



## Municipality of French River

### AGENDA REGULAR MEETING OF COUNCIL

held in the Council Chambers  
French River Municipal Complex  
Wednesday, November 20, 2013 at 7:00 p.m.

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

#### 2.0 PRAYER

#### 3.0 DISCLOSURE OF PECUNIARY INTEREST

#### 4.0 DELEGATIONS

- 4.1 Trout Lake Campers Association p . 7  
Comments on the Proposed Trout Lake Tower Site

#### 5.0 MANAGEMENT AND COMMITTEE REPORTS

##### 5.1 Mayor's Report

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

- 5.2.1 Resolution - Referral to the Economic Development Committee for the review of the Draft Policy for Siting Telecommunication Facilities p . 21
- 5.2.2 Resolution - Changes to the Hours of Operation for the Arena and Landfill Site on December 7, 2013 to allow staff to attend the Christmas Gathering
- 5.2.3 Resolution - Conveyance of a portion of land part of Pine Ridge Road/White Pine Lane to Municipality for road purposes p . 26
- 5.2.4 Resolution - Adoption of the Community Strategic Plan p . 28

##### 5.3 Treasurer's Report

- 5.3 Resolution - Approval that the Septic System emergency work required at St. David Street North be funded through reserves

##### 5.4 Economic Development Committee - Chair Councillor Mike Bouffard

- 5.4.1 Resolution - Recommendation to reaffirm the decision to proceed with Branding and Signage Strategy as adopted August 8, 2013 and to develop a communication strategy (*Item was deferred at September 18<sup>th</sup> meeting*)

##### 5.5 Environmental Advisory Committee - Chair Councillor Ron Garbutt

- 5.5.1 Resolution - Request for Proposal for the Review of the Noëlville Wastewater Treatment Lagoon System Design and Operation \*

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

- 5.6 Finance and Administration Committee - Chair Councillor Michel Bigras**
- 5.6.1** Resolution - Upgrade of the Financial Accounting Software
  - 5.6.2** Resolution - Chipping and cover materials for the sum of \$10,000 financed through the operating reserve and reallocated to the Environment Services budget and that staff look into the costs of purchasing Chipping Equipment
  - 5.6.3** Resolution - Amendments to the Travel Expenses of Employee Policy Manual & the Council and Volunteer Firefighters Honorariums and Expenses Manual
  - 5.6.4** Resolution - Request from Melanie Routhier and Marc Forget to have the Building Permit Fees waived
  - 5.6.5** Resolution - Support of Canadian Postal Service Charter Review should focus on revenue-generation, not additional cuts
  - 5.6.6** Resolution - Support of Improving the Canadian Postal Service Charter
  - 5.6.7** Resolution - Grants and Subsidy Application from Club des Bons Vivants d'Alban for a rebate of \$200 on the hall rental for their Christmas Dinner held on December 14, 2013
  - 5.6.8** Resolution - Grants and Subsidy Application from French River Children's Club for a rebate of \$200 on the hall rental for the Annual Christmas Parade & Children's Party being held on December 6, 2013
  - 5.6.9** Resolution - Administration of the Jobs for Youth Program
  - 5.6.10** Resolution - French River Fighters' Association members' annual dues deduction from their yearly payment for remuneration
- 5.7 Public Works Committee - Chair Councillor Shawnda Martin-Cross**
- 5.7.1** Resolution - Support of the Municipality of Markstay-Warren Resolution regarding paved shoulders
- 5.8 Manitoulin-Sudbury District Services Board - Councillor Shawnda Martin-Cross**
- 5.9 Ontario Provincial Police - Monthly Municipal Policing Report**

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

**6.1 Adoption of Minutes by Resolution**

- 6.1.1** Special Meeting of Council held October 9, 2013 p . 37
- 6.1.2** Special Meeting of Council held October 23, 2013 p . 41
- 6.1.3** Regular Council Meeting held October 23, 2013 p . 43
- 6.1.4** Special Meeting of Council held October 30, 2013 p . 55
- 6.1.5** Special Meeting of Council held November 13, 2013 p . 57

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

## **6.2 Minutes Received by Resolution**

**6.2.1** Environmental Advisory Committee meeting held November 12, 2013 p . 59

**6.2.2** Finance & Administration Committee held November 13, 2013 p . 63

**6.2.3** Public Works Committee held November 14, 2013 p . 70

**6.2.4** Sudbury East Planning Board held October 17, 2013 p . 73

**6.2.5** Sudbury & District Board of Health held October 17, 2013 p . 83

**6.2.6** Manitoulin-Sudbury DSB held October 24, 2013 p . 91

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

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

**6.4.1** French River Children's Club Christmas Parade on Friday, December 6 at 5:30pm p . 100

**6.4.2** Thank you letter from Northern Lights Chapter of the Ontario Building Officials p . 101

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

**6.5.1** 2013-39 Zoning By-law Amendment (Brian and Carol O'Rawe) p . 102

**6.5.2** 2013-40 Funding Agreement (Phase 2) with Recycling Council of Ontario to p . 105  
develop and operate a Selected Household Hazardous Waste Program

**6.5.3** 2013-41 Authorize Voting By Mail for the 2014 Municipal Elections p . 106

**6.5.4** 2013-42 Authorize the use of French in notices, forms and other information p . 108  
provided for the 2014 Municipal Elections

**6.5.5** 2013-43 Confirmation By-law p . 109

## **7.0 CORRESPONDENCE FOR COUNCIL'S CONSIDERATION**

### **7.1 Proposed Trout Lake Tower Site**

**7.1.1** Public Consultation Report prepared by Spectrum Group p . 110

**7.1.2** Trout Lake Tower Feasibility Study prepared by Blue Sky Net p . 113

**7.1.3** Resolution - Statement of Concurrence to Spectrum Group for the proposed p . 121  
telecommunications tower to be constructed on Lot 2, Plan M530  
at 1427 Owl's Nest Road

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

## **9.0 NOTICES OF MOTION**

## **10.0 ANNOUNCEMENTS AND INQUIRIES (from Mayor, Council Members and Public)**

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

## **11.0 CLOSED SESSION**

## **12.0 ADJOURNMENT**

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



## **Municipalité de la Rivière des Français**

### **ORDRE DU JOUR RÉUNION RÉGULIÈRE DU CONSEIL**

qui aura lieu dans la salle du conseil  
Complexe municipal de la Rivière des Français  
Mercredi le 20 novembre 2013 à 19h00

#### **1.0 APPEL À L'ORDRE, PRÉSENCE ET L'ADOPTION DE L'ORDRE DU JOUR**

#### **2.0 PRIERE**

#### **3.0 RÉVÉLATIONS D'INTÉRÊT PÉCUNIAIRE**

#### **4.0 DÉLÉGATIONS**

- 4.1** Trout Lake Campers Association  
Commentaire au sujet de l'installation proposé d'une tour de télécommunications

#### **5.0 RAPPORTS DE LA DIRECTION ET DES COMITÉS**

##### **5.1 Rapports du maire**

##### **5.2 Rapports du directeur administratif/greffier**

- 5.2.1** Résolution - Référé la revue de l'ébauche de la politique pour la location de tour de télécommunications au Comité de développement économique
- 5.2.2** Résolution - Changements aux heures d'ouverture à l'arène et au site d'enfouissement le 7 décembre pour que les employés participe à la soirée de Noel
- 5.2.3** Résolution - Transfer d'une portion du chemin Pine Ridge/White Pine à la municipalité
- 5.2.4** Résolution - Adoption du plan stratégique communautaire

##### **5.3 Rapports de la trésorière**

- 5.3** Résolution - Travaux d'urgence au système d'égout sur le chemin St. David nord financé par les réserves

##### **5.4 Comité de développement économique - Président Conseiller Mike Bouffard**

- 5.4.1** Résolution - Recommandation d'affirmer la décision de procéder avec la stratégie d'affichage et l'image de marque pour la Rivière des Français adopté le 8 août 2013 et de développer une stratégie de communication  
(Item était reporté à la réunion du 18 septembre)

##### **5.5 Comité consultatif de l'environnement - Président Conseiller Ron Garbutt**

- 5.5.1** Résolution - Appel d'offre pour la revue de la conception et fonctionnement du système des eaux d'égout de Noëlville \*

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



- 5.6 Comité de finance et d'administration - Président Conseiller Michel Bigras**
- 5.6.1** Résolution - Mise à jour du logiciel de comptabilité
  - 5.6.2** Résolution - Allocation d'un montant de 10,000\$ pour du matériels pour couvrir le site d'enfouissement financé par la réserve d'opération et que des prix pour l'achat d'une déchiqueteuse soit rechercher
  - 5.6.3** Résolution - Amendements aux politiques des dépenses de voyage pour les employées, les pompiers volontaire et le Conseil
  - 5.6.4** Résolution - Demande de Melanie Routhier et Marc Forget de renoncer au frais pour leur permis de construction
  - 5.6.5** Résolution - Appui que la revue de la charte pour le service postal Canadien soit concentré sur la génération de revenus, pas des réductions supplémentaires
  - 5.6.6** Résolution - Appui à l'amélioration de la charte pour le service postal Canadien
  - 5.6.7** Résolution - Demande de subvention pour un rabais des frais de location de Club des Bons Vivants d'Alban pour leur souper de Noel le 14 décembre 2013
  - 5.6.8** Résolution - Demande de subvention pour un rabais des frais de location de French River Children's Club pour leur fête et parade de Noël le 6 décembre 2013
  - 5.6.9** Résolution - Administration du programme d'emplois pour les jeunes
  - 5.6.10** Résolution - Déduction de la cotisation annuelle des membres de l'Association des pompiers de la Rivière des Français de leur rémunération annuelle
- 5.7 Comité des travaux publics - Présidente Conseillère Shawnda Martin-Cross**
- 5.7.1** Résolution - Appui de la résolution de la Municipalité de Markstay-Warren au sujet des accotements asphaltés
- 5.8 Conseil des Services du District de Manitoulin-Sudbury - Conseillère Shawnda Martin-Cross**
- 5.9 Police provinciale de l'Ontario - Rapport mensuel**

## **6.0 ORDRE DU JOUR REGROUPÉ**

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

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

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

- 6.1.1** assemblée spéciale du Conseil le 9 octobre 2013
- 6.1.2** assemblée spéciale du Conseil le 23 octobre 2013
- 6.1.3** assemblée régulière du Conseil le 23 octobre 2013
- 6.1.4** assemblée spéciale du Conseil le 30 octobre 2013
- 6.1.5** assemblée spéciale du Conseil le 13 novembre 2013

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

- 6.2.1** Comité consultatif de l'environnement le 12 novembre 2013
- 6.2.2** Comité de finance et d'administration le 13 novembre 2013
- 6.2.3** Comité des travaux publics le 14 novembre 2013
- 6.2.4** Conseil de planification de Sudbury Est le 17 octobre 2013
- 6.2.5** Conseil des services de santé publique le 17 octobre 2013
- 6.2.6** Conseil des services du District de Manitoulin-Sudbury le 24 octobre 2013

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

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

- 6.4.1** Parade de Noël du club des enfants de la Rivière des Français le 6 décembre 6 à 5:30pm
- 6.4.2** Lettre de remerciement de Northern Lights Chapter of the Ontario Building Officials

## **6.5 Règlements adoptées par résolution**

- 6.5.1** 2013-39 Amendement de zonage (Brian and Carol O'Rawe)
- 6.5.2** 2013-40 Entente de financement (2e phase) Recycling Council of Ontario pour le programme des déchets ménagers dangereux
- 6.5.3** 2013-41 Vote par la poste pour l'Élections municipales 2014
- 6.5.4** 2013-42 Droit d'utilisé le français dans les avis, les formes et autres informations pendant l'Élections municipales 2014
- 6.5.5** 2013-43 Règlement de confirmation

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

### **7.1 Tour de télécommunications propose dans la région du lac à la Truite**

- 7.1.1** Rapport du la consultation publique préparé par Spectrum Group
- 7.1.2** Étude de faisabilité préparée par Blue Sky Net
- 7.1.3** Résolution - Déclaration de Concurrence à Spectrum Group pour l'installation proposé d'une tour de télécommunications situé à Lot 2, Plan M530 à 1427 chemin Owl's Nest

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

## **9.0 AVIS DE MOTION**

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

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

## **11.0 SESSION À HUIS CLOS**

## **12.0 AJOURNEMENT**

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



Corporation of the Municipality of French River  
Corporation de la Municipalité de la Rivière des Français  
Box 156, 44 St. Christophe Street / CP 156, 44 rue St. Christophe  
Noëlville, Ontario P0M 2N0  
Telephone / Téléphone : (705) 898-2294  
Facsimile/Télécopieur : (705) 898-2181

RECEIVED  
NOV - 1 2013  
MUNICIPALITY OF  
FRENCH RIVER

## Demande pour être une délégation / Delegation Request Form

DATE DE LA RÉUNION / DATE OF MEETING: NOV. 20<sup>TH</sup>, 2013

Nom / Name: LINDA LACHANCE  
JEAN-YVES LOSIER Date: OCT. 1<sup>ST</sup>, 2013

Adresse/Address: BOX 315, NOELVILLE, ON P0M 2N0

Courriel/Email Address: DESIGNER@CYBERBEACH.NET

Organisation / Organization: TROUT LAKE CAMPERS ASSOC. - SUDBURY DISTRICT

Téléphone / Telephone: 705-560-2919

### Sujet – Topic

(S.V.P. inclure documentation d'appui à votre demande)

(Please enclose documentation supporting your request)

COMMENTS ON PROPOSED SPECTRUM  
TOWER TO BE ERECTED AT 1427 OWL'S  
NEST ROAD.

WRITTEN PRESENTATION WILL BE SUBMI  
TED 10 DAYS BEFORE COUNCIL MEETING.  
TWO TLCASD BOARD MEMBERS WILL  
MAKE PRESENTATION.

STODAN NIROIC, PRESIDENT TLCASD

Signature du demandeur / Signature of applicant

Signature du Greffier / Signature of Clerk

**La présentation aura un temps limite de 15 minutes.**

**Presentation cannot exceed 15 minutes.**



## TROUT LAKE CAMPERS ASSOCIATION – SUDBURY DISTRICT, ONTARIO, ESTABLISHED 1955

PRESENTATION TO COUNCIL  
MUNICIPALITY OF FRENCH RIVER  
NOVEMBER 20, 2013

The Trout Lake Campers Association-Sudbury District represents 220 members and their families, and over 85% of the Trout Lake property owners belong to the Association.

There is currently a proposal being put forward by Blue Sky Net and Spectrum Group to erect a communications tower on the south shore of Trout Lake (Alban area). The Association opposes the proposed communication tower location, which is to be erected close to the lake shore on a private cottage lot. The 96 foot tower would be visible above the tree line from the lake. The Association has been attempting to work with the proponents by suggesting alternative locations where the tower would have less impact and perhaps could even provide more potential customers with coverage. However, our efforts to date have been unsuccessful.

We are objecting to **the location** of the proposed tower for the following reasons:

Coverage: The entire Trout lake area is well served by Internet providers Xplornet, Bell and Rogers, shown on Appendix a) and b). Xplornet beams the signal by satellite which reaches every property on the lake. Bell and Rogers signals reach most of properties except a dozen or so properties which are located in terrain “pockets”. These properties will not receive any signal unless the tower is very close. Only a few years back neither Bell nor Rogers signal was available, however by boosting the signals from an existing and a new tower away from the lake, both Bell and Rogers managed to extend the service into most previously unserved areas on the lake. Quite a few residents purchase a “bundle” of services such as telephone land line, cell phone, TV and internet which provide a discount on the services. Spectrum Group also has transmitters on the towers in Noelville and Alban and, according to their coverage map the signal from those towers reaches some parts of the lake. Therefore by boosting their signal they could extend their service to cover the entire lake, without an additional tower.

One of Industry Canada’s conditions of erecting new tower is the proof that there is no other alternative to bring the internet service to the area. We have seen no such justification from Spectrum Group. In addition, there are presently widespread concerns about why so many towers have been erected all over the

land. In light of the above, one has to wonder why Spectrum Group is so strongly intent on erecting the tower at proposed location.

Price of Service: When individual preferences, amount of data and speed of data upload and download are taken into account, there is very little difference in prices among Bell, Rogers and Spectrum Group. Spectrum Group does provide unlimited internet but once the “slowest” package is not adequate, their price goes considerably higher. Most average clients use between 3-6 GB per month and Bell does have a “stepped” flex plan that charges the price based on amount of data usage. Rogers have a similar plan, however, once the maximum GBs are reached, it does charge \$15 per extra GB as compared to \$10 per GB by Bell. A large number of users have subscribed to bundled set of services in order to receive a discounted price. In light of all of this any new provider on the lake will have hard time getting customers to switch from the current providers, which in turn poses the question, “Why would Spectrum Group want to enter such a competitive market?”

Natural Vistas: This is a major concern of the majority Trout Lake property owners who have chosen to live or have camps on the lake precisely for its tranquility, natural beauty and high water quality. Industry Canada, among other valid concerns that tower proponents are to address, states:

“Why is the use of an existing antenna system or structure not possible?”

“Why is an alternate site not possible?” and

“How is the proponent trying to integrate the antenna into the local surroundings?” See Appendix D for Industry Canada requirements.

From the simulated picture of the proposed tower superimposed on the skyline at the proposed location, (Appendix C), it clearly demonstrates that the tower will not integrate into the surroundings and will stick out “like a sore thumb” into the sky. It important to note that Spectrum Group has provided few pictures of different towers but none of these pictures are taken from the water and therefore are not relevant to the compatibility of the tower to the surrounding area. They have also indicated they are not prepared to erect a “pine tree” style tower such as are used in the Muskoka area.

Alternate Sites: In an effort to accommodate Spectrum Group’s intent to provide service and address concerns of Trout Lake property owners TLCASD has provided a list of sites on Cherriman road that would meet both objectives. After meeting with Spectrum Group and Blue Sky Net representatives we were optimistic that this was a positive approach and a win-win situation for all. Once we received the copy of “Trout Lake Tower Feasibility Study” from Spectrum Group, it became obvious that Spectrum Group was not willing to change an iota from their original proposal and were simply going through the motions of appearing that they were seriously considering alternatives.

Initially, all of their discussions are concentrated on the “budgeted” amount, which ONLY includes the cost of their proposal. This clearly indicates that they never entertained and studied other alternative sites prior to discussions with TLCASD.

Some of the statements in the study of alternative sites seem to defy logic such as needing different hydro poles for transformers. All transformers are attached to standard poles, there is no such thing as “heavy duty” poles for transformers. In a worst case scenario guy wires are commonly used to make sure the pole is not under stress which actually comes from change in direction of the power line.

It is very significant that Blue Sky Net did not provide their actual computer generated coverage maps, which they presented at the meeting, which would clearly show the projected coverage area. Instead, they chose to interpret the number of properties expected to receive the signal, and therefore there was no way to verify their interpretation.

At the meeting of Sept. 25<sup>th</sup> we were shown two maps of coverage, one for their proposed site and the other for our first proposed site at our fish rearing pond located 1,900 ft. (550 m) from the lakeshore. It was remarkable that the coverage was virtually the same, and this was admitted by Mr. Jeff Buel who did the modelling. This definitely disputed Spectrum Group’s statement that the tower must be at the shoreline to provide better coverage. It is also worth noting that the coverage map indicated that service would be available to the properties at the east end of the lake some 8.5 km away. Pioneer Domain is less than 2.5 km away from TLCASD sites and there are no hills in between the sites.

This leads us to the conclusion that Pioneer Domain can be served by 96 ft. tower from the proposed TLCASD sites. Just to note that TLCASD has asked Blue Sky Net for the maps of coverage presented at the meeting, but these requests were ignored. In addition, in her email Ms. Church indicated that “consultations” were over and that no communication to anybody other than Mr. Sebastien will be given. Therefore what we expected to be a cooperative effort was stopped by Spectrum Group and Blue Sky Net.

Conclusions and Recommendation: The following conclusions can be reached after considering the Spectrum Group and Blue Sky net information:

1. The evidence suggests that there was never any serious consideration of alternatives such as boosting the signal from existing towers and sharing the towers of other providers by these companies.
2. In light of the extensive coverage of Trout Lake area by Xplornet, Bell and Rogers one would not expect additional single service to be competitive and manage to get enough subscribers to make the project viable.

3. Spectrum Group and Blue Sky Net certainly did not meet Industry Canada criteria to make the tower compatible with its surroundings. In that regard it appears that, among the few pictures they provided, not a single one was taken from the water which would show the true impact on the lake vista.
4. In addressing our proposal for alternative sites Spectrum Group and Blue Sky Net used every possible reason in order to turn them down. At the meeting they emphasized “they were running out of time and a deadline to use the government grant”, and also “budget” that cannot be changed. In their Feasibility Study they presented coverage of number of properties. This number is not a true measure of probable customers, the true number is how many people will decide to switch from their present provider. The most disturbing aspect of this is that they did not supply actual modeled coverage maps so none of their numbers or actual coverage can be verified.

We still believe that 55 inhabitants of Pioneer Domain stood a very good chance of getting the internet signal from proposed TLCASD sites. We also believe that the Industry Canada grants are primarily intended to bring broadband internet to people without any service rather than already heavily serviced areas. Finally, we believe that Spectrum Group and Blue Sky Net never intended to accept alternative sites but went through the motions in order to please MFR Council. We also want to repeat that TLCASD is not against the tower but the location of it.

5. All of the above seems to point out that the primary reason for installation of this tower is to supply free internet to the Executive Director of Blue Sky Net and the relatives on whose property the tower would be located. It would be grossly unfair to Trout Lake property owners if this was allowed to happen.
6. **We recommend that MFR Council delay a decision on this tower location until regulations are developed through the Zoning By-Law which is currently under review, or other planning instruments which will then apply to the entire Municipality of French River.** This way many more citizens will have input into making those regulations and further disputes about these towers will be reduced to a minimum.

Submitted on behalf of TLCASD Board of Directors,

Slobodan ( Bob ) Nikolic, President

Linda Lachance, Secretary





# **TROUT LAKE CAMPERS ASSOCIATION – SUDBURY DISTRICT, ONTARIO, ESTABLISHED 1955**

TLCASD  
P. O. BOX 315  
NOELVILLE, ON  
P0M 2N0  
DATE: Nov. 20<sup>th</sup>, 2013

## **PRESENTATION TO MFR COUNCIL – SPECTRUM TOWER**

### **EXECUTIVE SUMMARY**

The Trout Lake Campers Association-Sudbury District represents 220 members and over 85% of Trout Lake property owners belong to the Association.

There is currently a proposal being put forward by Blue Sky Net and Spectrum Group to erect a communications tower on the south shore of Trout Lake (Alban area). The association opposes the proposed communication tower location, which is to be erected close to the lake shore on a private cottage lot. The 96 foot tower would be visible above the tree line from the lake. The Association has been attempting to work with the proponents by suggesting alternative locations where the tower would have less impact and perhaps could even provide more potential customers with coverage. However, our efforts to date have been unsuccessful.

We are objecting to the proposed tower for the following reasons:

Coverage: Trout lake area is very well served with Internet access by Xplornet, Bell and Rogers. It is estimated that only a dozen or so properties do not receive Bell and Rogers signals. Appendix A-Bell and B-Rogers coverage show this. Spectrum Group already has transmitters on towers in Alban and Noelville and can boost the signal from those to cover the entire Trout Lake area if it wishes.

Price of Service: Depending on personal choices, there is very little difference between Bell, Rogers and Spectrum packages. The additional \$150 initial fee and 36 months contract required by Spectrum will greatly reduce the number of customers willing to switch. Most if not all, permanent residents are served by bundled packages providing discounts and will not switch for Internet only.

Impact on Natural Vistas: This is a major point in complaints against the tower. The 96' tower will ruin the natural skyline. Industry Canada does consider it important how the tower integrates to the local surroundings. We feel this tower will not integrate into the surrounding area at all. Appendix C) mock-up view of proposed tower from the lake and D) Industry Canada relevance of complaints.



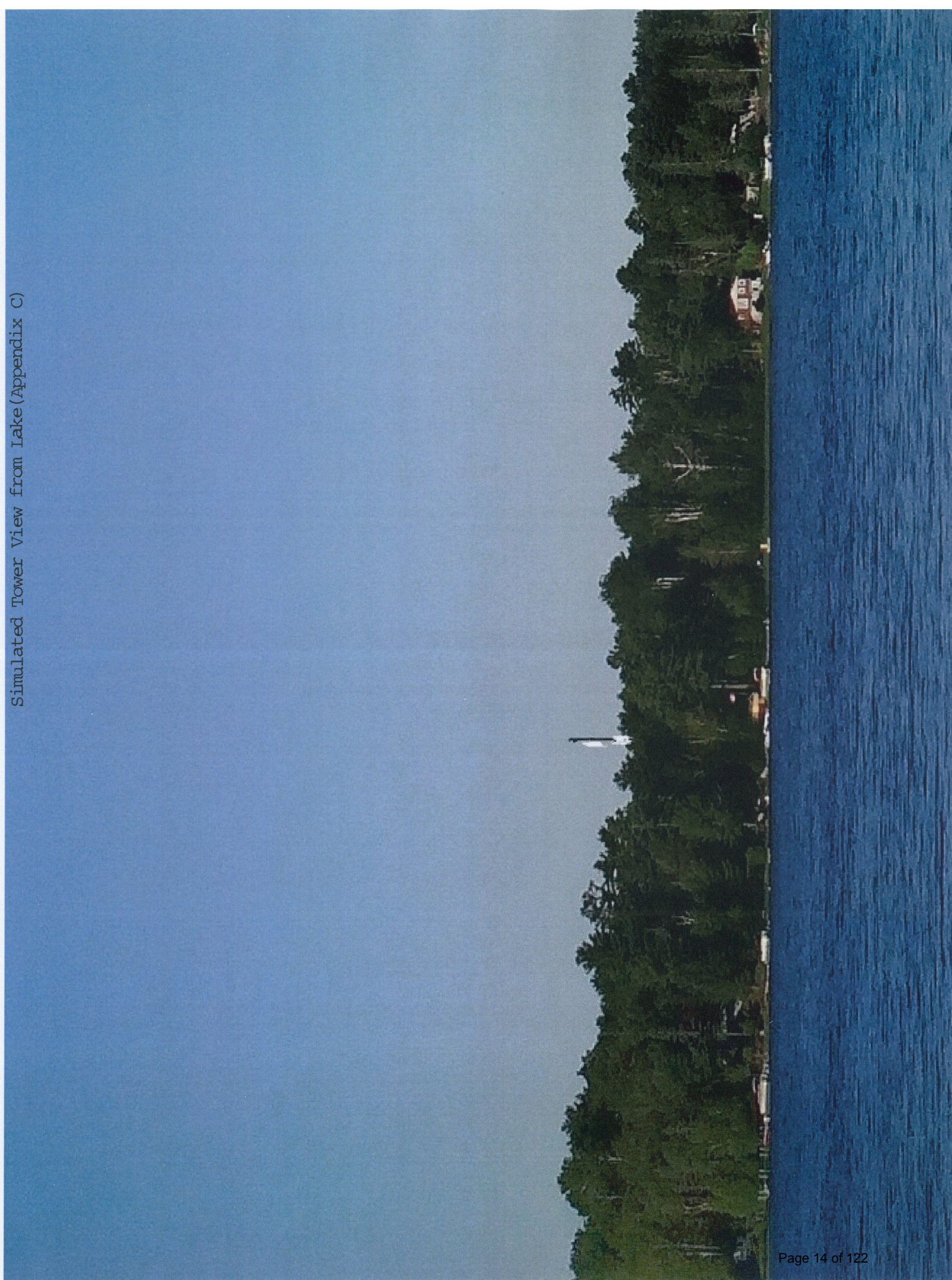
Alternative Sites: The proposed tower is located on the private lot whose owners are parents-in-law of the Blue Sky Net Executive Director. Both Spectrum Group and Blue Sky Net flatly refuse to consider any alternative sites, with the main reason stated being higher cost. If their main concern was increasing their customer base, this would not enter the picture. By not considering the alternative locations we suggested, 55 potential customers at Pioneer Domain are not able to receive any service.

We believe that the Industry Canada grant which Spectrum Group received to construct the tower, is mainly intended to provide service to unserved areas, not to already well served areas. It is also somewhat puzzling that Blue Sky Net is not providing computer modeled coverage maps so that we can all judge which areas are covered from which site. Therefore it is impossible to verify their interpretation.

Conclusion: Based on all of the above there is a strong indication that the primary purpose of this tower is not the service to the Trout Lake area, but provision of internet service to the Executive Director of Blue Sky Net. We are disappointed that the company would compromise the vistas and values of all of Trout Lake residents, in a bid to serve the needs of a few.

We recommend that Council not confirm this site. Within 6-7 months the Municipality will be able to complete its Environmental By-laws, with input from many other citizens, which will include a policy on towers that will be valid for entire Municipality of French River. Therefore it is our recommendation that councillors delay approval of any towers until a suitable policy can be developed to best meet the needs of all of the residents of French River.







APPENDIX a)

## Coverage Map

Please enter your address, city and/or postal code to view the type of coverage available in your area.

Address

### Select coverage type

☐ 4G LTE

☒ 4G HSPA+

☒ Max 42 Mbps (expected download speeds 7-14 Mbps)

☐ Max 21 Mbps (expected download speeds 3.5-8 Mbps) ☐ Future

\*Theoretical peak download speeds may vary.



[See the interactive coverage map](#)

## The most LTE coverage in the country, and we're just getting started.

Even though we already give access to Canada's largest LTE network, currently reaching over 20 million people, we have aggressive expansion plans to deliver LTE speeds and performance across the entire country. And rest assured, until LTE is available in your area, Bell has you covered with the powerful 4G network - also the largest in Canada.

[Get notified about the latest coverage updates](#)

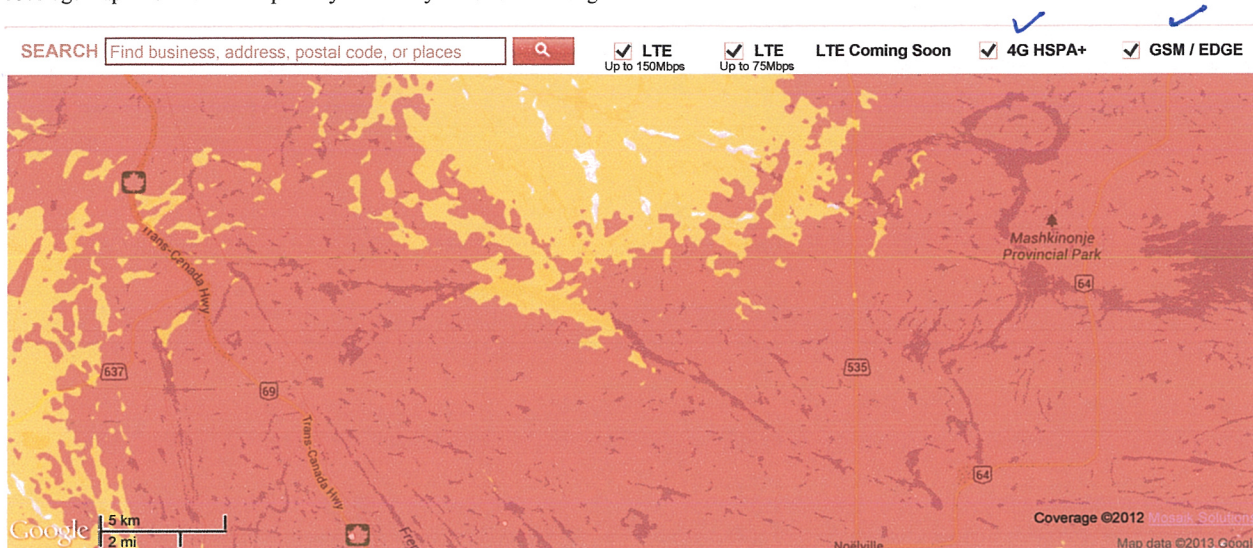
First Name



APPENDIX B)

## Coverage Map

Rocket internet devices provide easy web access anywhere on the Rogers wireless network, with speed optimized in LTE and 4G HSPA+ areas. Check the coverage map below for all the places you can stay connected on the go.



The map is a general representation of wireless coverage, current and projected, where indicated. The areas shown are approximate. Actual coverage area may vary from map graphics. Reception may be affected by various factors, including system availability and capacity, customer's equipment, signal strength, topography and environmental conditions. Charges are based on the location of the site receiving and transmitting the signal, not the location of the subscriber.

## Full Details – Coverage Map

Rates and offers subject to change without notice.

†Your first invoice will include a Connection Fee of \$15 per line to activate your service on our network. Where applicable, additional airtime, data, long distance, roaming, options and taxes are extra and billed monthly.

### **Device Savings Recovery Fee (applicable to term commitment customers only for any new term entered into on or after January 22, 2012)**

A Device Savings Recovery Fee (DSRF) applies if you have been granted an Economic Inducement (as defined below) upon entering your new term, and if, for any reason, your wireless service or your new term is terminated prior to the end of the term of your Service Agreement (Service Agreement Term). The DSRF is the amount of the economic inducement (which may take the form of a discount, rebate or other benefit granted on the price of your Equipment), as stated in your Service Agreement (Economic Inducement), less the amount obtained by multiplying such Economic Inducement by a fraction representing the number of months elapsed in your Service Agreement Term as compared to the total number of months of your Service Agreement Term (plus applicable taxes). In other words, **DSRF = Economic Inducement – [Economic Inducement × (# months elapsed in your Service Agreement Term ÷ Total # months in your Service Agreement Term)] + applicable taxes**. An Additional Device Savings Recovery Fee (ADSRF) also applies if, for any reason, your wireless data service, or your data plan's commitment term (Data Term), is terminated prior to the end of your Data Term. The ADSRF is the additional Economic Inducement you received for subscribing to your wireless data service, less the amount obtained by multiplying such Economic Inducement by a fraction representing the number of months elapsed in your Data Term as compared to the total number of months of your Data Term (plus applicable taxes), and applies in addition to the DSRF for termination of your Service Agreement. **If you subscribe to a plan combining both voice and data services, both the DSRF and the ADSRF apply, up to the total Economic Inducement.**

### **Service Deactivation Fee (applicable to term commitment customers only for any new term entered into on or after January 22, 2012)**

**Not applicable to Residents of Québec or Manitoba:** A Service Deactivation Fee of **\$12.50** per line (plus applicable taxes) applies if, for any reason, your wireless service is deactivated prior to the end of your Service Agreement Term. This fee is in addition to any applicable DSRF or DSRF and ADSRF.

**Applicable only to Residents of Québec or Manitoba:** If your wireless service is deactivated prior to the end of your Service Agreement Term and there is no Economic Inducement stated in your Service Agreement, then you will be charged a Service Deactivation Fee. The Service Deactivation Fee is an amount permitted under provincial legislation, being the lesser of **\$50 or 10%** of the monthly service fees for the services that you have subscribed to on a Service Agreement Term and Data Term, as applicable, but not provided as of the termination date (plus applicable taxes).

### **Early Cancellation Fee (applicable to any term entered into prior to January 22, 2012)**

An Early Cancellation Fee and/or Data Early Cancellation Fee will be calculated and charged as set out in the Service Agreement you received upon entering that term.

Usage subject to Rogers Terms of Service and Acceptable Use Policy, [rogers.com/terms](http://rogers.com/terms).

(+) SEE FULL DETAILS



APPENDIX D

4. In addition to the public notification requirements noted above, proponents of antenna-supporting structures that are proposed to be 30 metres or more in height must place a notice in a local community newspaper circulating in the proposed area.

### Responding to the Public

Proponents are to address all reasonable and relevant concerns, make all reasonable efforts to resolve them in a mutually acceptable manner and must keep a record of all associated communications. If the local public or land-use authority raises a question, comment or concern relating to the antenna system as a result of the public notification process, then the proponent is required to:

1. respond to the party in writing within **14 days** acknowledging receipt of the question, comment or concern and keep a record of the communication;
2. address in writing all reasonable and relevant concerns within **60 days** of receipt or explain why the question, comment or concern is not, in the view of the proponent, reasonable or relevant; and
3. in the written communication referred to in the preceding point, clearly indicate that the party has **21 days** from the date of the correspondence to reply to the proponent's response. The proponent must provide a copy of all public reply comments to the local Industry Canada office.

Responding to reasonable and relevant concerns may include contacting a party by telephone, engaging in a community meeting or having an informal, personal discussion. Between steps 1 and 2 above, the proponent is expected to engage the public in a manner it deems most appropriate. Therefore, the letter at step 2 above may be a record of how the proponent and the other party addressed the concern at hand.

### Public Reply Comments

As indicated in step 3 above, the proponent must clearly indicate that the party has **21 days** from the date of the correspondence to reply to the response. The proponent must also keep a record of all correspondence/discussions that occurred within the **21-day** public reply comment period. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.

The factors that will determine whether a concern is reasonable or relevant according to this process will vary but will generally be considered if they relate to the requirements of this document and to the particular amenities or important characteristics of the area surrounding the proposed antenna system. Examples of concerns that proponents are to address may include:

- Why is the use of an existing antenna system or structure not possible?
- Why is an alternate site not possible?
- What is the proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the proponent trying to integrate the antenna into the local surroundings?
- What options are available to satisfy aeronautical obstruction marking requirements at this site?
- What are the steps the proponent took to ensure compliance with the general requirements of this document including the *Canadian Environmental Assessment Act* (CEAA), Safety Code 6, etc.?

Concerns that are not relevant include:

- disputes with members of the public relating to the proponent's service, but unrelated to antenna installations;
- potential effects that a proposed antenna system will have on property values or municipal taxes;

- questions whether the *Radiocommunication Act*, this document, Safety Code 6, locally established by-laws, other legislation, procedures or processes are valid or should be reformed in some manner.

#### 4.3 Concluding Consultation

The proponent may only commence installation/modification of an antenna system after the consultation process has been completed by the land-use authority, or Industry Canada confirms concurrence with the consultation portion of this process, and after all other requirements under this process have been met. Consultation responsibilities will normally be considered complete when the proponent has:

1. concluded consultation requirements (Section 4.1) with the land-use authority;
2. carried out public consultation either through the process established by the land-use authority or the Industry Canada's Default Public Consultation Process where required; and
3. addressed all reasonable and relevant concerns.

#### Concluding Land-use Authority Consultation

Industry Canada expects that land-use consultation will be completed within **120 days** from the proponent's initial formal contact with the local land-use authority. Where unavoidable delays may be encountered, the land-use authority is expected to indicate when the proponent can expect a response to the proposal. If the authority is not responsive, the proponent may contact Industry Canada. Depending on individual circumstances, Industry Canada may support additional time or consider the land-use authority consultation process concluded.

Depending on the land-use authority's own process, conclusion of local consultation may include such steps as obtaining final concurrence for the proposal via the relevant committee, a letter or report acknowledging that the relevant municipal process or other requirements have been satisfied, or other valid indication, such as the minutes of a town council meeting indicating LUA approval. Compliance with informal city staff procedures, or grants of approval strictly related to zoning, construction, etc. will not normally be sufficient.

Industry Canada recognizes that approvals for construction (e.g. building permits) are used by some land-use authorities as evidence of consultation being concluded. Proponents should note that Industry Canada does not consider the fact a permit was issued as confirmation of concurrence, as different land-use authorities have different approaches. As such, Industry Canada will only consider such approvals as valid when the proponent can demonstrate that the LUA's process was followed and that the LUA's preferred method of concluding LUA consultation is through such an approval.

#### Concluding Industry Canada's Default Public Consultation Process

Industry Canada's Default Public Consultation Process will be considered concluded when the proponent has either:

- received no written questions, comments or concerns to the formal notification within the **30-day** public comment period; or
- if written questions, comments or concerns were received, the proponent has addressed and resolved all reasonable and relevant concerns and the public has not provided further comment within the **21-day** reply comment period.

In the case where the public responds within the **21-day** reply comment period, the proponent has the option of making further attempts to address the concern on its own, or can request Industry Canada engagement. If a request for engagement is made at this stage, Industry Canada will review the relevant material, request any further information it deems pertinent from any party and may then decide that:



Government  
of CanadaGouvernement  
du Canada

Canada

## Industry Canada

Home > Internet, Radio, and Wireless > Spectrum Management and Telecommunications > Official Publications  
> Procedures > Client Procedures Circulars (CPC)

# Spectrum Management and Telecommunications

## CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems

### Appendix 2 – Industry Canada's Default Public Consultation Process – Public Notification Package (See Section 4.2)

The proponent must ensure that at least **30 days** are provided for public comment. Notification must provide all information on how to submit comments to the proponent in writing. The proponent must also provide a copy of the notification package to the land-use authority and the local Industry Canada office at the same time as the package is provided to the public.

Notification must include, but need not be limited to:

1. the proposed antenna system's purpose, the reasons why existing antenna systems or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal;
2. the proposed location within the community, the geographic co-ordinates and the specific property or rooftop;
3. an attestation that the general public will be protected in compliance with Health Canada's Safety Code 6 including combined effects within the local radio environment at all times;
4. identification of areas accessible to the general public and the access/demarcation measures to control public access;
5. the project's status under the *Canadian Environmental Assessment Act*;
6. a description of the proposed antenna system including its height and dimensions, a description of any antenna that may be mounted on the supporting structure and simulated images of the proposal;
7. Transport Canada's aeronautical obstruction marking requirements (whether painting, lighting or both) if available; if not available, the proponent's expectation of Transport Canada's requirements together with an undertaking to provide Transport Canada's requirements once they become available;
8. an attestation that the installation will respect good engineering practices including structural adequacy;
9. reference to any applicable local land-use requirements such as local processes, protocols, etc.;

10. notice that general information relating to antenna systems is available on Industry Canada's Spectrum Management and Telecommunications website ([http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h\\_sf01702.html](http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf01702.html));
11. contact information for the proponent, land-use authorities and the local Industry Canada office; and
12. closing date for submission of written public comments (not less than **30 days** from receipt of notification).

<sup>1</sup> Example: I, *(name of individual or representative of company)* attest that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public including any combined effects of nearby installations within the local radio environment.

<sup>2</sup> Example: I, *(name of individual or representative of company)* attest that the radio antenna system described in this notification package is excluded from environmental assessment under the *Canadian Environmental Assessment Act*.





# The Corporation of the Municipality of French River

## Information Report

**Report to** Council of the Municipality of French River  
**From:** Sébastien Goyer, Chief Administrative Officer/Clerk  
**Date:** November 14<sup>th</sup> 2013

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### SUBJECT

Siting Telecommunication Facilities Policy

### BACKGROUND

During the Spectrum Tower debate, council members and members of the public requested that Council look at developing a "Tower Policy".

### DISCUSSION

At the request of the Municipality, the planning director of the Sudbury East Planning Board Melissa Riou prepared a draft of the Telecommunication Facilities policy. This policy in its draft form will provide guiding principles for the Municipality in terms of any future telecommunication facilities proposal

### RECOMMENDATION

That the Council for the Corporation of the Municipality of French River refers the draft telecommunication facilities policy to the Economic Development Committee for study and consideration.

Prepared by:  
Sébastien Goyer, Chief Administrative Officer and Clerk  
November 14<sup>th</sup> 2013.

## Policy for Siting Telecommunications Facilities

### **Background:**

Applications for telecommunications facilities fall under the jurisdiction of Industry Canada. Policies currently followed by Industry Canada require that the proponent of a new telecommunications facility which is subject to federal approval, must consult with the municipality and indicate whether the municipality concurs with the application.

As a result of increases in demand for wireless communications and the public's demand for better service throughout the Planning Area, there has been an increase in the number of telecommunications facilities to support this industry. **The Municipality of French River does not support the licensing of any new telecommunications facility unless the requirements of this policy have been complied with.**

### **Policy Statement:**

The Municipality of French River requires a facility siting a public consultation process to be conducted by a proponent, as contemplated by Industry Canada, prior to the endorsement of the site(s) for Telecommunications Facilities.

### **Purpose:**

- To minimize adverse land use impacts of Telecommunications Facilities within the Municipality of French River.
- To establish a transparent, consistent and predictable framework for the evaluation of Telecommunications Facility proposals

### **Jurisdiction:**

Industry Canada has the ultimate authority, under the Radiocommunication Act, to approve the location of radiocommunication facilities. Industry Canada's publication, "Environment Process, Radio Frequency Fields and Land-Use Consultation" outlines their areas of interest and the process followed in the licensing of facilities. They are responsible for fostering the orderly development and operation of communications in Canada. The radio frequency spectrum is managed by the Spectrum Management program through planning, regulation, and the establishment of technical standards so that radio services operate with minimum interference. Industry Canada is directly responsible for radio spectrum management. It assigns radio spectrum wireless service providers allowing them to operate communications networks. Telecommunications facilities licensed by the authority of the federal government are not subject to municipal zoning regulations.

### **Building Permits:**

Building Permits are required for all telecommunication tower and buildings, however, Building Code matters as they relate to operational quality of the telecommunication tower and its associated buildings may be superceded by relevant Federal legislation.

### **Industry Canada's Approval Process:**

Industry Canada has instituted procedures for approval which considers the following:

- **Environment**
  - Effects on water bodies, ground water, terrestrial and aquatic habitat etc.
  - Most radiocommunication towers are excluded from environmental assessment under the Exclusion List Regulations of the Canadian Environmental Assessment Act (CEAA)
- **Health Canada's Safety Code 6** – exposure to radio frequency fields
  - Contains recommended safety procedures for the installation and use of radiofrequency emitting devices and establishes maximum exposure levels
- **Land Use Consultation**
  - Industry Canada requires that land-use authorities be consulted prior to the building of significant structures
  - Participation of land-use authorities in the consultation process does not transfer any federal decision-making authority, nor does it confer a right of veto in the location of the radiocommunication facility
  - IF the proponent and the land-use authority cannot reach an agreement, Industry Canada will decide what action needs to be taken based on the information provided and the land-use authority

## **Policies Related to the Siting of Telecommunications Facilities Within the Municipality of French River**

### **Objective**

The policy is aimed at encouraging applicants to design and locate facilities in such a fashion as to minimize impact on residential areas. Locations well removed from residential areas are therefore encouraged. Co-location of new facilities on existing towers and structures (including rooftops and water towers) is a preferred option. The municipality strongly encourages commercial carriers to share their towers/structures in order to minimize the impact on our urban environment. Where locations such as these can be achieved, the policy would not require the holding of a public meeting. If, however, such a location is not possible for technical reasons, the applicant will be required to provide the municipality with written justification as to why the proposed tower is required, and why co-location is not possible.

### **Policy**

The policy deals only with telecommunications facilities which will be operated under an authority from Industry Canada. It deals with these facilities in two ways, depending on the type of structure and its location. If the new facility meets the policy's criteria to be considered "insignificant", a neighbourhood meeting will not be required. For facilities which are considered "significant", a neighbourhood meeting is required.

### **Classification of Structures:**

#### **Insignificant Structures**

- Rooftop structures, where the tower is less than 25% of the height of the building
- Addition or modification of an antennae system (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna-supporting structure or other radio apparatus to existing infrastructure, building, water tower, etc. provided the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure's height
- Structures mounted on utility poles
- Towers less than 16.6 metres in height
- Towers 16.6 metres in height and greater, and located more than 300 metres from a residential dwelling, Residential Zone or Community or Village Policy Area Official Plan Designation
- Installation, for a limited duration (typically not more than 3 months), of an antenna system that is used for a special event, or one that is used to support municipal, provincial, or national emergency operations during the emergency, and is removed within 3 months after the emergency or special event.

#### **Significant Structure**

- Towers 16.6 metres in height and greater, and located closer than 300 metres from a residential dwelling, Residential Zone or Residential Designation

### **Public Meetings:**

Public meetings are required when new structures are proposed which meet the policy's criteria as being "significant". Notice of the meeting shall be provided by the applicant as follows:

- a) For significant towers of 30 metres in height or more, a newspaper notice, advising of the time, date and location of the neighbourhood meeting, together with the location and height of the proposed facility; (the municipality will determine which newspapers are to be used, depending on the location of the facility);
- b) For all significant towers a notice shall be mailed to all property owners within a radius of three times the tower height of the proposed tower, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater. For the purpose of this requirement, the outside perimeter begins at the furthest point of the supporting mechanism, be it the outermost guy line, building edge, face of the self-supporting tower, etc.;

The mail notice shall include the height of the proposed tower and an 8.5" x 11" sketch, indicating the location of the proposed tower on the site. Generally to be held no later than 21 days of mailing of the notification of public meeting. The **Sudbury East Planning Board** will provide the applicant with the mailing list, indicating the name and addresses of the property owners within the required radius;

- c) A notice to the ward councillor;
- d) A notice to the Clerk of the Municipality of French River;
- e) A notice to the Director of Planning for the Sudbury East Planning Board;
- f) A notice to Industry Canada.

A resolution of the Council of the Municipality of French River shall be provided to Industry Canada advising of Council's concurrence or non-concurrence with the proposal.

### **Submission Package:**

All new tower proposals shall submit the following documentation to the **Sudbury East Planning Board**:

- a) Written documentation by the proponent outlining the steps taken to investigate all non-tower and co-location options and why a new tower is the only option, and a statement indicating the reasons for the tower height.
- b) A site plan drawn to scale showing the subject property, location of proposed tower(s) and accessory buildings, site grading, drainage, driveways and entrances, parking, existing and proposed landscaping and vegetation, screening, setbacks from the lot lines, and the type and height of the proposed tower.
- c) A calculation of the distance between the tower and the nearest residential dwelling, Residential Zone and/or Community or Village Policy Area Designation.
- d) Owner letter of authorization
- e) The proposed power output of the facility



# The Corporation of the Municipality of French River

## Action Report

**Report to:** Mayor and Members of Council  
**Date:** October 31, 2013  
**Submitted by:** Mélanie Bouffard, Deputy Clerk

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### Subject

Conveyance of a portion of Pine Ridge Road/White Pine Lane to Municipality

### Background

Provisional Consent was given on March 15, 2013 to Brian and Julia O'Rawe for SEPB File No. B/51/12/FR to sever one residential lot from the remainder of the Sand Beach Lodge property which would then be re-zoned from Waterfront Commercial Tourist to Waterfront Residential.

The following is a Condition of Consent set out by Sudbury East Planning Board:

"Where it is determined on drafting a reference plan of survey that an existing public road traverses the subject lands to which the consent approval applies (severed and/or retained lands), that portion of such road which traverses the subject lands shall be laid out on the final reference plan of survey and shall be transferred to the appropriate authority."

### Discussion

A portion of the roadway known as Pine Ridge Road and White Pine Lane abuts and goes through the subject property located at 53 White Pine Lane; the roadways were never transferred to the appropriate road authority now being the Municipality of French River.

The property owner has surveyed the property and the portion of the roadways to be conveyed to the Municipality; a copy of the reference plan is attached.

An Acknowledgement & Direction has been prepared to have Part 1 & Part 7 of Reference Plan 53R20096 conveyed to the Municipality for road purposes (Pine Ridge Road/White Pine Lane).

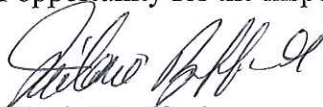
### Financial Considerations

Legal costs of registering the document.

### Conclusion/Recommendation

A Resolution to authorize the Mayor and Clerk to sign the Acknowledgement & Direction was prepared to have the roadways conveyed to the Municipality for road purposes.

\*The matter is timely; there is a condition pertaining to the holding tanks on the property; currently the system is under the jurisdiction of the MOE because of its Commercial use, the Sudbury & District Health Unit can only go inspect once the property is severed and rezoned to Residential, there is a short window of opportunity for the inspection to be done since it is weather permitting.

  
Mélanie Bouffard  
Deputy Clerk

  
Approved by CAO/Clerk



PLAN OF SURV.

PART OF LOT 1  
PART OF LOT 1  
PLAN M-550  
GEOGRAPHIC TOWN

MUNC. OF FRENC.  
DISTRICT OF SUL.

SCALE 1:1000

JAMES E. KIRKLAND

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

THIS SURVEY AND PLAN WAS MADE IN ACCORDANCE WITH THE SURVEY ACT AND THE REGULATIONS MADE THEREUNDER.

THIS SURVEY WAS COMPLETED

AUG 14/13

DATE

SUBDIVISION

METRIC NOTE

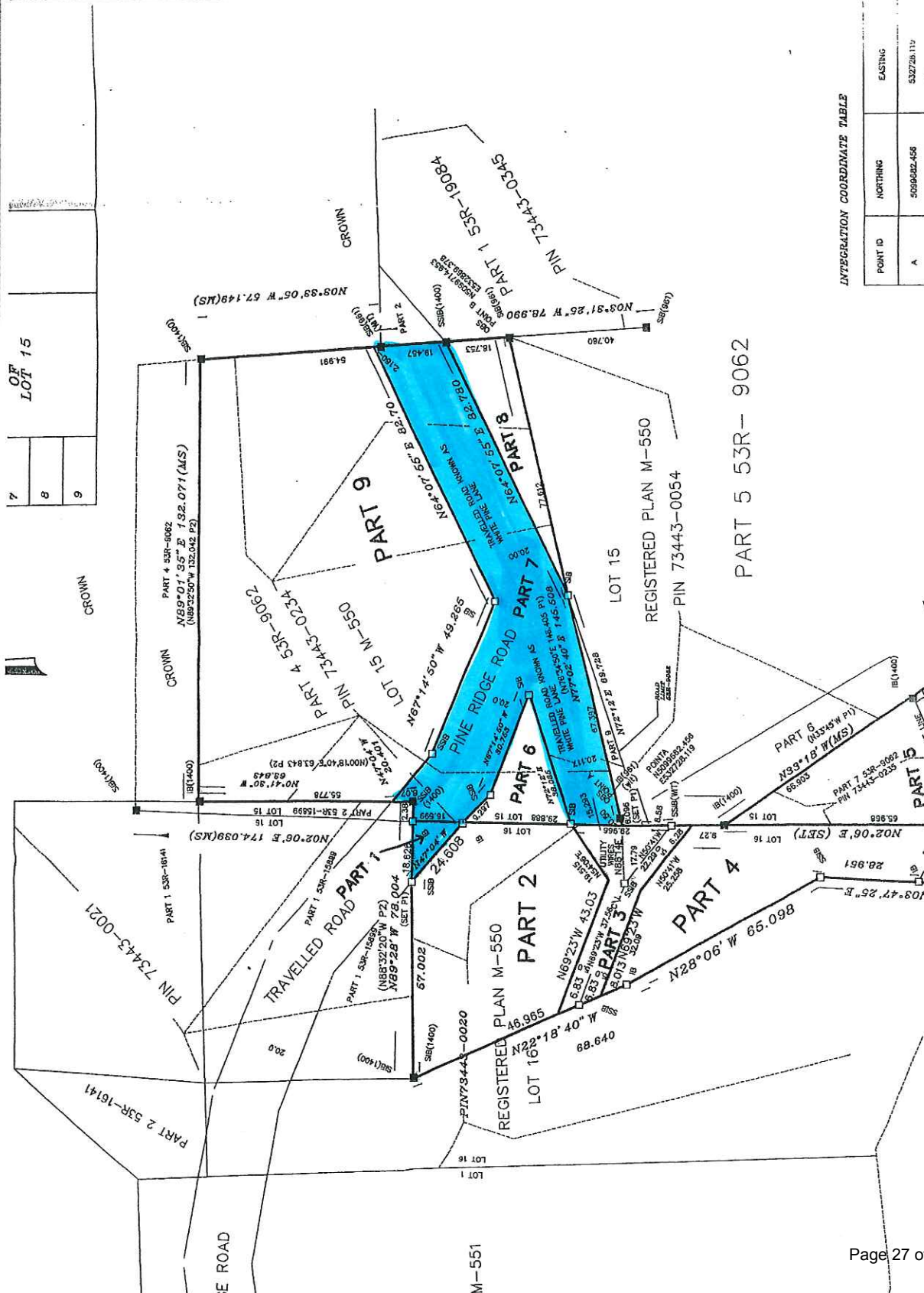
ALL DISTANCES SHOWN ON THIS PLAN ARE IN METRIC UNITS.

WATER'S EDGE NOTE

THIS WATER'S EDGE IS THE LIMIT OF THE LIMIT OF REGISTERED PLAN

LEGEND

1	demolition	14	demolition
2	demolition	15	demolition
3	demolition	16	demolition
4	demolition	17	demolition
5	demolition	18	demolition
6	demolition	19	demolition
7	demolition	20	demolition
8	demolition	21	demolition
9	demolition	22	demolition
10	demolition	23	demolition
11	demolition	24	demolition
12	demolition	25	demolition
13	demolition	26	demolition



INTEGRATION COORDINATE TABLE

POINT ID	NORTHING	EASTING
A	5059502.456	532728.119



# Municipality of **French River**

## Community Strategic Plan

2013-2018





## Mayor's Message (to be completed once document approved by Council)

### Purpose and Process

In 2012, Council identified that the Municipality required a comprehensive strategic plan. The project was approved in the 2013 budget, and a steering committee was formed in February 2013, comprised of staff, Council members, and local residents. In April 2013, a twenty question, bilingual survey was formed, and over 250 residents provided their feedback on what they enjoy about the community, the most important issues we face together, and their vision for the future.

From this consultation, we identified what we do well, as well as the best opportunities for improvement, and developed a sense of the community's priorities. With this, we were able to discuss potential strategies to further develop this community. In June 2013, eight objectives were formed.

In July 2013, the community once again came together with facilitator Yves Doyon to identify and further develop the community-based priorities identified in the survey. In October 2013, the plan was adopted by Council.

Although Council, the administration, and an external facilitator contributed to the process, the strategic plan reflects the ideas and vision of the people who live, work, visit and vacation here.

Each of the objectives and strategies identified in the plan simply form the beginning of the process. Action plans and measurement indicators will be placed items which Council determines, in consultation with the public, to be priority. Council wishes to thank everyone involved for being part of the process, and looks forward to sharing the leadership role with our community partners as we implement the plan.

### Mission Statement

The Municipality of French River, in preserving its natural heritage and environment, sustains a high quality of life for its citizens, and advances the

community's interests in an accountable, transparent and efficient manner through friendly, personalized service and consistent, two way communication.

## Vision Statement

The Municipality of French River is a vibrant, welcoming and family-based community that is committed to positive, sustainable growth. A scenic environment, friendliness of neighbours, diversity of cultures and small town feel make French River the community of choice to live, work, visit and vacation.

## Core Values

To ensure family values.

To be professional and friendly in our actions to the public, partners, and each other.

To maintain or improve our quality of life.

To respect, acknowledge and appreciate each other's work, and the value of public service.

To remain accessible to the public, and flexible to the needs of the public.

To continually pursue knowledge and learn.

To act in an environmentally friendly way.

To provide meaningful and realistic opportunities for the public to become involved.

To have enjoyment and fulfillment in our work.

To become part of the plan moving forward.

## Competitive Advantage

**Best Place to Raise a Family** – friendliness of people, sense of community, laid back lifestyle

**Full Complement of Commercial Services** – banking, grocery, hardware, restaurant, pharmacy

**Ideal Location** – peace and quiet, availability of outdoors experiences, proximity to larger centres

**Collectivity of Community** – volunteerism, hardworking people, support of local businesses

## Objectives

Ensure community safety.

Equal educational opportunities for all.

Ensure environmental compliance and efficient waste collection.

Ensure timely knowledge of policies, bylaws, and building control standards.

Promote a full complement of health services.

Provide beautiful places for the community to gather.

Provide personalized and efficient customer service.

Provide safe travel for all road users.

## Initiatives

**Objective:** Ensure community safety.

**Direction:** French River is a community where residents feel safe and secure, and where a full range of services is available to them, including police, fire, ambulance, by-law enforcement and emergency management.

### **Strategic Goals:**

**Open the lines of communication:** improve response to emergency situations, and use effective signage and public education (fire prevention, emergency preparedness, etc) to inform the public of any matters of concern.

**Form strategic partnerships:** work with provincial, federal and private partners in reducing the costs and creating efficiencies with regards to police, fire and ambulance.

**Ensure a timely response:** maintain equipment properly, encourage training, and advocate for volunteer involvement in the fire department.

**Objective:** Equal educational opportunities for all.

**Direction:** French River is a community where any person who wishes to further their education may do so in French and English, at any level (primary, secondary, post-secondary).

**Strategic Goals:**

**Build relationships:** Communicate with each of the three school boards represented in the community, along with the Ministry of Education, parents/guardians, and students being transported outside of the community for education.

**Involve the community:** Create petitions, hold surveys, educate ratepayers, organize a committee, facilitate the process, and hold public consultations.

**Objective:** Ensure environmental compliance and efficient waste collection.

**Direction:** French River is a community where it is as convenient to recycle as possible, and the level of service provided meets or exceeds the needs of its ratepayers.

**Strategic Goals:**

**Simplify recycling:** Remove barriers to recycling whenever possible, and expand the program (including reuse) to divert waste from the landfill.

**Explore waste options:** Identify waste management options with respect to the collection of waste, educate the public on diversion options, and improve the level of service. Identify options with respect to lagoon capacity.

**Maintain compliance:** Develop partnerships with the Ministry of the Environment, surrounding property owners, and levels of government to

ensure that the landfill's phase 1 is completed, and that phases 2 and 3 are kept current in the face of changing regulations.

**Objective:** Ensure timely knowledge of policies, bylaws, and building control standards.

**Direction:** French River is a community where development and enforcement (zoning, building control, by-law) is encouraged through the use of modern technology, persistent training and consistent communication with the public.

**Strategic Goals:**

**Simplify the process:** Make relevant forms as accessible as possible, expedite routine orders, commit to upgrading and training on new legislation, consider past decisions.

**Commit to communication:** Ensure timely follow ups when a request from the public is brought forward, ensure open internal communication, utilize many different forms of communication (online, offline, in person) to educate the public on processes.

**Emphasize the importance of the Official Plan:** Emphasize municipal input regarding the Official Plan, and enact policies that attract and support reasonable development.

**Objective:** Promote a full complement of health services.

**Direction:** French River is a community where the public enjoys a variety of timely, accessible and bilingual health services within their own region, without the need to travel long distances.

**Strategic Goals:**

**Support regional expansion efforts:** Support health care providers, community groups and residents in their requests for expansion to the province.

**Recruit and retain a full-time doctor:** Work in partnership with local health care providers, surrounding communities and passionate external parties to create collaborative solutions to address the absence of a full-time doctor in the community.

**Allow seniors to remain in their community:** Promote and facilitate assisted living seniors housing initiatives.

**Ensure preventative measures are in place:** Collaborate with regional providers to promote healthy lifestyle and put policies in place to make healthy living easier for residents.

**Objective:** Provide beautiful places for the community to gather.

**Direction:** French River is a community where residents are proud to gather in accessible and properly maintained public spaces.

**Strategic Goals:**

**Clean up the community:** Organize efforts to enhance the community, including enforcement of property standards, clean-ups, and outdoor space beautification.

**Maintain fair and equitable access:** Follow accessibility guidelines to allow the entire community to enjoy municipal buildings, and support other organizations in doing the same.

**Remove barriers:** Remove financial, social and administrative barriers to promote the use of public spaces for recreational purposes.

**Objective:** Provide personalized and efficient customer service.

**Direction:** French River is a community where its residents are provided with exceptional and friendly customer service in both official languages.

**Strategic Goals:**

**Ensure timely follow up:** Follow up with residents in a timely manner to address any concerns, complaints or comments brought forward.

**Communicate, communicate, and communicate:** Ensure that the Municipality uses all possible communications methods within the community to connect with its residents both online and offline, and promote accountability and transparency.

**Provide a public forum:** Encourage residents to bring their opinions forward by providing opportunities to do so, when appropriate.

**Objective:** Provide safe travel for all road users.

**Direction:** French River is a community where travellers are provided with a safe, efficient road system which is properly signed, and permits all users equal access.

**Strategic Goals:**

**Promote equal use:** Allow and promote all reasonable uses on municipally administrated roadways (farm machinery, ATV, bicycles, snowmobile, horses, etc).

**Ensure risk management is in place:** Sign and monitor the roadways appropriately, and ensure they meet or exceed provincially mandated road quality standards.

**Review best practices:** Research and implement cost and time saving measures, including street lights, grading schedules and effective review of the roads plan.

Note: In 2012, the Municipality completed an Economic Development Strategic Plan, which acts hand in hand with this plan to develop the business community and its interests. It is a common and consistent practice in various municipalities to separate the Economic Development and Community with regards to strategic planning.

In 2013, the French River Library Board also completed (note: completed soon) a strategic plan. This is also a consistent measure taken in various communities. This plan will also work to supplement the Community plan.

## Performance Measurement

How do we use this strategic plan?

- To prioritize objectives and set budget allocations;
- To create a municipal stance on particular issues;
- To provide context for administration reports to Council;
- To collect and evaluate performance metrics;
- To define the Municipality's priorities and processes;
- To inform the public of future goals for the Municipality;
- To communicate effectively;
- To act as a tool for decision making.

The time horizon for the strategic plan is five years. Most decisions the Municipality takes will emanate, in whole or in part, from the strategic plan. Council, alongside stakeholders such as citizens, community groups, businesses and service providers, will need to work together to achieve the vision for the Municipality over the short, medium and long term.

The success of the strategic plan will be measured in its ability to follow the vision and mission of the community. It will be monitored on an ongoing basis by all those involved: Council, the administration, and the public. It is not meant as a "to-do" checklist, but as a strategic focus for the future.

This plan will work alongside our Official Plan, Annual Budget, Asset Management Plan, Roads Plan, Economic Development Strategic Plan and Library Strategic Plan to form the decision framework for Council moving forward. Every opportunity should be taken to move forward on the strategic objectives identified herein and capitalize on common goals amongst each plan.





## Municipality of French River

### MINUTES OF THE SPECIAL MEETING OF COUNCIL

held in the Council Chambers  
French River Municipal Complex  
Wednesday, October 9, 2013 at 6:00 p.m.

#### **Members Present:**

Mayor Claude Bouffard(Chair), Councillors Michel Bigras, Mike Bouffard, Ronald Garbutt, Denny Sharp

#### **Members Excused:**

Councillors Larry Bouffard, Shawnda Martin-Cross

#### **Officials Present:**

Sébastien Goyer, Chief Administrative Officer/Clerk  
Mélanie Bouffard, Deputy Clerk, Recording Secretary  
Brennan Kenny, Economic Development Manager  
Trista Verbiwski, Tourism Coordinator

#### **Guests:**

William Ferguson, twg Communications  
Donna Backer, twg Communications  
32 Members of the public

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

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

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Moved By: Ron Garbutt  
Seconded By: Mike Bouffard

Resol. 2013- 309

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

Carried

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

None declared.

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#### **3. Public Presentation by twg Communications on the French River**

##### **Tourism Branding**

Donna Backer and William Ferguson of twg Communications presented the French River Tourism Branding and Signage Strategy as presented at the Special Council Meeting of August 8, 2013.

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#### **4. Announcements and Inquiries**

Margaret Schwartzentruber, Monetville, there are quite a lot of French Rivers in the world, how will they know that it's in Canada, the word 'French' might emphasize that it's a language territory, not a place? Mr. Ferguson answered that for the purpose of marketing in other areas, the Ontario, Canada is added as a fine print under the logo, everyone will have different perceptions and interaction, not everyone will like any marketing strategy, their market study have proved that the 'French' and the location is well known.

Richard Bisaillon, Noëlville, thanked Mayor and Council for the public consultation, what is the normal practice for consultants when designing a branding process for public meetings or consultations with the public? Mr. Ferguson answered that there are no normal practices, every case is very different, some processes have public consultations and some do not, and that brand developments don't always use focus groups. Their firm has a lot of experience with tourism brand development and added that designs by focus or consultation groups are not proven to be more efficient, all the greatest and known brands were not designed by consultation committees. The Mayor added that the Economic Development Committee and the Steering Committee which have members of the public were involved in the brand development.

Malcolm Lamothe, Alban, he read the RFP, how can you think that the signs and the signage on the highway in English only will unite the community and how can you say that they came up with the 'French River' brand when the RFP specifically says to include 'French River'? Mr. Ferguson answered that 'French River' is the name of the Municipality, they did not wish to change the name of the municipality or the community, and the RFP did not ask to address the issue of community unity. The reality is that the Municipality wanted that name but wanted a consultant to use it in a brand. For example, they worked with West Nipissing to develop a branding statement, was difficult to find one in both official languages, there was consultation in that process and at the end the 'joie de vivre' brand was approved in French only, some were not satisfied because it is only in french but in their opinion it can easily be understood in English. The 'Rivière des Français' was not removed from the municipal logo.

Pauline Robert, Alban, what the signage will look like on the Municipal Buildings?

Mr. Ferguson explained the differences of the logos, the tourism logo and the municipal logo and identified examples on their boards of what is being suggested to the Municipality for signage on buildings. The municipal signage will be designed in 2014.

Malcolm Lamothe, Alban, which logo will be used on the boundary signs? Mr. Ferguson commented that he suggests that the Municipality use the tourism logo.

Raymond Monette, Monetville, what is the intention of the Municipality to put on the major highway signs 'explore/explorez French River'?

Mr. Ferguson answered that he suggests the tourism logo, will be up to Council to decide on the languages.

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Raymond Monette, Monetteville, will they see Explore twice if they don't see the 'z' at the end, the English sign only, major problem is that the sign invites others to visit our community, if its only in English, it will only represent the English population, it should be bilingual, this is an issue that bothers him a lot.

Mr. Ferguson answered that the signage program presented are only ideas, and are left to be determined by the Municipality, further commented that the 'French River' is registered by the Province in English only, however the MTO signs will be fully bilingual.

Liliane Lamothe, Alban, agreed with Mr. Monette, we are a bilingual community and we should announce ourselves as a bilingual community no matter the market.

Mr. Ferguson answered that the use of the language will be determined on the marketplace, and will depend on demand which is proven by research, and on campaign and demographics, not just the city but within each area or group, marketing budgets are very strained and should be very specific, those are only starting tools.

The Mayor agreed that whatever has been presented are just starting tools, the marketing plans are not determined yet and all the comments received will be considered.

Councillor Ron Garbutt commented that we should market ourselves as four cultures, it's maybe premature, but we spent a lot of money on the consultants for another study, will it be part of the marketing plan?

Mr. Ferguson answered that the idea is to capture various experiences specific to the audience.

Luba Nikolic, Trout lake, suggested that the full name of our place 'French River' should be the same size.

Mr. Ferguson commented that it was a good point, but the design is subjective, the River is not unique, but French is.

Bob Nikolic, Trout Lake, agrees with Mrs. Nikolic, important that both words are highlighted the same, such as 'Niagara Falls' we have a special phenomenon and we should market it that way.

Harold Duff, Monetteville, can you say to us that the branding will increase tourism presence, therefore strengthening the community?

Mr. Ferguson commented that it can only help since currently there is not a unified element, there is a lot of potential, what he hears from the comments is that there is a lot of interest.

Bob Armstrong, Alban, thanked them for the presentation, also read the RFP which he thought was excellent, the logos that are being presented will not be confusing, excellent branding, thanked council and wishes for a speedy launch, understands that it is difficult to let go of what we had in the past, there is an element, 'French' is what it's all about, makes it unique and apart from others, thinks it's good work and understands what they want to accomplish.

Ron Robert, Alban, did not do any conceptualizations, why did we not try to link the current logo with the tourism logo to create a link between the two, use the same concept, would offer more of what our Municipality is and not just a canoe.

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Mr. Ferguson commented that again the design is a subjective matter, the idea behind the tourism distinctive brand from the corporate brand was to have common, attract and compete with other markets, what is receptive, when you are , not confuse both logos, each logos used for different uses, tourism logo will not be seen in any political matter.

André Chartrand, Noëlville, worked in Toronto in French restaurants and was proud to be from here and share that with his clients, there is a lot of French in downtown Toronto, more than we expect, in our governments most services are offered in both languages, we should respect and encourage that.

Suzanne Bisaillon, Noëlville, when did you start working on the project?  
Mr. Ferguson answered that the contract was awarded in May 2013.

Suzanne Bisaillon further questioned if it would had been logical to have this meeting in May to see what the people wanted, opinions could have been shared?

Mr. Ferguson answered that the process was shared and followed; public presentations were made at the July Economic Development Committee Meeting then at the Special Council Meeting on August 8 where the logos were approved. Members of the public are volunteers and sat on the steering committee, the Economic Development Committee and Council, which have been consulted on behalf of the community, he has not heard anything new from the comments tonight which have mostly already been evaluated.

Mike Palmer of Hartley Bay Marina, while not technically part of the Municipality, does the majority of his business with the community and has a lot of experience in tourism industry, including trade shows. He agrees that promotion is very new for the Municipality, and that it should look for fresh ideas. "French River" is a very saleable product, and the branding strategy is neat; "explore" is the key word, and the consultants are on the right track. This is very refreshing.

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## **5. Adjournment**

Moved By: Ron Garbutt  
Seconded By: Mike Bouffard

Resol. 2013- 310

**BE IT RESOLVED THAT** the special meeting be adjourned at 7:27 p.m.

Carried

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**MAYOR**

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**CLERK**



**Municipality of French River**  
**MINUTES OF THE**  
**SPECIAL MEETING OF COUNCIL**  
held in the Council Chambers  
French River Municipal Complex  
Wednesday, October 23, 2013 at 7:00 p.m.

Re: Public Consultation

**Members Present:**

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

**Members Excused:**

**Officials Present:**

Sébastien Goyer, Chief Administrative Officer/Clerk  
Mélanie Bouffard, Deputy Clerk, Recording Secretary  
Brennan Kenny, Economic Development Manager  
Trista Verbiwski, Tourism Coordinator

**Guests:**

10 Members of the public

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

The Chair called the meeting to order at 7:30 p.m.

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Moved By: Michel Bigras  
Seconded By: Ron Garbutt

Resol. 2013- 311

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

Carried

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**2. Disclosure of Pecuniary Interest**

None declared.

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**3. Presentation on the Community Strategic Plan**

The Economic Development Manager presented the Community Strategic Plan and distributed copies of the document which was also available on the website.

The deadline to submit comments is November 13, 2013; the adoption of the Community Strategic Plan will be considered by Council at the November 20<sup>th</sup> Regular Council Meeting.

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#### **4. Announcements and Inquiries**

Carol Bisaillon questioned if the presentation was the same as the previous one, Brennan answered that it was.

Harold Duff commented that the reporting process will is critical and that the plan should not simply sit on a shelf.

Brennan commented that tools will be developed to ensure that objectives are identified in actions, that there are performance measurements and that communication strategies exist to share successes.

Michel Pilon commented that there is a need for more two way communications with the public.

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#### **5. Adjournment**

Moved By: Michel Bigras

Resol. 2013- 312

Seconded By: Ron Garbutt

**BE IT RESOLVED THAT** the special meeting be adjourned at 7:46 p.m.

Carried

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**MAYOR**

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**CLERK**



## **Municipality of French River**

### **MINUTES OF THE REGULAR MEETING OF COUNCIL** held in the Council Chambers French River Municipal Complex Wednesday, October 23, 2013 at 7:30 p.m.

#### **Members Present:**

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

#### **Members Excused:**

#### **Officials Present:**

Sébastien Goyer, Chief Administrative Officer/Clerk  
Julie Bouthillette, Treasurer/Tax Collector  
Mélanie Bouffard, Deputy Clerk, Recording Secretary  
Robert Martin, Parks, Recreation & Facilities Manager  
Brennan Kenny, Economic Development Manager

#### **Guests:**

9 Members of public

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

The Chair called the meeting to order at 7:54 p.m.

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Moved By: Mike Bouffard

Resol. 2013- 313

Seconded By: Michel Bigras

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

To withdraw Item 7.1 Resolution for the Statement of Concurrence to Spectrum Group for a proposed telecommunications tower

To Add an Addendum at 8.1 Resolution to receive a Sudbury East Planning Board Notice of Application for a Plan of Subdivision by 1381429 Ontario Inc. (Mike Bouffard) (File 52T-13001FR)

Carried

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#### **2. PRAYER**

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

Councillor Denny Sharp declared a pecuniary interest at Item 5.6.7; she is a member of the Committee.

Councillor Mike Bouffard declared a pecuniary interest at Item 8.1; he is the applicant.

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### **4. DELEGATIONS**

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

Not present.

The CAO notified that the OPP have scheduled a series of Consultation Sessions on their new invoicing model; the North Bay session will be held November 21<sup>st</sup> for whoever is interesting in attending.

#### **4.2 Local Government Week - Student Council Presentation**

Not present.

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

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

Mayor gave a verbal report.

##### **5.1.1 Approve delegates at the Media & Social Media Training Program**

Moved By: Michel Bigras

Resol. 2013- 314

Seconded By: Ron Garbutt

**BE IT RESOLVED THAT** Council of the Municipality of French River hereby approves that the following members of Council and staff attended the AMO's Working with Media & Social Media in Northern Ontario held on October 2, 2013 in North Bay for an average cost of \$730 per person.

1) Councillor Denny Sharp

Carried

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

CAO/Clerk summarized written report submitted under separate cover.



### **5.3 Treasurer's Report**

#### **5.3.1 Submission of expression of interest for the Small, Rural and Northern Municipal Infrastructure Fund**

Moved By: Ron Garbutt  
Seconded By: Mike Bouffard

Resol. 2013- 315

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby approves the submission of the Expression of Interest to the Small, Rural and Northern Municipal Infrastructure Fund for the Chartrand Corner Project (Montée Guerin Road, Montée Guerin Bridge, Houle Road, Seguin Road, Viau Road, Pitre Road);

**AND FURTHER** that the sum of \$ 134, 380 which represents 10% of the Infrastructure project funds be committed in the 2014 budget.

Carried

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#### **5.4 Economic Development Committee**

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

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#### **5.5 Environmental Advisory Committee**

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

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#### **5.6 Finance and Administration Committee**

Councillor Bigras, Chair of the committee outlined the 2014 Budget Timetable and advised that the draft budget will be distributed to Council at a Special Council Meeting to be scheduled for October 30 at 1pm.

#### **5.6.1 Confirmation of funds (\$20,000) in the 2014 Budget to apply to the Rural Economic Development (RED) Program and the Community Economic Development Program (CEDP)**

Moved By: Michel Bigras  
Seconded By: Ron Garbutt

Resol. 2013- 316

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby confirms that the amount of \$20,000 will be allocated in the 2014 Budget to apply to the Rural Economic Development (RED) Program and the Community Economic Development Program (CEDP).

Carried

### **5.6.2 Approve ‘in principle’ and with conditions the proposed Splash Pad Project introduced by the French River Active Parks Association**

Moved By: Michel Bigras  
Seconded By: Ron Garbutt

Resol. 2013- 317

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby approves “in Principle” the Splash Pad proposal project introduced by the French River Active Parks Association (FRAPA) with the following conditions:

1. The Splash Pad will be installed near the playground on the Alban Community Centre property;
2. The annual operation costs relating to the Splash Pad of approximately \$2,000 (such as utilities, insurance, repairs and maintenance) will be covered by the Municipality;
3. The Splash Pad will fall under the insurance liability of the Municipality;
4. The Municipality will NOT be involved with fundraising initiatives by the FRAPA or the administration of the funds;
5. The Municipality will NOT be involved with the capital installation of the Splash Pad (including the installation of utilities and the required separate well);
6. Fundraising initiatives by the FRAPA will include a \$5,000 reserve for future major repairs and that these funds be held by the Municipality.
7. The hydro will be hooked up to the fire hall and not on a separate meter to reduce annual fees.

**AND THAT** an agreement between the Municipality and FRAPA be prepared to represent the listed conditions above.

Carried

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### **5.6.3 Grants & Subsidy Policy, revised**

Moved By: Ron Garbutt  
Seconded By: Michel Bigras

Resol. 2013- 318

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby approves the attached Grants & Subsidy Policy revised and dated October 23, 2013.

Carried

#### **5.6.4 Investment Policy, revised**

Moved By: Ron Garbutt  
Seconded By: Mike Bouffard

Resol. 2013- 319

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby approves the attached Investment Policy revised and dated October 23, 2013.

Carried

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#### **5.6.5 Request for Proposal for a Compensation and Pay Equity Review**

Moved By: Michel Bigras  
Seconded By: Ron Garbutt

Resol. 2013- 320

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby approves the attached Request for Proposal for a Compensation and Pay Equity Review dated October 17, 2013.

Carried

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#### **5.6.6 Re-allocation of Signage Budget to Reserves to be used in 2014**

Moved By: Michel Bigras  
Seconded By: Mike Bouffard

Resol. 2013- 321

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby approves that the amount of \$30,000 of the 2013 economic development budget be reallocated in reserves to be used in 2014 conditional to a 2013 budget surplus.

Carried

**5.6.7 Grants and Subsidy Application for a rebate of \$200 on the hall rental for the Annual French River Children's Christmas Party being held on November 30, 2013**

Moved By: Michel Bigras  
Seconded By: Mike Bouffard

Resol. 2013- 322

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby approves the Grants and Subsidy Application received from the Children's Christmas Party Committee for a rebate of \$200 on the hall rental fee at the Noëlville Community Centre for their Annual French River Children's Christmas Party being held on Saturday, November 30, 2013.

Carried

**Disclosure of Pecuniary Interest**

Name: Denny Sharp \_\_\_\_\_

**Disclosed his/her (their) interest(s), abstained from discussion and did not participate on this Item.**

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**5.6.8 Canadian Union of Public Employees (CUPE), Proclamation of Child Care Worker & Early Childhood Educator Appreciation Day**

Moved By: Mike Bouffard  
Seconded By: Larry Bouffard

Resol. 2013- 323

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby proclaims October 30, 2013 as "Child Care Worker & Early Childhood Educator Appreciation Day" in recognition of the education, dedication and commitment of child care workers to children, their families and quality of life of our community.

Carried

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**5.7 Public Works Committee**

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**5.7.1 Approval of the Request for Proposal for a new grader**

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

Resol. 2013- 324

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby approves the attached Request for Proposal for the purchase of a new grader.

Carried

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

### **5.8.1 2013 Second Quarter Activity and Financial Reports**

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#### **6. CONSENT AGENDA**

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

Moved By: Shawnda Martin-Cross

Resol. 2013- 325

Seconded By: Mike Bouffard

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

Carried

**Item 6.4 was taken out of the Consent Agenda to allow debate.**

---

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

Moved By: Michel Bigras

Resol. 2013- 326

Seconded By: Shawnda Martin-Cross

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

Regular Council Meeting held September 18, 2013

Carried

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#### **6.2 Minutes Received by Resolution**

Moved By: Michel Bigras

Resol. 2013- 327

Seconded By: Shawnda Martin-Cross

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

Sudbury & District Board of Health held September 19, 2013

Manitoulin-Sudbury DSB held September 26, 2013

Sudbury East Planning Board held September 12, 2013

French River Public Library Board held August 20 & September 17, 2013

Carried

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

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### **6.4 Item was separated from the Consent Agenda to allow debate.**

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

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

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#### **6.5.1 Funding Agreement under the Northern Community Investment Readiness Program for a Community Market Study project**

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Moved By: Shawnda Martin-Cross  
Seconded By: Mike Bouffard

Resol. 2013- 328

**BE IT RESOLVED THAT** By-law 2013-36, being a by-law to authorize the Mayor and Clerk to execute a Funding Agreement with the Ministry of Northern Development and Mines for the Northern Community Investment Readiness Program to complete a Community Market Study be read a first, second and third time and finally passed.

Carried

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#### **6.5.2 Amendment By-law to Close Victor Road**

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

Resol. 2013- 329

**BE IT RESOLVED THAT** By-law 2013-37, being a by-law to amend By-law 2007-54 a by-law to permanently close Victor Road be read a first, second and third time and finally passed.

Carried

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#### **6.5.3 Confirmation By-law**

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

Resol. 2013- 330

**BE IT RESOLVED THAT** By-law 2013-38, 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 October 23, 2013 be read a first, second and third time and finally passed.

Carried

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#### **6.4 Item was separated from the Consent Agenda to allow debate.**

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

Moved By: Shawnda Martin-Cross

Resol. 2013- 331

Seconded By: Michel Bigras

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

1. Call for nominations for the June Callwood Outstanding Achievement Award for Voluntarism in Ontario, deadline December 5, 2013
2. 2012 Annual Ontario Aggregate Resources Report
3. Notice of Retirement of Marcel Meilleur from the French River Fire Department
4. Announcement - CP Rail Holiday Train on Friday, November 29 at 7:30 pm

Carried

Councillor Michel Bigras commented that a recognition event should be held for Mr. Meilleur, the item will be brought forward at the November Finance & Administration Committee.

Councillor Mike Bouffard reminded everyone to set the date in their calendars for the Holiday Train. The Public Works Department has been made aware of the request to close Station Road for the event.

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

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##### **7.1 Statement of Concurrence to Spectrum Group for a proposed telecommunications tower**

The Item was withdrawn from the agenda.

## **7.2 Sudbury East Planning Board - Circulation for Comments**

Moved By: Shawnda Martin-Cross  
Seconded By: Mike Bouffard

Resol. 2013- 332

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

1. Application for Consent and Minor Variance by Alfred & Colleen Caron (File B/23-24/13/FR and A/08//13/FR)

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

No comments

Carried

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## **7.3 Atlantic Wind and Solar Inc., Municipal Support Resolution for a solar ground-mount project (Fryer Forest)**

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

Resol. 2013- 333

**WHEREAS** capitalized terms not defined herein have the meaning ascribed to them in the FIT Rules, Version 3.0; and

**WHEREAS** ATLANTIC SOLAR INC (the "Applicant") proposes to construct and operate a GROUND MOUNT SOLAR (the "Project") on Martland Township, Concession 4, S PT Lot 7, Parcel 1141 (the "Property") in the Municipality of French River under the Province's FIT Program; and

**WHEREAS** the Applicant has requested that Council of Municipality of French River indicate by resolution Council's support for the construction and operation of the Project on the Property; and

**WHEREAS**, pursuant to the FIT Rules, Version 3.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded priority points, which may result in the Applicant being offered a FIT Contract prior to other persons applying for FIT Contracts.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of French River hereby supports the construction and operation of the Project on the Lands.

Carried



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

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

Resol. 2013- 334

**BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of French River hereby allows an Addendum to the Agenda as per the rules of the Procedural By-law 2012-11 under Section 8.8 authorizing Council to deal with an urgent matter that requires the immediate consideration of Council.

Carried

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### **8.1 Sudbury East Planning Board - Circulation for Comments**

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

Resol. 2013- 335

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

1. Application for Plan of Subdivision by 1381429 Ontario Inc. (Mike Bouffard) (File 52T-13001FR)

Carried

#### **Disclosure of Pecuniary Interest**

Name: Mike Bouffard

**Disclosed his/her (their) interest(s), abstained from discussion and did not participate on this Item.**

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## **9. NOTICES OF MOTION**

Mayor Claude Bouffard presented a Notice of Motion that Council amends the Procedure By-law to include with the prayer the playing of the National Anthem at Council Meetings.

The Notice of Motion will be placed and considered at the November Regular Council Meeting.

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## **10. ANNOUNCEMENTS AND INQUIRIES**

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## **11. CLOSED SESSION**

## **12. ADJOURNMENT**

Moved By: Shawnda Martin-Cross  
Seconded By: Mike Bouffard

Resol. 2013- 336

**BE IT RESOLVED THAT** the meeting be adjourned at 9:31 p.m.

Carried

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**MAYOR**

---

**CLERK**



## Municipality of French River

### MINUTES OF THE SPECIAL MEETING OF COUNCIL held in the Council Chambers French River Municipal Complex Wednesday, October 30, 2013 at 1:00pm

#### **Members Present:**

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

#### **Members Excused:**

Councillors Shawnda Martin-Cross

#### **Officials Present:**

Sébastien Goyer, Chief Administrative Officer/Clerk  
Julie Bouthillette, Treasurer/Tax Collector  
Mélanie Bouffard, Deputy Clerk, Recording Secretary  
Sylvie Courchesne, Administrative Assistant  
Robert Martin, Parks, Recreation & Facilities Manager  
Linda Keenan, Library Chief Executive Officer  
Jim Sartor, Public Works Superintendent

#### **Guests:**

1 Member of public

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

The Chair called the meeting to order at 1:05 p.m.

Moved By: Denny Sharp

Resol. 2013- 337

Seconded By: Ron Garbutt

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

Carried

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

None declared.

Councillor Michel Bigras, Chair of the Finance & Administrative Committee presided as Chair for the next portion of the meeting.

The 2014 Draft Budget was distributed to Council.

The 2014 Draft Budget included items added by Council, staff and from the public consultation.

---

The Treasurer explained the changes to the 2014 Draft Budget format and went through each line. This year, all human resources costs have been pulled from every department in a one line item to be able to identify net costs versus being allocated to different departments or activities. A similar process has been undertaken for items such as insurance, office supplies, use of machinery and equipment.

The Treasurer noted changes suggested; a revised copy will be submitted to Council by email as well as a hard copy.

The Chair excused Councillor Larry Bouffard from the meeting at 2:20pm; he then returned at 3pm.

Break at 2:30 until 2:35pm.

The Chair excused Linda Keenan at 2:40pm.

Council discussed the Budget Process Timetable and agreed that the next Special Council Meeting to further deliberate the 2014 Draft Budget be scheduled for Wednesday, November 13<sup>th</sup> at 12pm.

Council directed the staff to recommend where possible cuts can be made for Council's consideration.

The Mayor presided as Chair for the remainder of the meeting.

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Moved By: Larry Bouffard  
Seconded By: Denny Sharp

Resol. 2013- 338

**BE IT RESOLVED THAT** the special meeting be adjourned at 4:37 p.m.

Carried

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**MAYOR**

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**CLERK**



## **Municipality of French River**

### **MINUTES OF THE SPECIAL MEETING OF COUNCIL**

held in the Council Chambers  
French River Municipal Complex  
Wednesday, November 13, 2013 at 12:00pm

#### **Members Present:**

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

#### **Members Excused:**

#### **Officials Present:**

Sébastien Goyer, Chief Administrative Officer/Clerk  
Julie Bouthillette, Treasurer/Tax Collector  
Mélanie Bouffard, Deputy Clerk, Recording Secretary  
Robert Martin, Parks, Recreation & Facilities Manager  
Linda Keenan, Library Chief Executive Officer  
Jim Sartor, Public Works Superintendent  
Brennan Kenny, Economic Development Manager

#### **Guests:**

3 Members of public

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

The Chair called the meeting to order at 12:10 p.m.

Moved By: Larry Bouffard  
Seconded By: Denny Sharp

Resol. 2013- 339

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

Carried

---

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

None declared.

---

#### **3. Preliminary Budget Deliberation**

Councillor Michel Bigras, Chair of the Finance & Administrative Committee presided as Chair for the next portion of the meeting.

The 2014 Draft Budget and the 2013 Budget for comparison was distributed to Council.

Council deliberated the Budget by going line by line and the Treasurer noted the changes since the last meeting and answered questions.

---

The Mayor presided as Chair for the remainder of the meeting.

The next Special Council Meeting to further deliberate the 2014 Draft Budget will be scheduled at a later date.

Council will further review the document and directed staff to recommend further possible cuts for their consideration.

The Mayor commented that Council and staff are also required to look into possible revenues.

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Moved By: Denny Sharp  
Seconded By: Larry Bouffard

Resol. 2013- 340

**BE IT RESOLVED THAT** the special meeting be adjourned at 3:12 p.m.

Carried

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**MAYOR**

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**CLERK**





## Municipality of French River

### MINUTES OF THE *Environmental Advisory Committee Meeting* held in the Council Chambers French River Municipal Complex Tuesday, November 12, 2013 at 10:00am

#### **Members Present:**

Councillors Ronald Garbutt (Chair), Denny Sharp and Malcolm Lamothe, Greg Lebert

#### **Members Excused:**

Councillor Michel Bigras, Slobodan Nikolic, William Nuttley

#### **Officials Present:**

Sébastien Goyer, Chief Administrative Officer/Clerk  
Mélanie Bouffard, Deputy Clerk, Recording Secretary  
Robert Martin, Parks, Recreation & Facilities Manager

#### **Guests:**

1 Member of public

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

The Chair called the meeting to order at 10:13 a.m.

---

Moved by: Denny Sharp  
Seconded by: Greg Lebert

Resol. 2013-32

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

Add New Business - Recycling at Arena

Carried

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

None declared.

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#### **3. Delegations**

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

Moved by: Denny Sharp  
Seconded by: Malcolm Lamothe

Resol. 2013-33

**BE IT RESOLVED THAT** the minutes of the Environmental Advisory Committee Meeting held October 8, 2013 be accepted as presented.

Carried

## **5. Reports**

### **5.1 Management Reports**

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

The Chair gave a verbal report. He expressed his disappointed with the reports submitted by OCWA and his concerns that they are only meeting the minimum readings for discharges. A meeting was held in the Spring with OCWA requesting an improved reporting format which has not been done. A plan of the next steps should be developed and a performance evaluation on the operations of OCWA by a third party could be done to ensure that they are meeting the requirements of the agreement.

Action: The CAO and the Chair will prepare a letter addressed to OCWA reemphasizing the request made for improved reporting methods.

---

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

Malcolm Lamothe presented the report that was distributed under separate cover identifying options and considerations on how to increase the efficiency in the waste and recyclable collection and transfer stations.

The Request for Proposal is being prepared by staff and will include all considerations received to date.

Action: The Members acknowledged receipt of the report, the Draft Request for Proposal will be presented at the December meeting.

---

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

##### **5.1.3.1 Draft Request for Proposal for a for a review of the Noëlville Wastewater Treatment Lagoon System Design and Operation**

The document was distributed under separate cover; it includes and takes into consideration the comments received from Council and Committee Members.

Action: The draft document was received, the Members will review it and send comments by Sunday, November 17<sup>th</sup> ; a Resolution will be considered at the November Regular Council Meeting to approve the Request for Proposal for a review of the Noëlville Wastewater Treatment Lagoon System Design and Operation.

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##### **5.1.3.2 Information Reports provided by Ontario Clean Water Agency**

The discussion occurred at Item 5.1.1.

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

None submitted.

## **5.2 Old Business**

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## **5.3 New Business**

### **5.3.1 Lack of recycling at Arena**

The item was moved after the Chair's Report to allow the Parks, Recreation and Facilities Manager to participate in the discussion.

Greg Lebert informed that the arena was busy with a hockey tournament and has noticed that the recycling receptacles are not adequate. There are currently two blue bins, but people are mixing up the garbage and recyclables. He suggested getting bins that clearly show how to dispose of trash/recyclables and that signage should be posted.

Robert Martin commented that he has discussed with Greg over the weekend and agrees that recycling/waste bins with signage are a good idea for all public municipal buildings.

Action: Staff will look into options and costs of recycling/waste receptacles and educational signage for all municipal buildings.

The Chair excused the Parks, Recreation and Facilities Manager at 10:45am.

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## **6. Correspondence**

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### **6.1 Ministry of Energy, Ontario Supporting Local Energy Planning in Municipalities and Aboriginal Communities**

The Members discussed the Municipality's current Street lighting Policy and its dark sky principle.

Action: The Members agreed to discuss the Street lighting Policy at the December meeting.

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### **6.2 Trout Lake Campers Association - Sudbury District, Response to letter dated October 1, 2013 (copy attached)**

The letters were received, there are no environmental concerns.

Action: The Members acknowledged their letter dated October 30, 2013 stating that there are no environmental concerns.

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## **7. Addendum**

None.

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## **8. Notice of Motion**

None.

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

The December 10<sup>th</sup> meeting will be scheduled tentatively depending on items that are timely and on availability of Members.

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### **10. Closed Session**

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

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### **12. Adjournment**

Moved by: Denny Sharp  
Seconded by: Malcolm Lamothe

Resol. 2013-34

**BE IT RESOLVED THAT** the meeting of the Environmental Advisory Committee be adjourned at 11: 45 p.m.

Carried

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**CHAIR**

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**CLERK**

Unapproved



## Municipality of French River

### **MINUTES OF THE Finance & Administration Committee Meeting** held in the Council Chamber French River Municipal Complex Wednesday, November 13, 2013 at 9:00 a.m.

#### **Members Present:**

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

#### **Members Excused:**

#### **Officials Present:**

Sébastien Goyer, Chief Administrative Officer/Clerk  
Mélanie Bouffard, Deputy Clerk, Recording Secretary  
Julie Bouthillette, Treasurer/Tax Collector  
Linda Keenan, Library Chief Executive Officer  
Robert Martin, Parks, Recreation & Facilities Manager

#### **Guests:**

1 Member of public  
Councillor Denny Sharp

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

The Chair called the meeting to order at 9:06 a.m.

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Moved By: Larry Bouffard  
Seconded By: Claude Bouffard

Resol. 2013-33

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

Carried

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

Councillor Michel Bigras declared a pecuniary interest at Item 3.1; he is an employee of the Manitoulin-Sudbury District Social Board.

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#### **3. Delegations**

Mayor Claude Bouffard presided at Chair for Item 3.1.

##### **3.1 Manitoulin-Sudbury District Social Board**

Mr. Fern Dominelli, CAO and Ms. Connie Morphet, Director of Finance outlined the 2014 approved Budget which has an overall increase of 1.99%

In response to questions from the Committee and staff, the CAO and the Director of Finance of DSB advised as follows:

- The timing of the receipt of the required information from the Municipal Property Assessment Corporation does not allow them to provide municipalities with the apportionments in time to include in time for budget.
- It is unknown how the reassessment matter in Espanola will impact Municipalities, MPAC are working with the Ministry of Finance at finding options, the value of apportionment is at 100,000\$.
- There are fourteen (14) Board Members who represent seven (7) Areas; representation on the Board is determined by population as set out in the Boards' Act and Regulations and each Area dictates who sits on the Board.
- The Municipality is in Area#3, there are three Board Members who represent the Sudbury East Municipalities who rotate as determined by the Sudbury East Municipal Association's Constitution (SEMA).
- If the Municipality of French River feels that they should have a permanent seat and that there should be a change in the way they are represented since they are the largest contributor in the area then they could request SEMA to amend the Constitution.
- A review of the Board's Governance Model was done in early 2013 and the Board did not approve a change.
- A Policy for 'Designating Social Housing Buildings to Seniors only' was released on September 25, 2013. The Municipality has shown interest in converting the building in Noëlville 'Domaine des pioniers' to a Senior Housing only; the building used to be senior-only but because of lack of demand, tenants under 65 were allowed. To consider a conversion to senior-only, there needs to have enough seniors on the waiting list. The current waiting list does not indicate a need; acknowledged that he was made aware that seniors are not currently interested to put their names on the waiting list because of the current non-senior tenants, the pets and smoke.

---

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

Moved By: Larry Bouffard  
 Seconded By: Claude Bouffard

Resol. 2013-34

**BE IT RESOLVED THAT** the minutes of the Finance & Administration Committee Meeting held October 6, 2013 be accepted as presented.

Carried

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

### **5.1. Management Reports**

#### **5.1.1 Treasurer's Report**

The Treasurer presented the report.

The total disbursements reported for the month of September 2013 were in the amount of \$731,848.28.

The October Draft Budget versus Actual report was distributed under separate cover.

The draft letter to the French River Citizens Association responding to the comments received during the 2014 Budget Consultation Period was submitted under separate cover for internal review at last month's meeting, comments were received and is being resubmitted for final review; the letter will be sent on Monday.

Mayor Claude Bouffard wants to ensure that the cost of staff time for the Request for Information received from the French River Citizens Association is shared with them and the public.

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#### **5.1.2 Chief Building Officer's Report**

There was no report; a report will be submitted at the December meeting.

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#### **5.1.3 Municipal Law Enforcement Officer's Report**

The Municipal Law Enforcement Officer was absent; the CAO presented the report.

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#### **5.1.4 Parks, Recreation & Facilities Manager's Report**

The Parks, Recreation & Facilities Manager presented the report.

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#### **5.1.5 French River Public Library Financial Report**

The Chief Executive Officer of the Public Library presented the report.

The deadlines to submit advertising on the community television are on the 1<sup>st</sup> and the 15<sup>th</sup> of every month; the current televisions are located at the Caisse in Noëlville and at the Noëlville Pharmacy, other locations and options for funding are being looked into, a letter will be drafted to offer funding opportunity to businesses to install a television in their venue.

---

## **5.2 Old Business**

### **5.2.1 Action Report - Asset Management Plan**

The Treasurer presented the report and the Draft Asset Management Plan submitted under separate cover.

Action: The Members were requested to review and submit comments to the Treasurer; the final draft will be presented at the December meeting with a subsequent recommendation for its approval at the December Regular Council Meeting.

---

### **5.2.2 Action Report - Results from the Request for Proposal for a Compensation and Pay Equity Review**

The CAO presented the report and the Request for Proposal submitted under separate cover.

Action: The Members recommended that the CAO request SEMA to add the item to Agenda for the meeting of November 27th to discuss the possibility of sharing the review or other assistance through LAS; results will be presented at the December meeting.

---

## **5.3 New Business**

### **5.3.1 Action Report - Financial Accounting Software**

The Treasurer presented the report.

Action: The Members recommended that a Resolution be considered at the November Regular Council Meeting to upgrade the current Financial Accounting Software at a cost of \$17,000 financed through operations in the 2014 budget with the assistance of the Small, Rural and Northern Municipal Infrastructure Fund.

---

### **5.3.2 Information Report - Draft Request for Quote for Municipal Insurance**

The Treasurer presented the report and the Request for Proposal submitted under separate cover.

Action: The Members were requested to review and submit comments to the Treasurer; the final draft will be presented at the January meeting with a subsequent recommendation for its approval at the January Regular Council Meeting.

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### **5.3.3 Information Report - Council's convention and seminar 2014 schedule**

The CAO presented the report.

Action: The List of 2014 Conferences will be emailed to all Councillors requesting them to show their attendance interests.

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### **5.3.4 Action Report - Chipping and cover materials**

The CAO presented the report.

Action: The Members recommended that a Resolution be considered at the November Regular Council Meeting to approve the sum of \$10,000 for fill material for the Landfill Site financed through the operating reserve and be reallocated to the Environment Services budget and that staff look into the costs of purchasing Chipping Equipment.

---

### **5.3.5 Action Report - Proposed amendments to the Travel Expenses in the Employee Policy Manual & the Council and Volunteer Firefighters Honorariums and Expenses Manual**

The CAO presented the report.

Action: The Members recommended that a Resolution be considered at the November Regular Council Meeting to approve the proposed amendments to the Travel Expenses in the Employee Policy Manual & the Council and Volunteer Firefighters Honorariums and Expenses Manual as of November 1, 2013.

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## **6. Correspondence**

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### **6.1 Melanie Routhier and Marc Forget, Request to have the Building Permit Fees waived**

Action: The Members recommended that a Resolution be considered at the November Regular Council Meeting to deny the request from Melanie Routhier and Marc Forget to have the Building Permit Fees waived since the municipality has already contributed to their cause by waiving the dumping and demolition fees at the Landfill Site.

---

### **6.2 Canadian Union of Postal Workers, Future of Canada Post**

Action: The Members recommended that the following resolutions be considered at the November Regular Council Meeting to support the Canadian Union of Postal Workers:

1. To use the upcoming review of the Canadian Postal Service Charter to focus on revenue-generating services, not cuts, including financial services such as bill payments, insurance and banking
2. To improve the Canadian Postal Service Charter and make the upcoming review of the Charter open to public input.

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### **6.3 ornge, Helipads in French River**

Action: The CAO will contact ornge to set up a meeting to discuss the prioritizing of the best suitable helipad site in Alban; a report will be submitted with the results of the meeting.

**6.4 Club des Bons Vivants, Grants and Subsidy Application for a rebate of \$200 on the hall rental for their Christmas Dinner held on December 14, 2013**

Action: The Members recommended that a Resolution be considered at the November Regular Council Meeting to approve the Grants & Subsidy Application received from the Club des Bons Vivants for a rebate of \$200 on the hall rental fee at the Alban Community Centre for their Annual Christmas Dinner held on December 14, 2013.

---

**6.5 French River Children's Club, Grants and Subsidy Application for a rebate of \$200 on the hall rental for the Annual Christmas Parade & Children's Party being held on December 6, 2013**

Action: The Members recommended that a Resolution be considered at the November Regular Council Meeting to approve the Grants & Subsidy Application received from the French River Children's Club for a rebate of \$200 on the hall rental fee at the Alban Community Centre for their Annual Christmas Parade & Children's Party being held on December 6, 2013.

---

**6.6 Municipality of Markstay-Warren requesting support relating to the Jobs for Youth Program**

**6.6.1 Information Report - Jobs for Youth Program**

Action: The Members acknowledged that the perspective of municipal staff who were directly involved in the program were satisfied with the work of the YMCA Sudbury Employment Services for 2013 and recommended that a Resolution be considered at the November Regular Council Meeting declaring that there are no objections in having the Manitoulin-Sudbury District Service Board partnering up with the Sudbury East municipalities to administer the program themselves however, that the Municipality of French River does not have the current capacity or expertise in-house to administer the program.

---

**6.7 French River Fighters' Association, Request to have association dues deduction for yearly payment for remuneration**

Action: The Members recommended that a Resolution be considered at the November Regular Council Meeting to have the French River Fighters' Association members' annual dues deduction from their yearly payment for remuneration.

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**6.8 Canadian Solar Industries Association (CanSIA), FIT 3 Solar Update for Municipalities**

Distributed as information only.

**7. Addendum**

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**8. Notice of Motion**

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**9. Announcements and Inquiries**

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**10. Closed Session**

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**11. Items Deferred to Next Meeting**

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**12. Adjournment**

Moved By: Larry Bouffard  
Seconded By: Claude Bouffard

Resol. 2013-35

**BE IT RESOLVED THAT** the Finance & Administration Committee meeting be adjourned at 11:40 p.m.

Carried

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

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

Unapproved



## Municipality of French River

### **MINUTES OF THE Public Works Committee Meeting** held in the Boardroom French River Municipal Complex Thursday, November 14, 2013 at 10:00 am

#### **Members Present:**

Councillors Shawnda Martin-Cross (Chair), Denny Sharp

#### **Members Excused:**

Councillor Ronald Garbutt

#### **Officials Present:**

Sébastien Goyer, Chief Administrative Officer/Clerk  
Jim Sartor, Public Works Superintendent

#### **Guests:**

Neil Castonguay  
2 Members of public

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

The Chair called the meeting to order at 10:00 a.m.

---

Moved By: Denny Sharp

Resol. 2013-31

Seconded By: Shawnda Martin-Cross

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

Item 5.2.1 Change subject from 'Determination of the factors and methodology to prioritize road improvements' to 'Verbal Update on Turenne Road'

Carried

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

None declared.

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#### **3. Delegations**

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

Moved By: Denny Sharp

Resol. 2013-32

Seconded By: Shawnda Martin-Cross

**BE IT RESOLVED THAT** the minutes of the Public Works Committee Meeting held October 15, 2013 be accepted as presented.

Carried

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

### **5.1. Management Reports**

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

The Public Works Superintendent gave a verbal report on the operations during the past month.

The Request for Tenders for the Truck and for the Grader are due on Friday, November 15. Since a grader would not be acquired in time for winter control, arrangements are being made to meet our current needs.

---

### **5.2 Old Business**

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#### **5.2.1 Verbal Update on the work required on Turenne Road**

Since Councillor Ronald Garbutt was absent, the item was deferred to the next meeting.

Neil Castonguay provided a verbal update on the inspection done that morning of Turenne Road; the road warrants for it to remain hard top surfaced, base and surface improvements would be required for half a kilometre to repair of various road break ups. The work is scheduled for 2014 as per the Road Management Plan.

---

### **5.3 New Business**

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## **6. Correspondence**

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#### **6.1 Municipality of Markstay-Warren, Request to support the correspondence from Councillor Frappier regarding paved shoulders**

Action: The Members recommended that a Resolution be considered at the November Regular Council Meeting to support the Municipality of Markstay-Warren's Resolution regarding paved shoulders.

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## **7. Addendum**

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## **8. Notice of Motion**

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## **9. Announcements and Inquiries**

---

## **10. Closed Session**

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

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## **12. Adjournment**

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

Resol. 2013-33

**BE IT RESOLVED THAT** the Public Works Committee Meeting be adjourned at 10:15 p.m.

Carried

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**CHAIR**

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**CLERK**

Unapproved

**SUDBURY EAST PLANNING BOARD  
MINUTES  
Thursday, October 17, 2013 at 5:30 p.m.  
Sudbury East Planning Board Office  
5 Dyke Street, Warren, Ontario**

**MEMBERS PRESENT:** Michel Bigras, Shawnda Martin-Cross, Peter McMullen, Heide Ralph, Steve Saloinin, Paul Schoppmann, Jim Stankovich

**MEMBERS ABSENT:** Mira Melien, Morgan Pitfield

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

Karen Beaudette  
Administrative Assistant

**PUBLIC PRESENT:** Mike Bouffard, Dave Dorland, Simon Doyon, Sebastien Goyer, Bruce Moore, Robert Wilson

**1. MEETING CALLED TO ORDER**

The meeting was called to order at 5:30 p.m. by the Vice Chair, Shawnda Martin-Cross

**2. ADOPTION OF THE AGENDA**

**Resolution: 13-057**

**BE IT RESOLVED THAT** the agenda for the Sudbury East Planning Board regular meeting of October 17<sup>th</sup>, 2013 be adopted as amended

**MOVED BY:** Paul Schoppmann

**SECONDED BY:** Michel Bigras

**Carried.**

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

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

**4. ELECTIONS**

**Resolution: 13-058**

**BE IT RESOLVED THAT** Melissa Riou be appointed chairperson for the purpose of the ensuing elections.

**MOVED BY:** Michel Bigras  
**SECONDED BY:** Paul Schoppmann  
**Carried**

**Resolution: 13-059**

**BE IT RESOLVED THAT** nominations for the position of Chairperson of the Sudbury East Planning Board be opened.

**MOVED BY:** Heide Ralph  
**SECONDED BY:** Michel Bigras  
**Carried**

<b>Shawnda Martin-Cross</b>	<b>Nominated by:</b>	Jim Stankovich
	<b>Seconded by:</b>	Mike Bigras

**Resolution: 13-060**

**BE IT RESOLVED THAT** nominations for the position of Chairperson of the Sudbury East Planning Board be closed.

**MOVED BY:** Heide Ralph  
**SECONDED BY:** Jim Stankovich  
**Carried**

Shawnda Martin-Cross accepts nomination for the year 2013.

**Resolution: 13-061**

**BE IT RESOLVED THAT** nominations for the position of Vice-Chairperson of the Sudbury East Planning Board be opened.

**MOVED BY:** Heide Ralph  
**SECONDED BY:** Michel Bigras  
**Carried**

<b>Paul Schoppmann</b>	<b>Nominated by:</b>	Michel Bigras
	<b>Seconded by:</b>	Heide Ralph

**Resolution: 13-062**

**BE IT RESOLVED THAT** nominations for the position of Vice-Chairperson of the Sudbury East Planning Board be closed.



**MOVED BY:** Jim Stankovich  
**SECONDED BY:** Heide Ralph  
**Carried**

Paul Schoppmann accepts nomination for the year 2013.

**Resolution: 13-063**

**BE IT RESOLVED THAT** THE Sudbury East Planning Board confer signing authority to Shawnda Martin-Cross, Chairperson or Paul Schoppmann, Vice-Chairperson and Melissa Riou, Secretary-Treasurer, in regards to all banking matters pertaining to the Planning Board's General account.

**MOVED BY:** Michel Bigras  
**SECONDED BY:** Paul Schoppmann  
**Carried**

Chairperson Martin-Cross welcomed new member Mr. Peter McMullen to the Sudbury East Planning Board.

**5- ADOPTION OF THE MINUTES**

a) Sudbury East Planning Board - Regular meeting of September 12, 2013.

**Resolution: 13-064**

**BE IT RESOLVED THAT** the minutes of the Sudbury East Planning Board's regular meeting of September 12<sup>th</sup>, 2013, be adopted as distributed.

**MOVED BY:** Michel Bigras  
**SECONDED BY:** Paul Schoppmann  
**Carried.**

**6. ZONING CONFORMITY PERMITS**

Summary of permits issued between July to September 2013 provided for information only.

**7. PRESENTATIONS/DELEGATIONS – Mr. Mike Bouffard**

Mr. Mike Bouffard presented information pertaining to his applications for draft plan approval and re-zoning as per attached report.

Chairperson Martin-Cross requested that Mr. Sebastien Goyer, CAO of the Municipality of French River provide an update on the appeal to the Ontario Municipal Board as outlined in the attached report.

Member Ralph asked if there was a chance that this could be resolved between the parties involved and what was required from the Board.

The Director of Planning said that the Subdivision Application would be circulated with combined Agency and Public Notice jointly. Since comments have already been received this would speed up the process. Member Bigras said that the Application has to go through the proper process given the history of the original Application. Member Ralph said that costs would be incurred. Member Bigras asked if costs could be waived and inquired about the original fee. Director of Planning said that the original fee was \$4,850.00. Member Schoppmann asked what costs would be incurred for the circulation process. The Director of Planning said that there would also be internal costs associated with the resubmitted Application. Member Salonin asked what the incremental cost of recirculating would be. The Director of Planning said that recirculating of an Application is \$200.00. The Chair said that the fee for this application cost should be \$400.00. Member Schoppmann said that the Application should have a two (2) year time period prior to lapsing. The Director of Planning said that with the new Application, there would automatically be a three (3) year time period for the applicant to fulfill the conditions of draft plan approval. Member Ralph asked Mr. Bouffard if \$400.00 would be reasonable. Mr. Bouffard said yes. The CAO Sebastien Goyer thanked The Director of Planning for all the assistance given to the Municipality.

**Resolution: 13-065**

**WHEREAS** the extension for Draft Approval of SEPB Subdivision File No. 52T-09002 lapsed on July 9, 2013;

**AND WHEREAS** Section 51(33) of The Planning Act states that “the approval authority may extend the approval for a time period specified by the approval authority and may further extend it but no extension is permissible if the approval lapses before the extension is given”;

**AND WHEREAS** Mr. Mike Bouffard has requested that the Planning Board consider lowering their application fees (to a total of \$400.00) for his resubmission of a subdivision application;

**NOW THEREFORE BE IT RESOLVED THAT** the Planning Board hereby agrees to application fees of \$400.00 for a subdivision application resubmission identified as SEPB File No. 52T-09002.

**MOVED BY:** Michel Bigras

**SECONDED BY:** Paul Schoppmann

**Carried**

**8. ZONING BY-LAW AMENDMENT APPLICATION and CONSENT APPLICATION**

- a) ZBA 13-11SCR – Hannunen Pennanen
- b) B/22/13/SCR – Hannunen Pennanen

The Zoning By-law Amendment Application ZBA 13-11SCR and Consent Application B/22/13/SCR are related and were presented jointly.

The subject lands are presently zoned Rural (RU) under Zoning By-law 03-01 of the Sudbury East Planning Board. The proposed Zoning By-law Amendment will rezone the portion of the subject

property to be severed through consent application B/22/13/SCR to 'Industrial Rural (MR)' in order to permit a bulk storage tank. Both the proposed lot to be severed and the proposed lot to be retained are vacant, the majority of the vegetation has been removed from the southerly portion of the subject land, as it was used as a 'works yard' during the construction of the adjacent new Highway 69.

Mr. Bruce Moore, owner of Moore Propane, and Mr. Robert Wilson from Sterling Engineering were present to answer questions from the Board.

Mr. Robert Wilson stated that Moore Propane already has two bulk plants in operation; one in Utterson and one in North Bay. Moore Propane is looking expand service in the Sudbury area. Initially, they wanted to purchase the entire property from Mr. Pennanen but only 0.9 hectares is available. Sterling Engineering has done Risk and Safety Management Plans (RSMP) for over 30 facilities in Ontario. There is a new regulation that requires the Municipal Fire Service to sign off on the RSMP. This process has been started with the local Fire Service. Moore Propane will provide a transportation and response plan to the Planning Board and the local Fire Department. Mr. Moore said that there will be two or three trucks servicing present clientele in the Noelville area.

Member Ralph asked how big a hole would be created if the bulk tank exploded. Mr. Wilson said that there would be a fireball 100 metres maximum in the event of an explosion. Member Ralph asked for clarification on evacuation plan in the event of an explosion. Mr. Wilson said that there would be guidelines in place for the Fire Chief and there was standard distances to follow. Member Ralph stated that the Fire Service is a volunteer service only. Mr. Wilson said that this is typically the type of service encountered in remote locations. Mr. Wilson went on to state that propane facilities are generally very safe, ¾ of existing facilities required no upgrading with ¼ of existing facilities requiring additional valves or better hoses in order to upgrade to a safer facility. For an example, the Utterson propane site risk has been set at one in one million year chance of an accident. The industry acceptable risk is one in ten thousand years. The new facility in Secord Township will be safer than the Utterson facility. Member Stankovich stated that St. Charles has a propane site and it is very safe.

#### **Resolution: 13-066**

**BE IT RESOLVED THAT** By-Law No. 13-02 being a By-law for the purpose of amending Zoning By-law No. 03-01 of the Sudbury East Planning Board, as amended, in respect of application ZBA 13-11SCR submitted by Hannunen Pennanen be read a first, second and third time this 17<sup>th</sup>, day of October 2013.

**MOVED BY:** Paul Schoppmann

**SECONDED BY:** Heide Ralph

**Carried.**

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

b) B/22/13/SCR – Hannunen Pennanen

To sever one (1) lot from the subject lands. The proposed severed lot is to be approximately 0.93 hectares in lot area with a lot frontage of approximately 125 metres; the proposed retained lands are to be approximately 2.8 hectares in lot area with a lot frontage of approximately 261 metres. The proposed severed lands are to be used to house a bulk propane storage tank; the proposed retained lands are to continue to be used for rural purposes. LRL Associates Ltd. have been retained by Moore Propane to locate an appropriate site in proximity to the City of Greater Sudbury for a bulk propane plant, consisting of 1 – 30,000 USWG tank. Moore Propane has retained Sterling Engineering to draft a Risk and Safety Management Plan (RSMP) for the site which will satisfy the licensing requirements through the Technical Standards and Safety Authority (TSSA).

**Resolution: 13-067**

**BE IT RESOLVED THAT** Consent application B/22/13/SCR submitted by Hannunen Pennanen be recommended for approval as per the report prepared by the Board's Director of Planning.

**MOVED BY:** Jim Stankovich

**SECONDED BY:** Michel Bigras

**Carried.**

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

## 7. **CONSENT APPLICATIONS**

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

The Director of Planning advised that Notice of Application was posted in the municipal office and was sent by First Class Mail to the assessed owners within 60 metres of the properties subject to the proposed Consent, and to those persons and agencies likely to have an interest in the application. The Notice was sent on October 4, 2013 (B/17-18/13/MW – Simon Doyon) and September 27, 2013 (B/22/13/SCR – Hannunen Pennanen) being over fourteen (14) days prior to this evening's meeting. The Notices were sent by First Class Mail to the assessed owners with 60 metres of the properties subject to the proposed Consent. Included with each Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulations were provided in accordance with the provisions of The Planning Act, R.S.O. 1990, Chapter P.13.

a) B/17-18/13/MW – Simon Doyon

Mr. Dave Dorland and Mr. Simon Doyon were available for questions from the board. Mr. Dorland indicated that this was a very straight forward consent application. Mr. Dorland congratulated new Chairperson Martin-Cross on her appointment. Mr. Dorland also thanked the Director of Planning for her ability and for being extremely effective and helpful.

To sever two (2) lots from the subject lands. Both proposed severed lots are to be approximately 5.0 hectares in lot area with lot frontages of approximately 120 metres; the proposed retained lands are to be approximately 51 hectares in lot area with a lot frontage of approximately 425 metres. The proposed severed and retained lands are proposed to be used for rural uses.

Planning Board members had no comments or questions.

**Resolution: 13-068**

**BE IT RESOLVED THAT** Consent application B/17-18/13/MW submitted by Simon Doyon be recommended for approval as per the report prepared by the Board's Director of Planning.

**MOVED BY:** Jim Stankovitch

**SECONDED BY:** Michel Bigras

**Carried.**

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

## 8- BUSINESS ARISING FROM PREVIOUS MINUTES

### a) Zoning By-law Review Update.

The Director of Planning informed the Board that the Open Houses on October 1, 2013 showed a doubling in the attendance. This was due to the notices and advertising that was sent out in the tax bills for the Municipalities of St. Charles and French River, the Markstay-Warren newsletter, a mail-out to the Village of Killarney and a notice in the Sudbury Star on September 14, 2013. The notice was also posted on the Sudbury East Planning Board website and sent to all the Municipalities requesting that it be posted on the Municipal websites and Municipal Facebook accounts.

Member Bigras asked what next steps would be. The Director of Planning said that November 15, 2013 is the deadline for comments. Text will then be finalized. There will be a Public Meeting in January to present the final documents for Council and Planning Board approval.

Member Ralph asked if there could be something included to restrict mobile homes in the Unorganized Townships to mobile home parks. Member Schoppmann said that there was concern in St. Charles of travel trailers' impact on waterfront lots. He asked if this was a concern in French River. Chairperson Martin-Cross said it was not an issue in French River. Member Bigras said it should be brought to the attention of the Chief Building Official (CBO). The Director of Planning said that the CBO is undertaking targeted inspections. Member Bigras said he would discuss this with the CAO and CBO. Chairperson Martin-Cross said that there were none in Ward 4 and the island, but that travel trailers did exist in the First Nations area. Member Bigras said that there were other lakes with waterfront in French River. Chairperson Martin-Cross said that Ranger's Bay might have some. Member Bigras asked about vacant lots. The Director of Planning said that it is a matter of enforcement and travel trailers were not permitted. Member Ralph said that mobile home are allowed in the Unincorporated Townships and should only be allowed in Mobile Home parks. The Director of Planning said that some restrictions were in place such as no mobile homes were allowed on provincial highways or within 100 metres of settlement areas. Member Ralph said that mobile homes were very unsightly and messy. Chairperson Martin-Cross stated that there was no property standards by-law for the Unincorporated Townships. Member Bigras asked if mobile homes were allowed on farm property. Member Ralph said that there were no farms any more. The Director of Planning clarified were agricultural uses were permitted in accordance with the zoning by-law.

Member Stankovich asked why the 0.8 hectare lot size was the standard for Residential Rural lots. The Director of Planning said that anything smaller would require a hydro-geological study as per MOE guidelines. The municipalities opted to keep the size to 0.8 hectares so that only the Sudbury District Health Unit comments would be required. Density in the rural area is supposed to be of less and the intention is to maintain the rural atmosphere.



## 11. NEW BUSINESS

### a) Business Case Funding

The Director of Planning requested a resolution from the Board to submit a request for Special Business Case Funding to the Municipal Affairs and Housing, for the portion of the Zoning By-law Review associated with the Unincorporated Townships. This year there is only \$20,000.00 available and a request has already been submitted by another Planning Board. The MMAH may be able to cover some of our request this year but we can reapply in 2014 for the balance.

#### **Resolution: 13-069**

**WHEREAS** the Sudbury East Planning Board is conducting the update of its Zoning By-laws as required by Section 26(9) of the Planning Act of Ontario;

**AND WHEREAS** the Ministry of Municipal Affairs and Housing provides funding through special grants for the Unincorporated Townships of the Province for special business cases;

**NOW THEREFORE BE IT RESOLVED THAT** the Sudbury East Planning Board hereby approves the funding application to the Ministry of Municipal Affairs and Housing for the additional costs associated with the update of the Sudbury East Planning Area Zoning By-laws as they pertain to the Unincorporated Townships of the Sudbury East Planning Area.

**MOVED BY:** Michel Bigras

**SECONDED BY:** Heide Ralph

Carried.

## 12. NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE MEETING

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

## 13. PAYMENT OF VOUCHERS

### a) September 2013

#### **Resolution: 13-070**

**BE IT RESOLVED THAT** the statement of disbursements for the month of September 2013, in the amount of \$18,968.87 to be distributed, and is hereby approved for payment.

**MOVED BY:** Michel Bigras

**SECONDED BY:** Paul Schoppmann

Carried.

**14. ADJOURNMENT**

**Resolution: 13-071**

**BE IT RESOLVED THAT** the Meeting be adjourned at 6:55 P.M.

**AND THAT** the next regular meeting be held on November 14<sup>th</sup> at 5:30 P.M. at the Sudbury East Planning Board Office in Warren.

**MOVED BY:** Michel Bigras

**SECONDED BY:** Paul Schoppmann

**Carried.**

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CHAIR

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SECRETARY-TREASURER

**UNAPPROVED MINUTES – SEVENTH MEETING  
SUDBURY & DISTRICT BOARD OF HEALTH  
SUDBURY & DISTRICT HEALTH UNIT, BOARDROOM  
THURSDAY, OCTOBER 17, 2013, AT 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Claude Belcourt (arrived at 1:35 pm)  
Madeleine Dennis  
Ken Noland  
Paul Schoppmann

Claude Berthiaume  
Ron Dupuis  
Rita Pilon

Janet Bradley  
Brigita Gingras  
Ursula Sauvé

**BOARD MEMBERS REGRETS**

Evelyn Dutrisac

Terry Kett

Brenda Spencer

**STAFF MEMBERS PRESENT**

Sandra Laclé  
Renée St Onge

Marc Piquette  
Shelley Westhaver

Rachel Quesnel (Secretary)

Todd Robson

**R. DUPUIS PRESIDING**

**1.0 CALL TO ORDER**

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

**2.0 ROLL CALL**

**3.0 DECLARATION OF CONFLICT OF INTEREST**

None.

**4.0 DELEGATION / PRESENTATION**

**i) Records Management System Implementation Project**

- Ian Viau, Records Management Officer, Corporate Services Division

I. Viau was welcomed to provide an overview of the records management system project that is currently being implemented at the Sudbury & District Health Unit. The two main objectives are to reduce risks to the agency by meeting our obligations for retention of records and take full advantage of our business information. Factors that supported the need to move forward with a revitalized SDHU records management system included:

- the Ontario Public Health Organizational Standards require more oversight and control over records and information
- the importance of privacy and access to information
- the SDHU's strategic priority to foster excellence in innovation, ensure continuous improvement and manage resources responsibly

Implementation included managing records regardless of format, providing training for all staff, creating tools to support processes such as cleaning up of records. The project has evolved to manage the lifecycle of all documents, even when their lifecycle is very short.

A software platform called SharePoint will facilitate collaboration, allow the SDHU to control the official records, as well as provide flexibility for staff to efficiently create, share and access information.

As the records management project continues to unfold, the next steps will include automating business processes, auditing for areas of weakness, refining and building on existing systems, providing ongoing training and responding to emerging issues such as social media. I. Viau was thanked for his presentation.

## **5.0 MINUTES OF PREVIOUS MEETING**

### **i) Sixth Meeting – September 19, 2013**

#### **45-13 APPROVAL OF MINUTES**

***Moved by Noland – Dennis : THAT the minutes of the Board of Health meeting of September 19, 2013, be approved as distributed.***

**CARRIED**

## **6.0 BUSINESS ARISING FROM MINUTES**

None.

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

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

The membership terms for Sudbury & District Board of Health Lieutenant Governor in Council appointees, Janet Bradley and Claude Belcourt, will be expiring February 21, 2014, and March 18, 2014, respectively. Both have indicated interest in renewing their term on the Board of Health. The Ministry of Health and Long Term-Care (MOHLTC)'s Public Appointments Secretariat has requested that a letter of recommendation be sent by the Board if reappointments are recommended. With consensus, the Board agreed to write a letter to the MOHLTC advising of J. Bradley's and C. Belcourt's interest in staying on the Sudbury & District Board of Health and sharing the Board's support for their reappointments. Both Janet and Claude were thanked for their valuable input and contributions.

Board members were invited to receive their influenza vaccine following the Board meeting. As part of the Universal Influenza Immunization Program, 26 community-based influenza vaccination clinics will be offered throughout the Sudbury & District Health Unit catchment area with the first clinic scheduled for October 19, 2013.

Board representation on the newly established Joint Board of Health/Staff Performance Monitoring Working Group include Janet Bradley, Madeleine Dennis, Brenda Spencer and Ursula Sauvé. At its first meeting on September 25, 2013, the Working Group approved its the Terms of Reference, received a refresher on the 2013–2017 Performance Monitoring Plan, as well as provided input on the draft October 2013 Board of Health Strategic Priority Narratives Report that will be discussed under agenda item 8 i) a). An outline of a dashboard displaying results of the 13 performance indicators was also reviewed. The Working Group will be meeting again on January 21, 2014.

The SDHU's Chief Nursing Officer and the Manager of Professional Practice and Development have joined the Public Health Chief Nursing Officer and Professional Practice Advisory group. The main purpose of this Advisory group is to discuss impacts of system changes that are within the College of Nurses of Ontario's mandate to support nurses' abilities to meet the standards of practice. Participation on the Advisory Group confirms the SDHU's commitment to providing excellent nursing standards of practice.

This year's Children's Water Festival challenged 825 Grade 3 students to consider the importance of water in relation to themselves, society and the environment. This annual event was led by 140 teachers and parents, supported by 130 secondary school students, as well as 28 community partners who volunteered as activity presenters.

The Board was apprised of the work that has taken place by health promotion staff related to food, nutrition, and improving food environment since the SDHU's *No Time to Wait: Healthy Kids in the Sudbury and Manitoulin Districts Report Card* was approved by the Board in April 2013. Staff have been working with various agencies to address healthy eating in recreation venues. A survey of recreation venue users/patrons and food service operators will be conducted at selected venues this fall.

Two internal surveillance reports have been produced for SDHU staff using data from the Rapid Risk Factor Surveillance System (RRFSS) related to topics on food safety in the home. Such surveillance reports are used on a regular basis by staff and help inform the quality of program planning at the Health Unit.

Questions were entertained.

#### **46-13 ACCEPTANCE OF REPORT**

***Moved by Dennis - Schoppmann: THAT the Report of the Medical Officer of Health and Chief Executive Officer for the month of October 2013 be accepted as distributed.***

**CARRIED**

### **8.0 NEW BUSINESS**

#### **i) Items for Discussion**

- a) 2013-2017 Performance Monitoring Plan - Strategic Plan Narrative Reporting Three Times Per Year**
  - Strategic Plan Narrative Report, October 2013

As identified through the 2013-2017 Performance Monitoring Plan, a Strategic Priorities Narrative Report will be provided to the Board three times a year as a means to monitor the integration of the strategic plan priorities within the SDHU's programs and services.

The narrative report, presented in the form of a booklet, outlines a program/service story provided by staff for each of the five priorities. These stories will assist the Board in monitoring the SDHU's progress with the strategic plan priorities. A narrative report is to be tabled in October, March and June, of each year and will be formatted the same way.

The strategy map displayed at the back of the narrative report, listing the vision, mission, values, priorities, key drivers, foundational pillars and strengths, was found to be helpful.

Joint Board/Staff Performance Monitoring Working Group members, M. Dennis and U. Sauvé, acknowledged the work that staff put into the narrative report. Staff were congratulated on the development and content of the report. The Board concurred that the report is a good approach to measure whether the organization is moving in the right direction in alignment with the strategic plan priorities.

**b) Transportation and Public Health**

In follow-up to the September 19, 2013, Board meeting discussion, a motion has been prepared to reinforce the need for cycling lanes and trails that are safe, interconnected, as well as promote physical activity and health.

It was suggested that the motion be shared with the City of Greater Sudbury given the recent consultation on the transportation study. It was suggested that it also be shared with ALPHA who could advocate on a broader scale on behalf of member health units.

**47-13 TRANSPORTATION AND PUBLIC HEALTH**

***Moved by Schoppmann – Dennis: WHEREAS transportation policies and planning decisions affect many factors important to health such as air quality, physical activity opportunities, and safety; and***

***WHEREAS multi-modal transportation systems (i.e. walking, cycling, public transit, car, etc.) improve access, particularly for vulnerable and low income people, to important health determinants such as food, employment, education, health and social programs, and cultural and recreational opportunities; and***

***WHEREAS research demonstrates that people living in walkable and bikeable neighbourhoods have better health outcomes overall than people living in car-oriented communities; and***

***WHEREAS Sudbury & District Board of Health motions #19-06, #36-07, #19 11, #29-11 and #45-12 demonstrate the Board's strong track record of endorsing policies and programs that create environments supportive of physical activity and health;***

***THEREFORE BE IT RESOLVED THAT the Sudbury & District Board of Health strongly encourage all municipalities within the Sudbury and Manitoulin districts to commit to and appropriately resource a transportation system vision that enhances equity and choice, and opportunities for safe, connected multi modal travel ; and***

***FURTHER THAT copies of this motion be forwarded to key provincial, and local health and non-health partners.***

**UNANIMOUSLY CARRIED**



**c) Board of Health Member Self-Evaluation of Performance**

- 2013 Sudbury & District Board of Health Self-Evaluation Survey

Time was provided at the meeting for Board members to complete the self-evaluation survey.

**d) Healthy Kids Panel Recommendations**

- Ministry of Health and Long-Term Care News Release “Moms and Babies to Benefit From New Breastfeeding Supports” dated September 30, 2013
- Ministry of Health and Long-Term Care News Release “Healthier Snacks and Meals on the Menu at More Ontario Schools” dated October 1, 2013
- Ministry of Health and Long-Term Care News Release “Helping Families Make Healthier Food Choices - Ontario Government to Begin Consultations on Menu Labelling Legislation” dated October 9, 2013

Board members were reminded that, to reach its goal to reduce childhood obesity by 20 per cent over five years, the provincial government struck a panel of experts, the Healthy Kids Panel, to receive recommendations on how to keep more kids at healthy weights. The SDHU is proud that Dr. Sutcliffe was a member of the HKP and that staff provided valuable resources that helped inform the HKP’s decision-making. In March 2013, the HKP submitted its report to the MOHLTC. An inter-ministerial committee was then struck to implement the recommendations.

The provincial government recently issued three news releases announcing initiatives that support the Ontario’s Healthy Kids Panel “No Time to Wait: The Healthy Kids Strategy” report and recommendations. The three announcements included in today’s Board agenda package are great news for Ontario children and demonstrate the government’s commitment to healthy weights for children. These are exciting times for public health.

The Board will write to the Premier of Ontario congratulating the provincial government on its actions on the Healthy Kids Panel recommendations.

**ii) Correspondence**

**a) Regulatory Modernization in Ontario’s Beverage Alcohol Industry**

- Letter from the Simcoe Muskoka District Board of Health to the Premier of Ontario dated September 30, 2013

No discussion.

**b) Discontinuation of the Public Health School Asthma Program**

- Letter from the Ministry of Health and Long-Term Care to the Sudbury & District Health Unit dated October 1, 2013

Earlier this year, the MOHLTC notified us and three other affected health units, that this program would be discontinuing. The School Asthma Program had begun as a pilot project that lasted about ten years. Participating Health Units were tasked with the development and evaluation of resources and teaching materials and these will be distributed by the MOHLTC to key agencies throughout the province such the OPHEA

and the Lung Association. School Boards will be made aware that these resources are available.

**c) Storage and Handling of Vaccines**

- Letter from the Wellington-Dufferin-Guelph Public Health Board of Health to the Ministry of Health and Long-Term Care dated October 2, 2013

No discussion.

**d) Nutritious Food Basket**

- Letter from the Wellington-Dufferin-Guelph Public Health Board of Health to the Ministry of Health and Long-Term Care dated October 2, 2013

The Board recognized that the cost of a nutritious food basket is a concern throughout the province and more so in the northern and rural regions. The Sudbury & District Board of Health and other Boards of Health have advocated for access to food to the provincial government on several occasions. It was noted that compelling and effective visuals or graphics could yield greater attention to the issue and media coverage. S. Laclé noted that the nutritious food basket will be coming forward to the Board this November and the Board agreed that a motion should accompany the report.

**e) Healthy Workplace Nutrition Environment©**

- Letter from the North Bay Parry Sound District Board of Health to the Minister of Health and Long-Term Care dated October 3, 2013

No discussion.

**f) Bill 59: Healthy Decision for Healthy Eating Act**

- Letter from the Northwestern Board of Health to the Ministry of Health and Long-Term Care dated October 4, 2013

No discussion.

**g) Provincial Tanning Bill**

- Ministry of Health and Long-Term Care News Release "Protecting Youth from Cancer as Tanning Bill Passes Final Vote" dated October 9, 2013

The Board was congratulated for its previous advocacy for tanning legislation. The Board will write a letter of congratulations to local MPP, France Gélinas, for her persistent and effective advocacy in having this Bill pass.

**h) Ontario's Public Health Sector Strategic Plan Tables Membership**

- Ministry of Health and Long-Term Care Memorandum to Medical Officers of Health and Chief Executive Officer received October 9, 2013

No discussion.

- i) **Public Health Ontario Strategic Plan**
  - PHO Strategic Summary Plan 2014-2019

No discussion.

#### **48-13 ACCEPTANCE OF NEW BUSINESS ITEMS**

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

**CARRIED**

### **9.0 ITEMS OF INFORMATION**

- i) Senior Management Executive Committee Minutes September 5, 2013
- ii) Public Health Ontario Connections September 2013
- iii) Flu Shot Community Clinic Schedule: Be Flu Wise... Immunize
- iv) Inside Edition September 2013

The flu shot community clinic schedule can be shared broadly. It was clarified that 40 pharmacies within the SDHU catchment area now offer the flu vaccine.

### **10.0 ADDENDUM**

#### **49-13 ADDENDUM**

**Moved by Sauvé – Berthiaume: That this Board of Health deals with the items on the Addendum.**

**CARRIED**

#### **DECLARATION OF CONFLICT OF INTEREST**

None

- i) **Nutritious Food Basket**
  - Memo from the Toronto Board of Health to Interested Parties dated October 8, 2013

Discussed under 8 ii) d).

- ii) **Diabetes Prevention One-Time Funding**
  - Letter from the Minister of Health and Long-Term Care to the Sudbury & Board of Health received October 16, 2013

This announcement of continued funding for the diabetes prevention strategy is welcomed news. The focus of this work will be on modifying behaviour, training, screening and communication.

**iii) Support for Provincial Mandatory Menu Labelling Legislation**

- Letter from the Sudbury & District Health Unit's Medical Officer of Health to the Minister of Health and Long-Term Care dated October 17, 2013

A letter has been sent to the MOHLTC sharing the Board's motion passed at the September Board meeting regarding menu labelling.

Further strategies will be explored for the promotion of healthy menu choices such as inviting locally owned, non-franchise restaurants that do not fall under the menu labelling legislation to consider voluntary promotion of healthy menu choices such as within the sunsetted EatSmart Program.

**iv) Public Health Ontario (PHO) Connections**

- Newsletter, October 2013

No discussion.

**11.0 ANNOUNCEMENTS / ENQUIRIES**

To create awareness of public health and celebrate success stories, the Board inquired whether individuals or agencies who champion public health initiatives that make our communities healthier as a whole could be recognized formally. S. Laclé noted that this will be taken into consideration for further discussion.

C. Belcourt shared that a website for college students is currently being developed for students to access mental health information and resources.

**12.0 ADJOURNMENT**

**50-13 ADJOURNMENT**

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

**CARRIED**

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(Chair)

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(Secretary)



**DRAFT MINUTES**

**of the October 24, 2013**

**MANITOULIN-SUDBURY DSB BOARD MEETING**

held in Espanola's 210 Mead Blvd. DSB Boardroom

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

**Regrets :** André Byham, Sonja Flynn

**Staff:** Fern Dominelli, Donna Moroso, Connie Morphet, Mike MacIsaac, Melody Ouellette, Ehren Baldauf Human Resources Consultant

**Media:** Dawn Lalonde, Mid-North Monitor  
Alicia McCutcheon, Manitoulin Expositor

**1.0 CALL TO ORDER**

Chair, Les Gamble, called the meeting to order at 10:00 a.m.

**2.0 ADOPTION OF AGENDA**

**Resolution No. 13-85**

**Moved by:** Dennis Golden

**Seconded by:** Paul Moffatt

BE IT RESOLVED THAT the agenda be adopted.

**Carried**

**3.0 DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**4.0 Closed Session**

**Resolution 13-86**

**Moved by:** Lou Addison

**Seconded by:** Denis Turcot

BE IT RESOLVED THAT the Board move into closed session at 10:02 a.m.

**Carried**

**Resolution 13-87**

**Moved by:** Bruce Killah

**Seconded by:** Lou Addison

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

**Carried**

**5.0 Business Arising from Closed Session**

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

**6.0 Minutes**

**6.1 Adoption of Minutes for September 26, 2013**

**Resolution No. 13-88**

**Moved by:** Derek Stephens

**Seconded by:** Shawnda Martin-Cross

BE IT RESOLVED THAT the Minutes of the [September 26, 2013](#) Board meeting be approved.

**Carried**

**6.2 Business Arising from Minutes**

There was no business arising from the Minutes.

**7.0 Committee Reports**

**7.1 Finance Committee**

**7.1.1 2014 Budget Summary**

Mike Lehoux, Finance Committee Chair asked Connie Morphet, Director of Finance to walk the Board through the [2014 Budget Summary](#).

**The total proposed municipal share budget increase is \$214,778 or 1.99%.**

**Resolution 13-89**

**Moved by:** Mike Lehoux

**Seconded by:** Shawnda Martin-Cross

WHEREAS the Finance Committee met on October 9, 2013 to review the [Finance Committee Terms of Reference](#), [Annual Budget Guidelines](#), [2014 Allocation of Program Support](#), [2013 Annual Reserves Report](#), and 2014 budget estimates; and

WHEREAS the Finance Committee reviewed the EMS staffing enhancements as outlined in the [Updated EMS 5 Year Staffing Plan](#) approved by the Board; and

WHEREAS the Finance Committee reviewed the recommendation to increase the contribution to the Social Housing Capital Reserve as outlined in the [Social Housing End of Operating – Issue Report](#) approved by the Board; and

WHEREAS the Finance Committee is recommending that, the Board implements the recommendations contained within these two reports as part of the 2014 Budget. These recommendations will increase the annual contribution to the Social Housing Capital Reserve and implement Option 2 within the EMS 5 Year Staffing Plan, which would see the staffing at the Massey and Noëlville EMS bases move to a 10/10/4 staffing pattern as recommended by the Program Planning Committee.

WHEREAS the Finance Committee is recommending to the Board that it adopt the 2014 Operating Budget as presented.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Finance Committee's recommendations and approves [2014 Operating Budget](#) in the amount of **\$27,545,717** gross and municipal share in the amount of **\$11,010,420** which represents an increase of **\$214,778 or 1.99%** in the municipal share; and

FURTHER BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Finance Committee's recommendation and approves the [2014 Allocation of Program Support](#).

**Carried**

## 7.2 Program Planning Committee

### 7.2.1 Ambulance Service Review

Lou Addison, Program Planning Committee Chair, asked Mike MacIsaac, Chief of EMS to give the board an update on the [Ambulance Service Review](#).

On June 18 and 19 the EMS department had an Ambulance Service Review. The review is conducted every 3 years and is aimed at assessing an operator's viability to maintain their license to operate an ambulance service.

The focus of the review is compliance with legislation and standards as set by the Ministry of Health and Long Term Care (MOHLTC).

An exit interview was held the afternoon of the second day. At that point the DSB was briefly informed of any noted issues. None of the noted issues were deemed to be critical in nature and would not prevent a license renewal.



A draft report detailing the findings was received July 23, 2013. Within the report was a letter from the Manager of Inspection Certification and Regulatory Compliance of the MOHLTC indicating that the DSB had met the certification criteria and legislated requirements.

There were seven recommendations made that staff were required to answer to. The DSB submitted the answers August 21, 2013. On October 15, staff received notification that the Manager of the Inspection, Certification and Regulatory Compliance section would be coming for a follow up interview later this month.

Once staff has received the final report it will be provided to the Board.

**Resolution 13-90****Moved by:** Lou Addison**Seconded by:** Jack McMillan

WHEREAS the DSB Program Planning Committee has reviewed the draft results of the Ambulance Service Review - Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the [Ambulance Service Review - Issue Report](#) and directs staff to action the recommendations contained within the report.

**Carried****7.2.2 EMS Investigations Letter & Response**

Lou Addison, Program Planning Committee Chair, asked Mike MacIsaac, Chief of EMS to walk the board through the [EMS Investigations Letter](#) and the [DSB Response](#) to the letter.

The most serious concern from the Ambulance Service Review involved the usage of the emergency warning system on emergency calls. A review of the Patient Care Records revealed that 10 indicated that they were called for a code 4 call (critical) but did not use the emergency warning systems (lights and siren). This, while not a legislated requirement, is seen as an issue with the MOHLTC. The MOHLTC Review Team reported this finding to the Investigations Branch of their department.

EMS staff were contacted regarding this investigation the very day that the DSB received the draft report. On the surface, a majority of these 10 calls would not necessarily require the usage of warning systems (under 3 blocks away, patient walked into the station, call occurred in the middle of the night, call occurred down a rural road). In fact, as written, within the investigation report there was no evidence that any patient suffered due to the response time.

### 7.2.3 Balanced Emergency Coverage Update

Lou Addison, Program Planning Committee Chair, asked Mike MacIsaac, Chief of EMS to walk the board through the Balanced Emergency Coverage Update – Issue Report.

Board members asked that the report be revised for the November Board meeting using more detail to describe the statistics being reported.

### 7.2.4 EMS Response Time Standard – Issue Report

Lou Addison, Program Planning Committee Chair, asked Mike MacIsaac, Chief of EMS to walk the board through the [EMS Response Time Standard – Issue Report](#).

During the month of October every year, ambulance services are to develop their response time performance plans for the following year. According to the Ambulance Act the DSB is to have its new plans to the Director of Emergency Health Services Branch by October 31. The current Issue Report provides an analysis of current year results. On this basis the DSB has been able to meet each of the response time performance objectives every month for every category except for the month of June for Sudden Cardiac Arrests.

Summarizing for the 3 different response criteria the following is found:

- Sudden Cardiac Arrest goal 15% in 6 minutes EMS would get a defib to the patient - actual cumulative to Sept 19%
- CTAS 1(severely ill, requires resuscitation) goal 25% in 8 minutes EMS would have a paramedic on scene - actual cumulative to Sept 38%
- CTAS 2, 3, 4, &5 goal 80% in 25 minutes EMS would have a paramedic on scene - actual cumulative to Sept 89%

The changes to the DSB Deployment Plan have an effect on response times, as does the Non-Urgent Patient Transportation Service. As things adjust staff may be able to increase the percentages on the performance plan however, it is too early to make the changes.

Based on the statistics up to the end of September staff are recommending the resubmission of the current performance standard for 2014.

#### **Resolution 13-91**

**Moved by:** Lou Addison

**Seconded by:** Ted Lovelace

WHEREAS the [Ambulance Act Ontario Regulation 257/00](#) contains a new response time standard plan for every upper-tier municipality and every direct delivery agent responsible for delivery of land ambulance services to adhere to; and

WHEREAS the Program Planning Committee has reviewed and is recommending approval of the Response Time Standard - Issue Report.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board approves the Response Time Standard - Issue Report; and

FURTHERMORE BE IT RESOLVED THAT the DSB submits the [Response Time Standard](#) plan to the MOHLTC by the October 31, 2013 deadline.

**Carried**

#### 7.2.4 Non-Urgent Patient Transfer

Lou Addison, Program Planning Committee Chair, asked Mike MacIsaac, Chief of EMS to give the board a verbal update on Non-Urgent Patient Transfer.

The project has been extended to November 30, 2013 due to remaining budget and extra funding from the LHIN. Staff continues to monitor the statistics of the project. A final DSB report on the six month project is planned to be released to the Board at the November Board meeting.

On October 8, 2013, staff received word from the Espanola Regional Hospital & Health Centre that the LHIN was requesting funding plans for small hospital projects. Staff is pleased to report that the Espanola Regional Hospital & Health Centre decided that they would like to see the Non-Urgent Patient Transfer continue and would like to request the available funding be used for this purpose. Staff received a funding proposal template that the hospital partners completed. Staff then undertook to develop a small update to how the pilot project was performing in terms of the initial LHIN goals. The pilot is actually making a positive difference on the four LHIN goals. Staff added Economical Efficiency as a fifth goal of the pilot and proceeded to detail its successes.

Within the update, there was also discussion of enhancements to the pilot and considerations for future long term needs. Some of the immediate needs were included in the budgetary proposal that staff put together for the partnership. The most significant of which is a coordination and dispatch function. The original plan had the CACC participate in dispatching, which was refused by the MOHLTC. Wanting to ensure that the project succeeded staff initiated an internal process for dispatching and oversight that involved the EMS Training Manager.

It was felt that a submission for a 4 month extension of the current system would be best solution seeing that the LHIN has a steering committee created on this topic under the guidance of a consultant who is preparing a report early in 2014. On October 18, the submission for a 4 month extension with the goal to change to permanent ongoing funding was delivered to the NELHIN.

## 8.0 New Business

### 8.1 Community Homelessness Prevention Initiative (CHPI)

#### [2014-15 Planning Allocation](#)

Donna Moroso, Director of Integrated Social Services, walked the Board through the planning allocation for CHPI.

Staff developed a policy in February 2013, which complied with the CHPI guidelines. The policy is called Healthy Communities Fund, which aims to prevent, address and reduce homelessness by improving access to adequate, suitable and affordable housing.

CHPI has 4 funding envelopes:

- Emergency Shelter Solutions
- Housing with Related Support
- Other Services and Supports
- Homelessness Prevention

The CHPI funding allocation model has not changed for 2014-15. The total allocation consists of base funding and needs based funding. In 2013-14, the planning allocation for CHPI was \$185,493. In 2014-15, the DSB allocation is \$191,635. The increase in the planning allocation is due to the scheduled upload of Ontario Works financial assistance, which is part of the needs-based funding and allocated to each Service Manager's proportionate share of household in Deep Core Housing Needs.

### 8.2 Community Integration Leaders Project

Donna Moroso, Director of Integrated Social Services, walked the Board through the [Community Integration Leaders Project](#).

The Community Integration Leader (CIL) Project will monitor and learn from a small group of communities that have already taken significant steps toward creating a seamless, integrated system of services as they progress in their broad community-side integration efforts.

The Manitoulin-Sudbury DSB and the City of Greater Sudbury Best Start Networks applied for this project and were successful in receiving \$200,000 one-time, non-operational funding to support service improvements over a period of six to eight months.

Up to 6 sites are selected each year; the DSB is one of the six sites, in conjunction with the City of Greater Sudbury. Sites are selected based on their demonstration of leadership and integration.

The Manitoulin-Sudbury DSB Best Start Network and DSB will work in partnership with the Sudbury Best Start Network and City of Greater Sudbury to consider and test innovative approaches to improving access to information and services in northern and remote communities.

Through this project, staff will also consider innovative ways to improving access to services in northern and remote communities by further defining an integrated model of children services and identify and consider challenges by northern or rural families.

As the Manitoulin-Sudbury DSB was successful two years ago in receiving the Innovation Fund for the Chapleau area so that they can move forward with an integrated model of children services, the Sudbury East, Lacloche and Manitoulin Island areas will also be explored to see if this same model can be replicated in the other geographical areas of the DSB.

The two Best Start Networks will hire the Social Planning Council to carry out the work of the project which will be overseen and driven by the Manitoulin-Sudbury Best Start Network, Sudbury Best Start Network, City of Greater Sudbury, and the DSB.

This project is one that is designed to promote the vision to improved services and integration for children and families. The project will help in future planning and help other areas build on the successes of those sites selected.

### 8.3 Service System Management

Fern Dominelli, CAO, walked the Board through the [NOSDA Position Paper on Service System Management](#).

NOSDA approved a position paper called an Overview of Service System Management. This paper has been developed to highlight the importance of Service System Management, the roles and responsibilities under a Service System Management framework and how this form of management integrates programs within its purview.

Specifically, it is clear that this approach is well suited to the delivery of Employment Services and to the integration of those services with Income Support Services for the maximum benefit to clients and communities.

Two District Social Service Administration Boards (DSSAB's), namely Cochrane and Manitoulin-Sudbury already operate in this manner in parts of their jurisdiction and offer the opportunity for further "pilot" analysis.

This paper identifies possible opportunities within the service system that could be used in DSSABs across Northern Ontario. Generally speaking, Service System Management includes establishing and managing relationships with community agencies, local planning bodies, other orders of government and consumer stakeholders to achieve outcomes and local priorities. What this means is that service provision across agencies, other providers and stakeholders as well as orders of government is coordinated and aligned. This approach provides an opportunity to improve efficiencies and most importantly improve outcomes for individuals seeking attachment to local labour markets.

## **9.0 Other Business**

## **10.0 Next Board Meeting – November 28, 2013**

## **12.0 Adjournment**

### **Resolution 13-92**

**Moved by:** Mike Lehoux

**Seconded by:** Dennis Golden

BE IT RESOLVED THAT the Board do now adjourn at 11:45 a.m. until the next regular meeting to be held, in the DSB's Espanola Mead Boulevard Board Room on November 28, 2013.

**Carried**

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Chair

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CAO (Secretary-Treasurer  
of the Corporation)





# FRENCH RIVER CHILDREN'S CLUB

## CHRISTMAS PARADE

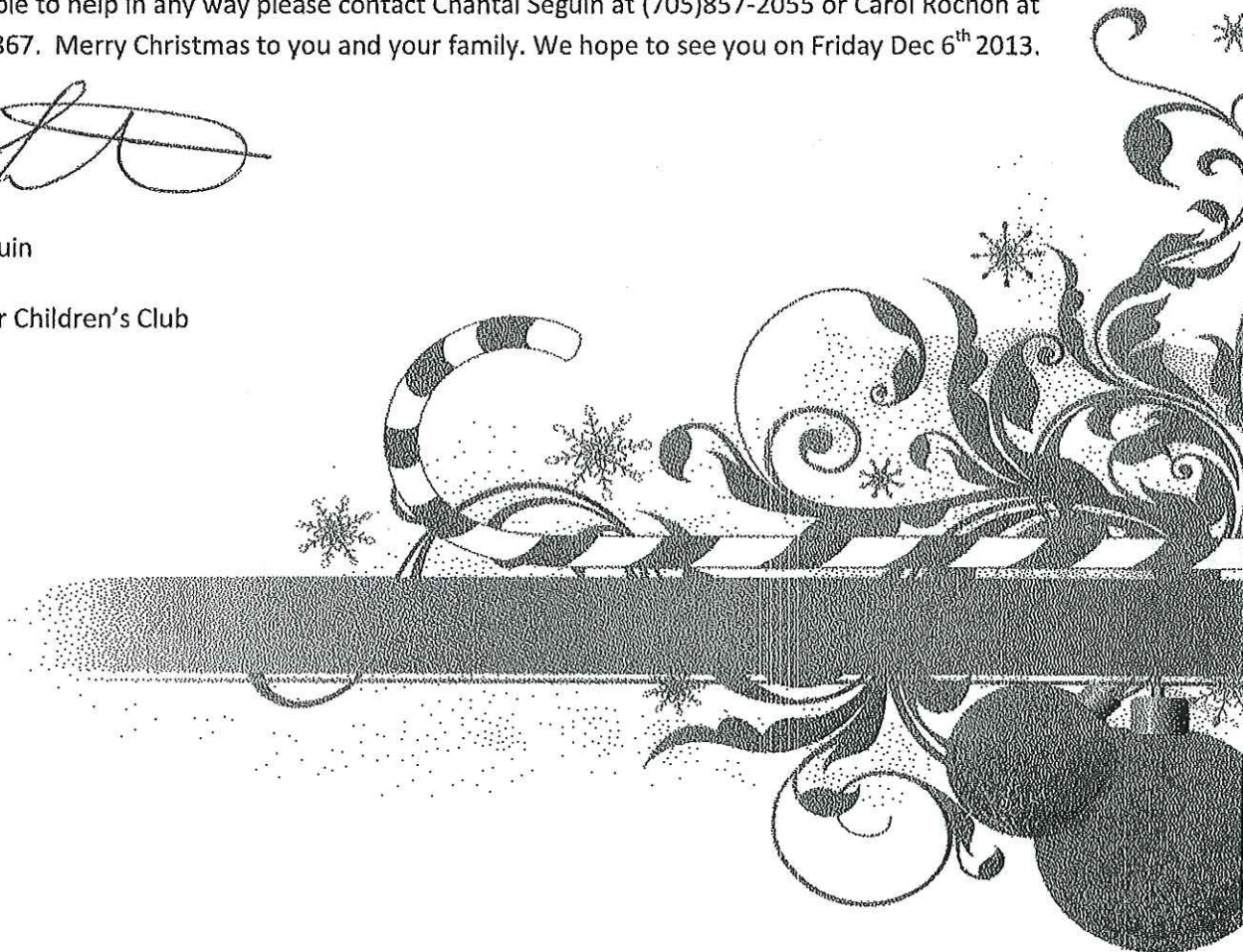
November 7<sup>th</sup> 2013

The French River Children's Club would like to thank all the local business, committee's, and individuals who helped out at our Children's Halloween Party that was held on October 26<sup>th</sup> 2013. With all the support and assistance from members of our community the event was a great success! The Club is working hard to achieve the same results for the Annual Christmas Parade/Children's Party! Donations for the penny table and bake sale table are greatly appreciated, as the proceeds generated help fund the event. Volunteers who would like to decorate the hall on Friday, Dec 6<sup>th</sup> 2013 are welcomed to participate.

We invite all business, athletic teams, clubs and local residents to participate in this year's Christmas Parade by registering a Float of their choice. The Parade is scheduled to start on Friday, Dec 6<sup>th</sup> 2013 at 5:30pm, from B.Thomas Bulldozing to the Alban Community Centre. Following the parade, the FRCC will be serving hamburgers & hot dogs in the kitchen for \$1.00ea (kids eat free). In addition, we will also have hot chocolate and cookies for all to enjoy while the kids wait to have their picture taken with Santa! We also plan to have a few vending tables and crafts to entertain everyone! Thanks again for your extreme towards the children of our community.

If you are able to help in any way please contact Chantal Seguin at (705)857-2055 or Carol Rochon at (705)857-0867. Merry Christmas to you and your family. We hope to see you on Friday Dec 6<sup>th</sup> 2013.

Chantal Seguin  
President  
French River Children's Club







*of the*  
**ONTARIO  
BUILDING  
OFFICIALS  
ASSOCIATION INC**  
*"Pro Bono Publico" for the Public Good*

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October 4, 2013.

To: Sebastien Goyer  
Chief Administrative Officer/Clerk  
Municipality of French River

On behalf of all the members of the Northern Lights Chapter who attended the 24<sup>th</sup> Annual Golf Tournament, which was held on Saturday, September 14<sup>th</sup> at Crimson Ridge Golf Course in Sault Ste. Marie. Thank you for your generous gift donation.

The tournament was a success and the weather was sunny and 20 C.

It was greatly appreciated and a good time was had by all 24 golfers who attended. The golfers travelled from Timmins, North Bay, Sudbury, Blind River, Elliot Lake and Sault Ste. Marie.

Again on behalf of all who attended, Thank you.

Don Maki  
Tournament Co-Ordinator  
City of Sault Ste. Marie

P.O. Box 640  
Blind River  
Ontario  
P0R 1B0

**CHAIRMAN**  
Ed Picco  
(705) 674-4455, x4385  
(705) 675-1075 Fax  
Sudbury

**DEPUTY CHAIRMAN**  
Frank Bentrovato  
(705) 759-2750  
(705) 759-2310 Fax  
Sault Ste. Marie

**SECRETARY/TREASURER**  
John Jones  
(705) 356-2251, x209  
(705) 356-7343 Fax  
Blind River

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

## **BY-LAW 2013-39**

BEING A BY-LAW TO AMEND ZONING BY-LAW 2003-23, AS AMENDED  
(Brian and Carol O’Rawe)

**WHEREAS** By-law 2003-23 of the Municipality of French River has been passed, being a Zoning By-law to regulate the use of land and the character, location, and use of buildings and structures, in the Municipality of French River, under the authority of Section 34 of the Planning Act, R.S.O. 1990, Chapter P.13;

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

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

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

1. Schedule(s) 9 (Bigwood Township) of By-law 2003-23 of the Municipality of French River, as amended, is hereby further amended by changing the Waterfront Commercial Tourist Zone (WCT) to a Waterfront Residential Zone (WR), on Part of Lot 2, Concession 3, in the Township of Bigwood, now in the Municipality of French River, Territorial District of Sudbury, being Lots 15-16, Plan M550, Parcels 4091 and 51707 Sudbury East Section, and as shown on Schedule “A-1” affixed hereto.
2. Schedule(s) 9 (Bigwood Township) of By-law 2003-23 of the Municipality of French River, as amended, is hereby further amended by changing the Waterfront Commercial Tourist Zone (WCT) to a Waterfront Residential Zone (WR) and adding special provision 70, on Part of Lot 2, Concession 3, in the Township of Bigwood, now in the Municipality of French River, Territorial District of Sudbury, being Lots 15-16, Plan M550, Parcels 4091 and 51707 Sudbury East Section, and as shown on Schedule “A-1” affixed hereto.
3. Section(s) 8 of By-law 2003-23 of the Municipality of French River is hereby amended by the addition of the following Special Provision:
  70. Notwithstanding any provisions to the contrary of Section(s) 7.6 of By-law 2003-23, within the lands zoned Waterfront Residential (WR), described as Part of Lot 2, Concession 3, in the Township of Bigwood, now in the Municipality of French River, Territorial District of Sudbury, being Lots 15-16, Plan M550, Parcels 4091 and 51707 Sudbury East Section, the following special provisions shall apply:
    - (i) Regulations:
      - Minimum Lot frontage – 45.0 metres

All other provisions of By-law 2003-23 as applicable to the Waterfront Residential Zone (WR) shall apply.

4. Schedule "A-1" is hereby declared to form part of this By-law.
5. This By-law shall take effect on the date of passage and come into force in accordance with Section 34 of the Planning Act, R.S.O. 1990, Chapter P.13.

**READ A FIRST AND SECOND TIME this 20<sup>th</sup> day of November, 2013.**

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

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

**READ A THIRD TIME AND FINALLY PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.**

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

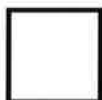
\_\_\_\_\_  
**CLERK**



This is Schedule "A-1" to By-law 2013- of the Municipality of French River, passed this 20<sup>th</sup> day of November, 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Lands zoned Waterfront Residential (WR), on Part of Lot 2, Concession 3, in the Township of Bigwood, now in the Municipality of French River, Territorial District of Sudbury; being Lots 15-16, Plan M550, Parcels 4091 and 51707 Sudbury East Section.  
(Roll No. 5201-040-000-235-00)



Lands zoned Waterfront Residential (WR), subject to Special Provision 70 (S70), on Part of Lot 2, Concession 3, in the Township of Bigwood, now in the Municipality of French River, Territorial District of Sudbury; being Lots 15-16, Plan M550, Parcels 4091 and 51707 Sudbury East Section.  
(Roll No. 5201-040-000-235-00)

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

**BY-LAW 2013-40**

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO ENTER INTO  
A FUNDING AGREEMENT WITH RECYCLING COUNCIL OF ONTARIO

**WHEREAS** the Council of the Municipality of French River deems it desirable to execute a Funding Agreement with Recycling Council of Ontario who is responsible for administering the three-year provincially funded Phase 2 of the Household Hazardous Waste Program that reimburses municipalities for eligible costs for the proper management of Phase 2 materials.

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

- 1) The Mayor and Clerk are hereby authorized to execute the Funding Agreement with Recycling Council of Ontario.
- 2) The attached agreement shall form part of this By-law.
- 3) 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 20<sup>th</sup> DAY OF NOVEMBER, 2013.**

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**MAYOR**

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**CLERK**

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

**BY-LAW 2013-41**

**BEING A BY-LAW TO AUTHORIZE VOTING BY MAIL  
FOR THE 2014 MUNICIPAL ELECTION**

**WHEREAS** Section 42 of the *Municipal Elections Act, 1996* provides that a municipal council may pass a by-law authorizing an alternative voting method;

**AND WHEREAS** council deems it appropriate and in the public interest to conduct the 2014 Municipal Election using a vote by mail method;

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

1. The alternative voting method of “Vote By Mail” is hereby authorized for the Municipal Election to be held in 2014.
2. A Vote by Mail Kit will be provided to every person who qualifies to be an elector. The Kit will either be mailed or directly provided to each qualified elector.
3. The Vote by Mail Kit shall consist of:
  - A voting instruction sheet
  - A composite ballot
  - A Secrecy Envelope
  - A voter declaration form
  - An outer return envelope (yellow)
4. Every elector has the responsibility of completing the ballots in accordance with the *Municipal Elections Act, 1996*, and the procedures authorized by the Municipal Clerk and returning the completed ballots to the Municipal Clerk by mail or by deposit at a Ballot Return Station on or before 8:00 p.m. on Voting Day.
5. No proxy voting provisions or advance voting provisions other than Ballot Return Stations are applicable at Municipal Elections conducted in accordance with this by-law.
6. The Municipal Clerk shall prepare procedures and rules for the vote by mail municipal election and provide these procedures and rules to each candidate no later than August 31, 2014.

7. Any person, corporation or trade union guilty of corrupt practices or contravening the provisions of the *Municipal Elections Act, 1996* or the procedures and rules as established in paragraph 6 of this by-law may be prosecuted pursuant to the provisions of the *Municipal Elections Act, 1996*.
8. The Mayor and Clerk are herewith authorized to sign the necessary agreement with a supplier to provide Vote By Mail Services.
9. This By-law shall take effect on the date of final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 20<sup>th</sup> DAY OF NOVEMBER, 2013.**

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**MAYOR**

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**CLERK**



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

**BY-LAW 2013-42**

BEING A BY-LAW TO AUTHORIZE THE USE OF FRENCH IN NOTICES, FORMS AND OTHER INFORMATION PROVIDED UNDER THE MUNICIPAL ELECTIONS ACT.

**WHEREAS** Section 9.1(3) of the Municipal Elections Act, 1996, provides that the council of a municipality may pass a by-law allowing the use of French or languages other than English or both, in forms, notices and other information provided under that Act;

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

1. All prescribed forms under the Municipal Elections Act shall be provided in French, in addition to English.
2. All forms, other than those prescribed, notices and other information shall be provided in French, in addition to English.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 20<sup>th</sup> DAY OF NOVEMBER, 2013.**

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**MAYOR**

---

**CLERK**

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

**BY-LAW 2013-43**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF  
THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER  
AT A MEETING HELD THIS 20<sup>th</sup> DAY OF NOVEMBER 2013

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

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

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

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

1. The actions of the Council of the Corporation of the Municipality of French River at the meeting held on this 20<sup>th</sup> day of November, 2013 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Municipality of French River at this meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and proper officials of the Corporation of the Municipality of French River are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Corporation of the Municipality of French River referred to in the preceding section hereof.
3. The Mayor and Clerk are authorized and directed to execute all documents necessary in that behalf and to affix the Seal of the Corporation of the Municipality of French River.
4. Section 1 does not apply to any action or matter that is required by law to be done by resolution.
5. Section 1 does not apply to any matter to which Ontario Municipal Board approval is required until such approval is obtained but Section 2 applies for the purpose of obtaining such approval.
6. This by-law shall come into force and take effect on the day it is passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 20<sup>th</sup> DAY OF NOVEMBER, 2013.**

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**MAYOR**

---

**CLERK**



**Public Consultation Report**  
**Proposed Trout Lake Tower Site**  
**Township of Hoskin**

**Prepared by: Wayne Lynch, Spectrum Group**

**Prepared for: Municipality of French River**

**Date: September 19, 2013**

**General:**

The public consultation process for Spectrum Group's proposal to install a 96 foot tower on private property at 1427 Owl's Nest Road (Township of Hoskin) was initiated on July 18, 2013. At that time, a notification letter providing details about the proposed tower and associated antenna attachments was mailed to area residents. In addition, a public notice was placed in the local newspaper, the French River Vision (copy of ad is attached).

This consultation process was concluded on September 18, 2013, and this report includes copies of correspondence and messages that outline the various concerns received from the public as well as Spectrum Group's response.

Since the Municipality of French River does not have a public consultation process of its own that deals with proposals to install telecommunications towers, the Industry Canada default process was used. Details describing this process is documented in Industry Canada circular CPC-2-0-03, issue 4. The list of addresses for the mailing of notification letters was supplied by the Municipal office that corresponds to land owners located within a radius of three times the tower height. The list included five names and addresses including the Municipality (copy attached). The deadline for expressions of concern from the public was **August 23, 2013**. At the request of the Municipality, this deadline was extended to **August 31, 2013** to allow for a wider distribution of the letter by the Municipal office - it is not known what individuals were included in this second mailing of the letter.

The notification letter invited the public to submit concerns in writing to our e-mail address at [consultation@spectrumtelecom.ca](mailto:consultation@spectrumtelecom.ca) or by facsimile. Messages received at this consultation e-mail address are automatically logged and assigned a ticket number for furtherance.

**Summary of Messages Received**

During the consultation process, a total of 42 written messages were submitted by e-mail before the end of the extended deadline. Of that total, 38 were submitted to the consultation e-mail address and automatically given a ticket number (for reference and tracking) and four were sent

to another Spectrum Group e-mail address.

To comply with the terms of the Industry Canada CPC, we are required to respond to relevant concerns received prior to the deadline. More information about each message of concern is summarized in Table A included with this report. Copies of the tickets and other related correspondence are also attached.

A total of 26 messages were received that were signed by 40 individuals that support the proposal. Spectrum Group typically does not see this level of support for Internet tower installations during any public consultation such as this as most individuals think that after seeing the information letter the tower proposal will proceed as planned. This level of support clearly identifies the need for good affordable Internet services within this underserved area.

A total of 15 messages were received by 20 individuals that did not support the proposal. Of that total, four individuals were totally opposed to the proposal outright and 16 wanted the tower moved to an alternate location. Seven individuals wanted to see the tower disguised as a tree.

Two individuals wanted more information about the tower and services offered before making further comment.

It should be noted that any messages or letters received that claimed to represent a group of individuals (either for or against) were recognized as a concern from only one individual unless specific names were listed in the document.

A number of the messages expressing concern or that were against the tower appeared to be initiated in response to information sent to them by Trout Lake Campers Association (TLCASD) President Mr. Slobodan Nikolic. We were somewhat concerned with this as some of the information distributed was based on speculation and not entirely accurate. Several TLCASD members indicated that Mr. Nikolic does not represent them in this matter. Mr. Nikolic forwarded his own letter (dated August 20/13) listing a number of concerns and a response letter addressing those concerns was returned on August 27/13; copies of both letters are included with this report. Mr. Nikolic submitted a second letter dated September 18/13 that responded to our letter of August 27/13 (copy attached). Although no new issues were raised in the second letter, Spectrum Group is willing to discuss any of the concerns outlined with the Municipality.

In his letters, Mr. Nickolic requested that an alternative site be used for the tower installation near the fish hatchery facility. He also requested that the tower be disguised a pine tree. This alternate site is **not** viable for the following reasons.

1. A power line must be extended a distance of about 350 meters to the site at an estimated cost of about 25k to 30K. Considering the fact that the site consumes less than 300 watts of power to operate, this cost is excessive. It should also be noted that Hydro One mandates that 30 feet of right-of-way be cleared along the entire length of the line.
2. To provide the same level of service from this alternate location, the tower height must be at least doubled. This would add approximately 110K to the cost and the tower would likely have to be lit with obstruction lights.
3. The cost of a 100-foot disguised tower would add another 100K to the cost and

disguised towers extending to 200 feet or more are not available for obvious reasons.

The additional cost to build the tower at the fish hatchery site could easily exceed 240K, when the cost of rights-of-way and land use permits are factored in. The business case for these changes to the proposal is not viable considering the potential subscriber density in the area and the additional level of expenditure could not be supported without significant public funding. Furthermore, we would have to restart the consultation process at additional expense and, given the concerns that have been raised so far, there is certainly no guarantee the revised proposal would be approved.

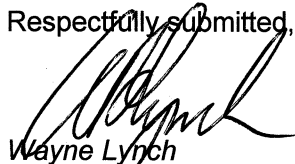
### **Conclusion**

This report now brings the public consultation process to a close. Over the course of the process, Spectrum Group received a number of comments and concerns from the public and responded to those issues, hopefully to the satisfaction of Council. Spectrum Group will respectfully request that Municipal administration prepare a resolution that seeks approval from Council. We hope that the resolution is to be tabled at an upcoming Council meeting. If the resolution is carried, a letter of concurrence from the Municipality will then be requested.

We have no desire to adversely impact anyone's enjoyment of the area and understand that this proposal is not likely to please everyone, but given the local environment, the demonstrated need for service, and all the concerns expressed so far, Spectrum Group feels that the tower installation as proposed is the best balance of the area's need.

If Municipal administration or Council wishes to meet or have further discussions with Spectrum Group, we would be pleased to participate.

Respectfully submitted,



Wayne Lynch  
Project Administrator  
Spectrum Group

# Trout Lake Tower Feasibility Study

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**Blue Sky Net**

**10/3/2013**

Report prepared and compiled by Blue Sky Net for the Municipality of French River. For information purposes only.

## Trout Lake Broadband Tower Proposal Report

### Background:

Spectrum Telecom Group, in concert with Blue Sky Net has proposed the construction of a 96' free standing tower located on privately owned lands at 1427 Owl's Nest Rd. in the Municipality of French River. The primary objective of this tower is to deliver fixed wireless broadband to residents near and surrounding Trout Lake. Current data suggests this area is unserved by broadband service other than by satellite and HSPA (Cell service).

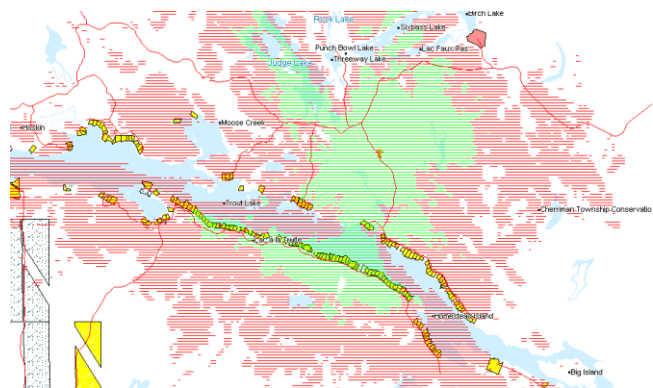
During the consultation process, as outlined by Industry Canada Client Procedures Circular CPC-2-0-03, Appendix 2, some residents expressed concerns with this tower location. The main concern cited was visual/aesthetic disturbance caused by the tower located approx. 216 from the Trout Lake Shoreline. It is also recognized that concerns about environment degradation of the tower, site and its construction were also raised.

A meeting to discuss these issues was held Wednesday the 25<sup>th</sup> of Sept. 2013 in French River. Representatives from the Trout Lake Campers Association, The Municipality of French River, Spectrum Telecom, and Blue Sky Net attended. Blue Sky Net presented a coverage analysis of two proposed sites; the current site proposed by Spectrum Telecom as well as a possible site proposed by the TLCASD. At the conclusion of the meeting it was agreed that Blue Sky Net would conduct a similar coverage analysis for several other sites selected by and proposed by the TLCASD president. The results of this analysis are contained in this report.

### Methodology:

Using a modelling program that projects Radio Frequency (RF) propagation of given tower sites Blue Sky Net undertook a study of 4 different locations around Trout Lake. The output of the modelling program is a theoretical service coverage "footprint" indicating the range of a given tower site. The RF propagation for each tower was added to a Geographic Information System that contains MPAC property and

dwelling information in an effort to determine the number of dwellings covered per tower site and to compare these statistics amongst all 4 sites. In creating the RF coverage models all criteria (tower height, receiver height, frequency, etc) remained the same, only the tower location was changed. The study also included a break down of the type of property within the coverage footprint (vacant lands, full time dwellings, seasonal dwellings, and rental cottages). Also each tower site analysis includes a sub-analysis of properties within the radio frequency's strongest range. The objective of this



Example of an RF Coverage plot. Red represents 900Mhz service with between -68 to -75db loss and green from 0 to -67db loss. Yellow shaded properties can be seen along Trout Lake



analysis is to create a better understanding of the potential business case of each potential site and to further the discussion about tower site selection.

It should be noted that Blue Sky Net has developed these coverage plots for comparison purposes and does not endorse their use for any other purpose.

### *Sites*

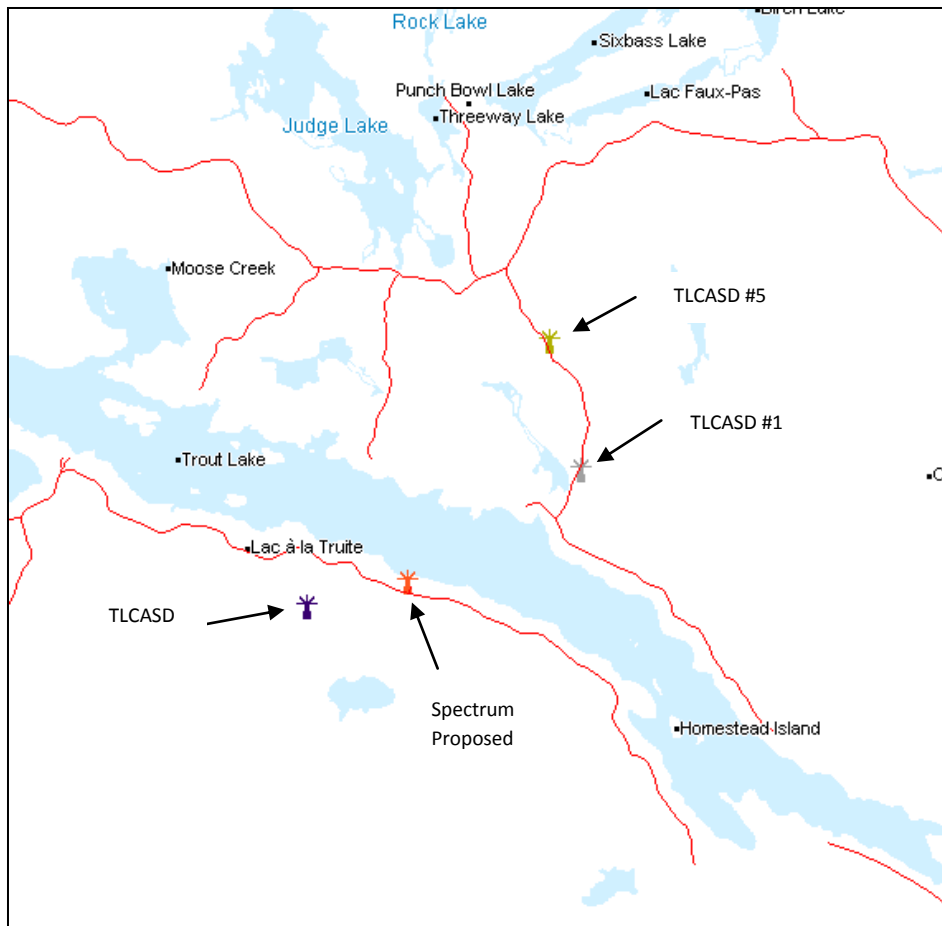
**Spectrum Proposed:** original site located at 1427 Owl's Nest Road. Coordinates: Lat 46.21466 N; Long. -80.56958 W. This site was included in the analysis.

**TLCASD Proposed:** A site initially proposed by the TLCASD located near a fish culture station. A preliminary analysis for this site was conducted. It was determined that this site was not a desirable location due to the high cost of extending electrical service to a tower site. Coordinates: Lat 46 12 47.65 N; Long. -80 34 41.81 W.

**TLCASD #1:** A site proposed by TLCASD located on the North Side of Trout Lake along Cherriman Rd., approximately 500m inland from the Lake. Coordinates: 46 13 16.6N, -80 33 17.1W. This site was included in the analysis.

**TLCASD #5** Also a site proposed by TLCASD on the North Side of Trout Lake along Cherriman Rd. Approximately 875m further north than TLCASD #1. Coordinates: 46 13 44.1N, -80 33 26.7W. This site was included in the analysis.

**TLCASD #2, #3, #4:** These sites were also proposed but were either deemed to be in an unsuitable location (TLCASD#3), or too close to other proposed sites (TLCASD #2 and #4) and therefore little would be gained from running a coverage model at this time.



## Results:

### *Spectrum Proposed*

Coverage Footprint: 35.5 km<sup>2</sup>, Strong Signal 11 km<sup>2</sup>.

Property Type	All coverage	Strong Signal
Vacant Lands	10	4
Full Time Dwellings	43	32
Rental cottages	3	1
Seasonal	127	92
<b>Total</b>	<b>183</b>	<b>129</b>
<b>Total Excluding Vacant</b>	<b>173</b>	<b>125</b>

### ***TLCASD***

Coverage Footprint: 39.7 km<sup>2</sup>, Strong Signal 11.2 km<sup>2</sup>.

<b>Property Type</b>	<b>All coverage</b>	<b>Strong Signal</b>
<b>Vacant Lands</b>	11	1
<b>Full Time Dwellings</b>	41	27
<b>Rental cottages</b>	2	1
<b>Seasonal</b>	126	79
<b>Total</b>	180*	108
<b>Total Excluding Vacant</b>	169	107

\*Coverage from this tower site also included 1 gravel pit/quarry.

### ***TLCASD #1***

Coverage Footprint: 34 km<sup>2</sup>, Strong Signal 8.5 km<sup>2</sup>.

<b>Property Type</b>	<b>All coverage</b>	<b>Strong Signal</b>
<b>Vacant Lands</b>	9	2
<b>Full Time Dwellings</b>	38	29
<b>Rental cottages</b>	3	1
<b>Seasonal</b>	115	75
<b>Total</b>	165	107
<b>Total Excluding Vacant</b>	156	105

### ***TLCASD #5***

Coverage Footprint: 39.2 km<sup>2</sup>, Strong Signal 8.3 km<sup>2</sup>

<b>Property Type</b>	<b>All coverage</b>	<b>Strong Signal</b>
<b>Vacant Lands</b>	8	2
<b>Full Time Dwellings</b>	37	20
<b>Rental cottages</b>	3	1
<b>Seasonal</b>	120	51
<b>Total</b>	168	74
<b>Total Excluding Vacant</b>	160	72

### **Service to Domaine des Pionniers**

Blue Sky Net and Spectrum Telecom are aware of a group of seasonal campers who remain largely unserved by ICT service. 50 some trailers are located on an approximately 15 acre parcel off of Shaw Rd. on Birch Lake. This group of mostly senior-campers have cited the need for modern telecommunications to mitigate concerns over relative isolation from emergency health care services. The ability of each tower location to service Domaine des Pionniers directly was also considered.

**Interpretation of Results:**

According to the coverage analysis the Spectrum Proposed location appears to have the best penetration to the greatest number of residents. Followed in order of largest to smallest; TLCASD, TLCASD #5 and TLCASD #1. It should be noted that the strong signal from TLCASD #1 does have better penetration than TLCASD #5. This is likely due to the fact that TLCASD #5 is situated on higher land, though further from the heart of population as compared to TLCASD #1.

All 4 sites have the potential for serving Domaine des Pionniers if used as a repeater point to a second tower located on Domaine property. Alone, no tower site tested provides service into this area. Due to relative proximity, elevation and forest cover, a medium-sized tower would likely be needed on the receive side. Please note this analysis should not be used to address or suggest a route to serve the seasonal residents of Domaine des Pionniers. It is included as service to this area has been brought to Blue Sky Net's and Spectrum Telecom's attention by the Municipality of French River.

## Appendix A Further Study

The above analysis conducted by Blue Sky Net was forwarded to Spectrum Telecom for their information. This in turn prompted staff from Spectrum Telecom to visit each site and to observe local conditions that may affect the tower site's viability. Below is a copy of these observations:

From: Wayne Lynch [wlynch@spectrumtelecom.ca]  
Sent: October 2, 2013 3:30 PM  
To: 'Susan Church'  
Cc: 'Jeff Buell'; 'Jason Bionda'  
Subject: Proposed TLCA Sites at Trout Lake  
Attachments: Proposed TLCA Tower Site locations.pdf

Hi Susan,

Today I traveled out to Trout Lake have a look at the sites proposed by Mr. Nikolic. There were four sites located along Cherriman Road on the north side of the lake and one appeared to have erroneous coordinates as it was located some distance away to the west in an isolated area and I believe Jeff acknowledged that this was in error. I also had a quick look at the Domaine des Pioneers site. The attached map shows the locations of the coordinates provided.

All four locations on Cherriman Road are located next to the roadway and there is a Hydro One distribution line located along the edge of the roadway. In all four locations, a hydro transformer would be required to step down the voltage and this installation will require a pole change to support the extra load.

I have a number of concerns with the four locations as follows:

1. As you are aware, the sites are located on lands administered by MNR which will require a land lease agreement. These agreements take time to set up and the monthly recurring lease costs are significant. For these reasons, we would not have selected any of these locations during our original site search.

2. The sites, particularly TLCA4 and TLCA5 are located a ways back from the shore and I expect the heavy tree cover will significantly shadow RF coverage along the north side of the lake.

TLCA1:

- \* Appears to be located on an elevated rock. A suitable parking area near the site could not be easily constructed.
- \* Hydro transformer and pole change is required.

TLCA2:

- \* Hydro transformer and pole change required due to low clearance
- \* Driveway required
- \* Site requires clearing

TLCA4:

- \* Hydro transformer and pole change required due to low clearance (line crossed roadway at this location).
- \* Driveway required
- \* Site requires clearing

TLCA5:

- \* Hydro transformer and pole change required due to low clearance (line crossed roadway at this location).
- \* Site is too far from the lake area to be effective.

Here is an estimated budget for the additional costs to locate the tower on any one of the proposed TLCA sites.

- o Hydro One pole change and transformer (must be done by Hydro One): 6,000
- o Power line contractor/electrician: 4,000
- o Site preparation including driveway, clearing, fill, etc. 7,000
- o Survey (requirement for land lease agreement) 5,000
- o Coordination of lease agreement with MNR: 2,000

Total incremental cost of site development: 24,000

It is also important to point that the budget set aside for this project will not support the extra development cost or the monthly recurring cost for the MNR site lease.

With regard to the Domaine des Pioneers site, this location is surrounded by heavily wooded areas and, at first glance (without seeing a path profile), I would expect that a 70-foot tower will be required to at least clear the tree cover near the park. Your previous coverage study appears to confirm this.

Let me know if you wish to discuss further.

Wayne

Wayne Lynch  
Project Administrator  
Spectrum Group  
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1-800-267-8560  
Cell: (705) 491-0575  
Fax: (705) 474-6192  
wlynch@spectrumtelecom.ca



Corporation of the Municipality of French River  
Corporation de la Municipalité de la Rivière des Français  
P.O. Box/C.P. 156, 44 rue St. Christophe Street  
Noëlville, Ontario  
POM 2NO

## RESOLUTION

MOVED BY: \_\_\_\_\_ NO: 2013 - \_\_\_\_\_

SECONDED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**WHEREAS** Spectrum Telecom Group Ltd. (Spectrum Group) wishes to erect a 96-foot, self-support, small profile, telecommunications tower at a site located on private lands at 1427 Owl's Nest Road, Lot 2, Plan M-530, in the Township of Hoskin, in the District of Sudbury for the delivery of wireless Internet and other related services to the Trout Lake area; and

**WHEREAS** Spectrum Group is required by Industry Canada to consult with the local Land-Use Authority being the Municipality of French River to obtain a statement of concurrence from the Municipality; and

**WHEREAS** Spectrum Group has completed the required public consultation process as mandated by Industry Canada as well as complying with additional consultation items as requested by the Municipality, with concerns being addressed to the satisfaction of the Municipality;

**THEREFORE BE IT RESOLVED** that the Council of the Municipality of French River hereby authorizes the CAO/Clerk to issue a statement of concurrence to Spectrum Group for the proposed telecommunications tower to be constructed on Lot 2, Plan M530 at 1427 Owl's Nest Road, for the delivery of broadband wireless and other services to the area.

☐ CARRIED ☐ DEFEATED

\_\_\_\_\_  
**CHAIR'S SIGNATURE**

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### Division Vote

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

### Disclosure of Pecuniary Interest

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

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

**Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.**





October 23, 2013

Spectrum Telecom Group Ltd.  
132 Imperial Road  
North Bay, Ontario P1A 4M5

Attention: Wayne Lynch

Dear Sir:

**RE: STATEMENT OF CONCURRENCE**  
**Proposed Telecommunications Tower at 1427 Owl's Nest Road,**  
**Lot 2, Registered Plan M-530, Township of Hoskin**

Further to your request for a statement of concurrence for the proposed 96-foot telecommunications tower at the above location, please be advised that this matter was presented to and discussed at the Council meeting held on October 23, 2013. Please find enclosed a copy of resolution number 2013-\*\* which is self-explanatory.

The Council of the Municipality of French River supports this project and has no objection to the installation of the tower at the location noted above.

Sincerely,

Sébastien Goyer  
CAO/Clerk

Encl.

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Fax: (705) 898-2181  
[www.frenchrivier.ca](http://www.frenchrivier.ca)



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