



**AGENDA / ORDRE DU JOUR**  
**COMBINED COUNCIL MEETING / RÉUNION COMBINÉE DU CONSEIL**

Wednesday, April 4, 2017 at 6pm / mercredi le 4 avril 2017 à 18h  
Council Chambers / Salle du conseil

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1. **Call to Order and Roll Call / Ouverture de la réunion et présence**
2. **Adoption of Agenda / Adoption de l'ordre du jour (*and Additions if applicable*)**
3. **Disclosure of Pecuniary Interest / Déclarations d'intérêts pécuniaires**
4. **Delegations / Délégations (NIL)**
5. **Resolution to resolve into Committee**

**COMMITTEE OF THE WHOLE / COMITÉ PLÉNIER**

6. **Reports and Items for Consideration / Rapports et sujets pour considération**
  - 6.1 **General Government / Gouvernement général**
    - 6.1.1 Report - Integrity Commissioner Services & Draft Scope of Work **p.3**
    - 6.1.2 Report - Lane Duck Provisions & Draft Delegation of Powers and Duties Policy **p.8**
    - 6.1.3 Report - OGRA Conference by Councillor Lamothe (under separate cover, **p.30**)
  - 6.2 **Finance / Finances (NIL)**
  - 6.3 **Public Works & Environment Services / Travaux public et services de l'environnement (NIL)**
  - 6.4 **Community Services / Services communautaires**
    - 6.4.1 Report - French River Public Library Board by Councillor Pageau **p.17**
  - 6.5 **Emergency Services and Public Safety / Services d'urgence et sécurité publique**
    - 6.5.1 Report - Manitoulin-Sudbury District Services Board by Councillor Wenborne **p.18**
  - 6.6 **Development & Planning / Développement et planification (NIL)**
  - 6.7 **Correspondence / Correspondance (NIL)**

**REGULAR MEETING / RÉUNION RÉGULIÈRE**

7. **Verbal Motion to return into the Regular Meeting / Motion verbale pour retourner en réunion régulière**
8. **Consideration of the adoption of recommendations from Committee of the Whole / Résolutions pour adopter les procédures du Conseil en comité**

**9. Consent Agenda / Ordre du jour regroupé**

**9.1 Adoption of Minutes / Procès-verbaux adoptés**

**9.1.1** Regular Council Meeting held March 21, 2018 p.20

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

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

**9.3.1** Resolution to adopt the 2018 Municipal Apportionment of the Sudbury East Planning Board p.26

**9.3.2** Report - Monthly Disbursements -February 2018 (under separate cover)

**9.4 By-laws / Règlements**

**9.4.1** 2018-21 Appointment of Municipal Weed Inspector p.28

**9.4.2** 2018-22 Appointment of Livestock Evaluator p.29

**10. Notices of Motion / Avis de motion**

**11. Announcement and Inquiries / Annonce et questions**

**12. Closed Session / Session à huis clos (NIL)**

**13. Adjournment / Ajournement**

Resolution to adopt Confirmation By-law / Résolution pour adopter le règlement de confirmation

Resolution to adjourn / Résolution d'ajournement



# Municipality of French River

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

### RE: Integrity Commissioner Services

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

#### **BACKGROUND:**

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

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

#### **ANALYSIS:**

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

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

#### **CONCLUSION/RECOMMENDATIONS:**

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

#### **ATTACHMENTS:**

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

Respectfully submitted:

Approved:

Mélanie Bouffard  
Clerk  
Date: March 27, 2018

Marc Gagnon  
Chief Administrative Officer

**Appendix ‘A’**  
**to Report CL-06-2018 Request for Proposal for Integrity Commissioner Services**

**Draft Terms of Reference and Scope of Work**

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

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

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

**1. Services**

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

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

The Service Provider shall provide the Services as described:

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

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

**1.2 Phase 2: Integrity Commissioner Services**

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

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

The Service Provider shall provide the following services:

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

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

### **1.3 Service Obligations**

The Service Provider will be required to:

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

### **1.4 Service Provider Qualifications**

The Service Provider should possess the following proven qualifications:

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

## **2. Pricing**

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

### **1. Annual Fixed Fee**

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

### **2. Hourly Rate Services**

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

### **3. Expenses**

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

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

## **3. Proposals**

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

## **4. Term**

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

## **5. Qualifications, Expertise, Experience and References**

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

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

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

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

## **6. Proposed Work Plan**

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

## 7. Location of Work

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

## 8. Reporting Relationship

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

## 9. Joint or Consortium Bids

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

## 10. Piggyback Option (Shared Services)

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

## 11. Contract Award

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

## 12. Evaluation Process

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

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

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



# Municipality of French River

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

## **RE: Lane Duck Provisions**

### **BACKGROUND:**

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

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

### **What is a 'Lane Duck Position'?**

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

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

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

### **Restrictions during a lane duck position:**

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

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

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



## **Human Resources Matters**

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

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

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

## **Land Matters**

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

## **Expenditures**

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

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

## **Emergencies and Extraordinary Circumstances**

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

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

## **Delegated authority unaffected**

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

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

## **ANALYSIS:**

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

## **BUDGET/LEGAL IMPLICATIONS:**

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

**INTERDEPARTMENTAL IMPACTS:**

Not applicable.

**LINKS TO STRATEGIC PLANS:**

Not applicable.

**CONCLUSION/RECOMMENDATIONS:**

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

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

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

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

**ATTACHMENTS:**

Delegation of Powers and Duties Policy (Draft Form)

Respectfully submitted:

Approved:

Mélanie Bouffard  
Clerk  
Date: March 28, 2018

Marc Gagnon  
Chief Administrative Officer

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

**BY-LAW 2018-\*\***

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

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

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

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

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

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

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

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**MAYOR**

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**CLERK**

|  |   |
|--|---|
| Section: <b>Administration &amp; Governance</b>        | Policy number: <b>A-8</b>               |
| Subject: <b>Delegation of Powers and Duties Policy</b> | Effective Date: <b>January 16, 2008</b> |
|  | Revision Date: <b>April 18, 2018</b>    |
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## **Corporation of the Municipality of French River Delegation of Powers and Duties Policy**

### **1. Purpose**

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

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

### **2. Definition(s)**

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

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

### **3. Policy Statement**

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

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

### **4. Policy Requirements**

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

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

## **5. Responsibilities**

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

## **6. Monitoring/Contraventions**

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

## **7. Delegation**

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

## **8. Attachments**

Appendix "A" - Delegation of Powers and Duties

|  |   |
|--|---|
| Section: <b>Administration &amp; Governance</b>        | Policy number: <b>A-8</b>               |
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**Appendix “A” to By-2018-00  
Delegation of Powers and Duties**

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

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

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

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



## **Library Report**

### **April 2018**

#### **March Break activities**

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

#### **Partnerships**

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

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

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

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

#### **Upcoming activities**

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

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

# MUNICIPALITY OF FRENCH RIVER

## REPORT TO MAYOR AND COUNCIL

### MSDSSB BOARD MEETING MARCH 22, 2018

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

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

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

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

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

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

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

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

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

Councillor: Dean Wenborne



## Municipality of French River

### MINUTES OF THE REGULAR COUNCIL MEETING

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

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#### **Members Present:**

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

#### **Members Excused:**

Councillor Denny Sharp

#### **Officials Present:**

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

#### **Guests:**

16 Members of public

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

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

---

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

Moved By Ron Garbutt and Seconded By Gisele Pageau

Resol. 2018- 68

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

Carried

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

None declared.

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#### **4. Delegations**

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

##### **5.1 General Government**

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

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

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

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

---

### **5.1.2 Resolution to direct staff to work with Pet Save**

Moved By Gisele Pageau and Seconded By Mike Bigras

Resol. 2018- 69

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

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

Carried

---

## **5.2 Finance (NIL)**

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### **5.3 Public Works & Environment Services**

#### **5.3.1 Resolution to approve the purchase of Wheel Loader**

Moved By Mike Bigras and Seconded By Dean Wenborne

Resol. 2018- 70

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

Carried

### **5.3.2 Resolution to approve the purchase of Backhoe**

Moved By Malcolm Lamothe and Seconded By Gisele Pageau

Resol. 2018- 71

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

Carried

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### **5.4 Community Services (NIL)**

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### **5.5 Emergency Services and Public Safety**

#### **5.5.1 Manitoulin-Sudbury District Services Board Report by Councillor Wenborne**

Councillor Wenborne presented the report included in the agenda package.

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

---

### **5.6 Development & Planning (NIL)**

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### **5.7 Correspondence**

#### **5.7.1 VAA Senior Friendly Trail Committee, Senior Friendly Trail Project**

Moved By Gisele Pageau and Seconded By Ron Garbutt

Resol. 2018- 72

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

Carried

## 6. Consent Agenda

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

Moved By Dean Wenborne and Seconded By Mike Bigras

Resol. 2018- 73

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

Carried

---

### 6.1 Adoption of Minutes

Moved By Dean Wenborne and Seconded By Mike Bigras

Resol. 2018- 74

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

Combined Council Meeting held March 7, 2018

Carried

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### 6.2 Receipt of Minutes

Moved By Dean Wenborne and Seconded By Mike Bigras

Resol. 2018- 75

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

Sudbury East Planning Board held February 8, 2018

Carried

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### 6.3 Items for Consideration or Information

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### 6.4 By-laws

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#### 6.4.1 By-law to adopt a Municipal Election Recount Policy

Moved By Dean Wenborne and Seconded By Mike Bigras

Resol. 2018- 76

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

Carried

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

Moved By Dean Wenborne and Seconded By Mike Bigras

Resol. 2018- 77

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

Carried

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

Moved By Dean Wenborne and Seconded By Mike Bigras

Resol. 2018- 78

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

Carried

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### **7. Notices of Motion**

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### **8. Announcement and Inquiries**

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### **9. Closed Session**

Moved By Gisele Pageau and Seconded By Mike Bigras

Resol. 2018- 79

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

Carried

---

Moved By Gisele Pageau and Seconded By Ron Garbutt

Resol. 2018- 82

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

Carried

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



## 10. Adjournment

Moved By Mike Bigras and Seconded By Malcolm Lamothe

Resol. 2018- 83

**BE IT RESOLVED THAT** By-law 2018-20, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of French River at a meeting held on March 21, 2018 be read a first, second and third time and finally passed.

Carried

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Moved By Dean Wenborne and Seconded By Gisele Pageau

Resol. 2018- 84

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

Carried

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**MAYOR**

---

**CLERK**



RECEIVED  
FEB 16 2018  
MUNICIPALITY OF FRENCH RIVER

February 12, 2018

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

Dear Ms. Bouffard:

---

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

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

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

Under Section 12(3) of the Planning Act, the municipal apportionment is not binding until approved by the councils of municipalities representing more than one half ( $\frac{1}{2}$ ) of the population of the planning area for which the Board was established.

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

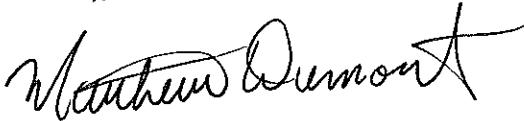
Under Section 12(4) of the Planning Act, the Planning Board shall notify each municipality within the planning area, for which the Board was established, that the estimates have been approved as provided for in Section 12(3), and that the total approved estimates and the amount thereof chargeable to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

February 12, 2018

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

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

Yours truly,

A handwritten signature in black ink, reading "Matthew Dumont". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Matthew Dumont  
Director of Planning

MD:nr

CC: Treasurer  
File

Encl.

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

**BY-LAW 2018-21**

BEING A BY-LAW TO APPOINT A MUNICIPAL WEED INSPECTOR

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

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

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

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 4<sup>th</sup> DAY OF APRIL, 2018**

---

**MAYOR**

---

**CLERK**

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

**BY-LAW 2018-22**

**BEING A BY-LAW TO APPOINT A LIVESTOCK EVALUATOR**

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

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

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

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 4<sup>th</sup> DAY OF APRIL, 2018**

---

**MAYOR**

---

**CLERK**

## Report on OGRA Conference

Malcolm Lamothe

### The Challenge of Change OGRA 2018

#### **Keynote Speaker ; Janette Sadik-Khan**

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

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

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

## Asset Management Planning I: Prioritizing Projects

### Speakers

#### Chris Wray

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

#### Dr. Arnold Yuan

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

#### Colin MacDonald

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

#### John Tarantino

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

## Asset management is about managing your infrastructure deficit

### Asset Management – Prioritizing Projects

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

Prioritize needs – What do we need?

Financial scenarios – How much does it cost?

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

Data requirements for decision making

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

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

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

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

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

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

How to establish strong foundation for the AMP?

Gather the data – Clean the data – Validate the data

Evident need to structure the data.

GIGO – Garbage In, Garbage Out

What to capture, and is the effort worth return.

OGRA has a partnership with MARMAK to offer to

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

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





## Priorizing

Chris Traini P. Eng.

### Condition and lifecycle of the assets

#### Example for roads

Segment the long road into segments (geometry corner to corner, paved vs gravel, arterial, seasonal, past work)

### Step 2 to prioritizing a capital program

#### • Data collection



### Step 1 continued

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

#### Tips for segmenting roads are:

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



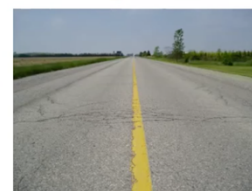
### Step 3 to prioritizing a capital program

#### • Condition assessment

#### Objective

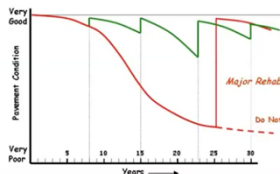


#### Subjective



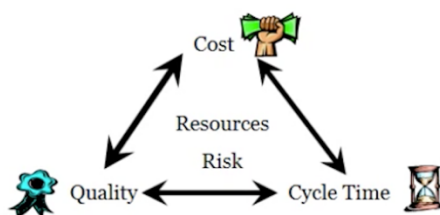
### Step 4 to prioritizing a capital program

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



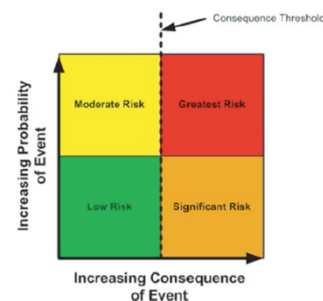
### Step 6

#### Trade-off analysis



### Step 5 to prioritizing a capital program

- What is the probability and consequence of asset failure



### Prioritizing a Capital Program with competing assets

## Asset Management II – Staying within Budget

### Challenge of the day

MFOA Manager Policy Colin Macdonald

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

## Asset Management Planning Definition

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

- Building Together Guide

## Capital Financing Strategies Continuum



**MFOA** | MUNICIPAL FINANCE OFFICERS' ASSOCIATION OF ONTARIO

### "Pay as you Go"

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

### Drawing Down Reserve Funds

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

### 100% Debt Financing

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

## The link between financing and funding (revenues)

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

Charles Painter LLB Patterson MacDougal

## Affordability – O. Reg 588/17

Worked with the Minimum Maintenance Standards  
for Municipal Roads

Litigation Lawyer

Someone suing the M for lack of proper servicing of  
assets

Asset management plans must include:

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

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

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

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

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

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

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

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

A stitch in time saves nine.

## Municipalities in the Age of Legalized Cannabis

### Alan Rewack

Acting Executive Director, Cannabis Canada Association

Worked for licensed producer and knows problems and issues.

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

Economic opportunity to build something that could establish world dominance.

Not associated with retail and medicinal dispensaries.

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

### Association Values

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

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

### Goals

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

## **Joe Couto**

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

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

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

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

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

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

Has to include cannabis community and all sections of community.

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

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

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

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