



**AGENDA / ORDRE DU JOUR - Revised**  
**REGULAR COUNCIL MEETING / RÉUNION RÉGULIÈRE DU CONSEIL**

Wednesday, July 19, 2017 at 6pm / mercredi le 19 juillet 2017 à 18h  
Council Chambers / Salle du conseil

1. **Call to Order and Roll Call / Ouverture de la réunion et présence - Addition of Item 5.3.2**
2. **Adoption of Agenda / Adoption de l'ordre du jour**
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 Chief Administrative Officer's Verbal Report
  - 5.1.2 Information Report - Operational Review Opportunities Status Report p.3
  - 5.1.3 Resolution to authorize two Part-Time Equipment Operator positions p.7
  - 5.1.4 Resolution to adopt the User Fees and Related Charges By-law p.9
    - 5.1.4.1 Report related to the Pool Filling Fee p.19
  - 5.1.5 Resolution to reschedule the August Regular Council Meeting
  - 5.1.6 AMO Policy Updates - opportunity to provide input/feedback p.20  
(Asset Management Regulation, Bill 148-Fair Workplace Better Jobs Act 2017 and Land Planning Appeals Tribunal/OMB Review)
  - 5.1.7 Clerk's Second Quarter Report p.27
- 5.2 **Finance / Finances**
- 5.2.1 Treasurer's Second Quarter Budget vs Actual Report p.32
- 5.3 **Public Works & Environment Services / Travaux public et services de l'environnement**
- 5.3.1 Public Works & Environment Services' Second Quarter Report p.35
  - 5.3.2 Resolution to award the Painting Contract of the Quonset Hut (Public Works Yard)
- 5.4 **Community Services / Services communautaires**
- 5.4.1 Parks, Recreation & Facilities Second Quarter Report p.38
  - 5.4.2 Resolution to adopt a By-law to authorize an amendment to the Refundable Loan Agreement with French River Canadians Junior A Hockey Club Inc. p.40
- 5.5 **Emergency Services and Public Safety / Services d'urgence et sécurité publique**
- 5.5.1 Manitoulin-Sudbury District Services Board Report by Councillor Wenborne p.41
  - 5.5.2 Fire Department Second Quarter Report p.43
  - 5.5.3 Resolution to award the purchase of a new Breathing Air Compressor System for the Fire Department p.46
  - 5.5.4 Resolution to award the purchase of a new Radio Communications System and Equipment for the Fire Department p.48
  - 5.5.5 Municipal Law Enforcement Second Quarter Report p.50

**5.6 Development & Planning / Développement et planification**

**5.6.1** Discussion - Travel Trailers, Draft Zoning By-law Amendment and Licensing By-law p.52

**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 June 21, 2017 p.62

**6.1.2** Special Council Meeting of held July 5, 2017 p.70

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

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

**6.3.1** Monthly Disbursements Report / Rapport mensuel des déboursements (May 2017)

**6.4 By-laws / Règlements (NIL)**

**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

## Information Report to Council

### RE: Monthly Operational Review Status Report

**OBJECTIVE:** To provide Council with a monthly update on the status of the 12 Opportunities presented by KPMG in the Operational Review.

#### **BACKGROUND:**

At the Council Meeting held on April 5<sup>th</sup> 2017, Council discussed the 12 Opportunities presented in the Operational Review and directed the CAO to report on their status on a monthly basis.

#### **ANALYSIS:**

The following are the 12 Opportunities presented in the Operational Review. The Items highlighted in **RED** are being reported at this time and are found in the Appendixes.

- 1) Refinement of corporate systems including establish corporate goals and objectives, clarifying roles and responsibilities and performance management
- 2) **User fees – standardize cost recovery for recreational services opposed to the current approach of an annual percentage increase**
- 3) Rationalization of library support
- 4) Shift towards a full cost recovery model for building control services including the enforcement of the Municipality's building permit renewal fee
- 5) The establishment of a communications policy including internal, external, and social media components
- 6) The establishment of financial policies including formalizing the Municipality's budget process
- 7) Reducing road maintenance to private and rural roads
- 8) The establishment of a capital levy to assist in the reinvestment in the Municipality's infrastructure
- 9) Re-evaluating the Municipality's approach to solid waste management services
- 10) The acquisition of an excavator to assist in public works activities
- 11) Rationalization of municipal assets
- 12) **A series of process efficiencies and enhancement as identified in our mapping of the Municipality's processes.**

#### **ATTACHMENTS:**

- Appendix "A"** - Opportunity # 2 Recreational User Fee Review
- Appendix "B"** - Opportunity # 12 Process Mapping

Respectfully submitted:

Marc Gagnon  
Chief Administrative Officer  
Date: July 13, 2017

# **Appendix 'A'**

## **Operational Review Status Report**

### ***Recreational User Fee Review***

Opportunity # 2 User fees – standardize cost recovery for recreational services opposed to the current approach of an annual percentage increase.

#### **Reporting Manager**

Robert Martin

#### **Objective**

To review user fees as they represent a significant revenue source for municipalities and allow to directly generate revenue related to the provision of service and its users.

#### **Background**

It is important for municipalities to determine its approach to user fees and charges; either annual increases due to rising costs to provide services (related to the cost of providing the service) or by an annual increase linked to the increase in the consumer price index (CPI). The latter is the approach typically used by the Municipality.

#### **Analysis**

Staff are currently reviewing recreational user fees to outline the operational costs (related to the cost of providing the service) over the past five years for the Noëlville Arena.

#### **Update**

Staff have collected data from the previous five years (2012-2016) as shown in the chart attached. All capital work was removed from the expenses, the second chart provided includes the total of free ice times added to the revenues.

#### **Next Steps**

Council to provide staff with further direction on the next steps for this item;

- Staff will further provide an analysis on the effect of the various cost recovery levels and how they would impact recreational user fees and hall rental fees at the August Council Meeting.

*Noëlville Community Centre*

*Percentage of expenses recovered through revenues.*

	<b>expenses</b>	<b>revenues</b>	<b>% recovered</b>	<b>free hall/ice</b>
<b>2012</b>	\$271,845.54	\$55,825.11	20.54	N/A
<b>2013</b>	\$437,458.12	\$65,652.21	15.01	N/A
<b>2014</b>	\$243,695.91	\$59,168.72	24.28	\$13,356.00
<b>2015</b>	\$ 372,649.55	\$61,006.69	16.37	\$12,585.00
<b>2016</b>	\$ 315,640.14	\$57,966.46	18.36	\$10,990.00
<b>Totals</b>	<b>\$1,641,289.26</b>	<b>\$299,619.19</b>	<b>19.04</b>	<b>\$36,931.00</b>

		revenues + free ice/hall	% that could have been recovered
<b>2014</b>	\$243,695.91	\$72,524.72	29.76
<b>2015</b>	\$ 372,649.55	\$73,591.69	19.75
<b>2016</b>	\$ 315,640.14	\$68,956.46	21.85

# **Appendix 'B'**

## **Operational Review Status Report**

### *Financial Equipment Upgrades and Training*

Opportunity # 12 - Business Process Mapping

#### **Reporting Manager**

Tom Ng

#### **Objective**

To obtain an understanding of the roles and processes within the Municipality to improve the series of processes, efficiencies and enhancements.

#### **Background**

The Operational Review Final Report outlined numerous processes that could improve efficiencies in all departments but particularly in Finance. In order to implement most of these financial processes, upgrades and training are required for the accounting software.

In the 2017 Budget deliberations, Council authorized the upgrade of our GP accounting software and to obtain training for our staff, as our current system was becoming obsolete in 2018.

Staff found that the process required for the upgrade and training over the upcoming months will not only be expensive this year but that the municipality will have to upgrade the software every 4-5 years. Staff also identified that further assistance from our external IT Support will be required, and possible future upgrades will require more hard drive and memory space, not only costing more for equipment but costing more in IT services.

Staff also identified that in 2012 when the last upgrade happened for GP a total of \$17,000 was spent.

#### **Analysis**

Staff has reached out to surrounding Municipalities in Sudbury East to find out what they are using and how it is working for them. The Treasury Department staff went to Markstay-Warren on June 1, and to St. Charles on July 11, to receive hands-on training on their Vadim iCity accounting and financial software, in hopes to find greater efficiencies both in cost, user friendliness, and potential for shared services in reporting and training.

I have also sent a request to the Aptean Group, asking for Price Quotes to compare the cost of upgrading our GP accounting software, and the cost of replacing GP with the Vadim iCity software, including all software, hardware, and training costs, on the basis of comparable features and functions. I am waiting for their reply.

#### **Next Steps**

- Staff has pushed the Scheduled GP upgrade to October 11<sup>th</sup> 2017 to allow for further research into Vadim iCity, before deciding to upgrade GP or to replace it with Vadim iCity.



# Municipality of French River

Report from the  
Chief Administrative Officer  
For Consideration by Council

**RE: Human Resources – Part-Time Equipment Operator Positions**

**OBJECTIVE:** To seek Council approval for the creation of Part-Time Equipment Operator positions.

## **BACKGROUND:**

Over the past 11 months I've had the opportunity to continuously monitor and observe the ongoing operations of the various departments in terms of Human Resources levels as it relates to scheduling, productivity, levels of service and available resources.

From my observations, I have concluded that the municipality is having a difficult time in maintaining the level of service primarily over the summer months based on numerous factors including providing vacation, banked time off, sick leave and additional hours for solid waste and recycling services to our bin sites.

The Municipal Operator workforce is in my estimation currently short of available human resources to continue meeting and providing the established levels of service as approved by Council from May to October.

During our summer operations, the operator workforce is scheduled to work four ten-hour shifts. This is done to maximize the availability of daylight and providing the opportunity to conduct road repairs and maintenance activities within one shift. The mobilization and demobilization is only done once rather than repeatedly thus not requiring additional overtime costs. Furthermore, in meeting the increased demand on our solid waste / recycling sites, there is an additional shift provided on Saturdays at 1 1/2 the regular hourly rate.

The disadvantage of the current schedule remains that every Monday and Friday crews are at half the workforce which creates no flexibility. On numerous occasions this summer, we were left with crews of two workers available on Mondays and Fridays. This coupled with one individual assigned to the solid waste truck provides for little productivity on those days.

In discussing the situation with the Director of Operations, we are proposing that moving forward, the creation of two Part-Time Operator positions would greatly assist our level of service and productivity on the affected days while also assisting in providing relief in other departments once properly trained to ensure levels of service are maintained.

**ANALYSIS:**

Two Part-Time Operators at 0 to 20 hours per week as required.

Estimated maximum 800 hours for remainder of 2017	\$18,000.00
Estimated Mandatory Employee Related Costs	\$ 2,350.00
Total cost for 2017	\$20,350.00

Use of Part-time operators at regular rates for Saturday Garbage shifts would result in less overtime. Estimated \$2,100.00 savings per season.

**Operations Overtime Totals**

2016	\$40,000
2017	\$21,500 as of June 29, 2017

With the efficient scheduling of the new part-time positions the municipality will eventually realize a reduction of overtime and bank hours (estimated 25% to 30%) while ensuring the adequate number of human resources are available for consistently providing the accepted levels of service.

Please note that the municipality has recently realized a savings of \$16,000 for the balance of 2017 with the employee benefit plan.

**BUDGET/LEGAL IMPLICATIONS:**

Up to a maximum of \$20,350.00 for the balance of 2017.  
Up to \$42,000 yearly beginning in 2018.

**LINKS TO STRATEGIC PLANS:**

The project relates to the Municipal Strategic Plan as follows:

- Provide safe travel for all road users
- Ensure environmental compliance and efficient waste collection
- Ensure community safety.
- Provide personalized and efficient customer service

**CONCLUSION/RECOMMENDATIONS:**

That Council approves the creation of Part-Time Equipment Operator positions and authorizes the Human Resources to commence the hiring process.

Respectfully submitted:

Marc Gagnon  
Chief Administrative Officer  
Date: July 13, 2017



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

**BY-LAW 2017-35**

**BEING A BY-LAW TO SET FEES AND RELATED CHARGES SET OUT BY THE MUNICIPAL COUNCIL OF FRENCH RIVER**

**WHEREAS** Section 391(1) of the Municipal Act, 2001 S.O. 2001, c. 45, as amended to October 22, 2008, gives Council the authority to pass by-law imposing fees or charges on any class of persons;

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- (c) for the use of its property including property under its control.

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby set out such fees and related charges in the following Schedules:

- Schedule "A" - Administration & Fire Department
- Schedule "B" - Animal Control \*
- Schedule "C" - Cemeteries \*
- Schedule "D" - Community Services
- Schedule "E" - Building Control \*

\*Fees are governed by a separate By-law and are subject to change as the By-law gets amended

**AND THAT** this By-law shall take force and effect on the day of its final passing.

**AND THAT** all By-laws and parts of By-laws inconsistent with this By-law are hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 19<sup>th</sup> DAY OF JULY, 2017.**

\_\_\_\_\_  
**MAYOR**

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

**Schedule "A" To By-law 2017-2017-35  
FEES AND RELATED USER CHARGES**

**Administration & Fire Department**

<b>LOTTERY LICENCES</b>	
Bingo	3%
Raffles	3%
Break Open Tickets	\$ 20.00 per box

<b>PHOTOCOPIES &amp; FAXES</b>	
Black and White	\$ 0.30 + appl. taxes
Colour	\$ 0.50 + appl. taxes
Double sided	\$ 0.40 + appl. taxes
Double sided Colour	\$ 0.90 + appl. taxes
Non profit groups, w/paper	\$ 0.10 + appl. taxes
Non profit groups, no paper	\$ 0.15 + appl. taxes
11" x 17" paper	\$ 0.40 + appl. taxes
Large Scale - Scanning/Copying/Printing	\$1.00 p/sq.f + appl. taxes
<b>Faxes</b> (Sent/ Received)	\$ 3.00 + appl. taxes

<b>FIRE DEPARTMENT</b>	
Fire Permit - Brush	\$ 10.00
Fire Permit - Incinerator	\$ 30.00
Fire Reports	\$ 75.00
<del>Pool Filling — fee per load</del>	<del>\$165.00 + appl. taxes</del>

<b>OTHER</b>	
Tax Certificates	\$ 30.00
Property/File Search	\$ 50.00
NSF Cheque	\$ 25.00
Tree Harvesting Administration Fee (Application required a \$300 Deposit, \$250 may be returned once complete)	\$ 50.00
Administration Fee	15%
Encroachment Permit	\$100.00

<b>OPP LEVY 2016 (Fee Regulated by Final Tax Levy By-law 2017-25)</b>	
Ontario Provincial Police - Levy per property <ul style="list-style-type: none"> <li>• The fee is charged per household per property and is comprised of household, commercial and industrial properties as determined by MPAC</li> </ul>	\$254.47

**Schedule "B" To By-law 2017-35  
FEES AND RELATED USER CHARGES**

**Animal Control  
Fees Regulated by By-law 2005-38 (Amended by By-law 2014-10)**

	1 Dog	2 Dogs (Per Dog) (5% Savings)	3+ Dogs (Per Dog) (10% Savings)
<b>Regular</b>			
Dog Licence - 1 Year (Purchase on/before March 31)	\$15.00	\$14.25	\$13.50
Dog Licence - 1 Year (Purchase after March 31)	\$30.00	\$28.50	\$27.00
Dog Licence - 3 Year (10% savings)	\$40.50	\$38.48	\$36.45
Dog Licence - 5 Year (20% savings)	\$60.00	\$57.00	\$54.00
Dog Licence - Lifetime (30% savings)	\$105.00	\$99.75	\$94.50
<b>Seniors/Disabled</b>			
Dog Licence - 1 Year (Purchase on/before March 31)	\$10.00	\$9.50	\$9.00
Dog Licence - 1 Year (Purchase after March 31)	\$20.00	\$19.00	\$18.00
Dog Licence - 3 Year (10% savings)	\$27.00	\$25.65	\$24.30
Dog Licence - 5 Year (20% savings)	\$42.50	\$40.38	\$38.25
Dog Licence - Lifetime (30% savings)	\$80.00	\$76.00	\$72.00
<b>Other Fees</b>			
Guide/Service Dog(s)	No Fee	No Fee	No Fee
Replacement Tag	\$5.00	\$5.00	\$5.00
Administration Fee - For the impounding of dog(s)		\$25.00	

**Schedule "C" To By-law 2017-35  
FEES AND RELATED USER CHARGES**

**Cemeteries**

**Fees Regulated by By-law 2006-01(Amended by By-law 2016-07)**

<b>LOT PURCHASE</b>	
Regular Lot 4' x 10'	\$ 460.00 + appl. taxes
Cremation Lot 2'x 2'	\$ 240.00 + appl. taxes
<b>COLUMBARIUM - EXTERIOR NICHE WALL</b>	
Level F	\$ 1,417.73 + appl. taxes
Level E	\$ 1,315.09 + appl. taxes
Level D	\$ 1,315.09 + appl. taxes
Level C	\$ 1,315.09 + appl. taxes
Level B	\$ 1,149.25 + appl. taxes
Level A	\$ 1,119.50 + appl. taxes
<b>INTERMENT</b>	
Adult Casket	\$ 330.00 + appl. taxes
Adult Casket - Saturday Interment (additional fee)	\$ 100.00 + appl. taxes
Exterior Vault (additional fee)	\$ 100.00 + appl. taxes
Infant Casket	\$ 108.00 + appl. taxes
Cremated Remains	\$ 100.00 + appl. taxes
2nd Entombment of Cremated Remains in niche unit	\$ 150.00 + appl. taxes
Cremated Remains - Saturday Interment/2 <sup>nd</sup> Entombment in niche unit (additional fee)	\$ 50.00 + appl. taxes
<b>ADDITIONAL SERVICES</b>	
Disinterment and reburial in any other location in the same cemetery - Adult Casket	\$ 700.00 + appl. taxes
Disinterment and reburial in any other location in the same cemetery - Cremated Remains	\$ 200.00 + appl. taxes
Disinterment for reburial in another cemetery	\$ 350.00 + appl. taxes
Transfer of deed	\$ 10.00 + appl. taxes
Recording change of ownership	\$ 10.00 + appl. taxes
Issuing new deed	\$ 10.00 + appl. taxes
<b>CONTRIBUTION TO CARE &amp; MAINTENANCE FOR MARKER INSTALLATION FEES</b>	
Flat marker (173 square inches or larger)	\$ 50.00 + appl. taxes
Upright monument (4 feet or less)	\$ 100.00 + appl. taxes
Upright monument (more than 4 feet in height or width)	\$ 200.00 + appl. taxes
<b>FEES FOR ETCHING ON EXTERIOR NICHE WALL</b>	
Small Etched scenes, verses, emblems (per item)	\$ 135.00 + appl. taxes
Large Etched scenes, verses, emblems (per item)	\$ 185.00 + appl. taxes
To complete previously inscribed unit (example: year of death)	\$ 150.00 + appl. taxes

**Schedule "D" To By-law 2017-35  
FEES AND RELATED USER CHARGES**

**Community Services**

<b>ICE RENTAL - for 2016/2017 Winter Season</b>	
Public Skating, 12 & under	FREE
Pubic Skating, Adult	FREE
Public Skating, Family	FREE
Schools, hourly during school time	\$ 39.60 + appl. taxes
Minor Sports, hourly	\$ 70.93 + appl. taxes
Adults, hourly	\$ 89.38 + appl. taxes
Family Fun Skate, hourly	\$ 70.93 + appl. taxes
Shinny, drop in per person	\$ 4.43 + appl. taxes
Shinny, private rental per person (min. 10 peoples)	\$ 4.43 + appl. taxes
Curling, per set up	\$165.53 + appl. taxes
Curling, per hour	\$ 70.93+ appl. taxes
NFT Weekend Rate (Noëlville Family Hockey Tournament), hourly	\$ 80.09 + appl. taxes
*for every 20hrs of ice rental per month, users will receive additional 2hrs of free ice time.	

<b>BALL FIELD RENTAL</b>	
Youth League, per team for season	\$ 25.00 + appl. taxes
Adult League, per team for season	\$ 65.00 + appl. taxes
Weekend Ball Tournament, per team - maximum of 30 teams	\$ 45.00 + appl. taxes

<b>OUTSIDE VENDORS</b>	
Outside Vendors, daily	\$ 50.00 + appl. taxes
Outside Vendors (weekend)	\$ 95.00 + appl. taxes

<b>NOËLVILLE COMMUNITY CENTRE</b>	
Upstairs Hall, daily	\$ 300.00 + appl. taxes
Upstairs Hall, daily (Commercial)	\$ 350.00 + appl. taxes
Upstairs Hall, Meetings / Seminars, hourly	\$ 30.00 + appl. taxes
Arena Pad, daily	\$ 540.00 + appl. taxes
Arena Pad, daily (Commercial)	\$ 633.45 + appl. taxes
Arena Pad, hourly	\$ 35.00 + appl. taxes
Special Occasions Permit after 1am	\$ 40.00 + appl. taxes
Youth Sports / Programs, per person (min. of 10 peoples)	\$ 2.88 + appl. taxes
Adult Sports / Programs, per person (min. of 10 peoples)	\$ 4.87 + appl. taxes
Arena Complex (hall, kitchen, ice pad, arena grounds, both ball fields in Noëlville & Alban ball fields if necessary)	\$ 2817.52+ appl. taxes
Mezzanine, daily	\$ 100.00 + appl. taxes
Youth Centre, hourly	\$ 30.00 + appl. taxes

<b>ALBAN COMMUNITY CENTRE</b>	
Hall, daily	\$ 375.00 + appl. taxes
Hall, daily (Commercial)	\$ 500.00 + appl. taxes
Hall, daily with Attendant	\$ 450.00 + appl. taxes
Special Occasions Permit after 1am	\$ 40.00 + appl. taxes
Youth Sports / Programs, per person (min. of 10 peoples)	\$ 2.88 + appl. taxes
Adult Sprorts / Programs, per person (min. of 8 peoples)	\$ 4.87 + appl. taxes
Meetings / Seminars, hourly	\$ 40.00 + appl. taxes
Funeral, daily (Kitchen Included)	\$ 120.00 + appl. taxes

<b>KITCHEN (ALBAN OR NOËLVILLE HALL)</b>	
Kitchen, daily	\$ 90.00 + appl. taxes
Kitchen, daily (2 meals)	\$ 150.00 + appl. taxes
SOCAN Fee, dances/receptions	\$ 59.16 + appl. taxes

<b>PARKS</b>	
Picnic Tables, daily	\$ 6.02 + appl. taxes
Picnic Shelter, daily reservations with hydro & garbage pick-up	\$ 40.00 + appl. taxes
Picnic Shelter, daily reservations without hydro & garbage pick-up	\$ 30.00 + appl. taxes

<b>OTHER ROOM RENTAL</b>	
Municipal Complex (Council Chamber/ Boardroom), each space, hourly	\$ 30.00 + appl. taxes

**Schedule "E" To By-law 2017-35  
FEES AND RELATED USER CHARGES**

**Environmental & Public Works**

<b>DRIVEWAY CULVERT REPLACEMENT</b>	
Per meter, 12 inch culvert	\$ 125.00 + appl. taxes
Per meter, 15 inch culvert	\$ 140.00 + appl. taxes
Per meter, 18 inch culvert	\$ 145.00 + appl. taxes
Per meter, 24 inch culvert	\$ 155.00 + appl. taxes

<b>DRIVEWAY CULVERT ADJUSTMENT</b>	
Per meter, 12 inch culvert	\$ 65.00 + appl. taxes
Per meter, 15 inch culvert	\$ 70.00 + appl. taxes
Per meter, 18 inch culvert	\$ 75.00 + appl. taxes
Per meter, 24 inch culvert	\$ 80.00 + appl. taxes

<b>911 SIGNS</b>	
Per sign (including installation)	\$ 75.00 + appl. taxes
Per sign (excluding installation)	\$ 40.00 + appl. taxes

<b>LANDFILL DISPOSAL FEES</b>	
<b>SEPARATION FEES</b>	
Tandem Truck	\$ 382.00
Tri-axle Truck	\$ 486.00
Each Additional Cubic Yards	\$ 51.00
<b>RESIDENTIAL FEES</b>	
Household Waste	No Cost
Tires, per tire	No Cost
Tire, with rim	\$ 6.00
Electronics	No Cost
White Goods	No Cost
Scrap Metals	No Cost
Refrigerants	No Cost
<b>CONSTRUCTION AND DEMOLITION FEES (drywall, insulation, shingles, flooring, lumber, yard waste, etc.)</b>	
Car	\$ 6.00
Truck / Van / Small Trailer	\$ 12.00
Medium Trailer	\$ 18.00
Large Trailer	\$ 24.00
Each Additional Cubic Yards	\$ 12.00
Tandem Truck	\$ 90.00
Tri-axle Truck	\$110.00
<b>CONTAMINATED WASTE FEES (contaminated soil or substrate, asphalt, etc.)</b>	
Tandem - Contaminated Waste	\$ 340.00
Tri-axle - Contaminated Waste	\$ 425.00
Each Additional Cubic Yards	\$ 45.00

<b>ASBESTOS – Flat Fee</b> *Must receive prior approval before entering Landfill Site	\$ 200.00 + Appl. Disposal Fees
<b>LANDFILL PASSES</b>	
Landfill Pass – Seasonal Non Resident	\$ 50.00
Landfill Pass Non Resident	\$ 100.00
Landfill Pass Non Resident Commercial	\$ 600.00
Landfill Pass Non Resident Industrial	\$1,000.00
<b>WASTE BIN COLLECTION</b>	
Waste Bin Collection Fee per pick-up	\$ 15.00



**Schedule "E" To By-law 2017-35  
FEES AND RELATED USER CHARGES**

**Building Control  
Fees Regulated by By-law 2005-59**

Note: The rate to be charged against each \$ 1,000.00 of construction shall be \$ 8.00 with a minimum fee of \$ 80.00.	
<b>RESIDENTIAL BUILDINGS</b>	<b>VALUATION</b>
Single Storey dwellings & additions	\$ 140.00 per sq.ft.
Second Storeys or more & additions	\$ 120.00 per sq.ft.
Unfinished dwellings and cabins	\$ 80.00 per sq.ft.
Finish basement	\$ 30.00 per sq.ft.
Renovation	based on contract price

<b>ACCESSORY BUILDINGS</b>	
Garages, storage, buildings, boathouses	\$ 30.00 per sq.ft.
Porches, carports, boat ports	\$ 25.00 per sq.ft.
Sundecks, balconies	\$ 20.00 per sq.ft.
Solariums, sunrooms	\$ 70.00 per sq.ft.

<b>COMMERCIAL BUILDINGS</b>	
Office space, showrooms, restaurants, etc.	\$ 100.00 per sq.ft. or based on contract price (greater of)
Accessory buildings	\$ 40.00 per sq.ft.
Farm Buildings	\$ 25.00 per sq.ft.
Swimming Pools/Enclosures	\$ 10.00 per sq.ft.
Solar Panel Installation or Towers	\$ 200.00

<b>CLASS OF PERMIT</b>	<b>PERMIT FEE</b>
Construction	As determined in section above
Demolition	\$ 80.00
Demolition other than residential	\$ 160.00
Temporary Buildings	\$ 80.00
Partial (eg. Foundation only)	\$ 80.00
Renewal	\$ 80.00
<b>Conditional Permit</b>	
Residential Buildings	\$ 50.00
Non-Residential	\$ 100.00
<b>Plumbing</b>	
Construct plumbing or revise a permit	\$ 80.00
Additional fee per fixture or appliance for residential building	\$ 5.00
Additional fee per fixture or appliance for building other than residential	\$ 10.00
Alter, renew or repair plumbing or to make a revision to a permit, per unit or suite	\$ 10.00
Additional fee per fixture or appliance	\$ 5.00
To construct, alter, renew or repair a building sewer	\$ 40.00
To disconnect, plumbing from a septic tank and connect to a building sewer no additional fixture or appliances	\$ 20.00

When plumbing inspector has been notified and the inspection is not ready or if the installation fails to conform to the requirements, additional fee shall be paid for each additional inspection	\$ 50.00
<b>Sub-division site planning</b>	
Fee to charge for inspection	\$ 150.00
Fee to charge for Administration	\$ 150.00
Fee to charge for sub-dividers agreement if completed by Municipal Staff	\$1,000.00



## Municipality of French River

Report 17-01-2017  
of the Fire Department  
For Consideration by Council

**RE: Pool Filling**

**OBJECTIVE:** To end the practice of private pool filling

### **BACKGROUND:**

Pool filling was introduced years ago to supplement water supply which today is no longer required.

### **ANALYSIS:**

- Risk of having tanker out of service during filling (some pools may require several loads)
- Responding to an emergency from a pool fill site may cause a 45 minute delay in response time.
- Not available for Mutual Aid or Fire Agreement areas if required.
- Essential equipment would be left at pool site (hoses) in order to respond.
- Volunteers to do this are not always available. Not all firefighters are licensed to drive. (DZ license is required)
- Potential of causing property damage. (Septic; wells; driveways etc.)
- Increases the risk of equipment damage.

### **BUDGET/LEGAL IMPLICATIONS:**

- Puts municipality at risk of not having equipment available for emergencies.

### **CONCLUSION/RECOMMENDATIONS:**

It is recommended that Council end the practice of private pool filling.

### **ATTACHMENTS:**

Respectfully submitted:

Denis Seguin,  
Fire Chief  
French River Fire Department  
Date: April 11, 2017

Approved:

Marc Gagnon  
Chief Administrative Officer

## AMO Policy Updates - opportunity to provide input/feedback

### 1) WSIB Work related Chronic Stress Policy

[http://www.wsib.on.ca/WSIBPortal/faces/WSIBDetailPage?cGUID=WSIB070670&rDef=WSIB\\_RD\\_ARTICLE&\\_afLoop=2789342900817475&\\_afWindowMode=0&\\_afWindowId=8n3yg38y7\\_1#%40%3FcGUID%3DWSIB070670%26\\_afWindowId%3D8n3yg38y7\\_1%26\\_afLoop%3D2789342900817475%26rDef%3DWSIB\\_RD\\_ARTICLE%26\\_afWindowMode%3D0%26\\_adf.ctrl-state%3D8n3yg38y7\\_54](http://www.wsib.on.ca/WSIBPortal/faces/WSIBDetailPage?cGUID=WSIB070670&rDef=WSIB_RD_ARTICLE&_afLoop=2789342900817475&_afWindowMode=0&_afWindowId=8n3yg38y7_1#%40%3FcGUID%3DWSIB070670%26_afWindowId%3D8n3yg38y7_1%26_afLoop%3D2789342900817475%26rDef%3DWSIB_RD_ARTICLE%26_afWindowMode%3D0%26_adf.ctrl-state%3D8n3yg38y7_54)

### 2) Asset Management Regulation

<https://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTMyNTkw&statusId=MjAxMzgx&language=en>

### 3) Bill 148, Fair Workplace, Better Jobs Act, 2017 (Second reading)

[http://www.ontla.on.ca/committee-proceedings/committee-hearings-notices/files\\_html/Bill%20148%20-%20Advertising%20EN.htm](http://www.ontla.on.ca/committee-proceedings/committee-hearings-notices/files_html/Bill%20148%20-%20Advertising%20EN.htm)

### 4) Land Planning Appeals Tribunal (OMB Review)

<https://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTMyNjM2&statusId=MjAxNDY1>



**Ministry of Economic Development, Employment and Infrastructure  
Infrastructure Policy Division  
Inter-Governmental Policy Branch  
Municipal Infrastructure Policy Unit  
900 Bay Street  
Floor 5, Mowat Block  
Toronto ON M7A 1C2**

**Via Email – [bob.chiarelli@ontario.ca](mailto:bob.chiarelli@ontario.ca)  
Via Email - [Joshua.McCann@ontario.ca](mailto:Joshua.McCann@ontario.ca)**

**Attention: Mr. Joshua McCann – Senior Policy Analyst**

**June 29, 2017**

**Dear Mr. McCann:**

**Re: EBR Registry Number – 013-0551; Proposed Municipal Asset Management  
Planning Regulation**

Asset management planning is an important initiative for all municipalities in Ontario. It helps in decision making and allows ratepayers to better understand infrastructure deficits, asset context, needs and fiscal challenges. Such planning also helps generate the data and understanding required to help make evidence-based points of view to the Federal and Provincial Governments that will drive the policy necessary to support local infrastructure.

The Rural Ontario Municipal Association takes great pride in promoting, supporting and enhancing strong and effective rural governments. Taking on a broad range of activities on behalf of our membership, ROMA values and respects the rural lifestyle and the diversity of interests among its members. ROMA strongly believes that municipal governments are mature and responsible. We take policy positions and develop other resources while applying our *Rural and Northern Lens* to a host of issues.

Keeping the above in mind, ROMA has taken a significant and detailed look at the proposed Asset Management Planning Regulation through our *Rural and Northern Lens*. We have noted the following issues that might be of specific interest to our members:

## Developing/Renewing Asset Management Plans & Strategic Asset Management Plan Policy Setting

- Assets are defined as all those *directly owned or consolidated on the financial statement of a municipality*, but do not include the assets of Joint Water Boards
- Municipalities will be required to develop and adopt a Strategic Asset Management Plan policy by Jan 1, 2019
- The resulting policy will form the foundation of the municipality's approach to asset management planning.
- The policy requirements indicate a strong focus on climate change vulnerability
- There will be a three phase approach to building/renewing an Asset Management Plan
- Phase 1 and 2 include core assets (most assets aside from buildings and rolling stock) by 2020, and all assets by 2021. A significant addition will be the need to define and integrate service levels, inventory analysis, and costing to sustain service into Asset Management Plans. If the municipal population is over 25,000 there will also be a need to incorporate costing to service growth
- Phase 3, due June 1, 2022, takes the Asset Management Plan developed under Phase 1 and 2 and adds more integrated elements, including: proposed service levels, lifecycle management, a financial strategy and addressing shortfalls, with the latter two appearing to be significant in terms of scope and implications. If the municipal population is over 25,000, the subject municipality will need to include a financial strategy to service growth and risk analysis.

### Updates, Approvals and Data Collection

- The proposed Regulation includes a requirement to have Asset Management Plans signed by a qualified and licensed Engineer prior to presentation to and adoption by Municipal Council
- Asset Management Plans will be required to be updated every five (5) years
- The Regulation contains a requirement for detailed progress reports on local implementation of the Plan
- Public posting and availability of documents is required
- Detailed annual reporting/submission requirements to the Province is required.

The Ministry of Economic Development, Employment and Infrastructure should be aware that 270 of the 444 municipalities in Ontario have populations under 10,000 residents; incredibly, 189 have populations under 5,000 residents. Moreover, 250 municipalities across the Province raise under \$50,000 with a 1% increase in their

annual levies which illustrates a difficult fiscal reality. The vast majority of these communities, if not all of them, have difficulty in executing the large amount of prescribed responsibilities as set out in various pieces of legislation. In addition, the reporting burden on various matters to the Province of Ontario has become overwhelming. A recent technical report produced by AMCTO entitled; *“Bearing the Burden; A Review of Municipal Reporting to the Province”* found the following:

1. Reporting negatively impacts service delivery and prevents municipalities from innovating and preparing for the future.
2. Reporting is onerous and excessive
3. The purpose of reporting is often unclear.
4. Municipal-Provincial reporting is highly fragmented.
5. Municipalities think reporting is important.

Using the foundational matters above, ROMA has come to the conclusion that the proposed Asset Management Planning Regulation is overly burdensome and prescriptive. More specifically, we have concerns in the following areas:

### **Capacity**

Many small, rural and Northern rural communities already suffer from a lack of staffing expertise and capacity. Resulting from a combination of the inability to attract professionally trained staff and reliable funding, this lack of capacity will only exacerbate an already untenable situation. While the phasing in of certain requirements of the Regulation may assist implementation in larger communities it only prolongs the difficulty in complying for the smaller communities.

### **Financial Burden**

The proposed Regulation is very prescriptive. In a best case scenario it will require most communities to engage outside professional assistance in order to complete the various requirements such as the five year renewal, progress reporting, service level definitions, risk analysis and the approval of an engineer; this will require additional funds that will need to come from the local ratepayer. In a worst case scenario, all the requirements will need to be satisfied by outside assistance placing an even higher financial burden on those who can least afford the increased costs. In an era where the

Ontario Municipal Partnership Fund is being reduced along with other supporting grants, the additional burden will be fatal to municipal budgets. This burden is ongoing and so one-time funding assistance will not be beneficial in the long run.

### **Climate Change**

The Regulation does indicate a strong focus on climate change vulnerability. Some communities may be in a position to comment on this but many have not yet begun to turn their attention to this issue. The focus on climate change will only increase the burden to the small and understaffed municipalities resulting in imperfect and unreliable reporting.

### **Risk Analysis**

Risk Analysis and Management is a relatively new concept for many communities. It is an unknown commodity for far too many and suffice it to say that the introduction of such analysis places the discussion and comprehension of risk beyond many. The smaller communities in the sector are not yet ready for this concept which only adds to the impending confusion.

### **Training**

Given the complexity of the Regulation, the municipal sector will require intensive training. The necessary training will be most necessary for the smaller municipalities that lack the capacity and expertise to fully comprehend the new regulatory requirements. Even in a good year, these communities financially struggle to train staff and Council in many of the current governance and administrative necessities; the new Regulation will only increase the struggle.

### **Reporting**

The Ministry must take into account the findings of the *AMCTO* report entitled; *“Bearing the Burden; A Review of Municipal Reporting to the Province* as described above. While municipalities understand the importance of reporting, there is a limit to what those same municipalities can do. Certainly the requirements in the Regulation will not result in data that is either accurate or usable and will only serve to frustrate municipalities.

### **Rural Lens**

A review of the *Rural Lens* as it relates to the proposed Regulation gives us cause for concern. For example, we are not sure how the Regulation accounts for the effect on lower or sparse populations that exist in many of our member communities. The proposed Regulation does not take into consideration the administrative impact on our members and we are sure that many will not be able to comply with even small parts of the Regulation. Most will not have adequate human and financial resources for compliance. While we do appreciate that input and advice was sought from many of our





members during the development of the Regulation, it does not appear that the points raised were taken into consideration in the final draft Regulation.

### **Summary**

In summary, ROMA is of the opinion that the proposed Regulation will generate resource and fiscal strain on our members, most specifically on those that are the most vulnerable and sensitive to an increasingly burdensome regulatory environment. The proposed Regulation is overly prescriptive and does not reflect the principle that municipalities are responsible, mature governments.

**Best Regards,**

**Ron Holman**  
**ROMA Chair**

cc: The Honourable Bob Chiarelli – Minister of Infrastructure  
Association of Municipalities of Ontario

Encl: The Rural and Northern Lens

## Asset Management Planning Regulation Sample Motion

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Whereas municipalities are a responsible, mature order of government in Ontario

Whereas the Municipality / Town / Township of \_\_\_\_\_ promotes, supports and encourages strong and effective rural and northern rural governments.

Whereas the Municipality / Town / Township of \_\_\_\_\_ supports the responsible and fiscally accountable development of municipal Asset Management Plans

Whereas the Province of Ontario through the Ministry of Economic Development, Employment and Infrastructure has developed a proposed Municipal Asset Management Planning Regulation

Whereas the proposed Municipal Asset Management Planning Regulation has been posted on the Environmental Registry as 013-0551

Whereas the Municipality / Town / Township of \_\_\_\_\_ has reviewed the proposed Municipal Asset Management Planning Regulation

Whereas the Municipality / Town / Township of \_\_\_\_\_ has reviewed the submission on the proposed Municipal Asset Management Planning Regulation submitted by the Rural Ontario Municipal Association

Therefore Be It Resolved that the Municipality / Town / Township of \_\_\_\_\_ agrees that the proposed Municipal Asset Management Planning Regulation:

1. Is overly prescriptive
2. Does not reflect the principle that municipalities are responsible, mature governments
3. Will create a resource and fiscal strain on our municipality and others, more specifically, the small rural and northern rural communities that have limited staffing capacity, being the most vulnerable and sensitive to an increasingly burdensome regulatory environment

Further Be It Resolved that copies of this Motion be sent to the Minister of Infrastructure, AMO and our local MPP (insert name)



# Municipality of French River

Report CL-09-2017  
of the Clerk's Department  
For Consideration by Council

**RE: Clerk's Department 2017 Second 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 – 2017 Second Quarter Report

Respectfully submitted:

Approved:

Mélanie Bouffard  
Clerk  
Date: July 13, 2017

Marc Gagnon  
Chief Administrative Officer

## Clerk's Department 2017 Second Quarter Report

### Meeting Management/Governance

Meeting Type	Annual Total 2017	Q1	Q2	Q3	Q4	2016 Total
Committee of Adjustment (Minor Variance)	0	0	0			4
Special Council	4	4	0			10
Special Council (Zoning Amendment)	3	1	2			4
Combined Council (incl. Committee of the Whole)	4	1	3			10
Regular Council	6	3	3			10
Open House/Presentation/Town Hall	1	1	0			1
Public Works and Environmental Committee	1	0	1			3
CARE (Ad hoc Committee Advising on Recycling Ecologically)	0	0	0			6
<b>GRAND TOTAL</b>	<b>19</b>	<b>10</b>	<b>9</b>			<b>48</b>

### **Highlights for this Quarter:**

- The Operational Review reporting on the implementation of the opportunities takes place on a monthly basis at the Combined Council Meetings. (1<sup>st</sup> meeting of the month)
- The Sudbury East Municipal Shared Services Study Final Report was adopted on April 5<sup>th</sup>; the CAOs of the respective Municipality are meeting to plan and recommend on the implementations of the opportunities in the report.
- The following agreements have been adopted during this quarter; Authorized Requester Agreement for MTO, Noëlville Helipad Site Agreement with Ornge and the Employee Group Benefit Program.
- The review of the following agreements in ongoing; IT Services, Audit Services, Discharge of Household Septic System Wastewater Agreement.
- Some fees within the User Fees and Related Charges were reviewed during the quarter and will be considered in the Second Quarter.
- The Janitorial Services for the Municipal Complex was reviewed and the agreement was not renewed; work will be performed by our own forces.
- At the May 17<sup>th</sup> meeting, Council approved to remain with the current Council Composition and Ward System.
- At the June 21<sup>st</sup> meeting, the Sewage Service Rates by-law was amended and adopted.
- The President of the French River Rapids made a presentation at the meeting held June 21<sup>st</sup>; once Council reviews their financial situation, amendments to the Loan Agreement could be considered in the next quarter.

### **Municipal Election 2018**

#### **Highlights for this Quarter:**

- At the meeting held April 19<sup>th</sup>, Council adopted a By-law to authorize the method of Vote by Mail for the 2018 Elections.
- During the next quarters, a report will be presented to include other requirements, deadlines and changes to the Municipal Act and Municipal Elections Act.

## **Municipal Freedom of Information and Protection of Privacy Act (MFIPA)**

### **Highlights for this Quarter:**

- One request for information was received and processed during this quarter.
- The Notice of Appeal received in the last quarter is ongoing.

## **Municipal Drains**

### **Highlights for this Quarter:**

- Municipal Drain management has received an increase of staff time to deal with ongoing billing requirements and maintenance requests.
- Invoices to landowners have been sent out for the work performed in the last two years.
- Request for Quotes have been released for the maintenance requested, the contracts will be awarded and performed in the next quarter.

## **Planning and Development**

<b>Application Type</b>	<b>Annual Total 2017</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2016 Total</b>
Minor Variance	0	0	0			3
Consent	7	4	3			7
Zoning Amendment	6	4	2			2
Official Plan Amendment	0	0	0			0
Plan of Subdivision	0	0	0			0
<b>GRAND TOTAL</b>	<b>13</b>	<b>8</b>	<b>5</b>			<b>15</b>

### **Highlights for this Quarter:**

- Applications at this time are near the total of applications received in 2016.
- Three Zoning By-law Amendments was approved.
- Four Provisional Consents were issued by the Planning Board.
- Two Final Consents were granted.

## Cemetery Services

<b>Notre Dame de Lourdes Cemetery</b>	<b>Annual Total 2017</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2016 Total</b>
Columbarium Niche Sale	0	0	0			5
Ash Lot Sale	0	0	0			1
Regular Lot Sale	1	1	0			0
Monument Installation	0	0	0			3
Casket Burial	0	0	0			1
Cremation Burial	1	0	1			4
Entombment in Niche	0	0	0			3
<b>St. David Cemetery</b>	<b>Annual Total 2017</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2016 Total</b>
Ash Lot Sale	0	0	0			0
Regular Lot Sale	2	2	0			4
Monument Installation	2	0	2			11
Casket Burial	1	0	1			6
Cremation Burial	1	0	1			24

### **Highlights for this Quarter:**

- Cemetery By-law amendments are still required to comply with the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) and plans for additional plots and a columbarium is still underway.

## Customer Service

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

<b>Complaints</b> *written complaints only are tracked	<b>Annual Total 2017</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2016* Total</b>
Drains (maintenance request)	0	0	0			4
Roads (general summer maintenance)	0	0	0			4
Roads (general winter maintenance)	2	1	1			0
Ditching	0	0	0			1
Grading	0	0	0			1
Snowplowing	0	0	0			1
Streetlights	0	0	0			0
Waste Management	0	0	0			0
Facilities	0	0	0			2
Cemeteries	0	0	0			1
<b>GRAND TOTAL</b>	<b>2</b>	<b>1</b>	<b>1</b>			<b>14</b>

*\*Please note that 2016 Total only account for tracking in Quarters 3 & 4.*

### **Highlights for this Quarter:**

- One Property Standard issue is ongoing.

<b>Communication (other)</b> *enquiries, request for service...	<b>Annual Total 2017</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2016* Total</b>
Drains (maintenance request)	0	0	0			0
Roads (general summer maintenance)	9	0	9			0
Roads (general winter maintenance)	11	11	0			0
Ditching	0	0	0			0
Grading	10	0	10			0
Snowplowing	5	5	0			0
Streetlights	0	0	0			0
Waste Management	1	1	0			0
Facilities	0	0	0			0
Animal Control	0	0	0			0
Culverts	3	2	1			0
Flood Control	4	3	1			0
<b>GRAND TOTAL</b>	<b>43</b>	<b>22</b>	<b>21</b>			<b>0</b>

*\*Please note that tracking was not done in 2016.*

### **Highlights for this Quarter:**

- All items have been resolved at the point of service.

Description	2016 YTD Actual 06/30	2017 Budget	2017 YTD Actual 06/30	2017 Variance	Description for Discrepancies and Variances
<b>02- General Government</b>					
<b>02400 - Governance:</b>					
Subtotal	(50,560)	(59,000)	(16,063)	42,937	Spent much less than budget on legal fees, conferences, meetings, training, etc.
<b>16510 - Municipal Significant Events</b>					
Canada Day					
Subtotal	0	(3,000)	(509)	2,491	Some Canada Day expenses have not been accounted for as of June 30.
Project 1 (Business Development Project)					
Subtotal	6,826	0	0	0	
Project 1 (Ontario Sports and Recreation Grant)					
Subtotal	(17,720)	0	(3,621)	(3,621)	Bus service to Wagon Wheel Ranch, etc.
Project 3 - Community Improvement Plan (CIP)					
Subtotal Economic Development Projects Ending in 2016	(797)	(20,000)	(62)	19,938	Spent much less than budget.
<b>02600 - GG - Program Support:</b>					
Subtotal	(43,115)	(197,226)	(101,137)	96,089	More money to be spent in second half of year.
<b>02710 - GG - TCAsset - Land:</b>					
Subtotal	4,439	5,548	7,071	1,523	Much higher revenue than budget from rental of Spectrum Tower MTO Yard & Rogers Tower.
<b>02715 - GG - TCAsset - Building:</b>					
Subtotal	(42,100)	(101,171)	20,693	121,864	Some expenses have not been accounted for as of June 30.
Total Revenues	171,316	284,000	118,576	(165,424)	Some revenues have not been accounted for as of June 30.
Total Expenses	(314,349)	(658,848)	(212,080)	446,768	Some expenses have not been accounted for as of June 30.
<b>Subtotal - Governance</b>	<b>(143,027)</b>	<b>(374,848)</b>	<b>(93,627)</b>	<b>281,221</b>	Some expenses have not been accounted for as of June 30.
<b>04- Protection Services</b>					
<b>04100 - Fire:</b>					
Subtotal	(9,325)	(26,700)	(9,213)	17,487	More money to be spent in second half of year.
<b>04115 - Building:</b>					
Subtotal	(14,187)	(38,000)	(19,076)	18,924	More money to be spent in second half of year.
<b>04135 - Fire Department Apparatus (Vehicles &amp; Small Motors):</b>					
Subtotal	(7,999)	(20,000)	(7,862)	12,138	More money to be spent in second half of year.
<b>04140 - Equipment:</b>					
Subtotal	(1,792)	(22,300)	(1,178)	21,122	More money to be spent in second half of year.
<b>04200 - Police:</b>					
Subtotal	(99,100)	(87,103)	71,747	158,850	More money to be spent in second half of year.
<b>04400 - Prot. Inspect and Control:</b>					
Subtotal	503	(5,200)	(1,728)	3,472	More money to be spent in second half of year.
<b>04435 - PS - TCAsset - Vehicle:</b>					
Subtotal	(1,314)	(4,500)	(1,204)	3,296	More money to be spent in second half of year.
<b>04450 - Building Permit and Inspections:</b>					
Subtotal	20,119	41,050	27,785	(13,265)	More revenue to be received in second half of year.
<b>04500 - Emergency Measures:</b>					
Subtotal	0	(5,000)	0	5,000	More money to be spent in second half of year.
Total Revenues	295,270	706,081	353,399	(352,682)	More revenue to be received in second half of year.
Total Expenses	(408,366)	(873,834)	(294,128)	579,706	More money to be spent in second half of year.
<b>Subtotal - Protection Services</b>	<b>(113,095)</b>	<b>(167,753)</b>	<b>59,271</b>	<b>227,024</b>	More money to be spent in second half of year.
<b>06- Transportation Services</b>					
<b>06110 - Roads - Paved:</b>					
Subtotal	(2,030)	(3,000)	(2,157)	843	More money to be spent in second half of year.
<b>06115 - Roads - Hard Surface Treated:</b>					
Subtotal	(2,920)	(20,000)	(3,335)	16,665	More money to be spent in second half of year.
<b>06120 - Roads - Unpaved:</b>					
Subtotal	(48,273)	(175,000)	(37,814)	137,186	More money to be spent in second half of year.
<b>06130 - Roads - Bridges and Culverts:</b>					
Subtotal	(1,249)	(30,000)	(2,493)	27,507	More money to be spent in second half of year.
<b>06140 - Roads - Roadside - Traffic Operations:</b>					
Subtotal	(2,188)	(52,000)	(508)	51,492	More money to be spent in second half of year.
<b>06210 - Winter Control:</b>					
Subtotal	(129,397)	(170,000)	(127,314)	42,686	More money to be spent in second half of year.



06500 - Street lighting:					
Subtotal	(9,070)	(11,000)	5,320	16,320	Received a refund of over \$21,000 from Hydro One.
06710 - TS Land:					
Subtotal	(82)	0	0	0	
06715 - TS Building:					
Subtotal	(19,721)	(31,500)	(14,040)	17,460	More money to be spent in second half of year.
06735 - TS Vehicles:					
Subtotal	(11,868)	(45,000)	(7,007)	37,993	More money to be spent in second half of year.
06740 - TS Equipment:					
Subtotal	(39,148)	(92,000)	(60,972)	31,028	More money to be spent in second half of year.
06980 - TS - Program Support:					
Subtotal	(33,052)	(69,500)	(19,475)	50,025	More money to be spent in second half of year.
Total Revenues	8,007	17,000	11,438	(5,562)	More revenue to be received in second half of year.
Total Expenses	(307,004)	(716,000)	(281,235)	434,765	More money to be spent in second half of year.
<b>Sudtotal - Transportation Services</b>	<b>(298,997)</b>	<b>(699,000)</b>	<b>(269,796)</b>	<b>429,204</b>	More money to be spent in second half of year.
<b>08- Environmental Services</b>					
08100 - Sanitary Sewer System:					
Subtotal	16,965	5,000	22,216	17,216	More money to be spent in second half of year.
08120 - Wastewater treatment & disposal:					
Subtotal	(880)	(5,000)	(3,516)	1,484	More money to be spent in second half of year.
08210 - Urban storm sewer system :					
Subtotal	0	(2,000)	0	2,000	More money to be spent in second half of year.
08220 - Rural storm sewer system (Municipal Drains):					
Subtotal	1,353	(25,000)	(4,468)	20,532	More money to be spent in second half of year.
08400 - Solid waste collection:					
08400-1600-0- Amortization					
Subtotal	3,888	2,900	259	(2,641)	More revenue to be received on Bin Loans in second half of year.
08500 - Solid waste disposal (LANDFILL):					
Subtotal	(5,701)	(133,221)	15,202	148,423	More money to be spent in second half of year.
08600 - Waste diversion:					
Subtotal	(22,916)	(72,500)	(37,713)	34,787	More money to be spent in second half of year.
08715 - ES - Building: Landfill					
08740 - ES - TCAsstet - Equipment:					
Subtotal	(27,127)	(40,000)	(38,115)	1,885	More money to be spent in second half of year.
08980 - ES - Program Support:					
Subtotal	(5,102)	(29,000)	(6,168)	22,832	More money to be spent in second half of year.
Total Revenues	101,467	189,900	132,130	(57,770)	More revenue to be received in second half of year.
Total Expenses	(144,231)	(498,721)	(186,709)	312,013	More money to be spent in second half of year.
<b>Subtotal - Environmental Services</b>	<b>(42,764)</b>	<b>(308,821)</b>	<b>(54,579)</b>	<b>254,242</b>	More money to be spent in second half of year.
<b>10- Health Services</b>					
10100 - Public health services:					
Subtotal	(49,410)	(101,540)	(50,772)	50,768	More money to be spent in second half of year.
10300 - Ambulance services:					
Subtotal	(357,710)	(717,784)	(371,205)	346,579	More money to be spent in second half of year.
10400 - Cemeteries:					
Subtotal	3,647	(700)	1,873	2,573	More money to be spent in second half of year.
Total Revenues	4,665	7,000	2,995	(4,005)	More revenue to be received in second half of year.
Total Expenses	(408,138)	(827,024)	(423,099)	403,925	More money to be spent in second half of year.
<b>Subtotal - Health Services</b>	<b>(403,473)</b>	<b>(820,024)</b>	<b>(420,104)</b>	<b>399,920</b>	More money to be spent in second half of year.
<b>12- Social and Family Services</b>					
12100-0600-0- External Trnsf. (Oth Mun/Br)					
Subtotal	(222,033)	(442,823)	(226,080)	216,743	More money to be spent in second half of year.
<b>Subtotal - Social &amp; Family Services</b>	<b>(222,033)</b>	<b>(442,823)</b>	<b>(226,080)</b>	<b>216,743</b>	More money to be spent in second half of year.
<b>16- Recreation and Cultural Services</b>					
16100 - Parks:					
Subtotal	257	1,200	(397)	(1,597)	More money to be spent in second half of year.
16340 - Recreation facilities:					
Subtotal	(51,954)	(75,400)	(36,706)	38,694	More money to be spent in second half of year.
16400 - Libraries:					
Subtotal	(62,000)	(130,000)	(65,000)	65,000	More money to be spent in second half of year.

<b>16735 - RCS - TCAsset - Vehicles:</b>					
Subtotal	(1,631)	(4,500)	(1,841)	2,659	More money to be spent in second half of year.
<b>16740 - RCS - TCAsset - Equipment:</b>					
Subtotal	(2,375)	(8,500)	(610)	7,890	More money to be spent in second half of year.
<b>16980 - RCS - Program Support:</b>					
Subtotal	(994)	(6,900)	(678)	6,222	More money to be spent in second half of year.
Total Revenues	34,418	74,400	33,445	(40,955)	More revenue to be received in second half of year.
Total Expenses	(153,113)	(298,500)	(138,677)	159,823	More money to be spent in second half of year.
<b>Subtotal - Recreation Facilities</b>	<b>(118,696)</b>	<b>(224,100)</b>	<b>(105,232)</b>	<b>118,868</b>	More money to be spent in second half of year.
<b>18- Planning and Development</b>					
<b>18100 - Planning and zoning:</b>					
<b>Subtotal - Planning &amp; Development</b>	<b>(178)</b>	<b>(58,400)</b>	<b>(51,161)</b>	<b>7,239</b>	More money to be spent in second half of year.
<b>19 Other</b>					
<b>19100 - Other:</b>					
Total Revenues	3,038,109.12	6,504,427.50	3,171,906.19	(3,332,521)	More revenue to be received in second half of year from 2017 Final Tax Bills.
Total Expenses	(73,823)	(86,216)	(42,323)	43,893	More money to be spent in second half of year.
Subtotal	2,964,287	5,291,667	3,130,531	(2,161,136)	More revenue to be received in second half of year.
<b>19200 - Human Resources:</b>					
Total Revenues	0	74,000	0	(74,000)	More revenue to be received in second half of year.
Total Expenses	(921,499)	(2,048,000)	(891,766)	1,156,234	More money to be spent in second half of year.
<b>19200 - Human Recourse: Total</b>	<b>(921,499)</b>	<b>(1,974,000)</b>	<b>(891,766)</b>	<b>1,082,234</b>	More money to be spent in second half of year.
<b>19500 - Long Term Debt:</b>					
19500 - Long Term Debt: Total	0	(221,897)	0	221,897	<b>Debt Principal Due in 2016</b> New loan from reserves to finance capital to be taken in 2017
<b>Subtotal - Other</b>	<b>2,042,788</b>	<b>3,095,770</b>	<b>2,238,765</b>	<b>(857,004)</b>	More revenue to be received in second half of year.
<b>Net Operating Surplus (Deficit)</b>	<b>700,525</b>	<b>0</b>	<b>1,077,457</b>	<b>1,077,457</b>	



# Municipality of French River

**Report PW/ENV-02-2017  
Of the Public Works and Environmental Services  
Department  
For Consideration by Council in Committee**

**RE: 2nd Quarter 2017 Activity Report**

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

**BACKGROUND:**

The quarterly 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 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 – 2017 Second Quarter Report

Respectfully submitted:

Robert Martin  
Acting Manager  
Public Works/Environmental Services  
Date: July 19, 2017

Approved:

Marc Gagnon  
Chief Administrative Officer

**Public works and Environmental Services  
2017 Second Quarter Report**

**Quarterly statistics Public Works**

<b>Description</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2017 YTD</b>	<b>2016 Totals</b>	<b>2015 Totals</b>
Litigation/Risk Mitigation : legal (lawsuits, compliance, health and safety infractions) Road access, washout	0	1			1	2	N/A
Work orders for operational priorities Vehicle breakdowns (only tracked after 24 hours)	5				5	5	N/A
Work orders for minimum maintenance standards	10				10	73	N/A
Included: thawing frozen culverts, road washouts, tree removal	7	2			9	“	N/A
Environmental events wind, rain, snow, road closures	2	0			2	65	N/A
Complaints/Inquiries	5	22			27	267	N/A
Contracted services used for operations outside of contracts; (belly dump, calcium)	2	3			5	7	N/A
Stand by hours (for environmental events) (this includes only weekends and holiday call outs)	2				2	20	N/A

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

**Key Highlights for this Quarter:**

- Began work on capital roads repair.
- Work proceeding within Operating budget
- Road closure on June 26, owls nest road, complete washout
- Partial road closure, Harmony point road, washout.
- Hiring of summer students

**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	2017 YTD	2016 Total
Litigation/Risk Mitigation : legal (lawsuits, compliance, health and safety infractions)	0				0	1
Number of environmental infractions (Bulky items)(average pickups per quarter)	10	52			62	79
Tickets for infractions (residents)	0				0	
Work orders for operational priorities (equipment break downs)	1				1	16
Work orders for maintenance standards	0				0	3
Contracted services used for operations (outside of contracts)(steel pick up, refrigerant disposal)	0	1			1	5
Stand by hours (Departmental Emergency hours used)	N/A				N/A	0
Hazardous waste weekend	N/A	186 Vehicles Saturday June 10			186 Vehicles	175 vehicles Saturday 34 vehicles Sunday

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

### Key Highlights for this Quarter:

- Major repair to landfill road.
- Bulk week in May was well attended
- Hazardous waste day June 10, 2017.
- New signage at transfer sites

### Highlighted Annual Performance Metrics:

- 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.



## Municipality of French River

Report PW/ENV-00-2017  
for the Public Works Department  
For Consideration by Council

**RE: Painting of the Quonset Hut**

**OBJECTIVE:** To award the services of painting the Public Works Quonset Hut to Northern Corrugated Siding.

### **BACKGROUND:**

During the 2017 budget deliberation, Council approved \$26,000 for Services to Paint the Quonset Building in the Public Works yard, and was approved in the Capital Budget.

### **ANALYSIS:**

The Request for Quotation went out Originally on May 8<sup>th</sup> 2017 with a deadline for submission on May 25<sup>th</sup>. The Municipality did not receive any bids the first round and therefore put the bid out again. After posting online at Bidingo and our Municipal Website, as well as sending out personal invitations Northern Corrugated Siding submitted a quote.

### **BUDGET/LEGAL IMPLICATIONS:**

The quote for painting the Municipal Quonset Hut is \$25,995 plus HST.

### **INTERDEPARTMENTAL IMPACTS:**

None.

### **LINKS TO STRATEGIC PLANS:**

N/A

### **CONCLUSION/RECOMMENDATIONS:**

It is recommended that Council award the Painting for the Quonset Hut to Northern Corrugated Siding as they were the only bidder as well as on budget.

### **ATTACHMENTS:**

None

Respectfully submitted:

Approved:

Robert Martin  
Parks and Recreation and Facilities Manager/  
Acting Director of Operations  
Date: July 17, 2017

Marc Gagnon  
Chief Administrative Officer



# Municipality of French River

Report PRF 02-2017  
Parks, Recreation and Facilities Department  
For Consideration by Council in Committee

## RE: 2 nd 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 – 2017 Second Quarter Activity Report

Respectfully submitted:

Approved:

Robert Martin  
Manager  
Parks, Recreation & Facilities Department  
Date: July 19, 2017

Marc Gagnon  
Chief Administrative Officer

**PARKS, RECREATION AND FACILITIES DEPARTMENT  
2017 Second Quarter Report**

Item	Q1		Q2		Q3	Q4	2017 Total To date	2016 Total hours	2015 Total hours	2014 Total hours
	Hours	\$	Hours	\$						
ICE TIMES	237.5	\$18,330	0	0			237.5	336.5	507.5	408
FRENCH RIVER RAPID'S ICE TIME	60	\$4,260	0	0			60	136.5	110.5	0
FREE ICE TIMES	42	\$2,982	0	0			42	154	175.5	140
HALL-RENTAL HOURS, PAID NOELVILLE	3 full days	\$1,170	10	\$400			13	62	46	77
HALL-RENTAL HOURS, FREE NOELVILLE	2 hours	\$60	4	\$200			6	9	20	132
HALL-RENTAL HOURS, PAID ACC	2	\$80	22	\$1115			24	65	32	91
HALL-RENTAL HOURS, FREE ACC	94	\$3,760	36	\$1540			130	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:**

- Numerous spring burials were performed
- Repairs to the cemeteries
- Rubber boots festival was well attended
- Ongoing lawn maintenance of our ball fields and parks
- Hiring of summer students



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

**BY-LAW 2017-34**

BEING A BY-LAW TO AUTHORIZE AN AMENDMENT TO THE  
REFUNDABLE LOAN AGREEMENT WITH A JUNIOR A HOCKEY TEAM

**WHEREAS** the Council of the Municipality of French River deems it desirable to execute a Refundable Loan Agreement with a Junior A Hockey Team.

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

- 1) That the Amendment to the Refundable Loan Agreement with a Junior A Hockey Team be authorized.
- 2) The attached agreement shall form part of this By-law.
- 3) That any By-law inconsistent with this By-law is hereby repealed.
- 4) 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 19<sup>th</sup> DAY OF JULY, 2017.**

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**MAYOR**

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**CLERK**

# MUNICIPALITY OF FRENCH RIVER

## REPORT TO MAYOR AND COUNCIL

### MSDSB BOARD MEETING JUNE 22, 2017

I ATTENDED THE PROPERTY AND PROGRAM PLANNING COMMITTEE MEETINGS ON WED. JUNE 21 AND THEN THE BOARD MEETING ON JUNE, 22.

THE FIRST PRESENTATION FOR THE BOARD WAS GIVEN BY ROBERT SMITH, CHIEF OF OUR EMS SERVICE. THE CHIEF'S REMARKS DEALT WITH THE UPGRADING OF THE MSDSB PARAMEDIC SERVICES IN THE COMING MONTHS.

THE MSDSB REGIONAL DEMOGRAPHICS INDICATE INCREASING HEALTH COSTS, PRIMARILY DUE TO AN AGING POPULATION. FOR AN EXAMPLE OF THIS FACT, AS IT RELATES TO OUR PARAMEDIC SERVICES, IN 2016 46% OF USERS WERE AGE 60 OR OLDER. THE PARAMEDIC SERVICE HAS HAD TO CONTINUALLY ADJUST TO INCREASING DEMAND, NOW UP BY 57% SINCE THE PROGRAM WAS DOWNLOADED. THIS INCREASE WOULD TOTAL 75% IF IT WERE NOT FOR THE IMPLEMENTATION OF THE NON URGENT PATIENT TRANSFER SERVICE. (PTS) THIS VALUABLE SERVICE FULLY FUNDED BY THE NE LIHN IS STILL ON A TRIAL BASIS. THERE IS AN EXPECTATION THAT IT WILL BECOME A PERMANENT PART OF THE PARAMEDIC SERVICE.

PRESENTLY, 5 OF THE MSDSB PARAMEDIC STATIONS ARE OPERATING ON A 24/7 BASIS. THE PLAN IS TO ADD TWO MORE STATIONS (NOELVILLE AND MASSEY) TO THE 24/7 OPERATION. THE PLAN WILL ALSO IMPROVE THE HOURS AT THE REMAINING 5 STATIONS. THE COST TO CARRY OUT THESE IMPROVEMENTS IN SERVICE WILL NOT SERIOUSLY IMPACT THE 2018 BUDGET AS MOST OF THE COSTS WILL BE MITIGATED BY SAVINGS ELSEWHERE IN OPERATIONS.

A VERY INTERESTING REALITY ABOUT OUR EMS SERVICE IS THAT IN SHEER SIZE WE ARE SECOND ONLY TO THE SUDBURY EMS SERVICE IN ALL OF N. ONTARIO. WE HAVE THE SAME NUMBER OF AMBULANCES AS SUDBURY AND JUST A FEW LESS PERSONNEL. OUR EMS SERVICE IS A LARGE AND EFFICIENT SERVICE THAT WE CAN ALL BE PROUD OF!

THE UPDATED PARAMEDIC PLAN WAS APPROVED BY THE BOARD AND THE NEW PROPOSED COSTS WILL GO TO THE FINANCE COMMITTEE FOR APPROVAL IN THE 2018 BUDGET.

THE BOARD WAS PRESENTED WITH THE THIRD YEAR PROGRESS REPORT REGARDING THE PROVINCIALY MANDATED 10 YEAR HOUSING AND HOMELESSNESS PLAN. THE PLAN CONTAINS 14 PRIORITIES DEALING, OF COURSE, WITH HOUSING ISSUES AND HOMELESSNESS IN OUR REGION. THE PLAN REPORT IS TOO DETAILED TO REPEAT IN THIS REPORT BUT ONE ISSUE OF NOTE IS THE STRONG EMPHASIS ON SERVICES TO HELP WITH AGING AT HOME. THERE ARE MANY SOCIETAL BENEFITS TO GAIN WITH SUCCESS IN THIS REGARD AND, OF COURSE, MOST ELDERLY PERSONS WOULD LIKE TO STAY IN THEIR HOMES AS LONG AS THEY CAN!

THE BOARD RECEIVED THE 2017-2018 ONTARIO WORKS SERVICE PLAN. THIS IS A 30 PAGE DOCUMENT AND IT WILL BE AVAILABLE TO THOSE WHO ARE INTERESTED IN THE BOARD MINUTES. OF PARTICULAR INTEREST TO FRENCH RIVER AND THE REST OF THE SUDBURY EAST COMMUNITIES IS THAT IN ALL OF SUDBURY EAST OUR CASELOAD IS A MERE 43 OUT OF A TOTAL IN THE MSDSB REGION OF 545 CASELOADS IN MAY OF 2016. THE MSDSB HAS BEEN OPERATING THE OW PROGRAM FOR OVER 17 YEARS AND OVER THAT PERIOD THERE HAS BEEN A DECREASE IN CASELOADS FROM

A HIGH OF 900 TO THE PRESENT 540. THE REMAINING NUMBERS REPRESENT THE MORE DIFFICULT PORTION OF THE CASELOADS.

A JOINT PROJECT OF THE MSDSB AND THE CANADIAN MENTAL HEALTH ASSOCIATION BEGAN IN APRIL OF 2016. WE NOW HAVE INFORMATION AND STATISTICS FOR THE FIRST YEAR ILLUSTRATING A QUITE SUCCESSFUL PROGRAM. THE PROGRAM IS CONDUCTED BY A TRAINED PERSON WHO VISITS THE SOCIAL HOUSING UNITS IN ESPANOLA AND MANITOULIN ISLAND. THE OBJECTIVE IS TO PROVIDE MANY DIFFERENT KINDS OF ASSISTANCE TO THE FOLKS LIVING IN THE HOUSING UNITS. FOR MORE DETAILS SEE THE BOARD MINUTES. IT IS VERY MUCH WORTH LOOKING AT AND THERE IS A VERY INFORMATIVE INFOGRAPHIC THAT CLEARLY ILLUSTRATES THE PROGRAMS SUCCESSFUL RESULTS.

THERE WILL SOON BE AMENDMENTS COMING TO THE PROVINCIAL RESIDENTIAL TENANCIES ACT THAT WILL HAVE THE EFFECT OF PUTTING MORE RESPONSIBILITIES ON MUNICIPALITIES TO ENFORCE RESIDENTIAL RENTAL MAINTENANCE STANDARDS. THIS WILL AFFECT, IN PARTICULAR, MUNICIPALITIES THAT PRESENTLY DO NOT HAVE PROPERTY STANDARDS BY-LAWS. FRENCH RIVER DOES BUT THE OTHER THREE SUDBURY EAST MUNICIPALITIES DO NOT ACCORDING TO THE INFORMATION PROVIDED TO THE MSDSB. ALL MUNICIPALITIES WILL BE REQUIRED TO ENFORCE THE RESIDENTIAL MAINTENANCE STANDARDS BY JULY 1, 2018.

THERE WERE OTHER ITEMS TABLED AT THE BOARD MEETING BUT I HAVE TOUCHED ON MOST OF THE MORE RELEVANT ISSUES. BUT-REMEMBER- THE MINUTES ARE SOON AVAILABLE.

COUNCILLOR DEAN WENBORNE



## Municipality of French River

### Report FRFD-02-2017 of the French River Fire Department For Consideration by Council

#### RE: French River Fire Department Second 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 – 2017 Second Quarter Report.

Respectfully submitted:

Approved:

Roch Bigras, Interim Fire Chief  
French River Fire Department  
Date: July 10, 2017

Marc Gagnon  
Chief Administrative Officer

## Fire Department 2017 First Quarter Report

Emergency Type	Annual Total 2017	Q1	Q2	Q3	Q4	2016 Total
Smoke alarms activations	1	1	0			7
Motor vehicle accident	1	0	1			8
Motor vehicle accident (snowmobile)	1	1	0			1
Carbon Monoxide Alarm activation	0	0	0			4
Motor Vehicle Fire	3	2	1			3
Medical assist	3	3	0			5
Structure fire	0	0	0			4
False Alarm	4	1	3			1
Chimney Fire	0	0	0			1
Structure fire (West Nipissing Agreement area)	2	2	0			4
Mutual aid response – St-Charles	1	1	0			1
Hydro Pole/wires burning	4	1	3			2
Grass/Brush fires	3	0	3			12
Burning Complaint	0	0	0			2
<b>GRAND TOTAL</b>	<b>23</b>	<b>12</b>	<b>11</b>			<b>55</b>

Training Sessions (alternating between stations)	Annual Total 2017	Q1	Q2	Q3	Q4	2016 Total
Self-Contained Breathing Apparatus	3	2	1			6
Ice and Water Rescue	3	1	2			8
Vehicle Extrication	1	1	0			
First Aid Training	2	2	0			
Fire Preventions – Enforcement	1	1	0			
Fire Extinguishers/Emergency Response Guideline Book	1	1	0			
Ladders	1	0	1			2
Tanker Shuttle	1	1	0			1
Communications	2	0	2			1
Station 2 pumper operations	1	0	1			1
ATV training	0	0	0			1
Chimney Fire Response	0	0	0			3
Search and Rescue	0	0	0			1
Forestry pump training	1	0	1			1
Fire Behavior/Breathing Apparatus	0	0	0			1
Pumper Operations	1	0	1			1
Fire Department Operations	1	0	1			1
Ventilation	0	0	0			1
Pumping Hydraulics (proper pressures)	0	0	0			1
<b>GRAND TOTAL</b>	<b>19</b>	<b>9</b>	<b>10</b>			<b>30</b>

<b>Burning Permits Issued</b>	<b>Annual Total 2017</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2016 Total</b>
Brush Permits	45	2	43			40
Incinerator Permits	12	2	10			11
Land Clearing Permits	5	0	5			0
<b>GRAND TOTAL</b>	<b>62</b>	<b>4</b>	<b>58</b>			<b>51</b>
<b>Equipment Checks (new March 2016)</b>	<b>Annual Total 2017</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2016 Total</b>
Apparatus/small motors/Breathing Apparatus	14	6	8			19
<b>GRAND TOTAL</b>	<b>14</b>	<b>6</b>	<b>8</b>			<b>19</b>

<b>Inspections/Public Education</b>	<b>Annual Total 2017</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2016 Total</b>
Complaints	1	1	0			1
Requests	0	0	0			2
Follow-up inspections	1	0	1			0
Completed inspections	1	0	1			0
Education Material Provided –	0	0	0			3,000
Education Material Provided –	0	0	0			75
Public Education – 911 day - Library	0	0	0			1

<b>Average Firefighter Response in a 24 Period (@ 24 firefighters)</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2016 Total</b>
0000hrs – 0800hrs	13	12.8			11.8
0800hrs – 1600hrs	10.3	6.2			10.0
1600hrs – 2400hrs	15.7	12.6			11.3
<b>Percentage of Calls in a 24-Hour period</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2016 Total</b>
0000hrs – 0800hrs	17%	45%			9%
0800hrs – 1600hrs	25%	27%			47%
1600hrs – 2400hrs	58%	27%			44%

#### Agreements

- No agreement or Mutual Aid activations for this quarter.

#### Recruitment/Retention

- Two applications were received in this quarter. Two firefighters were recruited.
- Two Firefighter attended the Ontario Fire College in Gravenhurst for the NFPA 1001 Firefighter 1 Recruit training and both were successful in completing their training.

#### Projects

- None



# Municipality of French River

## Report to Council by the French River Fire Department

### RE: Purchase of a new Breathing Air Compressor System for the French River Fire Department

**OBJECTIVE:** To award the purchase of the new Breathing Air Compressor System

**BACKGROUND:**

During the 2017 budget deliberation, Council approved \$27,000 for the purchase of a Breathing Air Compressor System for the Fire Department, and was approved in the Capital budget as our current Breathing Air Compressor System is obsolete and we can no longer get parts to repair it. Without a Breathing Air Compressor System, we would not be able to refill our SCBA (Self-Contained Breathing Apparatus) units.

**ANALYSIS:**

The Request for Tender #2017-013 for the Breathing Air Compressor System for the Fire Department was sent out May 18th 2017 and the submission deadline was 3pm, June 8<sup>th</sup> 2017.

The following chart is an analysis of the total costs excluding HST for the recommended purchase of the new Breathing Air Compressor System.

Name of Company	Price (excluding HST)	Requirements Met	Recommended Company
AJ Stone Ltd.	\$25,099	Yes	AJ Stone Ltd.
SPI Health and Safety	\$52,580.54	Yes	

A decision was made based on the specified items needed for the individual requirements for our department and community. Based on the price of the Breathing Air Compressor System and the allocated budget, the recommended company was the closest to our budgeted amount while still meeting our minimum requirements.

**BUDGET/LEGAL IMPLICATIONS:**

The amount of \$27,000 was the budget for this item, therefore we are under budget by \$1,901 before HST.

**INTERDEPARTMENTAL IMPACTS:**

None.

**LINKS TO STRATEGIC PLANS:**

- Ensure community safety.

**CONCLUSION/RECOMMENDATIONS:**

It is recommended that Council award the purchase of the Breathing Air Compressor System for the Fire Department to AJ Stone Ltd. in the amount of \$25,099 + applicable taxes.

**ATTACHMENTS:**

None

Respectfully submitted:

Approved:

Roch Bigras,  
Interim Fire Chief  
Date: July 7, 2017

Marc Gagnon  
Chief Administrative Officer





# Municipality of French River

Report to Council  
by the French River Fire Department

**RE: Purchase of a new Radio Communications System and Equipment  
for the French River Fire Department**

**OBJECTIVE:** To award the purchase of the new Radio Communication System and Equipment.

**BACKGROUND:**

During the 2017 budget deliberation, Council approved \$26,000 for the purchase of a new Radio Communications system and equipment for the Fire Department, and was approved in the Capital budget as our current radio system is in some ways already obsolete or about to become obsolete.

**ANALYSIS:**

The Request for Tender #2017-014 for the Radio Communications system and equipment for the Fire Department was sent out May 18th 2017 and the submission deadline was 3pm, June 8<sup>th</sup> 2017.

The following chart is an analysis of the total costs excluding HST for the recommended purchase of the new Radio System

Name of Company	Price (excluding HST)	Requirements Met	Recommended Company
Steel Communications	\$27,190	Yes	Steel Communications
Falcon Communication	\$34,042	Yes	
Spectrum Telecom Group	\$30,541	No	

A decision was made based on the specified items needed for the individual requirements for our department and community. Based on the price of the Radio System and the allocated budget the recommended company was the closest to our budgeted amount while still meeting our minimum requirements.

**BUDGET/LEGAL IMPLICATIONS:**

The amount of \$26,000 was the budget for this item, the overage of \$1,190 is within the 10% thresholds within our Purchasing Policy.

**INTERDEPARTMENTAL IMPACTS:**

None.

**LINKS TO STRATEGIC PLANS:**

- Ensure community safety.

**CONCLUSION/RECOMMENDATIONS:**

It is recommended that Council award the purchase of the Radio Communications system and equipment for the Fire Department to Steel Communications in the amount of \$27,190 + applicable taxes.

**ATTACHMENTS:**

**None**

Respectfully submitted:

Approved:

Roch Bigras,  
Interim Fire Chief  
Date: July 7, 2017

Marc Gagnon  
Chief Administrative Officer



# Municipality of French River

Report MLEO-02-2017  
of the MLEO Department  
For Consideration by Council

**RE: MLEO Department 2<sup>st</sup> Quarter Report**

**OBJECTIVE:** To update Council on the initiatives and activities of the Municipal Law Enforcement Officer (MLEO) Department.

## **BACKGROUND:**

The quarterly 'activity' 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 By-Law Department to Council and ratepayers.

## **ANALYSIS:**

The By-Law Officer enforces Municipal Law within the municipality through various by-laws using verbal and written warnings, issuance of Provincial Offence Notices and other duties such as Animal Control and Property Standards.

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

## **ATTACHMENTS:**

None

Respectfully Submitted

Kevin Benvenuti  
Municipal Law Enforcement Officer (MLEO)  
**Date of Meeting:** July 19, 2017

Marc Gagnon  
Chief Administrative Officer

## **TRAINING CONFERENCES**

- By Law Officer attended training in March for Advanced Municipal Law Enforcement in Gravenhurst.
- By-Law Student attended training for Officer Safety and Self Defense in a half day Workshop in Barrie Wednesday June 21<sup>st</sup>.

## **MLEO STATISTICS**

<b>Item</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2016 Total</b>	<b>2015 Total</b>	<b>2014 Total</b>
<b>Parking Tickets Issued</b>	<b>2</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>14</b>	<b>30</b>
<b>Parking Ticket Payments Received<sup>3</sup></b>	<b>1</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>11</b>	<b>31</b>
<b>By-Law Complaints</b>	<b>10</b>	<b>12</b>	<b>-</b>	<b>-</b>	<b>22</b>	<b>32</b>	<b>76</b>
<b>Charges Issued</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Dog Tags Sold<sup>2</sup></b>	<b>32</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>38</b>	<b>167</b>	<b>68</b>

### **NOTES:**

- Dog tags sold in each quarter, may include dog tags for the following year (Generally occurs in 4<sup>th</sup> quarter)
- Parking ticket payments may take up to 2 years to receive.

### **MONITORING**

Transfer Stations are being monitored approximately 3 days a week on a randomized schedule alternating between Student By-Law Officer and Municipal Law Enforcement Officer.

THE MUNICIPALITY OF \*\*

BY-LAW 2017-\*\*

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Being a By-law to amend Zoning By-law 2014-\*\*, as amended  
(Municipality of \*\*)

**WHEREAS** By-law 2014-23 Municipality of \*\* has been passed, being a Zoning By-law to regulate the use of land and the character, location, and use of buildings and structures, in the Municipality of French River, under the authority of Section 34 of the Planning Act, R.S.O. 1990, Chapter P.13;

**AND WHEREAS** the Council for the Municipality of \*\* may amend such By-law in accordance with the provisions of Section 34 of the Planning Act, R.S.O. 1990, Chapter P.13;

**AND WHEREAS** the Council for the Municipality of \*\* has received an application to amend such By-law;

**NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE MUNICIPALITY OF \*\* ENACTS AS FOLLOWS:**

1. Section(s) 6, "GENERAL PROVISIONS" of By-law 2014-\*\* of the Municipality of \*\* is hereby amended by the addition of the following:

**Section 6.56 TRAVEL TRAILERS**

The *use* of trailers for permanent or temporary human habitation is permitted in the following zones:

- i) in a Waterfront Residential (WR) Zone, a maximum of one *trailer* equipped with toilet facilities, serviced with adequate potable water supply, and connected to an approved sewage holding tank or septic system leaching bed may be used for temporary human habitation provided that a detached *dwelling* exists on the property, is in compliance with the *setback* provisions for the *zone*, and that such *trailer* has a current license issued in accordance with the *Municipality's* Trailer Licensing By-law under the authority of the Municipal Act. Such *structure* shall cease to be used for human habitation upon expiry of the license.
  - Setback at least 30 meters from the high water mark and where it does not negatively impact the view of the waterfront of adjacent properties.
- ii) in a Rural (RU) Zone, a maximum of two *trailer(s)* equipped with toilet facilities, serviced with adequate potable water supply, and connected to an approved sewage holding tank or septic system leaching bed may be used for temporary human habitation provided that a detached *dwelling* exists on the property, is in compliance with the *setback* provisions for the *zone*, and that such *trailer(s)* have a current license issued in accordance with the *Municipality's* Trailer Licensing By-law under the authority of the Municipal Act. Such *structure(s)* shall cease to be used for human habitation upon expiry of the license.

- iii) In a Rural Zone (RU), a maximum of one *trailer* equipped with toilet facilities, serviced with adequate potable water supply, and connected to an approved sewage holding tank or septic system leaching bed may be used for temporary human habitation on an *existing* vacant lot, is in compliance with the *setback* provisions for the *zone*, and provided such *trailer* has a current license issued in accordance with the Municipality's Trailer Licensing By-law under the authority of the Municipal Act. Such *structure* shall cease to be used for human habitation upon expiry of the license.
- An accessory use to a *trailer* shall not include a sleep cabin or a second trailer on a lot.
  - A *trailer* on an individual lot is subject to site plan control (i.e. installation of on-site sewage and water services, landscaping, groundcover)
3. Schedule "A" is hereby declared to form part of this By-law.
4. This By-law shall take effect on the date of passage and come into force in accordance with Section 34 of the Planning Act, R.S.O. 1990, Chapter P.13.

**READ A FIRST AND SECOND TIME this \*\* day of \*\*, 2017.**

\_\_\_\_\_  
CHAIR / MAYOR

\_\_\_\_\_  
SECRETARY-TREASURER / CLERK

**READ A THIRD TIME AND FINALLY PASSED this \*\* day of \*\*, 2017.**

\_\_\_\_\_  
CHAIR / MAYOR

\_\_\_\_\_  
SECRETARY-TREASURER / CLERK

**THE CORPORATION OF THE TOWNSHIP OF**

**By-Law 17-**

**BEING A BY-LAW TO LICENSE TRAILERS IN THE MUNICIPALITY**

**AND WHEREAS** the *Municipal Act*, S.O. 2001, Section 164 authorizes a municipality to pass by-laws to license trailers.

**NOW THEREFORE** the \_\_\_\_\_ municipality \_\_\_\_\_, and ENACTS the following:

**TITLE AND APPLICATION – SECTION 1**

- 1.1 This By-law shall be cited as the “Trailer License By-law”
- 1.2 This by-law does not apply to:
  - a) Assessed Trailers as defined in Section 2.4
  - b) Trailers located in Campgrounds as defined in Section 2.5.
  - c) A Stored Trailer as defined in Section 2.3.
- 1.3 This By-law applies to any trailer, even if the trailer was placed on the property prior to date of enactment of this By-law.

**DEFINITIONS – SECTION 2**

- 2.1 **TOWNSHIP** means the Corporation of the Township of \_\_\_\_\_ and shall be defined as the lands and premises within the corporate limits.
- 2.2 **TRAILER** means any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or is propelled by the motor vehicle and is capable of being used for the living, sleeping, or eating accommodation of persons on a temporary, transient or short term basis, even if the vehicle is jacked up or its running gear is removed. Examples include but are not limited to a tent trailer, a camper trailer, a recreational trailer, a fifth wheel, a bus converted into a motor home, a motor home, a truck camper but does not include a mobile home.
- 2.3 **STORED TRAILER** means any trailer located on a property only for the purpose of storing such trailer for use at any location other the property upon which it is stored.
- 2.4 **ASSESSED TRAILER** means any trailer legally located on a property and that is assessed under the *Assessment Act*.
- 2.5 **CAMPGROUND** means a commercial establishment used for seasonal recreational activity as grounds for camping, and wherein camping in trailers is permitted.
- 2.6 **PERMANENT BASIS** means either year-round occupancy or occupancy by persons who do not maintain elsewhere a usual or normal place of residence.

**LICENSE AND REGULATIONS – SECTION 3**

- 3.1 No person shall keep or permit to be kept a trailer, on any property within the Township for more than 21 consecutive days in any given year, unless such trailer is licensed under this By-law. For clarity, pursuant to Section \_\_\_\_\_ of this By-law this requirement to obtain a license applies to trailers which were located on property prior to the date of passage of this By-law.

- 3.2 A license issued pursuant to this by-law authorizes the use and maintenance of a trailer for temporary accommodations only. The issuance of a license does not grant the licensee the authority to occupy the trailer on a permanent basis. In furtherance of the foregoing, no person shall occupy or permit to be occupied a trailer during the period commencing December 1<sup>st</sup> of a calendar year and ending April 30<sup>th</sup> of the following calendar year.
- 3.3 The issuance of a license is not intended and shall not be construed as permission or consent by the Township for the holder of the license to contravene or to fail to observe or comply with any law of Canada, Ontario or any By-law of the Township.
- 3.4 An uncovered deck not exceeding 10 square metres (107.6 square feet) in area and not attached to the trailer and access stairs to the trailer are allowed. No other structure is permitted to be located within 5 metres of the licensed trailer.
- 3.5 The provisions of Section 3.4 do not apply to existing buildings and structures that were attached or adjacent to a trailer in existence on the date of passage of this By-law, and for which a license has been issued in .
- 3.6 A maximum of one trailer is permitted on a single conveyable parcel of land. For clarity, the presence of one or more Stored Trailers on a conveyable parcel would not preclude the issuance of a license for one trailer.
- 3.7 The owner of the property upon which the trailer is to be located shall consent its placement on the property.

#### **LICENSE EXEMPTIONS – SECTION 4**

- 4.1 Where the owner of land has obtained a building permit for the construction of a single detached dwelling, and that owner wishes to use a trailer for temporary accommodation while constructing such dwelling, the Owner may apply for permission to do so and be exempted from the requirement to obtain a license under this By-law. The Township may grant such exemption on the condition that the Owner enter into an agreement with the Township which, among other things, provides for the removal of the trailer.

#### **LICENSE APPLICATION AND FEES – SECTION 5**

- 5.1 All applications for such license shall be made to the Township upon the prescribed form attached to this By-law as Schedule “A” and shall include the submissions referenced therein, including payment of the License Fee required in Schedule “B”.
- 5.2 No license shall be issued:
- a. Unless the trailer for which such license is issued is located in compliance with the setback requirements for a dwelling unit as prescribed by the Corporation of the Township of Zoning By-law, for the zone in which the lands are located. (Note: This subsection shall become effective upon the date upon which the foregoing Zoning By-law comes into effect.) and/or
  - b. Where there exist any prohibited decks, porches, entry stairs, sunrooms, roofed enclosures, or similar structures which are to be or are attached to a trailer or located adjacent to a trailer for the purpose of complimentary use, except as provided in Section 3.5.



- 5.3 The Township may issue the following class of licenses:
- a. Annual license – this license authorizes the placement of the trailer upon a property for a complete calendar year or any portion thereof, and its occupancy between May 1<sup>st</sup> and November 30<sup>th</sup> in the calendar year;
  - b. Short Term License – this license authorizes the placement of the trailer upon the property for a minimum period of one month up to a maximum of three months, between May 1<sup>st</sup> and November 30<sup>th</sup> in the calendar year.
- 5.4 Licenses shall be displayed in or upon on the trailer in a place that can be seen easily from the outside of the trailer.
- 5.5 All Annual Licenses expire on December 31<sup>st</sup> and all Short Term Licenses expire on the date specified in the license.
- 5.6 A refund may be obtained by surrendering the issued license and submitting a request in writing to the Chief Building Official and/or the By-law Officer, indicating a trailer was not located on a property and specifying the date on which it was removed. The refund will be calculated from the first day of the month following relocation. The onus is on the applicant for a refund to provide supporting documentation of the date of such removal. No refund shall be made after the expiry date.

#### **ADMINISTRATION AND ENFORCEMENT – SECTION 6**

- 6.1 The administration and enforcement of this By-law is delegated to the Clerk Treasurer, the Chief Building Official and the By-law Officer for the Township of . The Clerk shall have the authority to issue permits under this by-law; notwithstanding the foregoing, the clerk, in her discretion, may refer applications to Council.
- 6.2 Any Person who contravenes any provision(s) of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.
- 6.3 Each day that a contravention of this By-law continues shall constitute a separate offence.
- 6.4 Every person who provides false information in any application for a license under this By-law or in an application for a renewal of license is guilty of an offence.
- 6.5 Where a conviction is entered under this section, in addition to any other remedy or any penalty provided by law, the court in which the conviction was entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 6.6 If the Municipality is satisfied that a contravention of this by-law has occurred, the Municipality may make an order requiring the person who contravened this by-law or who caused or permitted the contravention or the owner or occupier of the trailer to discontinue the contravening activity.
- 6.7 Any person who contravenes an order made under subsection 6.6 is guilty of an offence.
- 6.8 Every contravention of this By-law may be restrained by application at the instance of a taxpayer or of the Municipality in accordance with the provisions of the *Municipal Act, 2001*.

- 6.9 A municipal employee, staff person, agent or contractor hired by the Municipality, accompanied by any person under his or her direction, may enter onto any land that is used or believed to be used in contravention of this by-law for the purposes set out in subsection 436 (1) of the *Municipal Act*, 2001 and shall have all powers of inspection set out in subsection 436(2) of the Act.
- 6.10 Any trailers used, maintained or located in contravention of this By-law shall be removed from the lot, at the expense of the Owner of the lot. Failure to remove any trailers from a lot within the time prescribed by the By-law Officer may result in the removal of said trailed by the Township, at the expense of the Owner of the lot.

**VALIDITY AND EFFECTIVE DATE – SECTION 7**

- 7.1 If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.
- 7.2 This By-law shall come into effect on the date of the third reading and it being passed, subject to the proviso in section 5.2(a) as it relates thereto.

READ A FIRST AND SECOND TIME, THIS

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Clerk

READ A THIRD TIME AND FINALLY PASSED

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Clerk

Schedule A to By-law

APPLICATION FOR TRAILER LICENSE:

(Complete and attach all information prior to submitting)

Information noted with an asterisk is optional subject to "Notes" set out below)

1. Applicant Information

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

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

\*Email: \_\_\_\_\_

Note: If Applicant is not the registered owner of the property, the Applicant must have the owner's consent to apply for such license.

Note: A Phone number may be a permanent "land line" or Cell Number.

2. Property Information

Property Owner: \_\_\_\_\_

Civic Address: \_\_\_\_\_

\*Roll Number: \_\_\_\_\_

\*Proof of Ownership: Attach copy of parcel register or deed.

Note: If no civic address has been assigned for this property, one must be applied for prior to submitting this application

Note: Either the MPAC Roll Number must be included or Proof of Ownership must be attached.

3. Trailer Information:

Make & Model: \_\_\_\_\_

Serial Number or VIN: \_\_\_\_\_

Please attach four pictures of trailer if already located on the property. (One of each side of trailer.)

4. License Requested

Place a check mark beside applicable class of license requested

Annual \_\_\_\_\_

Short Term \_\_\_\_\_ No. of Months Requested 1 2 3 (Circle Applicable Number)

Applications for an Annual License received prior to April 1<sup>st</sup> will be eligible for the early license fee set out in Schedule B to the Trailer Licensing By-law.

5. Services Information

Will the trailer be connected to a sewage disposal system that exists on the property?

No \_\_\_\_\_

Yes \_\_\_\_\_

If yes please provide the following:

Sewage System Building Permit or Certificate of Approval which indicates that connection of trailer to such system has been approved.

Will a grey water pit be utilized?

No \_\_\_\_\_

Yes \_\_\_\_\_

Will the site be serviced with an outhouse?

No \_\_\_\_\_

Yes \_\_\_\_\_

If the trailer is not connected to a holding tank or sewage disposal system, or is not serviced by a grey water pit or outhouse, please provide dumping receipts from an accredited dumping facility.

Will the trailer be directly connected to electrical services?

No \_\_\_\_\_

Yes \_\_\_\_\_

If yes please provide the Electrical Safety Authority approval for connection. This requirement only applies if the trailer will have a direct connection to the electricity distribution system (i.e. not an extension cord plugged into an outlet.)

6. Required Submissions

Site Plan – a drawing showing the location or proposed location of the trailer in relation to the boundaries of the property and including all existing buildings, sewage systems, wells, and watercourses/waterbodies. Such drawing shall be scaled or, where the property is large, measurements shall be included indicating the distance of the trailer from property boundaries, existing buildings, wells and watercourses/waterbodies.

Proof of Property Ownership – as required under section 2

Pictures - as required under section 3 above.

Permits/Approvals referenced in section 5 above if applicable.

Applicable Fee:

Annual Licence \$600.00 (or **\$400 if complete application is submitted before April 1**)

Short Term License \$150.00 for 1 month, \$300.00 for 2 months or \$450.00 for 3 months

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Date: \_\_\_\_\_

If property owner and applicant are the same, please sign in both locations.

Schedule B to By-law ~

License Fees:

Annual Fee: \$600.00 (for Applications received on or after April 1.)  
\$400.00 (for Applications received before April 1.)

Short Term Fee: \$150.00 for one month; \$300.00 for two months; or \$450.00 for three months

DRAFT

PART 1 – PROVINCIAL OFFENCES ACT  
TOWNSHIP OF  
BY-LAW –  
TRAILER BY-LAW

ITEM	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	SET FINE
1	Fail to obtain a license for trailer over 21 day limit	3.1	\$300.00
2	Fail to vacate trailer from the months of December 1 <sup>st</sup> to April 30 <sup>th</sup>	3.2	\$300.00
3	Allow additions to be built to a trailer other than an uncovered, unattached deck not exceeding 10 sq. m. and access stairs	3.4	\$300.00
4	Having more than 1 trailer per property	3.6	\$300.00
5	Allow person to locate trailer on his/her property without license	3.7	\$300.00
6	Fail to display license so it can easily be seen from the outside of the trailer	5.4	\$300.00
7	Providing false information on their license application	6.4	\$300.00
8	Obstruct person designated to enforce this by-law	6.9	\$300.00

Note: The Penalty provision for the offences indicated above is Section 61 of the Provincial Offences Act, R.S.O. 1990, Chapter P.33.



## Municipality of French River

### MINUTES OF THE REGULAR COUNCIL MEETING

held in the Council Chambers

Wednesday, June 21, 2017 at 6pm

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#### **Members Present:**

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

#### **Members Excused:**

Councillor Dean Wenborne

#### **Officials Present:**

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

#### **Guests:**

4 Members of public

#### **1. Call to Order and Roll Call**

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

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#### **2. Adoption of Agenda**

Moved By Ron Garbutt and Seconded By Denny Sharp

Resol. 2017- 159

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

Carried

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#### **3. Disclosure of Pecuniary Interest**

None declared.

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#### **4. Delegations**

##### **4.1 Paul Frustaglio, French River Rapids**

An update on the operations was provided. Regardless of the fact that the team has had a difficult start, it is felt that they have the right group in place to move forward and to provide the French River a hockey team it can be proud of. Many changes have been implemented in all facets of the organization however; they are determined to implement several marketing initiatives to fill the arena and to provide good entertainment for all at a fair cost.

The principal struggle has been the financial situation of the team incurred by previous management. Fundraising and sponsorship efforts are going well as the community is responding and supporting the team.

---

On behalf of the team, Mr. Frustaglio requested Council's support in either forgiveness of the debt/loan or an extension of the payment terms and was open to provide more financial details in confidence to not air personal information/legal issues that should be kept private.

Following discussion, Council generally agreed to consider the request once the team's financial situation is reviewed; a Closed Session Meeting will be scheduled and the request could be considered at the next Council Meeting.

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## **5. Reports and Items for Consideration**

### **5.1 General Government**

#### **5.1.1 Chief Administrative Officer's Verbal Report**

The CAO provided an update on the following items:

- Fire Chief Denis Séguin is retiring, an interim plan will be considered
- the Chief Building Official has resigned, an interim service will be fulfilled with the shared building department agreement until a permanent solution is considered
- Bill 68, Final Reading in May, has not been proclaimed yet
- reminded of Canada Day festivities in Alban starting at 4pm
- hazardous day event was successful with over 130 participants
- dust control will commence the following week
- tender for the HVAC/heating for the Municipal Complex will be released in July for the work to commence in September
- email from AMO, seeking comments on several items, to be discussed at subsequent meeting, might schedule a special meeting in order to meet the deadlines

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#### **5.1.2 Clerk's Verbal Report on attendance at AMCTO Conference & Bill 68**

The Clerk provided a brief verbal report of the Conference.

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#### **5.1.3 Transfer Payment Agreement By-law for the Clean Water and Wastewater Fund (CWWF)**

Moved By Denny Sharp and Seconded By Ron Garbutt

Resol. 2017- 160

**BE IT RESOLVED THAT** By-law 2017-32, being a by-law to authorize a Transfer Payment Agreement for the Clean Water and Wastewater Fund (CWWF) for the Assessment of Noëlville Wastewater/Stormwater Infrastructure Upgrades be read a first, second and third time and finally passed.

Carried



## 5.2 Finance (NIL)

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### 5.3 Public Works & Environment Services

#### 5.3.1 Resolution - Operational Review Opportunity #7 - Winter Road Maintenance to Private and Rural Roads

The Public Works & Environment Committee at a Meeting held June 14<sup>th</sup>, recommended that Council continues with the service since the Cost Analysis Report demonstrates that the Municipality is currently recovering the costs associated with providing the winter road maintenance services to a private road (Lafreniere Road) and to a seasonal road (Silvry Moon Road). The costs will be reviewed on a yearly basis to ensure they are justified.

Moved By Denny Sharp and Seconded By Michel Bigras

Resol. 2017- 161

**WHEREAS** the Final Operations Review Report presented on March 2, 2017 included an Opportunity to review the winter road maintenance of seasonal and private roads which is not required under the Provincial regulations; and

**WHEREAS** an analysis of the costs associated with providing such service was prepared and found that the said costs are recovered through the fees charged to those receiving the service;

**THEREFORE BE IT RESOLVED THAT** Council agrees to continue to provide the services of Winter Road Maintenance to Private and Rural Roads at the current established fees in order to recover the costs associated with the delivery of the said service.

**AND FURTHER THAT** the fees be reviewed on a yearly basis to ensure they continue to cover costs associated with the service.

Carried

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### 5.4 Community Services

#### 5.4.1 Grants and Subsidy Application

Moved By Denny Sharp and Seconded By Malcolm Lamothe

Resol. 2017- 162

**BE IT RESOLVED THAT** Council approves the Grant & Subsidy Application for a rebate of \$200 from the hall rental fee at the Alban Community Centre received from the Paroisse Notre-Dame de Lourdes for their Annual Parish Supper being held on August 20<sup>th</sup>, 2017.

Carried

## 5.5 Emergency Services and Public Safety

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## 5.6 Development & Planning

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### 5.7 Correspondence

#### 5.7.1 Information - Financial contribution of \$250 to Monetville Public School

For information only; financial contribution will be provided as budgeted to assist in school activities.

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#### 5.7.2 Resolution to support the West Nipissing Historical Society in their writing of the history of Monetville and to erect a roadside plaque in honour of Cyril Monette

Moved By Michel Bigras and Seconded By Gisèle Pageau

Resol. 2017- 163

**BE IT RESOLVED THAT** Council supports the West Nipissing Historical Society's project of writing the history of Monetville which includes the recognition of Cyril Monette by erecting a roadside plaque in his honour near the entrance of Harold Fryer Drive.

Carried

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### 6. Consent Agenda

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

Moved By Michel Bigras and Seconded By Ron Garbutt

Resol. 2017- 164

**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

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### 6.1 Adoption of Minutes

Moved By Michel Bigras and Seconded By Ron Garbutt

Resol. 2017- 165

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

Combined Council Meeting held June 7, 2017

Carried

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## 6.2 Receipt of Minutes

Moved By Michel Bigras and Seconded By Ron Garbutt

Resol. 2017- 166

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

Sudbury East Planning Board held May 4, 2017

Carried

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## 6.3 Items for Consideration or Information

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### 6.3.1 Resolution to renew the Employee Group Benefit Program (from June 7th meeting)

Moved By Michel Bigras and Seconded By Ron Garbutt

Resol. 2017- 167

**BE IT RESOLVED THAT** Council renews the Employee Group Benefit Program with Sun Life Financials for an amount of \$ 104,940.00 for the period of June 1, 2017 to May 31, 2018.

Carried

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### 6.3.2 Resolution to support a funding application to FedNor's Community Investment Initiative for Northern Ontario (CIINO) (from June 7th meeting)

Moved By Michel Bigras and Seconded By Ron Garbutt

Resol. 2017- 168

**WHEREAS** Council adopted the Sudbury East Municipal Shared Services Study in March 2017; and

**WHEREAS** on May 17, 2017, Council approved the implementation of the priority identified in the Study in pursuing a regional economic development model along with the Sudbury East Municipalities.

**THEREFORE BE IT RESOLVED THAT** Council supports the funding application by Economic Partners Sudbury East/West Nipissing Inc. to FedNor's Community Investment Initiative for Northern Ontario (CIINO) to hire a qualified economic development professional specifically assigned for the Sudbury East region and further authorizes a yearly contribution of up to \$3,500 for three consecutive years.

Carried

**6.3.3 Resolution to award the Recycling Hauling Services (from June 7th meeting)**

Moved By Michel Bigras and Seconded By Ron Garbutt

Resol. 2017- 169

**BE IT RESOLVED THAT** Council awards the Hauling Services Contract to R & D Recycling for an amount of \$275 per trip for period of three (3) years.

Carried

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**6.4 By-laws**

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**6.4.1 Sewer Rate By-law (from June 7th meeting)**

Moved By Michel Bigras and Seconded By Ron Garbutt

Resol. 2017- 170

**BE IT RESOLVED THAT** By-law 2017-28, being a by-law to approve sewage service rates charged to users of the Municipal Sewer System be read a first, second and third time and finally passed.

Carried

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**6.4.2 Appointment of a Municipal Law Enforcement Officer (student position)**

Moved By Michel Bigras and Seconded By Ron Garbutt

Resol. 2017- 171

**BE IT RESOLVED THAT** By-law 2017-29, being a by-law to appoint a Municipal Law Enforcement Officer (Jerry Jopling) be read a first, second and third time and finally passed.

Carried

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**6.4.3 Zoning By-law Amendment**

Moved By Michel Bigras and Seconded By Ron Garbutt

Resol. 2017- 172

**BE IT RESOLVED THAT** By-law 2017-30, being a by-law to amend Zoning By-law 2014-23, as amended (B & E Honey Fields) be read a first, second and third time and finally passed.

Carried

#### 6.4.4 Zoning By-law Amendment

Moved By Michel Bigras and Seconded By Ron Garbutt

Resol. 2017- 173

**BE IT RESOLVED THAT** By-law 2017-31, being a by-law to amend Zoning By-law 2014-23, as amended (Vince & Tammy Seguin) be read a first, second and third time and finally passed.

Carried

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### 7. Notices of Motion

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#### 8. Announcement and Inquiries

Peter Williams, resident of Alban, informed of the Annual General Meeting of the French River Stewardship Council being held July 30<sup>th</sup> at the Alban Health Centre.

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### 9. Closed Session

Moved By Ron Garbutt and Seconded By Malcolm Lamothe

Resol. 2017- 174

**BE IT RESOLVED THAT** the meeting be closed as authorized in Section 239 (d) labour relations or employee negotiations of the *Municipal Act*, with respect to Human Resources.

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Moved By Denny Sharp and Seconded By Malcolm Lamothe

Resol. 2017- 176

**BE IT RESOLVED THAT** the open session reconvenes at 7:54 p.m.

Carried

Councillor Michel Bigras declared a pecuniary interest in the closed session; his son is a member of the French River Fire Department. The Member stepped out of the closed session during the item.

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The Mayor reported that Council discussed the options available relating to the vacant Fire Chief position; the direction was to appoint an Interim Fire Chief from within the organization.

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#### 9.1 Resolutions emanating from Closed Session (if required)

Moved By Ron Garbutt and Seconded By Gisèle Pageau

Resol. 2017- 177

**BE IT RESOLVED THAT** Council appoints Roch Bigras as Interim Fire Chief as of Monday, June 26, 2017 until the completion of the Shared Services Emergency Management analysis/recommendation.

Carried

## 10. Adjournment

Moved By Malcolm Lamothe and Seconded By Mike Bigras

Resol. 2017- 178

**BE IT RESOLVED THAT** By-law 2017-33, 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 June 21, 2017 be read a first, second and third time and finally passed.

Carried

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Moved By Gisele Pageau and Seconded By Denny Sharp

Resol. 2017- 179

**BE IT RESOLVED THAT** the meeting be adjourned at 7:57 p.m.

Carried

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**MAYOR**

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**CLERK**



## Municipality of French River

### MINUTES OF THE SPECIAL MEETING OF COUNCIL

held in the Council Chambers  
Wednesday, July 5, 2017 at 1:30pm

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#### **Members Present:**

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

#### **Members Excused:**

#### **Officials Present:**

Marc Gagnon, Chief Administrative Officer  
Mélanie Bouffard, Clerk

#### **Guests:**

0 Guests

#### **1. Call to order and roll call**

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

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#### **2. Adoption of Agenda**

Resol. 2017- 180

Moved By Gisele Pageau and Seconded By Denny Sharp

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

Carried

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#### **3. Disclosure of Pecuniary Interest**

None declared.

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#### **5. AMO Policy Updates - opportunity to provide input/feedback**

The discussions of Item 5 were started prior to Item 4.

##### 1) WSIB Work related Chronic Stress Policy

Council generally agreed to provide the following comments related to WSIB Work related Chronic Stress Policy:

- provision of financial relief to assist in recognizing the vulnerability of smaller municipalities and employer groups
  - fully funded training programs available to employers to assist in recognition and prevention of work-related chronic mental stress
  - to establish professional consultation teams that would assist employers and employees in dealing with and adding in implementation a corrective action process within the work environment
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#### **4.0 Closed Session**

Moved By Denny Sharp and Seconded By Dean Wenborne

Resol. 2017- 181

**BE IT RESOLVED THAT** the meeting be closed as authorized in Section 239 (a) the security of the property of the municipality and (b) personal matters that would identify an individual, including municipal employees of the *Municipal Act*, to review the financial status of the French River Rapids in order to consider options for the Loan Agreement payment terms.

Carried

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Moved By Denny Sharp and Seconded By Gisele Pageau

Resol. 2017- 182

**BE IT RESOLVED THAT** the open session reconvenes at 3:21p.m.

Carried

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#### **5. AMO Policy Updates - opportunity to provide input/feedback**

The remaining discussions relating to the other items were delayed to the next Council Meeting.

- 2) Asset Management Regulation
- 3) Bill 148, Fair Workplace, Better Jobs Act, 2017 (Second reading)
- 4) Land Planning Appeals Tribunal (OMB Review)

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#### **6.0 Adjournment**

Moved By Malcolm Lamothe and Seconded By Ron Garbutt

Resol. 2017- 184

**BE IT RESOLVED THAT** the special meeting be adjourned at 3:30 p.m.

Carried

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**MAYOR**

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**CLERK**