



AGENDA / ORDRE DU JOUR
REGULAR COUNCIL MEETING / RÉUNION RÉGULIÈRE DU CONSEIL

Wednesday, April 18, 2018 at 6pm / mercredi le 18 avril 2018 à 18h
Council Chambers / Salle du conseil

- 1. Call to Order and Roll Call / Ouverture de la réunion et présence**
 - 1.1 Moment of Silence to honour those affected by the Humboldt Broncos fatal bus crash
- 2. Adoption of Agenda / Adoption de l'ordre du jour (and Additions if applicable)**
- 3. Disclosure of Pecuniary Interest / Déclarations d'intérêts pécuniaires**
- 4. Delegations / Délégations (NIL)**
- 5. Reports and Items for Consideration / Rapports et sujets pour considération**
 - 5.1 General Government / Gouvernement général**
 - 5.1.1 Report - Integrity Commissioner Services & Draft Scope of Work p.3
 - 5.1.2 Quarter Report - Clerk's Department p.8
 - 5.1.3 Report - Lame Duck Provisions p.12
 - Resolution to pass a By-law to adopt the Delegation of Powers and Duties Policy
 - 5.1.4 Report - OPP Household Fee p.21
 - Resolution to reaffirm the application of the OPP fee per household
 - 5.1.5 Report - OGRA Conference by Councillor Lamothe p.22
 - 5.2 Finance / Finances**
 - 5.2.1 Quarter Report - Treasury Department p.30
 - 5.3 Public Works & Environment Services / Travaux public et services de l'environnement**
 - 5.3.1 Quarter Report - Public Works & Environmental Department p.32
 - 5.4 Community Services / Services communautaires**
 - 5.4.1 Report - French River Public Library Board by Councillor Pageau p.35
 - 5.4.2 Quarter Report - Parks, Recreation & Facilities Department p.36
 - 5.4.3 Resolution to award the supply and installation of a New Dehumidifier at the Noëlville Community Centre p.38
 - 5.5 Emergency Services and Public Safety / Services d'urgence et sécurité publique**
 - 5.5.1 Report - Manitoulin-Sudbury District Services Board by Councillor Wenborne p.39
 - 5.5.2 Quarter Report - Building Controls / Municipal Law Enforcement p.41
 - 5.5.3 Quarter Report - Fire Department p.50
 - 5.5.4 Resolution to adopt the Volunteer Firefighter Policy p.54
 - 5.6 Development & Planning / Développement et planification**
 - 5.6.1 Consent Application - Daniel Hill & Richard and Nancy Weppler p.60
 - Resolution to convey an existing public road which traverses the subject land to the Municipality for road purposes

5.7 Correspondence / Correspondance (NIL)

6. Consent Agenda / Ordre du jour regroupé

6.1 Adoption of Minutes / Procès-verbaux adoptés

6.1.1 Regular Council Meeting held March 21, 2018 p.62

6.2 Receipt of Minutes / Procès-verbaux reçus (NIL)

6.3 Items for Consideration or Information / Items pour consideration ou information

6.3.1 Report - Monthly Disbursements -February 2018 (under separate cover)

6.3.2 Resolution to adopt the 2018 Municipal Apportionment of the Sudbury East Planning Board p.68

6.4 By-laws / Règlements

6.4.1 2018-21 Appointment of Municipal Weed Inspector p.70

6.4.2 2018-22 Appointment of Livestock Evaluator p.71

6.4.3 2018-23 Tax Ratios By-law p.72

6.4.4 2018-24 Final Tax Levy By-law p.73

7. Notices of Motion / Avis de motion

8. Announcement and Inquiries / Annonce et questions

9. Closed Session / Session à huis clos

10. Adjournment / Ajournement

Resolution to adopt Confirmation By-law

Resolution to adjourn



Municipality of French River

Report CL-06-2018
of the Clerk's Department
For Consideration by Council

RE: Integrity Commissioner Services

OBJECTIVE: To present the scope of work for the proposed Request for Proposal for Integrity Commissioner Services.

BACKGROUND:

Resulting from Bill 68 (*Modernizing Ontario's Municipal Legislation Act*), as of March 1, 2019, municipalities will be required to adopt a Council Code of Conduct and provide their citizens access to an Integrity Commissioner either by appointing their own, keeping one on retainer, or working with another municipality through a shared serviced arrangement.

The Municipality adopted a Code of Conduct on June 20, 2007; a revised policy was presented to Council at a meeting held February 1, 2017 which provided a revision to comply with the legislated changes. The adoption of the policy was deferred until the Final Reading of the Bill and it was further agreed that an Integrity Commissioner be retained prior to its final adoption to allow them to review it.

ANALYSIS:

The Integrity Commissioner is an independent and impartial position reporting directly to Council and whose powers and duties are set out in the *Municipal Act*. The Integrity Commissioner is responsible for oversight of the Code of Conduct for Members of Council and providing advice to Members of Council, issuing interpretations and reports, investigating complaints and, where necessary, recommending sanctions.

In order to retain Integrity Commissioner Services, a Request for Proposal will be released as per the proposed Scope of Work attached as Appendix 'A' to this report.

CONCLUSION/RECOMMENDATIONS:

A Request for Proposal for Integrity Commissioner Services as per the attached Scope of Work will be released; further progress will be reported to Council.

ATTACHMENTS:

Appendix 'A' - Draft Scope of Work for Integrity Commissioner Services

Respectfully submitted:

Mélanie Bouffard
Clerk
Date: March 27, 2018

Approved:

Marc Gagnon
Chief Administrative Officer

Appendix 'A'
to Report CL-06-2018 Request for Proposal for Integrity Commissioner Services

Draft Terms of Reference and Scope of Work

The objective of the Request for Proposal (RFP) is to retain and appoint a Service Provider to review and develop the Municipality of French River's Council Code of Conduct and provide Integrity Commissioner Services for the Municipality of French River. The Service Provider will be required to provide the services in 2 phases.

The release of the RFP is anticipated on April 16, 2018 and the award of the Contract at the meeting being held May 16, 2018.

The appointment would be effective December 1, 2018 following the adoption of the Council Code of Conduct.

1. Services

The Municipality of French River is seeking the services of an Integrity Commissioner for duties assigned in accordance with the *Municipal Act, 2001*.

The Municipality is in the process of drafting a new Council Code of Conduct and will require that the Service Provider conduct a review of the draft Code of Conduct and collaborate with staff in finalizing a draft Code of Conduct for staff to present to Council for adoption prior to December 1, 2018.

The Service Provider shall provide the Services as described:

1.1 Phase 1: Draft Council Code of Conduct Review and Input

Once the contract is awarded and in advance of commencing provision of the Services on December 1, 2018, the Service Provider shall review the draft Council Code of Conduct and work collaboratively with staff to provide input in order to present it to Council at a Council meeting to take place in September 2018. The Service Provider shall attend the Council meeting along with staff.

1.2 Phase 2: Integrity Commissioner Services

Reporting to Council, commencing December 1, 2018, the Integrity Commissioner will be appointed by Council to provide independent, impartial services in accordance with sections 223.3 and 223.4 of the *Municipal Act, 2001*, any Municipal by-law passed pursuant to that section and in accordance with Municipality policies and procedures.

The Municipality anticipates adopting a new Council Code of Conduct by September 2018.

The Service Provider shall provide the following services:

1. Receive complaints from individuals, conduct alternative dispute resolution processes and conduct investigations into reasonable allegations of breaches of the Code of Conduct, *Municipal Conflict of Interest Act* and City policies and procedures by individual Council and local board members;
2. Provide investigative reports regarding complaints as required;
3. Provide advice to individual Council and local board Members, upon written request, respecting the Member's obligations under the Code of Conduct, City policies, procedures and rules, and the *Municipal Conflict of Interest Act*;
4. Provide opinions on policy matters and make other reports to Council as requested on issues of ethics and integrity;

5. Provide educational information and training to Council and Boards on matters related to the Code of Conduct and issues of ethics and integrity and the *Municipal Conflict of Interest Act*;
6. Provide general information to members of the public, on request, about the Code of Conduct, the Complaint Protocol and the availability of complaint resolution services or referrals as contemplated by the Complaint Protocol;
7. Confidentially maintain custody and control of the Integrity Commissioner's complaint and inquiry files and, on completion of his or her term of appointment, to transfer open files relating to ongoing matters to the incoming Integrity Commissioner appointed by Council; and
8. Provide such other services respecting ethical and integrity matters as assigned by Council or as may be required by the *Municipal Act, 2001*.

1.3 Service Obligations

The Service Provider will be required to:

1. Meet with staff to review and provide input into the development of a Code of Conduct.
2. Provide Integrity Commissioner services of the highest standard and in accordance with the *Municipal Act, 2001*, the Municipality's by-laws, policies and procedures and protocols;
3. Act in a fair and impartial manner with the highest degree of discretion, diplomacy and sensitivity.
4. Establish an efficient system for managing workflow and setting clear timelines for response and updates to complainants;
5. Make use of technology to manage work and facilitate the sharing of information and documents;
6. Ensure timely provision of advice to Council and local board members;
7. Ensure timely resolution of complaints;
8. Provide educational training to Council and local boards on matters as requested;
9. Prepare and present an annual report to Council describing the services provided by the Integrity Commissioner in the preceding year; and
10. The Service Provider is required by the *Municipal Act, 2001* to preserve secrecy with respect to all matters that come into the Service Provider's knowledge in the course of performing the services with the exception of specific information disclosed in accordance with the *Municipal Act, 2001*.

1.4 Service Provider Qualifications

The Service Provider should possess the following proven qualifications:

1. Previous municipal governance, procedural and/or ethics experience;
2. Knowledge of municipal government and an understanding of Council and/or local board operations and policies;
3. Knowledge of municipal law as it relates to the accountability and transparency provisions in the Act;
4. Ability to provide services in a flexible and as needed manner without competing other demands;
5. Ability to develop trust and maintain credibility with Municipal Council, staff and media;
6. Ability to maintain impartiality, independence and confidentiality;
7. Experience receiving and managing complaints and conducting fair and impartial investigations which include the use of alternative dispute resolution processes
8. Experience drafting written advice and reports for individual and public review;
9. Ability to provide written advice and develop and deliver educational services; and
10. No political campaigning, endorsements or party membership or conflicts of interest.

2. Pricing

Pricing for the services are comprised of a fixed fee component and a variable fee (hourly rate). Pricing must be firm for the first two years of the contract. Pricing for Years three (3) to five (5) shall not exceed the Consumer Price Index (CPI).

1. Annual Fixed Fee

This fee shall be an annual retainer for the Services and for the administration of the Services and shall include the provision of education for Council and local boards, staff and the public, preparation and delivery of the annual report and review and feedback on the draft Council Code of Conduct.

2. Hourly Rate Services

This fee shall be an hourly rate for requested advisory and investigative services and additional projects as required by Council.

3. Expenses

This fee shall be compensation for travel and accommodation in the event that the Services are required to be performed in the Municipality of French River. Such expenses must be approved by the Chief Administrative Officer and/or Clerk prior to the expense being incurred.

All rates submitted by Proponents shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for Harmonized Sales Tax (HST), which should be itemized separately.

3. Proposals

In addition to the other requirements of this RFP, Proponents are required to include the following in their proposals.

4. Term

The term of the Contract will be for a period of five (5) years from the date of the appointment by Municipal Council.

5. Qualifications, Expertise, Experience and References

The Proponent's proposal shall discuss the Proponent's qualifications to perform the Services.

The Proponent shall include, at a minimum, the following information:

1. The Proponent's name, address, telephone, email and fax number for all communications.
2. A general description of the Proponent's business, including any specific relevant experience and expertise citing examples where available.
3. The name, title and curriculum vitae of staff performing the services.
4. A description of available support staff and resources, if any.
5. References as described in the reference bid form.

While not a requirement for qualification, the Service Provider's ability to provide services in French will be considered in the evaluation of qualifications of Proponents.

6. Proposed Work Plan

The Proponent's proposal shall include a work plan setting out how the Proponent would ensure how the Services will be conducted, including how work may be assigned to students, staff or an alternate, such that quality of work, cost effectiveness and avoidance of duplication of work will be achieved. The work plan shall also set out proposed response times and any communication and coordination procedures proposed to provide the Services.

7. Location of Work

The Service Provider will largely be expected to perform the Services from its own premises but on occasion may be required by the Municipality to attend the Municipality of French River premises to attend Council meetings, meet with Municipal staff, Council members or conduct investigations. In the event that the Service Provider requires space to conduct interviews for the purposes of an investigation, the Municipality will provide space.

8. Reporting Relationship

The Service Provider will be directly responsible to and shall report to Council. The Integrity Commissioner shall remain in contact with the CAO and Clerk for administrative purposes.

9. Joint or Consortium Bids

The submission of joint or consortium proposals is acceptable. In such an event, all members of the joint venture or consortium must be identified as well as one Primary Contact designated in the proposal who will be responsible for the overall success of the Services and serve as the point of contact for communication and billing. Proposals must be signed and addressed by the Primary Contact, whose signature shall bind all members of the joint venture or consortium.

10. Piggyback Option (Shared Services)

The successful Proponent agrees that any resulting contract for this Bid may be disclosed to any municipality and another municipality may approach the successful Proponent to negotiate a separate contract for the services like those described herein.

11. Contract Award

The contract award is conditional upon Council's approval of the Service Provider to perform the services and the appointment by Council of the Service Provider as Integrity Commissioner. The Service Provider is expected to be ready to perform the services as soon as possible after the appointment by Council.

12. Evaluation Process

Proposals will be evaluated on the basis of the information provided by the Proponent and the evaluation criteria will be as follows:

Category	Weighting
Step 1	
Qualifications, Expertise, Experience and References	20%
Work plan	15%
Fee schedule	35%
<i>Shortlisting Subtotal: Proponent must achieve a score of sixty (60) or more from a possible score of seventy five (75) to be shortlisted to Step 2</i>	
Step 2	
Interview/Presentation	30%
Total	100%

**Note: Costs for travel and accommodation for Proponents participating in Step 2 of the evaluation process shall be the responsibility of the Proponents.*



Municipality of French River

Report CL-07-2018
of the Clerk's Department
For Consideration by Council

RE: Clerk's Department 2018 First Quarter Report

OBJECTIVE: To update Council on the initiatives, activities and statistics of the Clerk's Department during the Quarter including annual performance measures.

BACKGROUND:

The quarterly reports were developed to provide interim updates on activities as an ongoing effort to be able to communicate the activities, initiatives and impact of the Clerk's Department to Council and ratepayers.

ANALYSIS:

The role of the Clerk is to provide support and advice to the CAO and Council and to administer the Municipality's legislative responsibilities under numerous Acts.

The Clerk participates as a senior member of the management team in the development of corporate and departmental program goals and objectives and assists with the overall governance of the Municipality's policies, procedures and practices.

The Clerk conducts the Elections and is responsible for the management and record of all meetings of Council. The Clerk is responsible for the classification, retention and access of municipal records.

Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

- Ensure timely knowledge of policies, bylaws, and building control standards.
- Provide personalized and efficient customer service.

ATTACHMENTS:

- Clerk's Department – 2018 First Quarter Report

Respectfully submitted:

Approved:

Mélanie Bouffard
Clerk
Date: April 9, 2018

Marc Gagnon
Chief Administrative Officer

Clerk's Department 2018 First Quarter Report

Meeting Management/Governance

Meeting Type	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Committee of Adjustment (Minor Variance)	0	0				2
Special Council	2	2				7
Special Council (Zoning Amendment)	1	1				4
Combined Council (incl. Committee of the Whole)	2	2				8
Regular Council	3	3				11
Open House/Presentation/Town Hall	1	1				1
Public Works and Environmental Committee	1	1				2
CARE (Ad hoc Committee Advising on Recycling Ecologically)	0	0				3
GRAND TOTAL	10	10				38

Highlights for this Quarter:

- The First Quarter is consistent with activities in the same period in past years.

Municipal Election 2018

Highlights for this Quarter:

- By-law to authorize French in notices, forms and other information was adopted January 17, 2018.
- By-law to adopt a Recount Policy was adopted March 21, 2018.
- Amendments to the Signs By-law in relation to elections was adopted March 21, 2018.
- The Policy for the Use of corporate resources was reviewed internally and there will be no recommendations from staff to amend it.
- Candidates who are running for municipal council in municipalities with more than 4000 electors, must submit endorsement signatures from 25 people who are eligible to vote in the municipality (amendment to O.Reg. 101/97 provides an exemption to the requirement for candidates in municipalities with less than 4,000 electors; French River has over 4000)
- Candidate Packages will be ready for May 1, 2018 or sooner if possible.
- Key Date Reminders:
 - Nomination registrations open on May 1 of the regular election year; Tuesday, May 1, 2018 (instead of January 2 of the regular election year)
 - Nomination Day is the 4th Friday in July of the regular election year; Friday, July 27, 2018 (instead of second Friday in September)

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Highlights for this Quarter:

- Institutions that are subject to the MFIPPA, are required to submit annual statistics to the Office of the Information and Privacy Commissioner of Ontario (IPC) by Wednesday, February 28, 2018; the Annual Statistical Report was submitted on January 23, 2018.
- One Freedom of Information (FOI) request was fully processed in the First Quarter of the year pertaining to a request to have access to documents relevant to a property.

Municipal Drains

Highlights for this Quarter:

- The Engineer's Report for Timony, Dupuis and Hwy 607 Drains was adopted by Council for 1st and 2nd Reading and a Court of Revision was held to hear appeals. The process is ongoing and the Third Reading is expected to be adopted in the next quarter.
- Plans for maintenance in 2018 is ongoing.

Planning and Development

Application Type	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Minor Variance	0	0				4
Consent	0	0				12
Zoning Amendment	0	0				7
Official Plan Amendment	0	0				0
Plan of Subdivision	0	0				0
GRAND TOTAL	0	0				23

Highlights for this Quarter:

- The First Quarter is consistent with activities in the same period in past years.
- 1 Provisional Consent was issued by the Planning Board.
- 1 Final Consent was issued by the Planning Board.

Cemetery Services

Highlights for this Quarter:

- The First Quarter had no activity but it is consistent with the same period in past years; even though no actual activity occurred during this Quarter, there have been numerous interactions with families and funeral homes to schedule spring burials, inquiries relating to lot purchases and status of family plots.
- Plans for additional cremation plots and a columbarium is still underway; the 2018 Budget includes funds for the purchase of a 48 niche wall unit and the required survey of the cemetery in underway. The purchase of the unit should be finalized in the next quarter.
- As owners of cemeteries, the Municipality is required to submit annual reports to the Bereavement Authority of Ontario (BAO) by March 31, 2018; the Annual Reports for both cemeteries were submitted on March 28, 2018 along with the required annual fees.

Customer Service

The tracking of communications is subject to the Complaint Policy, to ensure a consistent, fair and accountable level of service delivery.

*Official Complaints are now tracked on the By-law Enforcement Report

Communication (other) *enquiries, request for service...	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Drains (maintenance request)	0	0				5
Roads (general summer maintenance)	0	0				21
Roads (general winter maintenance)	20	20				15
Ditching	0	0				2
Grading	0	0				22
Snowplowing	0	0				7
Streetlights	3	3				3
Waste Management	10	10				26
Facilities	0	0				0
Cemeteries	0	0				0
Animal Control	0	0				0
Culverts	3	3				8
Flood Control	0	0				10
GRAND TOTAL	36	36				119

Highlights for this Quarter:

- All items have been resolved at the point of service or shortly after.
- Please note that the high number in Waste Management are the requests for bin pick up by private businesses; since the pick-up fee was established, some businesses call in a for pick-up instead of being on a schedule.



Municipality of French River

Report CL-05-2018
of the Clerk's Department
For Consideration by Council

RE: Lame Duck Provisions

BACKGROUND:

Changes to the Municipal Elections Act through Bill 181 (the Municipal Elections Modernization Act, 2016) may impact the Municipality as it relates to lame duck periods due to the change in the nomination date for candidates for the 2018 municipal election. Nomination Day (deadline) is now July 27, 2018 rather than the former September deadline which means that Council could potentially be in a lame duck position longer than in previous elections.

Section 275 of the Municipal Act, S.O. 2001, c.25 sets out the restricted acts that a Council shall not take after Nomination Day (July 27, 2018) and after Voting Day (October 22, 2018) if the Council is in a lame duck position.

What is a 'Lame Duck Position'?

A municipal council can be in a lame duck position if it is determined there is the potential or certainty that less than three-quarters (75%) of the existing council members will not be returning to office. The Municipality of French River has a 7 member Council. When we apply the 75% calculation the result is 5.25 which is rounded up to 6 members.

Lame duck period can occur twice during the municipal election process:

- a) Between July 27, 2018 and October 22, 2018 – If less than 6 of the 7 (75%) existing members are not running for Council, the restrictions set out in the Act will apply.
- b) Between October 22, 2018 to November 30, 2018 – If less than 6 of the 7 (75%) of the incumbent Councillors are returning to Council, the restrictions set out in the Act will apply.

Restrictions during a lame duck position:

As per Section 275 (3) of the Act, if a Council is in a lame duck position, the Council shall not take any of the following actions:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;* and
- d) Making any expenditures or incurring any other liability which exceeds \$50,000.*

*Exceptions to clauses (c) and (d) above do not apply if the disposition or liability was included in the most recent budget adopted by the council before Nomination Day in the election.

Human Resources Matters

As per the Municipality's Employee Policy Manual By-law 2016-19, the CAO has authority to hire and dismiss any employee of the municipality.

However, as per Section 23.3(1)1., the power to appoint or remove from office an officer of the municipality whose appointment is required by the Act, cannot be delegated.

The term "officer" refers to a "high ranking individual within the municipal civic service, who exercises management and administrative functions, and who derives his or her authority either from statute or from Council." (IPC Order M-813).

Land Matters

With respect to Section 275(3)(c) (land matters), a municipality can close a real estate transaction during the lame duck period only if the council passed a by-law approving the execution of the agreement of purchase and sale in advance of the lame duck period.

Expenditures

A contract could be awarded by a lame duck council which is in excess of \$50,000 as long as the amount was approved in the 2018 Budget. However, the lame duck council is not able to award a contract, if the amount of the tenders or bids exceeds the amount included in the approved budget.

The Municipality's Purchasing Policy provides for contingencies, giving the CAO the authority to approve contract overages of up to 15% greater than the approved project and budget.

Emergencies and Extraordinary Circumstances

The Act provides at Section 275(4.1) that nothing in this section prevents a municipality taking any action in the event of an emergency.

The Municipality's Purchasing Policy provides for this situation as well as what is in the Act.

Delegated authority unaffected

Section 275(6) provides that nothing in Section 275 (Restricted Acts after Nomination Day) prevents any person or body exercising any authority of a municipality that is delegated to the person or body prior to Nomination Day for the election of the new Council.

- meaning that the delegated authorities that have been provided for prior to Nomination Day remain effective during a lame duck period

ANALYSIS:

In summary of the above information, the 2018 Municipal Election could have a longer 'Lame Duck Period' than in the past, which provides the importance of reviewing the Municipality's Delegation of Powers and Duties Policy to ensure that all required delegations are provided for and to delegate certain powers to the Chief Administrative Officer pursuant to Section 275 of the *Municipal Act, 2001*.

BUDGET/LEGAL IMPLICATIONS:

There are no Financial/Budget implications as a result of this report.

INTERDEPARTMENTAL IMPACTS:

Not applicable.

LINKS TO STRATEGIC PLANS:

Not applicable.

CONCLUSION/RECOMMENDATIONS:

The Municipality's Delegation of Powers and Duties Policy which was enacted January 16, 2008 was reviewed and amended (as attached to this report) to include minor delegations necessary for the general conduct of municipal business and to define authorities already in practice.

It was also amended to add delegations subject to the potential restrictions resulting from a longer lame duck period as follows:

- a) The CAO be delegated authority as the financial signing authority for expenditures, outside the current budget, exceeding \$50,000;
- b) That the CAO be delegated the authority to execute the agreement of Purchase and Sale, pertaining to the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal for the acquisition of property;

It is recommended that the amended Delegation of Powers and Duties Policy be adopted by By-law at the Council Meeting being held April 18, 2018.

ATTACHMENTS:

Delegation of Powers and Duties Policy (Draft Form)

Respectfully submitted:

Approved:

Mélanie Bouffard
Clerk
Date: March 28, 2018

Marc Gagnon
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2018-**

BEING A BY-LAW TO ADOPT A DELEGATION OF POWERS AND DUTIES POLICY

WHEREAS Section 23.1 of the Municipal Act 2001, as amended, authorizes a municipality to delegate its powers and duties under the Municipal Act or any other Act to a person or body subject to restrictions as laid out;

AND WHEREAS Section 270 of the Municipal Act 2001, as amended, provides that a municipality shall adopt and maintain policies with the respect of the delegation of its powers and duties;

AND WHEREAS it is deemed appropriate to delegate routine or minor powers and duties to employees to enhance the efficiency of the decision making and administrative processes;

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

1. That the Council of the Municipality of French River hereby delegates routine or minor powers and duties to employees or their chosen delegates as described in the Delegation of Powers and Duties Policy, attached hereto as Schedule 'A' and forming part of this By-law.
2. That the delegated powers and duties may be amended or revoked from time to time by the Council of the Municipality of French River by Resolution or By-law, as required, to reflect Council's transparency and accountability requirements.
3. That By-law 2016-32 and any by-law inconsistent with this By-law be hereby repealed.
4. That this By-law comes into force and takes effect upon the date of its final passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 18th OF APRIL 2018**

MAYOR

CLERK

Section: Administration & Governance	Policy number: A-8
Subject: Delegation of Powers and Duties Policy	Effective Date: January 16, 2008
	Revision Date: April 18, 2018
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Corporation of the Municipality of French River Delegation of Powers and Duties Policy

1. Purpose

The *Municipal Act, 2001* (the Act), s. 270.(1) requires that all municipalities adopt and maintain a policy with respect to the delegation of municipal power and duties.

The purpose of this policy is to set out the scope of the powers and duties which Council may delegate its legislative and administrative authority and to establish principles governing such delegation. This policy has been developed in accordance with the Act in order to comply with its other applicable sections, including Sections 23. and 270. This policy applies to all committees of Council, departments and staff.

2. Definition(s)

For the purpose of this policy, the following terms shall have the meaning as ascribed to them:

- i. **Legislative Powers** - Includes all matters where council acts in a legislative or quasi-judicial function including enacting by-laws, setting policies, and exercising decision making authority.
- ii. **Administrative Powers** - Includes all matters required for the management of the corporation which do not involve discretionary decision making.

3. Policy Statement

The Council of the Municipality of French River, as a duly elected municipal government is directly accountable to its constituents for its legislative decision making, policies, and administrative functions. Council's decisions are generally expressed by by-law or resolution of Council carried by a majority vote. The efficient management of the municipal corporation and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to committees and staff while concurrently maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative functions.

Council authority will be delegated within the context set out in the Act and will respect the applicable restrictions outlined in the Act.

4. Policy Requirements

1. All delegations of Council powers, duties or functions shall be effected by bylaw, except where deemed minor in nature, in which case the delegation may be authorized by resolution of Council.
2. Unless a power, duty, or function of Council has been expressly delegated by bylaw or resolution, all of the powers, duties and functions of Council remain with Council.

Section: Administration & Governance	Policy number: A-8
Subject: Delegation of Powers and Duties Policy	Effective Date: January 16, 2008
	Revision Date: April 18, 2018
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3. A delegation of a power, duty or function under any bylaw or resolution to any member of staff includes a delegation to a person who is appointed as the CAO/Clerk to act in the capacity of the delegate in the delegate's absence.
4. Subject to section 3, a person to whom a power, duty or function has been delegated by bylaw or resolution has no authority to further delegate to another person any power, duty or function that has been delegated, unless such sub-delegation is expressly permitted.
5. Legislative matters may be delegated by Council where they are minor in nature or where Council has explicitly provided for the terms and conditions under which the powers shall be exercised, and must take into account the limitations set out in the Act.
6. Administrative Matters may generally be delegated to staff subject to the conditions set out in the delegation and in this policy, and must take into account the limitations set out in the Act.
7. All delegation of powers and duties can be revoked at any time without notice.
8. Any expenditure related to the matter shall have been provided for in the current year's budget (or authorized by the purchasing by-law)
9. The scope of the delegated authority shall not be exceeded by the delegate.
10. Where required by the specific delegated authority, reports shall be submitted to Council advising of the exercise of a delegated power and confirming compliance with the delegated authority and this policy.
11. Delegates shall ensure the consistent and equitable application of council policies and guidelines.
12. Any undertaking or contract with a third party shall be subject to the approval of Council.

5. Responsibilities

Municipal staff is responsible for adhering to the parameters of this policy and for ensuring appropriate application of delegated authority.

6. Monitoring/Contraventions

The Municipal Clerk shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the Municipal Clerk shall notify Municipal Council.

7. Delegation

The delegated powers and duties by Council to municipal officers is attached as Appendix "A" to this policy.

8. Attachments

Appendix "A" - Delegation of Powers and Duties

Section: Administration & Governance	Policy number: A-8
Subject: Delegation of Powers and Duties Policy	Effective Date: January 16, 2008
	Revision Date: April 18, 2018
Page: 3 of 5	

**Appendix “A” to By-2018-00
Delegation of Powers and Duties**

Number	Delegate	Delegated Powers & Duties	Criteria/Conditions
1	Chief Administrative Officer	Authority to Settle Small Insurance Claims	<ul style="list-style-type: none"> • Claims for amounts less than \$5,000. • Report to Council.
2	Chief Administrative Officer	Authority to Settle Small Third Party Claims	<ul style="list-style-type: none"> • Authority to pursue and settle with third parties for the recovery of Municipal property damage claims. • Report to Council.
3	Chief Administrative Officer	Authority to sign and submit Grant Applications for Council Approved Programs	<ul style="list-style-type: none"> • Grant applications submitted by the Municipality for existing approved programs where funding is either not required or is available within existing budgets or for budget approved programs. • Report to Council.
4	Chief Administrative Officer	Authority to execute/amend/terminate software and office equipment licensing, leasing, purchasing or service agreements	<ul style="list-style-type: none"> • Related expenses must be approved in the current year’s budget. • Agreements must be administrative and minor in nature. • Report to Council.
5	Chief Administrative Officer	Signing authority for expenditures outside the current approved budget, exceeding \$50,000 <i>*subject to Restrictions in Section 275. of the Municipal Act</i>	<ul style="list-style-type: none"> • Authority shall come into force and effect <u>only</u> in the event that less than 75% percent of the current Members of Council will be returning to sit on the new Council after Nomination Day of a Municipal Election as determined by the Clerk. • Report to Council.
6	Chief Administrative Officer	Signing authority to execute the agreement of Purchase and Sale, pertaining to the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal for the acquisition of property <i>*subject to Restrictions in Section 275. of the Municipal Act</i>	<ul style="list-style-type: none"> • Authority shall come into force and effect <u>only</u> in the event that less than 75% percent of the current Members of Council will be returning to sit on the new Council after Nomination Day of a Municipal Election as determined by the Clerk • Report to Council.

Section: Administration & Governance	Policy number: A-8
Subject: Delegation of Powers and Duties Policy	Effective Date: January 16, 2008
	Revision Date: April 18, 2018
Page: 4 of 5	

Number	Delegate	Delegated Powers & Duties	Criteria/Conditions
7	Clerk	“Head” for the purposes of the Municipal Freedom of Information and Protection of Privacy Act.	<ul style="list-style-type: none"> • Annual reporting to the Information and Privacy Commissioner. • Report to Council.
8	Treasurer	Authority to Sign Minutes of Settlement and represent the municipality in regards to property assessment appeals at the Assessment Review Board	<ul style="list-style-type: none"> • Review and sign-off settlements and participate in the hearing process where appropriate. • Report to Council.
9	Treasurer	Authority to approve Tax write-offs and increases under Section 357, 358 and 359 of the Municipal Act	<ul style="list-style-type: none"> • Authority to write-off taxes or increase taxes based on assessment changes approved by MPAC resulting from assessment classification changes, value changes and/or errors. • Report to Council.
10	Treasurer	Authority to write-off Penalty/Interest	<ul style="list-style-type: none"> • Authority to write-off minor penalty/interest only when deemed appropriate or when a gross error occurred.
11	Treasurer	Lottery Licencing Officer	<ul style="list-style-type: none"> • Authority to issue Lottery Licences within the established guidelines and parameters set out in the Lottery Licencing Policy Manual established by the Alcohol and Gaming Commission of Ontario.
12	Chief Administrative Officer / Director of Public Works	Temporary road closures necessary for construction, routine operations, rehabilitation, maintenance and repairs	<ul style="list-style-type: none"> • For scheduled temporary road closures, reasonable advance notice is to be given through appropriate signage, advertising, posting and reported to Council. • For un-scheduled emergency temporary road closures, reasonable notice is to be given through appropriate signage, advertising, posting and reported to Council. • Ensure that closure has been coordinated with outside or emergency agencies. • Ensure that closures have a minimum impact to community. • All closures are to be consistent with the requirements set out in Book 7 of the Ontario Traffic Manual.

Section: Administration & Governance	Policy number: A-8
Subject: Delegation of Powers and Duties Policy	Effective Date: January 16, 2008
	Revision Date: April 18, 2018
Page: 5 of 5	

Number	Delegate	Delegated Powers & Duties	Criteria/Conditions
13	Chief Administrative Officer / Director of Public Works	Temporary Road Closures for ceremonial events, parades and community celebrations	<ul style="list-style-type: none"> • Same criteria/conditions as above where appropriate. • Report to Council by staff or event coordinator as to the event, the affected roads and time of closure.
14	Chief Administrative Officer and/or Fire Chief	Authority to amend the Emergency Response Plan and Emergency Management Program	<ul style="list-style-type: none"> • Minor amendments and revisions that are relevant to the operation of the Emergency Response Plan and Emergency Management Program or that are required by the Ministry



Municipality of French River

Report from the
Chief Administrative Officer
For Consideration by Council

RE: 2018 OPP HOUSEHOLD FEE

OBJECTIVE: To re-affirm Council's position to continue charging a household fee for OPP services.

BACKGROUND:

During the 2015 budget deliberations the Council of the Municipality of French River directed staff to levy the new OPP billing model costs per household for the 2015 budget.

On May 13, 2015, the Municipality of French River adopted By-law 2015-23 set fees and related charges set out by the Municipality of French River which included the per household OPP fee.

ANALYSIS:

During the January 13, 2018 Special Meeting of Council for the 2018 Budget deliberations members of Council were informed by the CAO that the current method to collect the OPP costs from ratepayers was going to be revisited for correctness as per the Municipal Act. (Starting in 2015, the Municipality shifted the collection of OPP costs in a User Fee per household to reflect the new 2014 OPP billing model versus the traditional method of levying the cost of such services in the general tax base.)

Additional information including an independent opinion was sought and provided to Members of Council for review. Based on the information available, Council in principal were satisfied that the current method adopted in 2015 of imposing the OPP fee as a section 391 (Municipal Act, 2001 Fees and Charges) fee to each owner of households of Residential property, residential units, farm property with residential units and all commercial and industrial properties that are occupied in the Municipality remain as is versus applying the full OPP billing to the general tax levy.

BUDGET/LEGAL IMPLICATIONS: N/A

CONCLUSION/RECOMMENDATIONS:

That Council re-affirms its position by resolution to continue imposing the OPP fee per household of \$254.47 as authorized by Part XII Fees and Charges Section 391 Municipal Act, 2001 and that it continues to be regulated in the 2018 Final Tax Levy By-law and listed in the 2018 Fees and Related Charges By-Law.

Respectfully submitted:

Marc Gagnon
Chief Administrative Officer
Date: April 11, 2018

Report on OGRA Conference

Malcolm Lamothe

The Challenge of Change OGRA 2018

Keynote Speaker ; Janette Sadik-Khan

Janette Sadik-Khan is one of the world's foremost authorities on transportation and urban transformation. She served as New York City's transportation commissioner from 2007 to 2013 under Mayor Michael Bloomberg, overseeing historic changes to the city's streets—closing Broadway to cars in Times Square, building nearly 400 miles of bike lanes and seven rapid bus lines, launching the largest bike share program in North America and creating more than 60 plazas citywide. A founding principal with Bloomberg Associates, she works with mayors around the world to reimagine and redesign their cities. She chairs the National Association of Transportation Officials, implementing new, people-focused street design standards, including the Global Street Design Guide, which has been adopted by 54 cities and organizations around the world. She is the author of *Streetfight: Handbook for an Urban Revolution*.

<https://www.youtube.com/watch?v=LujWrkYsl64>

This presentation was most interesting but was not included in the summary of the presentations. Without notes, it was impossible to make a reasonable report on her talk. I did find a Youtube video that is practically identical to the keynote address she gave. Most informative and I would highly recommend that you invest the 15 minutes it takes to view.

Asset Management Planning I: Prioritizing Projects

Speakers

Chris Wray

Chris has served on many Boards including AMCTO, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA) Local Authority Services (LAS), and the Municipal-Industry Program Committee (Blue Box). Chris recently re-joined the Sault Ste Marie Innovation Centre (SSMIC) where he served as Chairperson from 2007 until 2012. Wray was instrumental in developing the Northern Information Technology and Geomatics Cooperative. Most recently Chris has been involved in several committees in discussing OPP Billing Reform and Provincial Land Tax Reform.

Dr. Arnold Yuan

My research mainly deals with risk-informed life-cycle infrastructure engineering. This interdisciplinary research cuts across civil engineering planning, design, construction, operation and management, performance evaluation, maintenance and rehabilitation, and reconstruction. The focus of the research is on uncertainty modeling and decision making under uncertainty. The objective of my research is to develop holistic decision-making tool sets for engineers and policy makers. Specialties: Uncertainty modeling and decision making under uncertainty.

Colin MacDonald

Colin is the acting Manager of Policy at the Municipal Finance Officers' Association of Ontario (MFOA). Since joining MFOA in 2015, he has led the association's policy work on asset management. He currently serves as a member of FCM's Municipal Asset Management Program technical working group. Colin has a Master's in Public Administration, specializing in municipal government and program evaluation, from Dalhousie University. He has professional certificate in asset management planning from the IPWEA. Prior to joining MFOA, he worked as advisor and coordinator for the CIP Initiative – a Halifax based research consortium focused on risk-based analysis and governance of critical infrastructure.

John Tarantino

John Tarantino is Vice President of Sales for Marmak Information Technologies. In 1983 John graduated from DeVry Institute of Technology and on June 27th 2002, was sworn in as an O.L.S., O.L.I.P. John has been the driving force in the creation of "The Ontario Municipal Partnership" which comprises Ontario municipalities who have partnered to collaborate in the development and deployment of web-based solutions. John has presented numerous papers at a number of provincial conferences including MISA, URISA, ORFA and OGRA.

Asset management is about managing your infrastructure deficit

Asset Management – Prioritizing Projects

Understand needs to establish a method to easily access info in order to make decisions.

Prioritize needs – What do we need?

Financial scenarios – How much does it cost?

Risk modeling - Can we afford to do or not do it?

Data requirements for decision making

Inventory – Condition – Lifecycle - TCA (Tangible Capital Asset) Valuation - Capital Forecast

Good to start with the operations staff. They are using the equipment and maintaining the infrastructure. They know the deficiencies, the needs and the difficulties in service delivery.

To properly manage the data, OGRA has at no cost to municipalities contracted with MARMAK for the software and human resources to help in establishing an AMP.

Marmak Information Technologies(marmak IT) is a municipal system integrator of web based solutions' including: 3D visualization, road patrol, mobile inspections, GIS, web and database development, document management, land information system, building permits.

Excel spreadsheets fall apart when trying to integrate information from several areas.

Lots of fancy software available but it is important to aggregate the info in a standard method in order to readily share the info to affect future grants and financing provincially.

How to establish strong foundation for the AMP?

Gather the data – Clean the data – Validate the data

Evident need to structure the data.

GIGO – Garbage In, Garbage Out

What to capture, and is the effort worth return.

OGRA has a partnership with MARMAK to offer to

assist municipalities in looking at the data and assisting with the development.

Sign an MOU with OGRA and agree to share info for a provincial overview of AMP status

What did I get myself into?

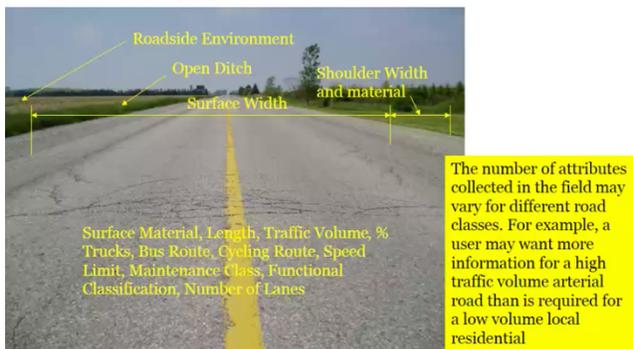
- * Excel files
- * Access database
- * Drawings
- * Shape files
- * Aerial photo
- * Pdf files
- * Engineering studies
- * Inventory reports
- * Road data
- * Parcel data
- * Streetlight
- * Sign
- * Water/sewer
- * Buildings
- * Google maps

Priorizing
Chris Traini P. Eng.

Condition and lifecycle of the assets
Example for roads
Segment the long road into segments (geometry corner to corner, paved vs gravel, arterial, seasonal, past work)

Step 2 to prioritizing a capital program

- Data collection



Step 1 continued

There is no absolute right or wrong way to segment road assets

Tips for segmenting roads are:

- If the surface type changes;
- If the geometry changes;
- If the roadside environment changes (urban to rural);
- If the classification changes (local residential to collector or collector to arterial);
- If the traffic volume changes significantly (especially % trucks) and;
- If the condition of the road surface changes dramatically over an extended length (e.g. >150 meters)



Step 3 to prioritizing a capital program

- Condition assessment

Objective

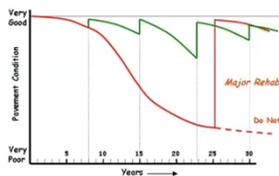


Subjective



Step 4 to prioritizing a capital program

- Determine the level of service you wish to provide for each asset type in order to confirm that you are providing the **right treatment** to the **right asset** at the **right time**



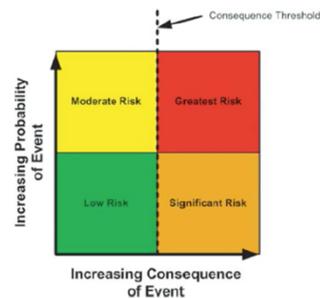
Step 6

Trade-off analysis



Step 5 to prioritizing a capital program

- What is the probability and consequence of asset failure



Prioritizing a Capital Program with competing assets

Asset Management II – Staying within Budget

Challenge of the day

MFOA Manager Policy Colin Macdonald

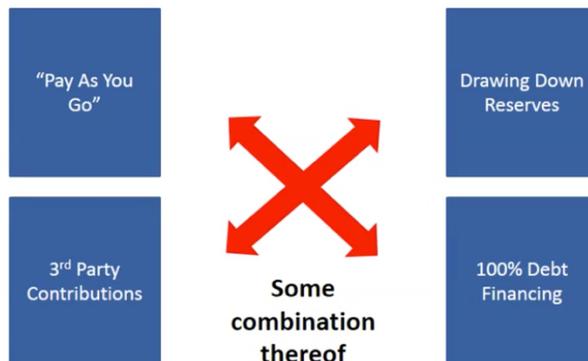
The Building Together Guide defines Asset Management Planning. The recommendation is to set strategic priorities to optimize decision-making. It highlights the development of a Financial Plan as the most critical step in putting the Plan into action.

Asset Management Planning Definition

“Asset management planning is the process of making the best possible decisions regarding the building, operating, maintaining, renewing, replacing and disposing of infrastructure assets. The objective is to maximize benefits, manage risk, and provide satisfactory levels of service to the public in a sustainable manner. Asset management requires a thorough understanding of the characteristics and condition of infrastructure assets, as well as the service levels expected from them. It also involves setting **strategic priorities to optimize decision-making** about when and how to proceed with investments. **Finally, it requires the development of a Financial Plan, which is the most critical step in putting the Plan into action.**”

- Building Together Guide

Capital Financing Strategies Continuum



“Pay as you Go”

- “Saving” all funds in advance of building or acquiring the asset
- Great discipline and patience
- Forgoing many needs in the meantime
- May be more costly in the long run
 - Implications of forgone service
 - Inflationary impacts on project costs

Drawing Down Reserve Funds

- Established via tax based funding
- Lifecycle contributions each year to fund replacements
- Not very adaptable – may tie decision makers to past priorities

100% Debt Financing

- “Intergenerational equity”
 - Spreads costs among taxpayers consuming it
- Involves paying for asset with interest
 - Debt is expensive
 - e.g., Debt at 5% over 15 years is approximately 45% more expensive
- Provincial limits on the total amount of debt
 - Annual Repayment Limit (ARL)
 - Annual debt servicing payments (principle and interest) cannot exceed 25% of “own source revenue”

The link between financing and funding (revenues)

Financing Source	Revenue Source
Reserves and Reserve Funds	Yesterday's Taxes and User Fees
Property Taxes and User Fees	Today's Taxes and User Fees
Long-term Liabilities (Debt)	Tomorrow's Taxes and User Fees

Charles Painter LLB Patterson MacDougal

Affordability – O. Reg 588/17

Worked with the Minimum Maintenance Standards for Municipal Roads

Asset management plans must include:

6.(1)2. An explanation of why the proposed levels of service are appropriate for the municipality, based on an assessment of the following:

Litigation Lawyer

iv. The **municipality's ability to afford** the proposed levels of service.

Someone suing the M for lack of proper servicing of assets

Main challenge in providing and maintaining assets is “Where do we get the money?”

Important to recognize the risk if we don't maintain assets.

Stratford was sued for a flood and had to settle for 7.7M\$

They had recognized a deficiency in the infrastructure and failed to fix it.

Policy to establish paperwork that proves bridges, culverts, roads and in ground infrastructure are properly and regularly assessed and prioritized within financial limitations.

In court, the paperwork will become extremely important and key to establishing the outcome.

A stich in time saves nine.

Municipalities in the Age of Legalized Cannabis

Alan Rewack

Acting Executive Director, Cannabis Canada Association

Worked for licensed producer and knows problems and issues.

Manufacturing as we knew it has gone away and Cannabis could fill a void.

Economic opportunity to build something that could establish world dominance.

Not associated with retail and medicinal dispensaries.

Over 90 producers licensed from Health Canada and expects the number will grow over 120.

Association Values

- Liaise with all sections involved: Construction, fertilizers, lighting, marketing, etc..
- Keep Cannabis away from kids
- Remove profits from organised crime
- Establish the most rigid quality control in the world and the safest product

Prohibition and criminalization has driven the market under ground. This has afforded a opportunity to criminals and led to social harm. Canada currently has the highest use of Cannabis among youth in the G7. Not a panacea but the approach is better that previous approach. Isolate organised crime and keep the product away from kids

Goals

- Given the US attitude, Canada can establish a dominant presence in this legal market.
- Price, product quality and marketing is key to winning the market from black market
- Normalisation of alcohol didn't lead to more stills and increase in public intoxication.
- Normalisation not an act but a process and the next 12 months will be a learning curve.
- CBDs have no psychoactive component and should not reduce the driving abilities.
- THC however has psychoactive effects and driving is and should be illegal.
- The big issue for policing is roadside testing?
- Statistically, 22% of the Canadian population has consumed today.
- You can often smell it now as you move around in our society.
- The law seeks to regulate and control.
- Over time, as they do for cigarettes, people will respect bylaws and legislation.
- Few people walk around with a beer and most only smoke in specified areas.
- We can be leaders for the world in this new chapter.
- Need to empower police to do their job

Joe Couto**Director of Government Relations and Communications, Ontario Association of Chiefs of Police**

Canadian Chiefs of Police will continue as enforcers and do not developing policy or laws
Some prefer not to have pot in the communities but it is coming so how?
Need to dialogue with all involved to ensure smooth rollout

When the question was asked of the Chiefs of Police as to whether they would be ready?
Unlikely no!

That set off a media storm. Everyone was upset and media loved it. While the media loved it, that is not the style of the policing community. Police chiefs admitted they would have difficulty being ready to fulfill their main purpose of keeping communities safe. Training of officers takes time and will inevitably result in increased policing costs.

Drugs and driving don't mix; drugs and alcohol don't mix. There is concern about alcohol and also about prescribed medicines behind the wheel.

In 2015, there were 72039 impaired driving incidents. Fewer than 3000 were drug related. So producers and police share concerns as to how to control and keep it from behind the wheel and out of the hands of youth. How to test for cannabis consumption will be challenged in the courts and will evolve similarly to how roadside alcohol testing evolved. Currently, our experts are trained in the states but we need to train our own experts instead of the US based.

Has to include cannabis community and all sections of community.

Police in general don't like change and don't like how things are now. Have been told for generations Cannabis is bad. Jails and courts are full and until the police are told to change, it will continue.

Now the change is here and the police will adapt to the new reality but it is a process. Regulatory and legislative implementation draws from community involvement. A large part of the framework for defining the implementation of the rollout is finance driven. Legalization is recognized as a business opportunity and now has community support.

Robust illegal market exists now in Ontario. That is a fact and it will remain so unless the equation changes. Too much money to be made and as criminals will shift their business into another lucrative branch.

What to do with police that have been prescribed medicinal pot. How do we ensure the safety in our community and on our roads? Alcohol and prescribed drugs are now and will continue to be a concern. Later this summer Cannabis will necessitate another level of policing on the road.



Municipality of French River

Report TR-1-2018 of the Finance Department For Consideration by Council

RE: Finance Department 2018 First Quarter Report

OBJECTIVE: To update Council on the initiatives, activities and statistics of the Finance Department during this Quarter including annual performance measures.

BACKGROUND:

The quarterly reports were developed to provide interim updates on activities as an ongoing effort to be able to communicate the activities, initiatives and impact of the Finance Department to Council and ratepayers.

ANALYSIS:

The Finance Department is managed by the Treasurer, who fulfills statutory duties and works within prevailing legislation, regulations and the municipality's administrative policies and principles.

The Treasurer is responsible for the financial management of the municipality, coordinates the preparation of the operating and capital budgets, and provides advice to the Council during budget deliberations and regular reports on budget performance.

The Treasurer prepares for year-end closing, maintains all financial records, assists auditors in producing the annual Financial Information Return (FIR) and prepares material for the annual audit and completion of the Financial Statements by the Auditors.

In its Tax Collector role, the Treasurer calculates tax rates, prepares billing, processes changes to tax rolls resulting in changes to assessment, legislation and write-offs and provides general information to ratepayers regarding assessment, tax rates and tax procedures.

Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

- Ensure timely knowledge of policies, bylaws, and building control standards.
- Provide personalized and efficient customer service.

ATTACHMENTS:

- Finance Department – 2018 First Quarter Report
- Budget vs. Actual Report – 2018 First Quarter (under separate cover)

Respectfully submitted:

Tom Ng
Treasurer

Date of Meeting: April 18, 2018

Approved:

Marc Gagnon
Chief Administrative Officer

Finance Department 2018 First Quarter Report

Highlights for this Quarter:

- Prepared working papers and other documents for 2017 Year End audit
- Assisted auditors with of 2017 Year End Audit in April 2018
- Prepared 2018 First Quarter Budget versus Actual Report
- Processed 2018 Interim Tax Bills in February 2018
- Attended Management and Council meetings
- Attended meetings with auditors, and MPAC
- Attended Public Presentation of 2018 Budget at Alban Community Centre
- Completed and submitted various reports, including reports to various funding agencies
- Updated our List of Tangible Capital Assets, and related Amortization Schedule
- Processed Supplementary Tax Bills for 2016 and 2017
- Assisted with preparation of 2018 budget
- Assisted staff with preparation of bank reconciliations
- Assisted taxpayers with various property tax issues
- Calculated 2018 tax rates and tax ratios for approval by Council



Municipality of French River

Report PW/ENV-01-2018 Of the Public Works and Environmental Services Department For Consideration by Council

RE: 1st Quarter 2018 Activity Report

OBJECTIVE: To update Council on the initiatives, activities and statistics of the Public works and Environmental Services during the Quarter including annual performance measures.

BACKGROUND:

The quarterly report has been developed to provide interim updates on activities as an ongoing effort to be able to communicate the activities, initiatives and impact of the Department to Council and ratepayers.

ANALYSIS:

The Public Works department oversees the rehabilitation and development of the network of road infrastructures at the best possible cost throughout the municipality, and provides for the efficient and safe movement of people and merchandise. Furthermore, the department oversees maintenance of the road network (over 180 kilometers). It provides for general standards in snow removal, street cleaning, road signage and lighting, as well as transportation and traffic policies. The department is also responsible for the collection of solid waste (garbage) and recyclable materials, and oversees the smooth operations at the landfill site.

LINKS TO STRATEGIC PLANS:

- Provide safe travel for all road users.
- Ensure environmental compliance and efficient waste collection.
- Provide beautiful places for the community to gather.

ATTACHMENTS:

- Public Works and Environmental Services Department – 2018 First Quarter Report

Respectfully submitted:

Robert Martin
Acting Manager
Public Works/Environmental Services
Date: April 8, 2018

Approved:

Marc Gagnon
Chief Administrative Officer

**Public works and Environmental Services
2018 First Quarter Report**

Quarterly statistics Public Works

Description	Q1	Q2	Q3	Q4	2018 YTD	2017 Totals
Litigation/Risk Mitigation : legal (lawsuits, compliance, health and safety infractions) Road access, washout	1				1	0
Work orders for operational priorities Vehicle breakdowns (only tracked after 24 hours)	2				2	8
Work orders for minimum maintenance standards	0					10
Included: thawing frozen culverts, road washouts, tree removal	20				20	12
Environmental events wind, rain, snow, road closures	3				3	6
Complaints/Inquiries	23				23	66
Contracted services used for operations outside of contracts; (belly dump, calcium)	2				2	9
Stand by hours (for environmental events) (this includes only weekends and holiday call outs)	141				141	2

➤ NOTE: Statistics are not complete or showing N/A: statistics not tracked or TBA: To be added.

Key Highlights for this Quarter

- Repairs to the 2010 Case Backhoe transmission resulted in rental of a replacement.
- Breakdown of the Kubota tractor resulted in rental of Bobcat for sidewalk upkeep.
- Warm temperatures caused multiple cases of flooding and refreeze of culverts.
- ½ Load restrictions placed on our roads March 5th due to warm temperatures.

Highlighted Annual Performance Metrics:

- The purchase of new equipment to maintain and/or increase the level of service the Municipality provides its ratepayers.

Quarterly statistics Environmental Services

Description	Q1	Q2	Q3	Q4	2018 YTD	2017 Total
Litigation/Risk Mitigation : legal (lawsuits, compliance, health and safety infractions)	0				0	0
Number of environmental infractions (Bulky items)(average pickups per quarter)	1Hr of bulky item pick-up				1Hr Bulky Items	10
Tickets/warnings for infractions (residents)	0				0	0
Work orders for operational priorities (equipment break downs)	1				1	1
Work orders for maintenance standards	0				0	0
Contracted services used for operations (outside of contracts)(steel pick up, refrigerant disposal)	1				1	3
Stand by hours (Departmental Emergency hours used)	0				0	
Hazardous waste weekend	N/A				N/A	345 Vehicles

➤ NOTE: Statistics are not complete or showing N/A: statistics not tracked or TBA: To be added.

Key Highlights for this Quarter:

- Preparations for final cover of landfill on completed section of phase 1.
- Mature trees planted along berms to create better community views.

Highlighted Annual Performance Metrics:

- The purchase of new equipment to maintain and/or increase the level of service the Municipality provides its ratepayers.
- Increase in operational services by utilizing environmental services lead as a by-law enforcer.
- CARE committee, to provide education to the community on the Municipal waste collection and recycling management.

Library Report April 2018

March Break activities

Again, the French River Library offered a variety of programs during the March break. Participation in all activities were maxed out with a long waiting list which could not be accommodated. Programs included painting, bowling, knitting, skating, science experiments and a movie. A total of 74 children participated in one or more of these activities.

Partnerships

Even though both the Noelville and Alban seniors' clubs were not awarded grants for 2018, the Library is forging ahead with a partnership with the OPP to offer our seniors programs on elderly abuse, fraud, etc.

The Library recently purchased a "green screen" which it is making available to the high school and other groups to create videos for broadcasting. You can see some of the students' creations on the Library and high school websites.

Partnerships with the French River Stewardship as well as the Knitting Club have been established and activities are being planned for the next few months.

Working with the OPP, the Library is also forming a partnership with the French River Firefighters and the Ambulance Service to offer a floor hockey competition on July 24th. As well, they are working with the health centre to offer a program for girls aged 11-16 on health, bullying, and other issues they face either at home, school, or community. This program will be offered on August 28th. More details will be made available soon.

Upcoming activities

On April 19 and 26, from 10 to 11 a.m., at the Noelville branch, the Library will offer "iPad, the basics". Cost is \$20. On May 3 and 10, 2018, from 10 to 11 a.m., at the Noelville branch, "Intermediate iPad" will be offered. This will include how to take pictures, making folders, settings, and how to personalize your iPad. Cost is \$20.

A "Sip (non-alcoholic beverages) and Paint" for older children will be offered in the Spring. An invitation will be extended to participants in St. Charles.



Municipality of French River

Report PRF 01-2018
Parks, Recreation and Facilities Department
For Consideration by Council

RE: 1st Quarter Activity Report

OBJECTIVE: To update Council on the initiatives, activities and statistics of the Parks, Recreation and Facilities Department during the Quarter including annual performance measures.

BACKGROUND:

The quarterly reports were developed to provide interim updates on activities as an ongoing effort to be able to communicate the activities, initiatives and impact of the Department to Council and ratepayers.

ANALYSIS:

The Parks, Recreation and Facilities Department works closely with sports and recreation organizers to maximize use of Municipal facilities. The Department plans, designs, staffs, implements and supervises all programs offered by the Department. The Department works within prevailing legislation, including all municipal policies and procedures.

Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

- Ensure community safety
- Provide beautiful places for the community to gather
- Provide personalized and efficient customer service

ATTACHMENTS:

Parks, Recreation and Facilities Department – 2018 First Quarter Activity Report

Respectfully submitted:

Approved:

Robert Martin
Manager
Parks, Recreation & Facilities Department
Date: April 9, 2018

Marc Gagnon
Chief Administrative Officer

**PARKS, RECREATION AND FACILITIES DEPARTMENT
2018 First Quarter Report**

Item	Q1		Q2		Q3		Q4		2018 total	2017 Q1	2017 Total hours	2016 Total hours	2015 Total hours	2014 Total hours
	Hours	\$	Hours	\$	Hours	\$	Hours	\$						
ICE TIMES	175	13,571							175	237.5	426.5	336.5	507.5	408
FRENCHRIVER RAPID'S ICE TIME	90	6512							90	60	184	136.5	110.5	0
FREE ICE TIMES	22	1592							22	42	81	154	175.5	140
HALL-RENTAL HOURS, PAID NOELVILLE	3 days	900							3	3 full days	69	62	46	77
HALL-RENTAL HOURS, FREE NOELVILLE	3	30							3	2 hours	29	9	20	132
HALL-RENTAL HOURS, PAID ACC	6	240							6	2	33	65	32	91
HALL-RENTAL HOURS, FREE ACC	44	1760							44	94	162	237	196	310

➤ NOTE: Statistics are not complete or showing N/A: statistics not tracked or TBA: To be added.

Key Highlights for the Quarter:

- The Hvac system at the Municipal Complex was completed in early February.
- Noelville Family Hockey Tournament was held on the second weekend of February with 34 teams. The arena was rented for 47 hours of ice time.
- The ice was removed the first week of April
- The vertical lift was awarded to Magnum Contractors, the project is ongoing.



Municipality of French River

Report to Council
by the Parks Recreation and Facilities Department

RE: Tender Results Dehumidifier

OBJECTIVE: To award the Tender for the supply and installation of a new Dehumidifier

BACKGROUND:

The new Dehumidifier was budgeted for in the 2018 budget.

ANALYSIS:

The Request for Tender #2018-005 for a supply and installation of a new Dehumidifier was posted on March 21st, 2018; the tenders were opened by staff on April 11th, 2018.

The following chart is an analysis of the total costs excluding HST for the recommended award of the Dehumidifier.

Name of Company	Price (excluding HST)	Requirements Met	Recommended Company
Cimco Refrigeration	30,697.91	Yes	XXX
Metal Air	66,250	yes	
Airco	42,955	Yes	

BUDGET/LEGAL IMPLICATIONS:

This Purchase was included in the 2018 budget for a total of \$39,000.

INTERDEPARTMENTAL IMPACTS: n/a

CONCLUSION/RECOMMENDATIONS:

It is recommended that Council award the contract to CIMCO Refrigeration in the amount of \$30,697.91 plus HST.

ATTACHMENTS: n/a

Respectfully submitted:

Approved:

Robert Martin
Parks, Recreation & Facilities Manager
Acting Director
Public Works And Environmental
Date: April 12, 2018

Marc Gagnon
Chief Administrative Officer

MUNICIPALITY OF FRENCH RIVER

REPORT TO MAYOR AND COUNCIL

MSDSSB BOARD MEETING MARCH 22, 2018

The meeting opened with a report from the Program Planning Committee (PPC) that dealt with several matters of governance that now seemed to be redundant and changes to others to bring them up to date. The intention is for several of the proposed changes to take effect as of Jan. 1, 2019. The expectation is that the changes will bring more relevance to several procedures for the incoming Board.

The PPC also heard reports on the DSSAB Child Care Quality Assurance program and the Homelessness Enumeration efforts. Referring to child care the report stated that the DSSAB'S 17 child care programs and 4 EarlyOn Centres were functioning well and achieving the standards required. (hard to believe that there are that many)

The homelessness counting in all of the DSSAB catchment area will be underway in a couple of weeks. The work will be carried out by a contractor. In our small towns and very rural area – it is not expected to find many genuinely homeless persons. Most of these unfortunate folks tend to migrate to the larger centres where there are more services for them. The count is intended to be conducted during the week of April 16 to the 22. In French River the count will be done in Noelville.

The last matter dealt with by the PPC was the matter of funding from the Province to improve Social Housing units and reduce Greenhouse Gas emissions. The MSDSSB will be asking for \$4,163,701.00 to be used for our Social Housing retrofits. There is a lot of work that can be carried out in all the units that will lower heating costs and make the units more comfortable to live in. Of course, that will only increase demand and the length of the waiting lists. We will know by April 16 if our request is successful or partly so. If we get any money the work must be completed by Mar. 31, 2021.

EMS Chief Robert Smith reported to the Board that the discussions with the City of Greater Sudbury regarding ambulance maintenance has been successful and the MSDSSB is moving ahead with consummating the agreement to begin the maintenance at the Sudbury fleet services facility. This should be a very beneficial arrangement with less ambulance downtime and new vehicles on the road much more quickly.

The Chief also reported on how well our ambulance service meets the expected response time standards for the 5 different kinds of emergency calls they receive. It is comforting to know that our service does very well in this regard keeping in mind that the service sets response times with our very rural geography in mind and how our ambulance locations are manned. It is a challenging goal that is set and those challenges are met most of the time.

The MSDSSB received a letter from the Ministry of Education regarding additional funding coming for the Early Years Child Care programs that is intended to offset any fee increases to parents that might (will) result from the higher wages now having to be paid to employees at the child care centres. With two increases from the Government totaling about 103 million dollars for 2018 one can readily see the impact of the minimum wage increase in 2018 that was \$2.60 per hour.

It is wonderful – more taxpayer dollars to help fund other taxpayers! Even more wonderful is knowing that we present taxpayers do not even have to pay any! It is all borrowed.

On that inspiring note I will close for this very unofficial report. There are always the minutes that can be read for the real thing.

Councillor: Dean Wenborne



Municipality of French River

Building Controls and Bylaw Department For Consideration by Council

RE: CBO/MLEO Department 1st Quarter Report

OBJECTIVE: To update Council on the initiatives and activities of the Building Control and Bylaw Department

BACKGROUND:

The quarterly 'activity' report was developed to provide interim updates on activities as an ongoing effort to be able to communicate the activities, initiatives and impact of the Building Controls and Bylaw Services to Council and ratepayers.

ANALYSIS:

The Building Controls Department is responsible for administering and enforcing the Ontario Building Code Act and its Regulations and the Planning Act. This is done through plans examination, issuing the appropriate building permits and conducting site visits at various stages of construction. The Bylaw Service Department upholds the bylaws governing our municipality.

Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

- Ensure Community Safety
- Ensure timely knowledge of policies, By-Laws, and Building Controls
- Provide personalized and efficient customer service

Respectfully Submitted by:
Andrea Tarini and Kevin Benvenuti

Date: April 9, 2018

Building Controls Department

Training, Conferences/Meetings, and Highlights for this quarter

- Permit Service Clerk attended the House 2012 Course in Sault Ste Marie in March. The Permit Services Clerk will be writing the House 2012 exam on April 3.
- The CBO, Permit Services Clerk and Part-time By-law Officer attended the Residential Tenancies Act Training on March 26 and 27 in Sudbury. MAH provided this training in anticipation of the changes to the Residential Tenancies Act coming in July 2018 which will download further responsibilities to the Municipalities.
- Northern Lights OBOA Chapter meeting was attended by the Permit Service Clerk and CBO

2018 Focus

Open Building Permits

- In 2017 the Municipality of French River directed the Building department to begin sending letters to open building permit holders asking them to contact the office to either pay to have their permits extended, or schedule inspections to close the permits.
- SEBBS would like to begin this process in all municipalities in 2018 and on an ongoing basis until the majority of open permits are easily tracked so that applicants can be contacted in advance of having to extend their permits ensuring that permits are closed in a timely fashion.
- SEBBS will be continually entering data for closed permits into CGIS for easier tracking, archiving closed permits, surveys and maps, and most importantly working to ensure that older permits are being closed or extended.

Administration Equipment and Tools

- The SEBBS website has a basic structure and will be launched in the next coming weeks.
- Access to typical plans, online applications, answers to frequently asked questions, contact information, and links to partners such as the Sudbury East Planning Board and Sudbury and District Health Unit will all be provided.
- The SEBBS Website will be available for each municipality and set up as a link on each individual municipal website.
- Purchased an Adobe Acrobat program to help make fillable forms and documents for increased timely service.
- Receiving and developing proper stationary for the SEBBS department. (Business Cards, letter head)

Reporting

- The CBO module in CGIS will have an addition that will allow for more efficient tracking and reporting on Orders to Comply that are issued under the Ontario Building Code Act
- Building User Fees research has started, and an update will be provided in Q2.

Bylaw updates

- SEBBS is working to update the Property Standards, Clean Yard, Noise, Sign, Animal Control and Building Bylaws with the intention of standardizing these bylaws across the member municipalities of SEBBS.
- The Building Bylaw will include an increase in fees for building permits.

BUILDING CONTROLS STATISTICS

Item	Q1	Q2	Q3	Q4	2018 Total to date	2017 Total	2016 Total	2015 Total
Applications	16	-	-	-	16	121	139	113
Permits Issued	13	-	-	-	13	108	122	108
House Permit - Average working days to issue	3	-	-	-	3	5	4	4
Actual House Building Permits issued	11	-	-	-	11	99	111	108
Small Building - Average working days to issue	4.5	-	-	-	4.5	6.5	8	7
Actual Small Building Permits issued	2	-	-	-	2	7	8	7
Large Building - Average working days to issue	0	-	-	-	0/0	3	0	4
Actual Large Building Permits issued	0	-	-	-	0	1	0	3
Complex Building Average working days to issue	0/0	-	-	-	0	4	8	N/A
Actual Complex Building Permits issued	0	-	-	-	0	1	3	0
Total Inspections YTD	35	-	-	-	35	253	296	N/A

NOTE:

- Inspections include, but not limited to, preconstruction site inspection, footings, foundation, drainage/weeping tile, concrete slab, plumbing rough-in, framing, insulation, vapor/air barrier, heating, occupancy, fire protection, final inspection.
- Average working days to issue a building permit are a measure of the service level of the building department. The Ontario Building Code prescribes the maximum time allowable to issue a building permit once the application is complete. House permits are to be issued in 10 business days, Small and Large Buildings are to be issued in 15 business days Complex buildings are to be issued in 30 business days.

BUILDING PERMITS ISSUED YTD COMPARISON

Type of Permit	2018 Permit Information		2017 Permit Information		2016 Permit Information	
	Permits Issued	Construction Value	Permits Issued	Const. Value	Permits Issued	Const. Value
<u>Residential Construction</u>						
New Building Construction	3	\$488,220	1	\$421,000	0	\$0
New Accessory Structure	4	\$326,190	5	\$154,000	1	\$18,000
Install/Erect/Replace	1	\$10,080	0	\$0	0	\$0
Renovation/Alter/Repair	3	\$89,850	0	\$0	4	\$35,000
Demolish	0	\$0	1	\$16,000	1	\$10,000
Addition	0	\$0	1	\$156,000	0	\$0
Total Res. Construction	11	\$914,340	8	\$747,000	6	\$63,000
<u>Other Construction</u>						
Commercial	1	\$23,040	0	\$0	1	\$50,000
Industrial	0	0	0	\$0	0	\$0
Government/Institutional	1	\$25,000	0	\$0	1	\$96,000
Total Other Construction	2	\$48,040	0	\$0	2	\$146,000
Total Construction	13	\$962,380	8	\$747,000	8	\$209,000
Building Permit Fees	\$6,783		\$3,354		\$4,038	

2018 PERMIT STATS / QUARTER

Type of Permit	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
	Permits Issued	Value	Permits Issued	Value	Permits Issued	Value	Permits Issued	Value
Residential Construction	11	\$914,340	-	-	-	-	-	-
Commercial	1	\$23,040	-	-	-	-	-	-
Industrial	0	0	-	-	-	-	-	-
Government/Institutional	1	\$25,000	-	-	-	-	-	-
Total Construction	13	\$962,380	-	-	-	-	-	-
Building Permit Fees YTD	\$66,783	\$6,783	\$3,378	\$3	---	---	-	-

Shared Service Reporting

This table reports the number of inspections that have occurred in Sudbury East Municipalities.

Number of Inspections and Permits issued to date - March 2018				
	French River	Killarney	St.-Charles	Markstay-Warren
Total Number of Inspections July 1, 2017 - Dec 31, 2017	174	60	57	62
2018 Permits issued to date (to Mar 23, 2018)	13	5	5	7
Inspection 2018 (to Mar 23, 2018)	32	25	8	6

Estimated time spent based on permit type.

SEBBS has created a formula for representing the amount of time spent in each municipality based on the types of permits that are received. This information will better compare the building related workload and time spent in each Municipality.

Each type of permit was given an average amount of time that it would take to review, issue, and inspect. The following chart shows the estimated time that will be spent in each municipality based on the first quarter permit application.

Estimated time in hours based on permit type (Jan 1, 2018 – Mar 31, 2018)				
Type of Permit	French River	Killarney	St.-Charles	Markstay - Warren
New Building Construction	3	0	0	1
New Accessory Structure	4	1	0	1
New Accessory Structure w/plumbing	0	0	1	0
Install/Erect/Replace	1	0	0	0
Renovation/Alter/Repair	3	0	2	3
Renovation/Alter/Repair with plumbing	0	0	0	0
Demolish	0	1	1	3
Addition no plumbing	0	0	0	0
Addition with plumbing	0	0	0	0
Farm building	0	0	0	0
Weeping tile	0	0	0	0
Commercial*	2	3	1	0
Total	13	5	0	0
*Commercial includes commercial, complex, industrial, institutional and assembly. Time spent on Commercial projects will vary depending on the complexity of the project.				
Total Hours	75**	60.5**	31.5**	28**
Percentage of total	39%	31%	16%	14%

**Estimated Time Spent on Each Permit Type is measured in hours and includes application review, general correspondence, plans examination, issuing permit, footing inspection, foundation inspection, ground work plumbing inspection, framing inspection, rough in plumbing inspection, insulation and vapor barrier inspection, HVAC inspection, occupancy inspection and final inspection as applicable to each permit type.

Permit Type	Total Estimated Time Spent on Each Permit Type (hours)
New Building Construction	8
New Accessory Structure no plumbing	3.5
New Accessory Structure with plumbing	4
Install Erect Replace	2.5
Renovation/Alter Repair no plumbing	4
Renovation/Alter Repair with plumbing	4.5
Addition no plumbing	6.5
Addition with plumbing	7.5
Demolish	1.5
Farm Building	3.5
Weeping Tile	2
Commercial	18.5

MUNICIPAL LAW ENFORCEMENT OFFICER REPORT

Upcoming improvements to By-law Enforcement and Reporting

- New By-law complaint form has been created to be used in conjunction with the By-law layer in CGIS used for tracking. **(Appendix A)**
 - o Each Municipal website and the SEBBS website will have the new complaint form to log complaints from residents in each Municipality. Ideally each Municipality will adopt the same form to submit with CGIS reporting.
- SEBBS is currently working a draft Property Standards By-law and Clean Yard By-law which will be brought forward at the next council meetings of each member municipality of SEBBS.
- Small changes will be made to the French River by-laws to bring it into compliance with the changes to the Residential Tenancies Act coming on July 1, 2018.

Training/conferences/certification

- Weed Inspector Course (April 12, 2018)

COMPLAINTS BY CATEGORY:

Complaints *Only formal written and signed complaints are tracked	Q1	Q2	Q3	Q4	Annual 2017 Total
Animal	5	0	0	0	2
Clean Yards	0	0	0	0	1
Drains (maintenance request)	0	0	0	0	0
Ditching	0	0	0	0	1
Facilities	0	0	0	0	2
Grading	0	0	0	0	2
Health and Safety	1	0	0	0	0
Noise	0	0	0	0	1
Property Standards	0	0	0	0	5
Roads (summer/winter maintenance)	1	0	0	0	3
Snow Removal	4	0	0	0	2
Streetlights	0	0	0	0	1
Waste Management/ Facility	0	0	0	0	3
GRAND TOTAL	11	0	0	0	23

2018 Complaints (Open, Closed, Ongoing)

Complaints *Only formal written and signed complaints are tracked	Q1	Open (received in the last 30 days)	Closed	Ongoing (longer than 30 days to close)
Animal	5	1		4
Clean Yards	0			
Drains (maintenance request)	0			
Ditching	0			
Facilities	0			
Grading	0			
Health and Safety	1	1		
Noise	0			
Property Standards	0			
Roads (summer/winter maintenance)	1		1	
Snow Removal	4		4	
Streetlights	0			
Waste Management/ Facility	0			
GRAND TOTAL	11	2	5	4

MLEO STATS:

Item	Q1	Q2	Q3	Q4	2017 Total	2016 Total	2015 Total	2014 Total
Parking Tickets Issued	0	0	0	0	2	2	14	30
Parking Ticket Payments Received	0	0	0	0	1	1	11	31
By-Law Complaints	11	0	0	0	25	22	32	76
Charges Issued	0	0	0	0	0	0	1	1
Dog Tags Sold	28	0	0	0	41	38	167	68

NOTES:

- Dog tags sold may spike every three years as residents can purchase 3-year licenses
- Parking ticket payments may take up to 2 years to receive.

MONITORING

Transfer Stations are being monitored on a randomized schedule alternating between Student By-Law Officer (in the summer) and Municipal Law Enforcement Officer throughout the year.

Appendix A



COMPLAINT FORM

Corporation of the Municipality of French River
PO Box 156, 44 St. Christophe Street, Suite 1
Noelville, Ontario P0M 2N0
Tel: 705-898-2294, Fax: 705-898-2181

Date (DD/MM/YY): _____ Time: _____

Complainant Name: _____

Address: _____ City: _____

Postal Code: _____ Home Phone / Cell Phone: _____

Email Address: _____

What is your preferred method of communication: _____

Description of Complaint: *(Please include details of matter such as date(s), time(s), location, and background information about the matter. Please use the back of this form if further space is required, additional information, such as relevant photographs, can be attached to this form):*

Signature of Complainant: _____

(Please note: Unsigned and/or incomplete forms will not be processed. Any complaints received electronically are deemed to be signed.)

FOR ADMINISTRATIVE USE ONLY

Complaint Received by: _____ Date (DD/MM/YY): _____

Department Forwarded to: _____

Acknowledgement of Complaint

Complaints will be acknowledged within five (5) business days of receipt of complaint. Complaints received electronically, will be acknowledged by email.

Complaints received in person may be acknowledged at the point of service by the staff member receiving the form or will be acknowledged by letter.

Acknowledgement Date: _____ Acknowledgement Method: _____

Staff Signature: _____

Thank you for taking the time to inform us of your concerns. As per the Municipal Complaint Policy, a response to your complaint will be provided within thirty (30) business days of the receipt of the complaint. If you have any questions or concerns during the process please contact the Municipal Office.

Notice of Collection: The personal information collected on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used to receive and investigate public complaints. Questions about this collection can be directed to the Municipal Clerk.



Municipality of French River

Report FRFD-01-2018 of the French River Fire Department For Consideration by Council

RE: French River Fire Department First Quarter Activity Report

OBJECTIVE: To update Council on the initiatives, activities and statistics of the Divisions of the Fire Department during this Quarter including annual performance measures.

BACKGROUND:

The quarterly reports were developed to provide interim updates on activities as an ongoing effort to be able to communicate the activities, initiatives and impact of the Fire Department to Council and ratepayers.

ANALYSIS:

The Fire Department's mission is to protect life and property, and to preserve the environment of citizens and visitors through prevention, public education and community involvement, and by responding in the case of fires, medical emergencies or any other emergency situation.

Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

- Ensure community safety.
- Equal educational opportunities for all.
- Provide personalized and efficient customer service.

ATTACHMENTS:

Fire Department – 2018 First Quarter Report.

Respectfully submitted:

Approved:

Roch Bigras, Interim Fire Chief
French River Fire Department
Date of Meeting: April 18, 2018

Marc Gagnon
Chief Administrative Officer

Fire Department 2018 First Quarter Report

Emergency Type	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Smoke alarms activations						1
Motor vehicle accident						3
Motor vehicle accident (snowmobile)						1
Carbon Monoxide Alarm activation	1	1				3
Motor Vehicle Fire	2	2				5
Medical assist						9
Structure fire	2	2				3
False Alarm	1	1				8
Chimney Fire	1	1				1
Structure fire (West Nipissing Agreement area)						2
Mutual aid response – St-Charles						1
Hydro Pole/wires burning						7
Grass/Brush fires						4
Burning Complaint						0
Rescue						1
Garbage Bin Fire						1
GRAND TOTAL	7	7				50

*No comparison to previous years readily available.

Training Sessions (alternating between stations)	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Self-Contained Breathing Apparatus						5
Ice and Water Rescue						3
Vehicle Extrication						1
First Aid Training						2
Fire Preventions – Enforcement						1
Fire Extinguishers/Emergency Response						1
Ladders/Ropes & Knots	3	3				1
Tanker Shuttle						1
Communications	1	1				4
Foam Application						2
ATV training/Saw Training	1	1				0
Chimney Fire Response						0
Search and Rescue						0
Forestry pump training/ High volume pumps	1	1				2
Fire Behavior/Breathing Apparatus						0
Pumper Operations						4
Fire Department Operations	1	1				3
Ventilation						0
Pumping Hydraulics (proper pressures)						0
Hose Testing						1
Out Side Training						4
GRAND TOTAL	7	7				36

*No comparison to previous years readily available.

Fire Department 2018 First Quarter Report

Burning Permits Issued	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Brush Permits	0					73
Incinerator Permits	1	1				14
Land Clearing Permits	0					5
GRAND TOTAL	1	1				92
Equipment Checks (new March 2016)	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Apparatus/small motors/Breathing Apparatus	7	7				27
GRAND TOTAL	7	7				27

*No comparison to previous years readily available.

Inspections/Public Education	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Complaints						2
Requests	1	1				0
Follow-up inspections						1
Completed inspections						1
Education Material Provided –						0
Education Material Provided –						1
Public Education – 911 day – Library -others		1				5

Average Firefighter Response in a 24 Period (@ 23 firefighters)	Q1	Q2	Q3	Q4	2017 Total
0000hrs – 0800hrs	10				11.8
0800hrs – 1600hrs	12				10.0
1600hrs – 2400hrs	10.5				11.3

Percentage of Calls in a 24-Hour period	Q1	Q2	Q3	Q4	2017 Total
0000hrs – 0800hrs	15%				9%
0800hrs – 1600hrs	30%				47%
1600hrs – 2400hrs	55%				44%

Fire Department 2018 First Quarter Report

Agreements

- One agreement activation for a Tanker from West Nipissing Fire Department for a structure fire in March.
- Agreement adopted on February 21, 2018 with Fire Marquee for a Indemnification Technology Program

Recruitment/Retention

- 2 New Recruits at Station 2 in Alban

Update on New Legislation for Fire Dept.

- Mandatory training and certification for Firefighter is a moving forward document as of July 1, 2019
- Community Risk Assessments to inform delivery of fire service January 1, 2019
- Grandfathering was reopened to all departments in Ontario until September 30, 2018

Section: Human Resources	Policy number: D-4
Subject: Volunteer Firefighter Policy	Effective Date: March 20, 2013
	Revision Date:
Page: 1 of 6	

Municipality of French River Volunteer Firefighter Policy

1. PURPOSE

The Municipality of French River (herein thereafter referred to as the Municipality) recognizes the importance of having volunteer firefighters for the French River Fire Department. Having incentives to recruit and retain residents of the Municipality as members of the fire department is important to enhance fire and emergency services in the area.

2. POLICY

This Policy outlines guidelines for volunteer firefighters responding to calls and attending related activities such as training and equipment maintenance, regulated by provincial legislation and/or municipal policies.

3. DEFINITIONS

- 3.1 “Firefighter”** means a fire chief and any other person employed in, or appointed to, a fire department and assigned to undertake fire protection services, and includes a volunteer firefighter; (“pompier”)
- 3.2 “volunteer firefighter”** means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance. (“pompier volontaire”) 1997, c. 4, s. 1 (1); 2001, c. 25, s. 475 (1); 2013, c. 14, s. 2; 2015, c. 34, Sched. 1, s. 1.
- 3.3 “Municipal Employee”** means a person employed by the Municipality of French River as a permanent, part-time or permanent part-time employee.

4. CALL

4.1 Structure Fire

Responding to a Structural fire involving the structural components of various types of residential, commercial or industrial buildings.

4.2 Motor Vehicle Collision/Extrication

Responding to Motor Vehicle Collision (MVC) where a vehicle collides with another vehicle, pedestrian, animal, road debris, or other stationary obstruction, such as a tree or utility pole, where moving metal away from trapped motorists to extricate them may be required.

4.3 Bush Fire

Responding to fires in scrub, field or a forest, especially one that spreads rapidly

Section: Human Resources	Policy number: D-4
Subject: Volunteer Firefighter Policy	Effective Date: March 20, 2013
	Revision Date:
Page: 2 of 6	

4.4 **Medical Assist**

Responding to a medical emergency when ambulance is delayed. Assisting ambulance personnel where an acute injury or illness that poses an immediate risk to a person's life or long-term health

4.5 **Ice and Water Rescue**

Responding to emergencies where firefighters may have to venture onto ice surface or into the water to perform a rescue.

4.6 **Vehicle Fires**

This is self-explanatory

4.7 **Carbon Monoxide Alarms**

Responding to an activated carbon monoxide detector sounding an alarm potentially indicating higher levels of carbon monoxide than the acceptable limit.

4.8 **Mutual Aid**

Responding to assist a neighboring fire department when the nature or circumstance of the call exceeds their response capabilities.

4.9 **Assisting Other Agencies**

Responding to a call to assist other agencies such as Police, Ministry of Environment, Hydro etc.

5. **RECRUITMENT**

Potential recruits must submit an application form and undergo an interview process in order to join the French River Fire Department.

All applications will be accepted on the terms that you meet the following criteria:

- Above the age of 18
- Must have valid driver's license for Ontario.
- Must have access to a vehicle.
- CPR training may be an asset.

Municipal Employees must inform their supervisor of their intent to apply as a volunteer firefighter for the municipality.

6. **ATTENDANCE**

Firefighters must attend a yearly minimum of 50% of all training sessions, emergency responses and other required Fire Department operations.

Municipal Employees may respond to emergency incidents during normal working hours, providing that the employee is not undertaking work that is considered priority or in a

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position where no one else is readily available to take their place while responding to an emergency incident.

Municipal Employees must inform their immediate supervisor of their response to an emergency incident as soon as possible.

7. RECOGNITION

French River Fire Service Recognition award(s) will be presented to those eligible for every 5 years of service.

8. DISCIPLINE AND DISMISSAL

The following statements do not apply to Municipal Employees in context of their full time, part-time or permanent part-time employment. The statements only apply in context to their volunteer firefighter designation.

The Municipality will ensure that volunteer firefighters are fully aware of their duties inherent to their work as a volunteer firefighter. The volunteer firefighter will receive proper training and orientation to assist them in their duties, however, it is recognized that issues that may arise from time to time that require disciplinary action on the part of the Fire Chief or if the matter is serious enough the Municipality. The following progressive disciplinary actions will be taken in these instances.

1. Verbal Warning by Fire Chief
2. Written Warning from Fire Chief- The written warning will contain a statement advising that the volunteer that the warning has been issued and documented.
3. Dismissal

Relevant dated documentation will be recorded in the volunteer’s files (i.e. screening results, orientation and training received)

Misconduct may include disruptive verbal behavior, breach of confidentiality, and breach of trust, neglect of duties or responsibilities or violation of the French River Fire Department or the Municipality. All misconduct or serious infractions will be investigated in consultation with the Fire Chief, Clerk, CAO or Council if deemed necessary.

A member shall not be dismissed without being afforded the opportunity for a review of termination before Council, if the member makes a written request for such a review within seven working days after receiving the proposed dismissal. A person appointed by the municipality, who is not a member of the Fire Department, shall conduct the review. (this statement is in the E&R by-law)

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9. RESPONDING TO CALLS / ATTENDING TRAINING

9.1 Protocol

- 9.1.1** All firefighters will respond to their assigned station using their own personal vehicle.
- 9.1.2** If all emergency vehicles have left the station(s) to respond to an emergency, the firefighters are to use their personal vehicles to reach the emergency scene to lend support to other firefighters and emergency personnel.
- 9.1.3** Fire Department vehicles may be used to attend training sessions at either station 1 or 2. However, all firefighters are required to attend training sessions at the designated station using their own personal vehicles when Fire Department vehicles are not available.

9.2 Safety

- 9.2.1** All firefighters shall wear the protective clothing supplied to them when responding and attending at emergency scenes unless otherwise directed by the Officer in Charge.
- 9.2.2** All firefighters responding to an emergency scene using their own personal vehicles shall do so by obeying regulations of the current Highway Traffic Act.
- 9.2.3** Firefighters may use a green flashing light in accordance with the Highway Traffic Act and the Fire Protection and Prevention Act. This green light does not allow exemptions from the Highway Traffic Act other than to make other motorists aware that the firefighter is responding to an emergency.
- 9.2.4** Firefighters must be clean shaven or meet the prescribed acceptable facial hair protocol as described below.
- 9.2.5** Sideburns shall not extend downwards to a point where the integrity of the self-contained breathing apparatus face piece or of the N95 respirator mask seal is compromised.
- 9.2.6** Beards, goatees and soul patches will not be allowed. Moustaches must be kept neat and trimmed as to not interfere with the proper seal of the self-contained breathing apparatus face piece or of the N95 respirator masks.

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10. WAGES, MEALS, TRAVEL EXPENSES AND POINT ALLOCATION

10.1 Wages

- 10.1.1** Fire Chief's wage shall be approved by Municipal Council.
- 10.1.2** Deputy-Chief's wage shall be approved by Municipal Council and in addition shall be allocated points for other approved responses and functions.
- 10.1.3** Other Officers wages shall be approved by Municipal Council and in addition shall be allocated points for other approved responses and functions.

10.2 Points

- 10.2.1** Firefighters' allocation for points shall be approved by Municipal Council.
- 10.2.2** 1 point shall be allocated for all emergency responses whether actual or false alarms, when firefighters report to the fire station(s)
- 10.2.3** 1 additional point shall be allocated where an emergency response surpasses the first initial 3 hours into the emergency call.
- 10.2.4** 1 additional point shall be allocated every 2 hours after the first 3 hours into an emergency call.
- 10.2.5** Where a long duration situation occurs, the Officer in Charge shall arrange shifts and/or request additional assistance from other departments whenever possible.
- 10.2.6** When a Municipal Employee responds to an emergency incident, he/she shall not claim points if the response times occur during their regular working hours for the Municipality. However, the Municipal Employee shall be required to document their attendance at the incident according to the Fire Department protocol.

10.3 Meals, Travel Expenses and Per Diem Allowance

- 10.3.1** Meals shall be provided when the following pre-designated meal times falls within the emergency incident time frame in its entirety or as deemed appropriate by the Fire Chief.
 - 07:00 to 08:00 hours
 - 12:00 to 13:00 hours
 - 17:00 to 18:00 hours

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10.3.2 When on official business as approved by the Fire Chief, Firefighters shall be entitled to the reimbursement of Travel Expenses equivalent to the rates as established for staff in the Employee Policy Manual. The reimbursement of expenses shall be provided upon submission of the Expense Report Form completed and signed by the Firefighter claiming expenses and approved by the Fire Chief.

10.3.3 Firefighters shall be paid at a rate of \$150.00 per day to compensate taking time off of regular scheduled work for attending any pre-approved business on behalf of the Municipality, such as professional development workshops, seminars, conferences, and travel to and from pre-approved business on behalf of the Municipality when travel occurs the day prior and the day after the event.

DRAFT



Municipality of French River

Report CL-08-2018
of the Clerk's Department
For Consideration by Council

RE: Conveyance of land for road purposes

BACKGROUND:

In September 2017, the owners of the subject property applied for a consent to effect a lot addition and provisional consent was granted by the Planning Board.

ANALYSIS:

In order for the Final Consent to be granted, conditions imposed by the Planning Board needs to be fulfilled by the applicant. One of the conditions imposed is that where it is determined on drafting a reference plan of survey that an existing road traverses the subject lands to which the consent approval applies (severed and/or retained lands), that portion of such road which traverses the subject lands shall be laid out on the final reference plan of survey and shall be transferred to the appropriate authority.

In this application, it was found that a portion of Mayer Road that abuts the subject land had not been surveyed and registered under the road authority.

BUDGET/LEGAL IMPLICATIONS:

Legal counsel for both parties has been engaged to perform the transfer and registration; the cost of the survey and transfer is borne by the applicant.

CONCLUSION/RECOMMENDATIONS:

It is recommended that Council authorizes the Mayor and Clerk to sign the Acknowledgement & Direction for the conveyance of Part 2 of Plan 53R-20941 (Mayer Road, as shown on the attached sketch) from Daniel Hill & Richard and Nancy Wepler to the Municipality of French River for road purposes.

ATTACHMENTS:

Plan 53R-20941

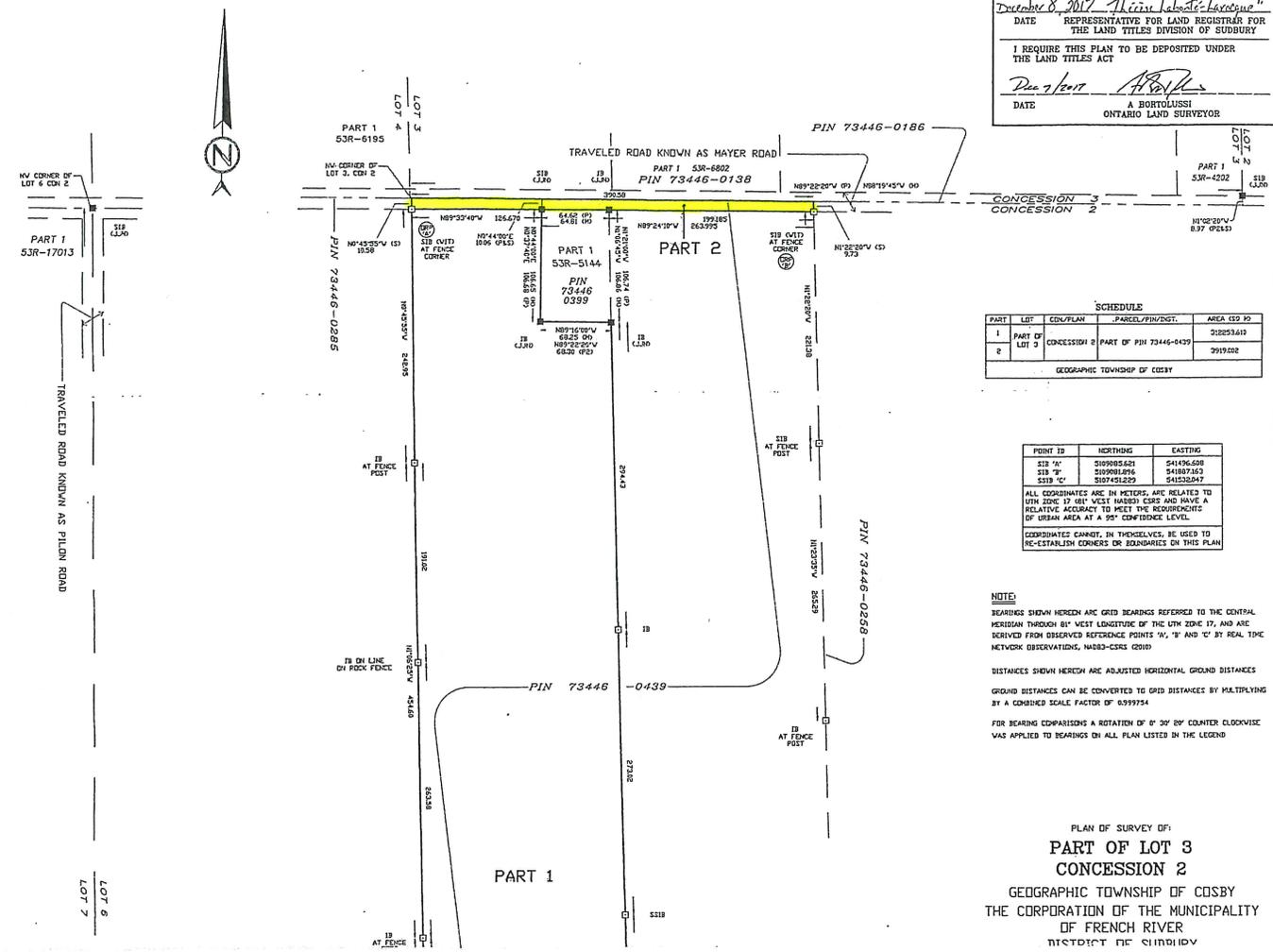
Respectfully submitted:

Mélanie Bouffard
Clerk
Date: April 9, 2018

Approved:

Marc Gagnon
Chief Administrative Officer

PLAN 53R-2094/
 RECEIVED AND DEPOSITED
 December 8, 2017 "Three Lots in Concession"
 DATE REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF SUDBURY
 I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THIS LAND TITLES ACT
 Date 7/2017 [Signature]
 DATE A. BORTOLUSSI
 ONTARIO LAND SURVEYOR



SCHEDULE

PART	LOT	CON/PLAN	PARCEL/PIN/INSTR.	AREA (SQ. M)
1	PART OF LOT 3	CONCESSION 2	PART OF PIN 73446-0439	31253.613
2				2919.602

GEOGRAPHIC TOWNSHIP OF COSBY

POINT ID	NORTHING	EASTING
S18 'A'	2199886.641	541984.688
S18 'B'	2199901.876	541897.163
S18 'C'	2197451.229	541528.847

ALL COORDINATES ARE IN METERS, ARE RELATED TO UTM ZONE 17 481 WEST HAZED CSRS AND HAVE A RELATIVE ACCURACY TO MEET THE REQUIREMENTS OF URBAN AREA AT A 95% CONFIDENCE LEVEL.
 COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES ON THIS PLAN

NOTE:
 BEARINGS SHOWN HEREON ARE GRID BEARINGS REFERRED TO THE CENTRAL MERIDIAN THROUGH BY WEST LONGITUDE OF THE UTM ZONE 17, AND ARE DERIVED FROM OBSERVED REFERENCE POINTS 'A', 'B' AND 'C' BY REAL TIME NETWORK OBSERVATIONS, NAD83-CSRS (2011).
 DISTANCES SHOWN HEREON ARE ADJUSTED HORIZONTAL GROUND DISTANCES. GROUND DISTANCES CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.999754.
 FOR BEARING COMPARISONS A ROTATION OF 0° 39' BY COUNTER CLOCKWISE WAS APPLIED TO BEARINGS ON ALL PLAN LISTED IN THE LEGEND.

PLAN OF SURVEY OF:
PART OF LOT 3
CONCESSION 2
 GEOGRAPHIC TOWNSHIP OF COSBY
 THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER
 DISTRICT OF SUDBURY



Municipality of French River

MINUTES OF THE REGULAR COUNCIL MEETING

held in the Council Chambers
Wednesday, March 21, 2018 at 6pm

Members Present:

Mayor Claude Bouffard(Chair), Councillors Michel Bigras, Ronald Garbutt, Malcolm Lamothe, Gisèle Pageau, Dean Wenborne

Members Excused:

Councillor Denny Sharp

Officials Present:

Marc Gagnon, Chief Administrative Officer
Mélanie Bouffard, Clerk
Robert Martin, Parks, Recreation & Facilities Manager

Guests:

16 Members of public

1. Call to Order and Roll Call

The Chair called the meeting to order at 6:00 p.m.

2. Adoption of Agenda (*and Additions if applicable*)

Moved By Ron Garbutt and Seconded By Gisele Pageau

Resol. 2018- 68

BE IT RESOLVED THAT the agenda be approved as distributed.

Carried

3. Disclosure of Pecuniary Interest

None declared.

4. Delegations

5. Reports and Items for Consideration

5.1 General Government

5.1.1 Chief Administrative Officer's Verbal Report

The CAO provided a brief update in relation to the following items:

- the recruitment process is ongoing for the shared Regional Economic Development position with the Sudbury East area; Economic Partners is the lead on the project
 - the Youth Public Works Intern position recruitment process is ongoing
 - the Integrity Commissioner Request for Proposal will be presented to Council at the meeting of April 4th
-

- the reviewed Delegation of Powers and Duties policy will be presented at the meeting of April 4th
- there was a meeting held with Green Energy North, a non for profit organization working for private and public sector for potential grant applications for solar projects, initiatives and efficiencies for energy to assist in the Community Energy Planning Process; a delegation is scheduled for April 18th to inform Council
- the FCM grant application has been submitted as approved at the meeting held January 17, 2018
- the MOU with partners/tenants of the building is ongoing for the direct internet line to the Municipal Complex
- the list of prioritized administrative tasks will be shared with Council to provide information on the current requirements and ongoing matters to give a heads up of what is coming up at meetings

5.1.2 Resolution to direct staff to work with Pet Save

Moved By Gisele Pageau and Seconded By Mike Bigras

Resol. 2018- 69

WHEREAS Pet Save of Sudbury made a presentation to Council on February 7, 2018 about the current overpopulation of stray cat in our community and the potential issues, as well as options available to communities to help mitigate related issues;

BE IT RESOLVED THAT Council directs staff to work with Pet Save to identify the need, discuss and explore potential initiatives and programs for a humane animal control of cats in our area.

Carried

5.2 Finance (NIL)

5.3 Public Works & Environment Services

5.3.1 Resolution to approve the purchase of Wheel Loader

Moved By Mike Bigras and Seconded By Dean Wenborne

Resol. 2018- 70

BE IT RESOLVED THAT Council awards the purchase and delivery of a new Wheel Loader to Nortrax for an amount of \$145,700 plus applicable taxes.

Carried

5.3.2 Resolution to approve the purchase of Backhoe

Moved By Malcolm Lamothe and Seconded By Gisele Pageau

Resol. 2018- 71

BE IT RESOLVED THAT Council awards the purchase and delivery of a new Backhoe to G. F. Preston Sales and Services Ltd. for an amount of \$97,610 plus applicable taxes.

Carried

5.4 Community Services (NIL)

5.5 Emergency Services and Public Safety

5.5.1 Manitoulin-Sudbury District Services Board Report by Councillor Wenborne

Councillor Wenborne presented the report included in the agenda package.

A letter will be addressed to DSB requesting an update on the 24/7 of EMS services in our area and to offer support on the initiative.

5.6 Development & Planning (NIL)

5.7 Correspondence

5.7.1 VAA Senior Friendly Trail Committee, Senior Friendly Trail Project

Moved By Gisele Pageau and Seconded By Ron Garbutt

Resol. 2018- 72

BE IT RESOLVED THAT Council supports and partners with the Age Friendly Committee (VAA) Senior Friendly Trail Committee for securing funds through grant applications for the development of the Senior Friendly Trail Project.

Carried

6. Consent Agenda

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

Moved By Dean Wenborne and Seconded By Mike Bigras

Resol. 2018- 73

BE IT RESOLVED THAT Council approves the Items of the Consent Agenda under Sections 6.1, 6.3 and 6.4 and receives the Items under Sections 6.2.

Carried

6.1 Adoption of Minutes

Moved By Dean Wenborne and Seconded By Mike Bigras

Resol. 2018- 74

BE IT RESOLVED THAT Council adopts the following minutes as presented:

Combined Council Meeting held March 7, 2018

Carried

6.2 Receipt of Minutes

Moved By Dean Wenborne and Seconded By Mike Bigras

Resol. 2018- 75

BE IT RESOLVED THAT Council receives the following minutes as presented:

Sudbury East Planning Board held February 8, 2018

Carried

6.3 Items for Consideration or Information

6.4 By-laws

6.4.1 By-law to adopt a Municipal Election Recount Policy

Moved By Dean Wenborne and Seconded By Mike Bigras

Resol. 2018- 76

BE IT RESOLVED THAT By-law 2018-17, being a by-law to adopt the Municipal Election Recount Policy be read a first, second and third time and finally passed.

Carried

6.4.2 By-law to amend the Sign By-law (re: Election Signs)

Moved By Dean Wenborne and Seconded By Mike Bigras

Resol. 2018- 77

BE IT RESOLVED THAT By-law 2018-18, being a by-law to amend the Sign By-law 2015-20, a by-law to regulate and prohibit the placement of signs and other advertising devices in the Municipality of French River be read a first, second and third time and finally passed.

Carried

6.4.3 By-law to amend Procedure By-law (Bill 68 requirements)

Moved By Dean Wenborne and Seconded By Mike Bigras

Resol. 2018- 78

BE IT RESOLVED THAT By-law 2018-19, being a by-law to amend Procedure By-law 2017-02 a by-law to govern the calling, place and proceedings of meetings for the Municipality of French River be read a first, second and third time and finally passed.

Carried

7. Notices of Motion

8. Announcement and Inquiries

9. Closed Session

Moved By Gisele Pageau and Seconded By Mike Bigras

Resol. 2018- 79

BE IT RESOLVED THAT the meeting be closed as authorized in the Municipal Act pursuant to Section 239 (c) proposed or pending acquisition or disposition of land relating to a proposed land acquisition.

Carried

Moved By Gisele Pageau and Seconded By Ron Garbutt

Resol. 2018- 82

BE IT RESOLVED THAT the open session reconvenes at 7:16 p.m.

Carried

As a result of the Closed Session held, the Chair reported that there was a direction to the CAO to acquire an appraisal and to start negotiations for a potential land acquisition.

10. Adjournment

Moved By Mike Bigras and Seconded By Malcolm Lamothe

Resol. 2018- 83

BE IT RESOLVED THAT By-law 2018-20, 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 March 21, 2018 be read a first, second and third time and finally passed.

Carried

Moved By Dean Wenborne and Seconded By Gisele Pageau

Resol. 2018- 84

BE IT RESOLVED THAT the meeting be adjourned at 7:17 p.m.

Carried

MAYOR

CLERK



RECEIVED
FEB 16 2018
MUNICIPALITY OF FRENCH RIVER

February 12, 2018

Melanie Bouffard
Municipality of French River
44 St. Christophe Street
Suite 1, P.O. Box 156
Noelville, ON POM 2N0

Dear Ms. Bouffard:

**Re: 2018 Municipal Apportionment,
Sudbury East Planning Board**

Please be advised that the Sudbury East Planning Board is now requesting the 2018 Municipal apportionment from its member municipalities. As per Resolution 18-08 approving the Draft Budget, dated February 08, 2018, the cost per household for 2017 was \$20.00 this rate will remain the same for 2018.

Based on records obtained from the Municipal Property Assessment Corporation approximately 2576 households exist in the Municipality of French River, which amounts to a \$51,520.00 contribution. Please be advised that this amount is based on Household counts for the year 2017.

Under Section 12(3) of the Planning Act, the municipal apportionment is not binding until approved by the councils of municipalities representing more than one half (½) of the population of the planning area for which the Board was established.

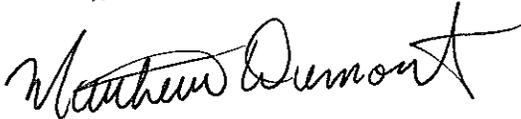
At this time, I would respectfully request that you place this notice on your next council meeting agenda and, if adopted, forward a certified true copy of such resolution to my attention. The Planning Board will notify member municipalities as soon as the estimates become binding.

Under Section 12(4) of the Planning Act, the Planning Board shall notify each municipality within the planning area, for which the Board was established, that the estimates have been approved as provided for in Section 12(3), and that the total approved estimates and the amount thereof chargeable to it, are now due.

Section 12(5) states that if... The Council of any municipality is not satisfied with the apportionment, it may, within fifteen (15) days after receiving the notice under Section 12(4), notify the Planning Board and the secretary of the Ontario Municipal Board, that it desires the apportionment to be made by the Ontario Municipal Board. Under Section 12(6), the Ontario Municipal Board shall hold a hearing and determine the apportionment and its decision is final.

Should you have any questions regarding this matter, please do not hesitate to contact me.

Yours truly,

A handwritten signature in black ink that reads "Matthew Dumont". The signature is written in a cursive style with a long horizontal stroke at the end.

Matthew Dumont
Director of Planning

MD:nr

CC: Treasurer
File

Encl.

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2018-21

BEING A BY-LAW TO APPOINT A MUNICIPAL WEED INSPECTOR

WHEREAS under Section 8(1) of the *Weed Control Act, R.S.O. 1990, Chapter W.5*, municipalities shall by by-law appoint one or more persons as municipal weed inspectors.

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

- 1) That Kevin Benvenuti, Municipal Law Enforcement Officer be appointed as the Municipal Weed Inspector for the Corporation of the Municipality of French River.
- 2) This By-law shall come into force and take effect upon third and final reading.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 18th DAY OF APRIL, 2018**

MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2018-22

BEING A BY-LAW TO APPOINT A LIVESTOCK EVALUATOR

WHEREAS under Section 4 (1) of the *Livestock, Poultry and Honey Bee Protection Act, R.S.O. 1990, c. L.24*, municipalities shall by appoint one or more persons as valuers of livestock and poultry for the purposes of the Act.

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

- 1) That Kevin Benvenuti, Municipal Law Enforcement Officer be appointed as valuer of livestock and poultry for the purposes of the Act for the Corporation of the Municipality of French River.
- 2) This By-law shall come into force and take effect upon third and final reading.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 18th DAY OF APRIL, 2018**

MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2018-23

BEING A BY-LAW TO ESTABLISH THE TAX RATIOS FOR THE YEAR 2018

WHEREAS, pursuant to Section 308(4) of the Municipal Act, S.O. 2001, Chapter M.25, as amended, the Council of a municipality shall pass a by-law establishing the tax ratios for the year for the municipality;

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

1. That the 2018 tax ratios for the municipality shall be as follows:

Residential/Farm	1.000000
Multi-Residential	1.220500
Commercial Occupied	1.319000
Commercial Exc. Land	0.923300
Commercial Vac. Land	0.923300
Industrial Occupied	1.625200
Industrial Exc. Land	1.056380
Industrial Vac. Land	1.056380
Landfills	1.480542
Farm	0.250000
Managed Forests	0.250000

2. That the 2018 Commercial Subclass Reduction Factor be set at 0.7 and the Industrial Subclass Reduction Factor be set at 0.65.

3. That all other by-laws inconsistent with this by-law are hereby repealed.

4. That this by-law shall come into force and take effect immediately upon the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 18th DAY OF APRIL, 2018.**

MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2018-24

BEING A BY-LAW TO PROVIDE FOR THE ADOPTION OF THE CURRENT ESTIMATES AND TAX RATES, AND TO FURTHER PROVIDE FOR PENALTY AND INTEREST IN DEFAULT OF PAYMENT THEREOF FOR THE YEAR 2018

WHEREAS Section 290 of the Municipal Act, 2001, S.O. 2001, c 25, provides that the Council of a local municipality shall, in each year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality, boards, commissions and other bodies;

AND WHEREAS the Council of The Corporation of the Municipality of French River has considered the estimates of the municipality and boards thereof, and has determined the necessary sums to be raised by means of taxation for the year 2018;

AND WHEREAS the assessment roll with 2016 current value assessments on all property classes on which year 2020 taxes are to be levied has been returned;

AND WHEREAS Section 312 (2) of the Municipal Act, 2001, S.O. 2001, c 25, provides that the Council of a local municipality shall, each year, pass a by-law to levy a separate tax rate on the assessment in each property class;

AND WHEREAS Sections 307 and 308 of the said Act require tax rates for certain classes or subclasses of property;

AND WHEREAS Section 345 of the Municipal Act, 2001, S.O. 2001, c 25, provides that the Council of a local municipality, in accordance with this section, may pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date;

NOW THEREFORE the Council of the Corporation of the Municipality of French River hereby enacts as follows:

1. Adoption of Annual Estimates

1.1 THAT the following sums be raised by means of taxation for the year 2018

Municipal Purposes	\$ 4,742,490
Education Purposes	\$ 1,084,635
Total	\$ 5,827,125

1.2 THAT the 2018 levy for all purposes be set at \$ \$ 5,827,125.

2.0 Tax Rates

- 2.1 THAT the tax rates as set out in the table below, are hereby adopted to be applied against the whole of the assessment for real property classes according to the last revised assessment roll:

			Commercial		
				Excess	Vacant
	<i>Residential</i>	<i>Multi-Residential</i>	<i>Occupied</i>	<i>Land</i>	<i>Land</i>
Education	0.00170000	0.00170000	0.01090000	0.00763000	0.00763000
General	0.00858093	0.01047303	0.01131825	0.00792277	0.00792277
Total	0.01028093	0.01217303	0.02221825	0.01555277	0.01555277

	Industrial				
		Excess	Vacant		Managed
	<i>Occupied2</i>	<i>Land3</i>	<i>Land4</i>	<i>Farm</i>	<i>Forests</i>
Education	0.01090000	0.00708500	0.00708500	0.00042500	0.00042500
General	0.01394573	0.00906472	0.00906472	0.00214523	0.00214523
Total	0.02484573	0.01614972	0.01614972	0.00257023	0.00257023

	Landfills	Pipelines
	Occupied	Occupied
Education	0.01090000	0.00000000
General	0.01270443	0.00000000
Total	0.02360443	0.00000000

3.0 Sewage Service Rates

- 3.1 Where sewage service rates are imposed upon the owners or occupants of land, 100% of the said sewage service rate less amounts levied on the interim billing shall be due and payable on the final levy, in accordance with the provisions of this By-law, and provisions herein relating to due dates, penalties and collection shall also apply to sewage service rates.

4.0 Other Rates

4.1 Special Curbside Waste Collection Fee

The Municipality of French River does not offer curbside waste collection. However, where a resident requests curbside waste collection, a special consideration will be given to seniors or persons with disabilities or persons who have limited mobility. The rate is imposed upon the property owners, 100% of the said rate less amounts levied on the interim billing shall be due and payable on the final levy, in accordance with the provisions of this By-law, and provisions herein relating to due dates, penalties and collection shall also apply to the rate.

4.1.1 The annual rate is \$100.00 per household and is subject to the Request Form.

4.2 Ontario Provincial Police - Fee per household

The fee is charged per household per property and is comprised of household, commercial and industrial properties as determined by MPAC. The rate is imposed upon the property owners, 100% of the said rate less amounts levied on the interim billing shall be due and payable on the final levy, in accordance with the provisions of this By-law, and provisions herein relating to due dates, penalties and collection shall also apply to the rate.

4.2.1 The annual OPP Fee is \$254.47 per household.

5.0 Due Dates

5.1 THAT the said final levy shall become due and payable in two (2) installments for all property classes as follows:

August 22, 2018:	- 50% of the final levy - 50% of the annual sewage service rate
September 26, 2018:	- The balance of the final levy - The balance of the sewage service rate

6.0 Notice of Taxes

6.1 The Tax Collector shall, no later than twenty-one days prior to the due date of the installment, mail or cause to be mailed to the address of residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice setting out the rates used in calculating the taxes, sewage service rates and other amounts, the respective dates by which they are to be paid to avoid penalty, and the particulars of the penalties imposed by this By-law for default.

7.0 Payment and Collection

- 7.1 After the due date stated in section 4.1 of this By-law, the Tax Collector shall immediately collect at once, by distress or otherwise under the provisions of the statutes, all such installments or parts thereof that have not been paid on or before the respective dates provided, together with the said percentage charges as they are incurred.
- 7.2 The Tax Collector is hereby authorized to accept part payment from time to time on account of any taxes or sewage service rates due, and to give a receipt for such part payment provided that the acceptance of any such part payment shall not affect the collection of any percentage penalty charge imposed and collectable under this By-law with respect to non-payment of taxes or any installment thereof.

8.0 Method of Payment

- 8.1 Taxes shall be payable to the Corporation of the Municipality of French River and are payable:
- at the Municipal Office, 44 St. Christophe Street, Suite 1, Noëlville, Ontario
 - by First Class Mail to P.O. Box 156, Noëlville, Ontario P0M 2N0
 - at participating Caisse Populaire Locations
 - by Pre-Authorized Payment by registration only
 - Online by using the services of AccèsD at <https://accesd.desjardins.com>
 - Online Banking with all major financial institutions

9.0 Default of Payment

- 9.1 Non-payment of any part of the installment due by the date stated in section 4.1 shall constitute a default.
- 9.2 In default of payment or any part of the installments by the day named for the payment of such amounts, the subsequent installment or installments shall forthwith become due and payable.

10.0 Penalty and Interest Charges

- 10.1 On all taxes of the levy and sewage service rates which are in default the first day after the appropriate due date, a penalty of 1.25 percent shall be imposed on all unpaid amounts on the first day of default, and thereafter a penalty of 1.25 percent per month shall be added on the first day of each and every month the default continues until December 31st, 2018.
- 10.2 On all taxes and sewage service rates in default on January 1st, 2019, interest shall be added at the rate of 1.25 percent per month on the first day of each and every month the default continues.
- 10.3 Penalties and interest added on all taxes and sewage service rates in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.

- 11.0 Tax adjustments relating to:**
- Correction of errors, etc., in assessment roll**
 - Change re land omitted from tax roll**
 - Supplementary assessments to be added to tax roll**
 - Request for reconsideration adjustment**
 - Vacancy applications**
 - Class Changes**
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11.1 Notwithstanding the provisions of this By-law, any additional taxes payable as the result of additions to the roll pursuant to Section 32(1), 33 and 34 of the Assessment Act, R.S.O. 1990, Chapter A31, as amended, shall be that portion of the amount of taxes which would have been levied for the current year if the assessment had been made in the usual way, and that portion shall be in the portion of the number of months remaining in the current year after the month in which the notice provided for herein, is delivered or sent and shall be entered in the Collector's Roll and collected in the same manner as if the assessment had been made in the usual way.

12.0 Force and Effect

- 12.1 This By-law shall take force and effect on the day of its final passing.
- 12.2 That all other by-laws inconsistent with this by-law are hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 18th DAY OF APRIL, 2018.**

MAYOR

CLERK