



Municipality of French River

AGENDA REGULAR MEETING OF COUNCIL held in the Council Chambers Wednesday, May 25, 2016 at 6pm

- 1. Call to order, roll call and adoption of the agenda**
- 2. Moment of reflection**
- 3. Disclosure of Pecuniary Interest and General Nature Thereof**
- 4. Delegations**
 - 4.1 Kim Narozanski**
Development of Hwy 64 Petro Project on Station Road
- 5. Management, Committee and Board Reports**
 - 5.1 Mayor**
 - 5.2 Chief Administrative Officer**
 - 5.2.1** Adoption of the Employee Policy Manual (presented May 9)
 - 5.2.2** Appointment of Signing Authorities
 - 5.2.3** Update Report - Community Improvement Planning (CIP) p. 5
 - 5.3 Finance Department**
 - 5.4 Public Works & Environmental Department**
 - 5.4.1** First Quarter Report p. 7
 - 5.4.2** Resolution to appoint members of the public to the Ad Hoc Committee Advising on Recycling Ecologically (CARE)
- 6.0 Consent Agenda**
 - 6.1 Adoption of Minutes by Resolution**
 - 6.1.1** Regular Council Meeting held May 9, 2016 p. 12
 - 6.2 Minutes Received by Resolution**
 - 6.3 Award of Tenders, Request for Proposals and Funding Matters by Resolution**
 - 6.4 Correspondence for Council's Information Received by Resolution**
 - 6.5 Adoption of By-laws by Resolution**
 - 6.5.1** 2016-19 Confirmation By-law

7.0 Correspondence for Council's Consideration

- 7.1** Resolution to declare the Family Ball Tournament hosted by Club Richelieu Rivière des Français being held August 5-7 as a Community Event p.19

8.0 Addendums

9.0 Notices of Motion

- 10.0 Announcement and Inquiries** Members of Council may make brief verbal reports (meeting/conference/announcements). Inquiries shall deal with items pertaining to the current Agenda for the purpose of clarification only, and shall not be used to table new items that require Council's/Committee's consideration. Members of the Public may direct comments and questions to Council only.

11.0 Closed Session

- labour relations or employee negotiations
- litigation or potential litigation

12.0 Adjournment



Municipalité de la Rivière des Français

ORDRE DU JOUR RÉUNION RÉGULIÈRE DU CONSEIL

qui aura lieu dans la salle du conseil

Mercredi le 25 mai 2016 à 18h00

- 1.0 Appel à l'ordre, présence et l'adoption de l'ordre du jour**
- 2.0 Moment de réflexion**
- 3.0 Révélation d'intérêt pécuniaire**
- 4.0 Délégations**
 - 4.1 Kim Narozanski**
Development of Hwy 64 Petro Project on Station Road
- 5.0 Rapports de la direction, comités et conseils**
 - 5.1 Maire**
 - 5.2 Directeur administratif**
 - 5.2.1** Adoption du manuel des politiques des employés (présenté le 9 mai)
 - 5.2.2** Désignation des autorités pour signer
 - 5.2.3** Mise à jour - Planification des améliorations communautaire
 - 5.3 Département des finances**
 - 5.4 Département des travaux publics et de l'environnement**
 - 5.4.1** Rapport du premier trimestre
 - 5.4.2** Résolution pour nommer des membres du public au Comité (Ad Hoc) Avisant le Recyclage Écologique (CARE)
- 5.0 Ordre du jour regroupé**
 - 5.1 Procès-verbaux adoptés par résolution**
 - 5.1.1** assemblée régulière du Conseil le 9 mai 2016
 - 5.2 Procès-verbaux reçus par résolution**
 - 5.3 Soumissions et demandes de propositions et affaires financières adoptées par résolution**
 - 5.4 Correspondance à titre de renseignement seulement reçus par résolution**
 - 5.5 Règlements adoptés par résolution**
 - 6.5.1** 2016-19 Règlement de confirmation

7.0 Correspondance pour la considération du Conseil

7.1 Résolution pour déclarer le tournoi de balle des familles du 5-7 août comme événement communautaire

8.0 Addendum

9.0 Avis de motion

10.0 Annonce et questions Pour permettre aux Membres du Conseil de faire un court rapport (réunion/conférence/annonce). Des enquêtes doivent être concernant l'ordre du jour actuel dans le but de clarification seulement et ne doivent pas être utilisés pour apporter un nouveau sujet qui nécessite une décision du Conseil. Des membres du public peuvent diriger leur questions ou commentaire au Conseil seulement.

11.0 Session à huis clos

- les relations de travail ou les négociations avec les employés
- litiges actuels ou éventuels

12.0 Ajournement



REPORT: COMMUNITY IMPROVEMENT PLAN UPDATE
Report To: COUNCIL FOR THE MUNICIPALITY OF FRENCH RIVER
Meeting Date: May 25, 2016

1. RECOMMENDATION:

That Council for the Municipality of French River receive the Community Improvement Plan update report for information only.

2. BACKGROUND:

Community Improvement Plans (CIPs) are a planning tool that combines economic development, infrastructure and planning. CIPs outline a community's plan to encourage improvement to key areas of a municipality such as downtown main streets and allow municipalities to provide financial incentives that promote revitalization and community improvement goals.

On October 14, 2015, Council for the Municipality of French River passed resolution 2015-298 which authorized staff to initiate the Community Improvement Planning process. A staff project team was established and is comprised of the Chief Administrative Officer/Economic Development Manager, the Director of Planning, the Economic Development Officer and the Executive Assistant. In January, the project team finalized a Terms of Reference (TOR) for the project setting out anticipated timelines and phases. Additionally, the TOR provided direction regarding the establishment of a stakeholder advisory committee to seek local input on historic trends in the municipality and tools which may be most effective in the Municipality of French River.

A number of stakeholder advisory group meetings were held earlier this year. The next stakeholder advisory committee meeting is scheduled for July 7, 2016, where the background report will be reviewed.

3. DISCUSSION:

Presently, the project is in Phase 2 of the project schedule which includes data gathering tasks. The deliverable from Phase 2 will be a background report providing a summary of demographic, labour and employment data for the Municipality, a business inventory; as well as a review of existing CIPs throughout Ontario and review of location and incentive options for the Municipality of French River.

The next phase, Phase 3, of the project will include a report to Council and request to designate, by By-law, a CIP area and the development of policies as well as mechanisms for implementation, monitoring and marketing.

The following table provides an overview of the project phases.

PROJECT SCHEDULE	
Task No.	Phase Description
	Phase 1: Administrative Setup
1A	Official Plan policies in place
1B	Report to Council 1 – Authorization
	Phase 2 – Data Gathering
2A	Data gathering and analysis
2B	Stakeholder Input 1 – Identify Community Needs
Deliverable	Background Report
	Phase 3: Draft Policies
3A	Report to Council 2 – By-law to designate CIP area(s)
3B	Develop policies, implementation, monitoring and marketing mechanisms
Deliverable	Draft CIP document
	Phase 4: Review of Draft Policies
4A	Stakeholder Input 2 – on draft policies
4B	Public Meeting
4C	Report to Council – Action Plan
4D	Draft CIP – circulate to MMAH and other agencies
4E	Incorporation of comments
Deliverable	Final Draft CIP document and report summarizing comments
	Phase 5: Adoption of Policies
5A	Formal Public Meeting
5B	Report to Council 4 – Request adoption
Deliverable	Final CIP document
	Phase 6: Implementation
6A	Implementation: marketing and monitoring

4. **CONCLUSION:**

Staff has prepared this report to advise Council of the status of the Community Improvement Plan project. It is anticipated that the finalized background report will be appended to the next report to Council and staff will seek approval of a By-law to designate a Community Improvement Plan area at that time.

Respectfully submitted,

Melissa Riou, MCIP, RPP
Director of Planning



Municipality of French River

Report PW/ENV-02-2016
Of the Public Works and Environmental Services
Department
For Consideration by Council

RE: PW/ENV Department 1st Quarter 2016 Activity Report

OBJECTIVE: To update Council on the initiatives and activities of the Public works and Environmental Department for the first quarter of 2016 including annual performance measures.

RECOMMENDATIONS:

1. THAT Report PW/ENV-02-2016 Re: PW and ENV Department 2016 First Quarter Activity Report dated May 16, 2016 be received.

Respectfully submitted:

Approved:

Robert Martin
Acting Manager
Public Works/Environmental Services
Date: May 16, 2016

John Regan
Chief Administrative Officer

Background:

As part of ongoing efforts to be able to communicate the activities, initiatives and impact of the Department's programs and initiatives to Council and ratepayers, annual performance measures were developed to provide interim updates.

Attached please find the "Activity Report" from January to March 2016.

Analysis

Analysis will include Key Highlights for the First Quarter for Public Works and Environmental Services.

Interdepartmental impacts:

Links to strategic plan:

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

Conclusion:

Report PW/ENV-02-2016 has been prepared to update Council on the first quarter of 2016 initiatives, activities and statistics that have taken place thus far for the Public Works and Environmental Department for the period of January 1st to March 31st, 2016.

Attachments:

1. Public Works and Environmental Department – 2016 First Quarter Activity Report.
2. Public Works and Environmental 2015/2016 priority Initiatives

REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	yes
Clerk	yes
Finance	n/a
Building Control & MLEO Department	Yes
Public Works & Environmental Department	n/a
Parks, Recreation & Facilities Department	yes
Planning Department	n/a
Fire Department	n/a
Other:	

Public works and Environmental Services

Corporate Purpose:

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.

Quarterly statistics Public Works

Description	Number Q1	Number Q2
Litigation/Risk Mitigation : legal (lawsuits, compliance, health and safety infractions) Road access, washout	1	N/A
Work orders for operational priorities Vehicle breakdowns (only tracked after 24 hours)	2	N/A
Work orders for minimum maintenance standards	13	N/A
Included: thawing frozen culverts, road washouts, tree removal	0	N/A
Environmental events wind, rain, snow, road closures	40	N/A
Complaints/Inquiries	112	N/A
Contracted services used for operations (outside of contracts)	0	N/A
Stand by hours (for environmental events)	18 days	N/A

Analysis

Key Highlights for First Quarter - Public Works:

Notable for the quarter are:

- PW fleet change, ¾ ton truck tagged , tandem truck Insurance claim
- Tender for capital acquisitions released and awarded (3/4 ton, 2 ton truck)
- Permanent lead hand assigned to department
- Acting Manager assigned to department
- Additional waste collection and recycling bins added to the Public Works site
- Continued the management of nuisance beavers
- Employee training – propane, working at heights
- Installation of streetlights (L.E.D) project

Highlighted Annual Performance Metrics for 2016:

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

Quarterly statistics Environmental Services

Description	Annual Total 2015	Number Q1
Litigation/Risk Mitigation : legal (lawsuits, compliance, health and safety infractions)	0	0
Number of environmental infractions (residents)	0	0
Tickets for infractions (residents)	0	0
Work orders for operational priorities (equipment break downs)	2	0
Work orders for maintenance standards	0	0
Contracted services used for operations (outside of contracts)	0	0
Stand by hours (Departmental Emergency hours used)	0	0

Analysis

Key Highlights for First Quarter Environmental:

Notable for the quarter are:

- Grant acceptance for landfill improvements phase 2
- Cross training for employees at landfill

Highlighted Annual Performance Metrics for 2015:

- The purchase of new equipment (Garbage truck) to maintain and or increase the level of service the Municipality provides its ratepayers.
- Increase in operational services by utilizing environmental services lead as a Municipal Law Enforcement Officer.
- CARE committee, to provide education to the community on the Municipal waste collection and recycling management.
- Cameras at bin locations for monitoring



Municipality of French River

MINUTES OF THE REGULAR MEETING OF COUNCIL

held in the Council Chambers
French River Municipal Complex
Monday, May 9, 2016, 2016 at 6pm

Members Present:

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

Members Excused:

Officials Present:

John Regan, Chief Administrative Officer
Mélanie Bouffard, Clerk
Michael Campbell, Chief Building Official
Lukas Woolridge, MLEO (summer position)

Guests:

Roxanne Gervais, CPA, CA, Partner - Collins Barrow
Aurel Malo, Managing Partner - DiBrina Sure Human Resources Inc.
5 Members of public

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

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

Moved By Ron Garbutt and Seconded By Michel Bigras

Resol. 2016- 138

BE IT RESOLVED THAT the agenda be approved as distributed.

Carried

2. Moment of reflection

Council paused for a moment of reflection.

3. Disclosure of Pecuniary Interest

None declared.

4. Resolution to resolve into Committee

Moved By Malcolm Lamothe and Seconded By Ron Garbutt

Resol. 2016- 139

BE IT RESOLVED THAT Council now go into Council in Committee to consider delegations, reports and correspondence for consideration.

Carried

COUNCIL IN COMMITTEE

Councillor Michel Bigras chaired the Council in Committee meeting.

5. Delegations

5.1 Presentation of the 2015 Annual Financial Report by Collins Barrow

Roxanne Gervais of Collins Barrow presented the Financial Statements dated December 31, 2015.

Moved By Denny Sharp and Seconded By Gisèle Pageau

Resol. 2016- 140

BE IT RESOLVED THAT Council approves the audited Financial Statements prepared by Collins Barrow Chartered Accountants for the year ending December 31, 2015.

Carried

6.5 Building Controls / Municipal Law Enforcement Department

6.5.1 First Quarter Report

The Chief Building Official presented the report included in the agenda package.

Lukas Woolridge was introduced as the Municipal Law Enforcement Officer (summer position).

5.2 Presentation of the Employee Policy Manual by DiBrina Sure Group

Aurel Malo of DiBrina Sure Group presented an outline of the revised Employee Policy Manual and answered questions from Council.

The adoption of the policy will be considered at the May 25th Regular Council Meeting.

6. Management, Committee and Board Reports

6.1 Mayor

The Mayor gave a verbal report.

6.2 Chief Administrative Officer

The CAO announced that Tom Ng has been hired as the new Treasurer and starting on May 16, the Municipality was unsuccessful in the funding application partnership with the Rubber Boots Festival committee due to high competition and volume of requests, the French River Rapids team has been sold to Jesse Landry and a new Board of Directors have been formed and that the upgrade to LED lights was complete.

6.3 Clerk

6.3.1 Summer Council Meeting Schedule

The Clerk presented the report included in the agenda package.

Moved By Gisèle Pageau and Seconded By Denny Sharp

Resol. 2016- 141

BE IT RESOLVED THAT Council agrees to cancel the following Regular Council Meetings during the summer months:

July 13, 2016

August 10, 2016

Carried

6.4 Finance Department

6.4.1 Monthly Disbursements Report

The total disbursements for the months of March 2016 were reported in the amount of \$ \$569,279.43.

6.6 Parks, Recreation & Facilities Department

6.6.1 Canada Day Event as a Community Event

Moved By Ron Garbutt and Seconded By Claude Bouffard

Resol. 2016- 142

BE IT RESOLVED THAT Council declares the 2016 Canada Day Celebration of July 1, 2016 hosted by the Municipality of French River as an Event of Municipal Significance.

Carried

6.7 Public Works & Environmental Department/Committee

6.7.1 Appointment of members of the public to the Ad Hoc Committee Advising on Recycling Ecologically (CARE)

As there was only one applicant, the recruitment period was extended and Council generally agreed to seek members in their respective Wards; the appointment will be brought forward at the May 25th Regular Council Meeting.

6.9 Ontario Provincial Police / Community Policing Advisory Committee

6.9.1 Monthly Municipal Policing Report

The Policing Report for the month of February 2016 was distributed and any questions are to be forwarded to the Mayor to bring forward at the Community Policing Advisory Committee meeting.

7. Correspondence for Council's Consideration

7.1 Request for support - RED Program

Moved By Denny Sharp and Seconded By Ron Garbutt

Resol. 2016- 143

BE IT RESOLVED THAT Council supports the Municipality of South Dundas's resolution calling for the government of Ontario to reconsider the suspension of and the integration of the Rural Economic Development Program into the Jobs and Prosperity Fund with the view to ensuring the Rural Economic Development Program stays as an intricate funding program of the Province that will support capacity building and foster economic growth in rural municipalities in Ontario

AND THAT a copy of the resolution be forwarded to the Municipality of South Dundas, to the Premier and the Minister of Agriculture, Food and Rural Affairs.

Carried

8. Verbal Motion to return into the Regular Meeting

Moved by: Ron Garbutt

Resol. 2016- 144

THAT the Committee rise and report.

REGULAR MEETING

Mayor Claude Bouffard resumed the position of Chair for the remainder of the meeting.

9. Resolution adopting proceedings from Council in Committee

Moved By Ron Garbutt and Seconded By Michel Bigras

Resol. 2016- 145

BE IT RESOLVED THAT the actions taken in Council in Committee in considering delegations, reports and correspondence be confirmed by this Council.

Carried

10. CONSENT AGENDA

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

Moved By Gisèle Pageau and Seconded By Michel Bigras

Resol. 2016- 146

BE IT RESOLVED THAT Council approves the Items of the Consent Agenda under Sections 10.1, 10.4 and receives the Items under Sections 10.2, 10.3.

Carried

10.1 Adoption of Minutes

Moved By Gisèle Pageau and Seconded By Michel Bigras

Resol. 2016- 147

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

Special Meeting of Council held April 21, 2016

Regular Council Meeting held April 27, 2016

Special Meeting of Council held April 29, 2016

Carried

10.2 Minutes Received

Moved By Gisèle Pageau and Seconded By Michel Bigras

Resol. 2016- 148

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

Sudbury East Planning Board held March 10, 2016

French River Public Library Board held January 19 & March 22, 2016

Carried

10.3 Correspondence for Council's Information

10.4 By-laws

The following By-laws were read and adopted:

10.4.1 Funding Agreement - Small Communities Fund (SCF)

Moved By Gisèle Pageau and Seconded By Michel Bigras

Resol. 2016- 149

BE IT RESOLVED THAT By-law 2016-16, being a by-law to authorize the Mayor and Clerk to execute the New Building Canada Fund - Small Communities Fund Agreement with the Minister of Agriculture, Food and Rural Affairs for the French River Landfill Rehabilitation and Improvement Project be read a first, second and third time and finally passed.

Carried

10.4.2 Appointment of a Municipal Law Enforcement Officer (Summer Student)

Moved By Gisèle Pageau and Seconded By Michel Bigras

Resol. 2016- 150

BE IT RESOLVED THAT By-law 2016-17, being a by-law to appoint Lukas Woolridge as a Municipal Law Enforcement Officer be read a first, second and third time and finally passed.

Carried

10.4.3 Confirmation By-law

Moved By Gisèle Pageau and Seconded By Michel Bigras

Resol. 2016- 151

BE IT RESOLVED THAT By-law 2016-18, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of French River at a meeting held on May 9, 2016 be read a first, second and third time and finally passed.

Carried

11. ADDENDUM (if required and by resolution)

12. NOTICES OF MOTION

13. ANNOUNCEMENTS AND INQUIRIES

Arthur Adams, Noëlville, commented on the tragedy in Fort McMurray, the Red Cross fundraising efforts and that the French River Emergency Plan review should reflect the risk of forest fires.

A link to the Red Cross Alberta Fires Appeal will be posted on social media.

14. Closed Session

Moved By Gisèle Pageau and Seconded By Malcolm Lamothe Resol. 2016- 152

BE IT RESOLVED THAT the meeting be closed as authorized in Section 239 of the *Municipal Act*, to discuss the following:

(d) labour relations or employee negotiations

Carried

Moved By Ron Garbutt and Seconded By Dean Wenborne Resol. 2016- 155

BE IT RESOLVED THAT the open session reconvenes at 8:46 p.m.

Carried

15. ADJOURNMENT

Moved By Malcolm Lamothe and Seconded By Gisèle Pageau Resol. 2016- 156

BE IT RESOLVED THAT the meeting be adjourned at 8:47 p.m.

Carried

MAYOR

CLERK



RECEIVED
MAY - 3 2016
MUNICIPALITY OF FRENCH RIVER

Club Richelieu Rivière des Français
C.P. 10, Noëlville, Ontario
P0M 2N0

Le 4 mai, 2016

Municipalité de la Rivière des Français
17 rue Dollard, C.P. 156
Noëlville Ontario P0M 2N0

Attention: M. Claude Bouffard (maire)

Cher monsieur le maire,

Les 5, 6, 7 août 2016, se tiendra le tournoi de balle des familles organisé par le Club Richelieu. Cet évènement attire 4,000 à 5,000 mille personnes dans la communauté. Nous voulons donc, comme organisateur, faire demande de déclarer le tournoi de balle un évènement communautaire.

Il y aura des repas chauds disponibles et la consommation d'alcool. L'exécutif du Club Richelieu et ses membres, en plus de personnel de sécurité qualifié, verront à ce que les règlements soient respectés.

Les profits seront utilisés pour les besoins communautaires car c'est dans le mandat du club d'aider la communauté de même que ses jeunes.

Pour plus d'information, n'hésitez pas communiquer avec M. Claude Mayer (tel. 898-2843).

Bien à vous,

Carl Bisailon
Tel. (705) 806-1980



RECEIVED
MAY - 3 2016
MUNICIPALITY OF FRENCH RIVER

Club Richelieu Rivière des Français
P.O. Box 10 Noëlville, Ontario
P0M 2N0

May 4, 2016

The Municipality of French River
17 Dollard Street, P.O. Box 156
Noëlville Ontario P0M 2N0

Attention: Mr. Claude Bouffard (mayor)

Dear Mr. Mayor,

On August 5-6-7, 2016, the Club Richelieu will be holding its Family Ball Tournament. This event attracts 4,000 to 5,000 thousand persons in the community. We would like, as the organizer, ask that the Family Ball Tournament be declared as a community event.

There will be some hot meals available along with the consumption of alcohol. The executive of the Club Richelieu and its members, in addition of qualified security personnel, will see to this that the regulations are respected.

The profits will be used for the communal needs as it is in the clubs' mandate in helping the community as well as its youth.

For more information, please do not hesitate to communicate with Mr. Claude Mayer (tel. 898-2843).

Yours truly,

Carl Bisailon
Tel. (705) 806-1980