, Denny Sharp, Larry Bouffard, Shawnda Martin, Michel Bouffard, Michel Bigras



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Sturgeon Falls  
193 rue King St., Suite 2  
Sturgeon Falls, Ontario, P2B 1R8  
Tel/Tél : 705.753.3760  
Fax:/Télécopieur : 705.753.3759



# Ontario Family Fishing Events

## Fish Licence-Free July 6 - 14, 2013

OFAH FILE: 422FFE

May 17, 2013

Municipality of French River  
17 Dollard Street, Box 156  
Noelville, Ontario P0M 2N0

RECEIVED  
MAY 17 2013  
MUNICIPALITY OF  
FRENCH RIVER



**SUBJECT: Ontario Family Fishing Events celebrates 20 years of licence-free fishing this summer July 6-14, 2013**

Ontario Family Fishing Events (OFFE) is a wonderful initiative that invites new anglers out onto the waters to cast a line. This year marks 20 years of licence-free fishing for the summer events.

Each year, the Ontario Government designates two periods throughout the year as license-free, one in February and one in July. During all other time periods, Canadian residents between the ages of 18 and 64 years must purchase an OUTDOORS card and a fishing license to legally fish in Ontario. This year, the summer licence-free days are scheduled for July 6-14, 2013. During these nine days many fish festivals, clinics, or conservation and educational activities may be held in your area.

Please help raise awareness for these licence-free days by adding July 6-14, 2013 to any summer events calendar in which you participate. In addition, please consider "declaring" these dates as Ontario Family Fishing Events.

If you require any further information please contact us at [offe@ofah.org](mailto:offe@ofah.org) or (705) 748-6324 ext. 254, or visit [www.ontariofamilyfishing.com](http://www.ontariofamilyfishing.com).

Yours in Conservation,

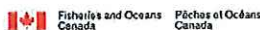
*Like us on Facebook and follow us on Twitter! (onfamfish)*



This is also a great tool to use for promoting your event.

Rachel Pearson  
Conservation Outreach Programs Coordinator

/rp



Ontario Family Fishing Events

**THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER**

**BY-LAW 2013-23**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF  
THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER  
AT A MEETING HELD THIS 19<sup>th</sup> DAY OF JUNE 2013

**WHEREAS** pursuant to Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended to October 22, 2008, the powers of a municipality shall be exercised by its Council;

**AND WHEREAS** pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25 as amended to October 22, 2008, a Municipal power, including a municipality's capacity, rights, powers and privileges under Section 9 shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that proceedings of the Council of the Corporation of the Municipality of French River as herein set forth be confirmed and adopted by by-law;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER ENACTS AS FOLLOWS:**

1. The actions of the Council of the Corporation of the Municipality of French River at the meeting held on this 19<sup>th</sup> day of June, 2013 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Municipality of French River at this meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and proper officials of the Corporation of the Municipality of French River are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Corporation of the Municipality of French River referred to in the preceding section hereof.
3. The Mayor and Clerk are authorized and directed to execute all documents necessary in that behalf and to affix the Seal of the Corporation of the Municipality of French River.
4. Section 1 does not apply to any action or matter that is required by law to be done by resolution.
5. Section 1 does not apply to any matter to which Ontario Municipal Board approval is required until such approval is obtained but Section 2 applies for the purpose of obtaining such approval.
6. This by-law shall come into force and take effect on the day it is passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 19<sup>th</sup> DAY OF JUNE, 2013.**

---

**MAYOR**

---

**CLERK**



# French River Multi-Use Trail Association

P. O. Box 226,  
Alban, Ontario P0M 1A0  
info@frenchrivertrails.ca

Municipality of French River  
Noelville, ON  
P0M 2N0

Att: Mayor and Council

## **Re: Permission to use two parcels of Municipal Property to Develop Walking Trails**

As President of the French River Multi-use Trails Association, I am contacting the Municipality to request permission for FRMUTA to have access to the parcel of land surrounding the Municipal Complex in Noelville and the parcel of land, formerly known as the "Industrial Park" in Alban so that our group can begin to plan and develop walking trails. We feel that these two sites could easily be developed to provide an interesting and convenient walking path that would be of benefit to tourists and locals alike.

At the Municipal Complex Property we would like to mow a perimeter path around the open field with a single path through the centre so that users would have the choice of a long or short route. Also, we hope to arrange with neighbouring land owner(s) the use of a pre-existing trail that leads to Joe Chartrand Park (we will begin the permission process with private land owners if we are given permission to use the Municipal Property).

In Alban we would like to develop a trail that would follow either edge of the main rock ridge that runs through the property. By adding paths across the ridge we can easily develop long and short loops that would allow users to choose the distance suitable to their needs.

Accompanying this request is a map of each area which shows our plan for the trail. We have not yet had an opportunity to make a detailed plan for the Alban Site, however the map shows approximately where we hope to develop the trail. We will be happy to provide more detailed information for your approval, as our planning progresses.

Thank you for taking the time to consider this request.

Respectfully,

Terry Young  
President  
French River Multi-use Trail Assoc.



# Noelville Site



- Municipal Trail
- ... Propose - private land owned(s)

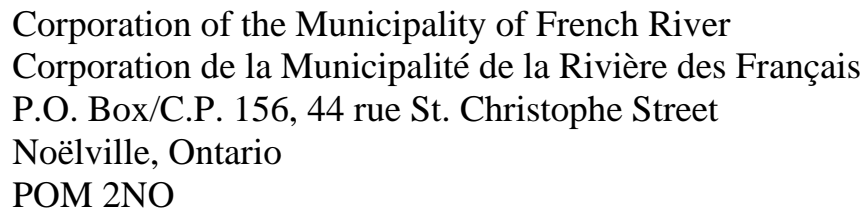






Alban Site

-  Municipal Trail
-  Proposed on Crown land pending MNR agreement possibilities are extensive.



MOVED BY: Ronald Garbutt NO: 2013 -

## NOTICE OF MOTION

**WHEREAS** it is of equal importance that the process be open and transparent, and

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby endorses the creation of a “Standard Priority Road Matrix” by council & public works for determining capital road work priorities, and

**FURTHER THAT** the “Standard Priority Road Matrix” be placed on the Municipal website so that the municipal taxpayer is aware of the factors and process used by this municipality in determining the priority of capital road upgrades.

☐ CARRIED ☐ DEFEATED

**CHAIR'S SIGNATURE**

		FOR		AGAINST	
MAYOR Claude Bouffard	<input type="checkbox"/>	<input type="checkbox"/>	COUNCILLOR Ron Garbutt	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR Michel Bigras	<input type="checkbox"/>	<input type="checkbox"/>	COUNCILLOR Shawnda Martin-Cross	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR Larry Bouffard	<input type="checkbox"/>	<input type="checkbox"/>	COUNCILLOR Denny Sharp	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR Mike Bouffard	<input type="checkbox"/>	<input type="checkbox"/>			

## Name: \_\_\_\_\_

Name: \_\_\_\_\_