



Municipality of French River

AGENDA REGULAR MEETING OF COUNCIL

held in the Council Chambers
French River Municipal Complex
Wednesday, December 17, 2014 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 CLOSED SESSION** - under section 239 (2) (b) "personal matters about an identifiable individual, including municipal or local board employees" to review applications to serve on the French River Library Board and in respect to a Human Resources matter
 - 4.1 Resolutions emanating from Closed Session**
 - 4.1.1** Resolution - Resignation of Sébastien Goyer as CAO/Clerk
 - 4.1.2** Resolution - Approval of compensation for the Acting CAO/Clerk
- *Regular portion of the meeting to resume at 7:30 p.m.*
- 5.0 DELEGATIONS**
- 6.0 MANAGEMENT AND COMMITTEE REPORTS**
 - 6.1 Mayor's Report**
 - 6.1.1** Resolution - Approval of Councillor Training with AMO
 - 6.2 CAO/Clerk's Report**
 - 6.2.1** Resolution - Approval of Council and Staff delegates to attend the ROMA/OGRA p. 7 Conference, Feb 22-25, 2015 held at the Toronto Fairmont Royal York
 - 6.2.2** Resolution - Appointment of Signing Authorities
 - 6.3 Treasurer's Report** p. 12
 - 6.3.1** Report on Service Agreement with Dentist Dr. Couto p. 14
 - 6.3.2** Resolution - 2015 Budget Process p. 16
 - 6.3.3** Report on 2015 Budget Communication Plan p. 18

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

6.4 Appointments

- 6.4.1** Resolution - Appointment of 1 council member, 1 member of School Board and 6 members of the public to the French River Library Board
- 6.4.2** Resolution - Appointment of 1 council member to the Manitoulin-Sudbury District Services Board
- 6.4.3** Resolution - Appointment of 2 council members to the Sudbury East Planning Board
- 6.4.4** Resolution - Appointment of 2 council members to the Sudbury East Municipal Association and 1 alternate member
- 6.4.5** Resolution - Appointment of 1 council member to be the Fire Department Representative
- 6.4.6** Resolution - Appointment of 2 council members to the Ad hoc Lease Renewal Committee

6.8 Manitoulin-Sudbury District Services Board - no report

6.9 Ontario Provincial Police - Monthly Municipal Policing Report *

7.0 CONSENT AGENDA - Resolution to Approve Items 7.1, 7.3, 7.5 and Receive Items 7.2, 7.4 (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.)

7.1 Adoption of Minutes by Resolution

- 7.1.1** Regular Council Meeting held November 19, 2014 [p. 20](#)
- 7.1.2** Inaugural Meeting of Council held December 1, 2014 [p. 28](#)

7.2 Minutes Received by Resolution

- 7.2.1** French River Public Library Board held November 18, 2014 [p. 32](#)
- 7.2.2** Sudbury & District Board of Health held October 16, 2014 [p. 34](#)

7.3 Award of Tenders, Request for Proposals and Funding Matters by Resolution

7.4 Correspondence for Council's Information Received by Resolution

7.5 Adoption of By-laws by Resolution

- 7.5.1** 2014-43 Agreement for lease of space with Dr Couto (Dental Office) [p. 45](#)
- 7.5.2** 2014-44 Confirmation By-law [p. 46](#)

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

8.0 CORRESPONDENCE FOR COUNCIL'S CONSIDERATION

9.0 ADDENDUM (if required and by resolution)

10.0 NOTICES OF MOTION

- 10.1** Resolution - To Establish a Policy to Bring the Final Draft of the Municipal Budget to the Public each Year p. 47
Motion submitted by Councillor Ron Garbutt

11.0 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.)

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 17 décembre 2014 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 SESSION À HUIS CLOS - section 239 (2) (b) "des renseignements privés concernant une personne qui peut être identifiée, y compris des employés de la municipalité ou du conseil local" pour revoir les applications pour siéger au Conseil de la bibliothèque de la Rivière des Français et au sujet d'une situation de ressource humaine

4.1 Résolutions émanant de la Session à huis-clos

4.1.1 Résolution - Résignation de Sébastien Goyer comme directeur générale/greffier

4.1.2 Résolution - Rémunération d'une directrice générale/greffière intérimaire

****La partie de la réunion régulière continuera à 19h30***

5.0 DÉLÉGATIONS

6.0 RAPPORTS DE LA DIRECTION ET DES COMITÉS

6.1 Rapports du maire

6.1.1 Résolution - Approbation de formation pour Conseiller avec AMO

6.2 Rapports du directeur administratif/greffier

6.2.1 Résolution - Approbation des déléguées à la Conférence ROMA/OGRA qui aura lieu le 22-25 Fev., 2015 à Toronto Fairmont Royal York

6.2.2 Résolution - Désignation des autorités pour signer

6.3 Rapports de la trésorière

6.3.1 Rapport de l'entente avec le Dentiste Dr. Couto

6.3.2 Résolution - Procès pour le Budget 2015

6.3.3 Rapport d'un plan de communication pour le Budget 2015

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

6.4 Appointments

- 6.4.1** Résolution - Nomination de 1 membre du conseil, 1 membre du conseil d'école et 6 membres du public au Conseil de la bibliothèque de la Rivière des Français
- 6.4.2** Résolution - Nomination de 1 membre du conseil au Conseil des services du District de Manitoulin-Sudbury
- 6.4.3** Résolution - Nomination de 2 membres du conseil au comité de planification du Sudbury Est
- 6.4.4** Résolution - Nomination de 2 membres du conseil à SEMA et un membre alternatif
- 6.4.5** Résolution - Nomination de 1 membre du conseil comme représentant du département d'incendie
- 6.4.6** Résolution - Nomination de 2 membres du conseil au comité ad hoc pour renouvellement de bail

6.5 Conseil des Services du District de Manitoulin-Sudbury

6.6 Police provinciale de l'Ontario - Rapport mensuel *

7.0 ORDRE DU JOUR REGROUPÉ

- Résolution pour adoptés Items 7.1, 7.3, 7.5 et recevoir Items 7.2, 7.4

(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.)

7.1 Procès-verbaux adoptés par résolution

7.1.1 assemblée régulière du Conseil le 19 novembre 2014

7.1.2 assemblée inaugurale du Conseil le 1 décembre 2014

7.2 Procès-verbaux reçus par résolution

7.2.1 Conseil bibliothèque publique de la Rivière des Français le 18 novembre 2014

7.2.2 Conseil des services de santé publique le 16 octobre 2014

7.3 Soumissions et demandes de propositions et affaires financiers adoptées par résolution

7.4 Correspondance à titre de renseignement seulement reçus par résolution

7.5 Règlements adoptées par résolution

7.5.1 2014-43 Entente de location avec Dr Couto (bureau de dentiste)

7.5.2 2014-44 Règlement de confirmation

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

8.0 CORRESPONDANCE À L'INTENTION DU CONSEIL

9.0 ADDENDUM (si requis et par résolution)

10.0 AVIS DE MOTION

10.1 Résolution - Pour établir une politique pour présenter le budget finale au publique
Motion soumit par Conseiller Ron Garbutt

11.0 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.)

12.0 AJOURNEMENT

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

CTRL+ALT+DEL

rebooting Ontario's municipal sector

combined

OGRA
conference

**Sun Feb 22 -
Wed Feb 25 2015
Fairmont Royal York
Toronto, ON**

Municipalities in Ontario are armed with a fresh mandate. Constituent expectations have never been higher. For local governments, success will

be measured by how they respond to 21st Century demands. The 2015 OGRA/Roma Combined Conference brings together an outstanding roster of keynote speakers – each of them leaders in their field – and a wealth of workshops designed to showcase municipal ingenuity and best practices.

**Conference
housing opens
Dec 2, 2014 at
10:00 a.m.**

keynotes

Nik Nanos, President, Nanos Research / Premier Kathleen Wynne (invited) / Minister Lisa Raitt, Transport Canada (invited) / Jim Wilson, Leader of Ontario PCs (invited) / Andrea Horwath, Leader of Ontario NDP (invited) / The Ministers Forum / Question Box Session

new sunday sessions

PRE-REGISTRATION REQUIRED

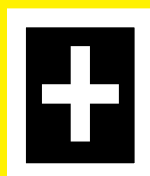


SMALL TOWN FORUM

The organizing Committee is pleased to announce the Combined Conference's first small town forum. This will be an opportunity for representatives of communities smaller than 10,000 people

to gather to exchange ideas and views on the issues that are defining the success of Ontario's smaller communities. This facilitated discussion is taking place at 2:30 PM of Sunday, February 22. Spots are limited.

Register today to avoid missing out.



STUDY TOUR OF INFRASTRUCTURE MEGA PROJECT

Union Station is Canada's busiest, most important multi-modal passenger transportation hub, a designated National

Historic Site and a significant part of Toronto's history and identity. More than a quarter-million people use Union Station daily. The City of Toronto is leading Union Station's revitalization with three objectives: to improve the quality and capacity of pedestrian movement; to restore heritage elements; and to transform Union Station into a major destination for shopping, dining and visiting. The Combined Conference Planning Committee is excited to offer a sneak preview, behind the scenes tour of this project. This Tour will take place on Sunday afternoon.

www.combinedconference.org

#roccstartalks

NEW THIS YEAR, a number of young, ingenious paradigm shifters have been asked to provide passionate talks about a subject where municipalities can make a difference. These short talks – ROCC aka ROMA OGRA Combined Conference – are sure to generate buzz.

Joelle Faulkner, Area One Farms – Will venture capital save the family farm?

Dr. Danyaal Raza, MD MPH – Is treating poverty one of the best tools in the public health toolbox?

Fahad Shuja, P. Eng – Can a web app improve winter maintenance?

Combined Conference Debate on Agri-food



The fourth edition of our hallmark event promises to go from field to fork as it analyzes the prospects of Ontario's current agri-food system. Few sectors of our economy have agri-food's upside. Local governments have a crucial role to play in the success or failure of this vital sector. Join us as an all-star roster of debaters argue "Be it resolved, Ontario's current agri-food system weakens communities and is unprepared to feed a planet of nine billion people."



RON EDDY
Chair, ROMA

ROMA Chair Ron Eddy and OGRA President Tom Bateman look forward to meeting you at the 2015 OGRA/ROMA Combined Conference.



TOM BATEMAN
President, OGRA

workshops

In 2015 there will be 21 workshops organized around seven streams

1

asset management

Monday AM Manageable Data Collection
Tuesday AM Establishing Needs and Priorities
Tuesday PM Finance Options

2

communications

Monday AM Expectations for New Councillors
Tuesday AM Communicating with Constituents
Tuesday PM Social Media

3

development & growth

Monday AM AODA and the Built Environment
Tuesday AM The Ring of Fire
Tuesday PM Places to Grow

4

law & order

Monday AM Joint and Several Liability
Tuesday AM Fair & Open Tendering
Tuesday PM Municipal Impact to Changing Morality Legislation

5

revenue & savings

Monday AM New Revenue Tools
Tuesday AM Municipal Class EAs
Tuesday PM Alternative Finance and Procurement (AFP)

6

rural innovation

Monday AM Measuring Success of Economic Development
Tuesday AM Rural Lens
Tuesday PM Green Energy Act

7

transportation

Monday AM Pipeline v. Rail
Tuesday AM Accelerating Rural Transportation Solutions
Tuesday PM Active Transportation



Sign up for a complimentary membership in Fairmont President's Club and receive free internet access within the Hotel.

This is available for all Conference attendees regardless of where you are staying. To sign up for your Complimentary Membership, please visit the conference website www.combinedconference.org.

Fairmont Royal York: Major roadwork is being completed in the area surrounding the hotel. It is important that on your travel day you check online for directions and information on current road closures. Please visit www.combinedconference.org for the link.

did you know?

housing

Delegates will contact the hotels directly to book a room. All hotels will be booking rooms online and by telephone (number of rooms available to book by telephone is limited). A credit card will be required to book a room or suite. Deposit cheques are not accepted. Suites must be booked using the official suite form. Please note the room blocks are not available until conference housing officially opens.

NB: Cancellation Policy remains unchanged. Cancellation fee is equal to one night's accommodation plus applicable taxes. Fairmont Royal York Hotel cancellation fee will be charged on each room or suite cancelled subsequent to the initial booking. Substitutions are permitted. Overflow hotels cancellation fees will be charged on each room cancelled less than 72 hours before expected date of arrival. Rooms are blocked at the following hotels:

- Fairmont Royal York Hotel (main conference hotel)
- InterContinental Toronto Centre
- Sheraton Centre Toronto and
- The Strathcona Hotel

For contact information, online links, schedule of hotel rates and additional accommodation instructions visit us online at www.combinedconference.org.

long service awards

Ontario Good Roads Association is always proud to recognize employees who have given long years of service in the cause of good roads. For eligibility requirements and form, please visit the Awards tab on www.combinedconference.org.

Deadline for receipt of nominations is **Friday, January 30, 2015**.

Awards will be presented at the Awards Luncheon on Tuesday, February 24, 2015 during the OGRA/ROMA Combined Conference.

For information, please contact
Carmen Sousa: carmen@ogra.org or 289-291-6472.

banquet entertainment



So "What's Goin' On" at the OGRA/ROMA Combined Conference closing banquet you ask? Well "I Heard it Through the Grapevine" that the Mojo Kings are coming back for the third year in a row and this time it's the best of Motown. Now is it "Just my Imagination Running Away with Me" or does that sound like a great evening. So "Let's Get it On" and do some "Dancing in the Streets".

2015 OGRA/ROMA COMBINED CONFERENCE REGISTRATION FORM

February 22 - 25, 2015 – Fairmont Royal York Hotel, Toronto, ON

Please type or print clearly and send with payment to OGRA/ROMA COMBINED CONFERENCE, Unit 22, 1525 Cornwall Rd., Oakville, ON L6J 0B2

MUNICIPALITY/ORGANIZATION:

CONTACT NAME:

MAILING ADDRESS:

TEL:

FAX:

EMAIL:

NAME OF DELEGATE(S) (to appear on badge-no initials)	TITLE	REGISTRATION TYPE (A,B,C,D,E)	SUNDAY AFTERNOON EVENTS PREREGISTRATION REQ'D		# of EXTRA TICKETS PURCHASED	
			SMALL TOWN FORUM	UNION STN. RENO TOUR	BANQUET	AWARDS LUNCH

PAYMENT PRE-REGISTRATION FORMS MUST BE RECEIVED BY FEBRUARY 13, 2015

<p>Registration forms cannot be processed unless accompanied with payment. Fax VISA or MASTERCARD payments to 289-291-6477.</p> <p>CARD #</p>	NOTES: Members fees refer to OGRA and/or ROMA membership ■ Luncheon tickets are not included in any registration fee							
	REGISTRATION TYPE	OGRA/ROMA Members		Provincial/Federal Governments		Non-Members		FEES (enclosed)
		Before Jan 30	After Feb 1	Before Jan 30	After Feb 1	Before Jan 30	Regular Feb 1	
Name on Card:	A Full with Banquet Ticket	\$635	\$685	\$690	\$740	\$775	\$825	@ =
Expiry Date:	B Full, no Banquet Ticket	\$555	\$605	\$610	\$660	\$695	\$745	@ =
Signature:	C One Day - Monday	\$310	\$340	\$340	\$370	\$385	\$415	@ =
	D One Day - Tuesday	\$310	\$340	\$340	\$370	\$385	\$415	@ =
CHEQUE (Payable to OGRA/ROMA Combined Conference)	E Half Day - Wednesday	\$155	\$175	\$170	\$190	\$195	\$215	@ =
REGISTRATION INQUIRIES?	Luncheon Ticket	\$65	\$65	\$65	\$65	\$65	\$65	@ =
Carmen Sousa - Tel: 289-291-6472 or e-mail: carmen@ogra.org	Extra Banquet Ticket	\$100	\$100	\$100	\$100	\$100	\$100	@ =

<p>REFUND POLICY Full refunds, less an administration fee of \$50.00 plus HST, of pre-registration fees will be issued if notice of cancellation is received by Friday, January 30. NO REFUNDS AFTER JANUARY 30. ALL REQUESTS MUST BE IN WRITING.</p>	<p>Special dietary requirements, including food allergies, should be forwarded in writing to Catherine Wallace at the Fairmont Royal York Hotel by fax: 416-368-8148 or email: catherine.wallace@fairmont.com For on-site registration fees, additional surcharge over regular rate as follows: Type A and Type B add \$50, Type C and Type D add \$30 and Type E add \$20</p>	Subtotal	
		+13% HST (HST # 104000450RT)	
		TOTAL	



The Corporation of the Municipality of French River

REPORT TO Regular Council Meeting	FIN1214-01 - Treasurer's Report	DATE OF MEETING: December 17th, 2014
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SUBJECT

To update on current items, projects in the Treasury Department

BACKGROUND

Cash Disbursements

The October 2014 cash disbursements totaled \$541,449.93. For a detailed listing please see the info binder.

Budget versus Actual 2014

The Budget versus Actual and Committed – November is detailed in an under separate cover report.

Tax Sale Properties

Tax Sale occurred at 3:00 p.m. local time on November 19, 2014, at the French River Municipal Office. Two properties were up for tax sale.

- 1- Property 040-000-31900 received nine (9) bids ranging from \$20,000 to \$163,000. All bids were rejected because payment in full was received on November 14th, 2014 by the property owner.
- 2- Property 050-000-19908 did not have any bidders. The following are options to be considered.
A report to follow in January will require direction.

a. Write off and Charge back

Council, on the treasurer's recommendation, can write off the taxes pursuant to section 354(2) and (3) of the Municipal Act, 2001 and charge back to the school board, or any other levying body you collect taxes for, its proportionate share of the unpaid taxes that are written off (subsection 353(3)) – regardless of whether they decide to Vest the property in the municipality's name or not.

b. Register Notice of Vesting

The municipality may register a Notice of Vesting within two years of the tax sale date pursuant to section 379(5b)(7.1) and the property will then be tax exempt as is any property owned by the municipality. If the municipality decides to charge back, then vest and subsequently sell the lands within seven years of the registration of the Notice of Vesting, it does not have to share the proceeds with the school board because the Cancellation Price was under \$10,000.00 – see s. 353(6). Sections 386.1 to 386.5 provide some powers of entry and inspection to the municipality to assist in determining if it is desirable to acquire the land.

c. Readvertise within two years

The municipality may readvertise the property for sale within two years of the tax sale date pursuant to section 380.1. If the taxes have been written off pursuant to section 354, the municipality can usually offer the property at a Minimum Tender Amount that might be more attractive to purchasers. In this case, however, the price was already quite low and therefore another sale may not be productive. If the municipality does consider this option there are additional notice requirements and fees involved.

If the municipality has not registered a Notice of Vesting or re-advertised as above within 2 years of the tax sale date, the whole process is deemed to be cancelled. If the municipality wants to continue with the tax sale process as a collection tool, the process would need to be

started all over again with the registration of a new Tax Arrears Certificate (subsection. 379(15)).

Finance Representation Budget

The procurement policy item 9.2 Non Budgeted Acquisitions states that “For goods and services that are deemed by a Department Head to be necessary but are not in the budget, the requesting Department Head must first obtain Council approval before starting the acquisition process. Where the requester knows, or any other member of staff advises the requester that actual cost of the goods and services exceeds the amount budgeted, the requestor shall obtain Council approval before the acquisition process may proceed.”

Due to budget oversight the finance department has overspent their representation budget by \$2,641.18 without having requested prior authorization.

PREPARED BY:

Original signed by:



Julie Bouthillette, Treasurer
December 15th, 2014

APPROVED BY:

Original signed by:



Melanie Bouffard, interim CAO/Clerk
December 15th, 2014



The Corporation of the Municipality of French River

**REPORT TO REGULAR
COUNCIL MEETING**

**FIN1214-04 – Dentist
Services**

DATE OF MEETING:
December 17th, 2014

SUBJECT

Investment in Dentist Services

BACKGROUND

The lease agreement for Dentist Services expires on December 31, 2014. The tenant has made it very clear that he is not willing to pay rent without a lease agreement in place. As well he is requesting an initial investment of \$14,000 to be made in Dentistry equipment.

DISCUSSION

On December 10th 2014, the tenant contacted the municipal office to discuss the lease agreement and the offering of dental services to the residents of the Municipality of French River.

In 2008 when the lease agreement was made with the dentist tenant, the lease agreement included all existing dentistry equipment. This equipment is reaching life end. For example the chair is over 50 years old, the cassette sterilizer is over 20 years old, the suction is over 30 years old, etc.

Some of the equipment has been broken for months and the dentist has been bringing his equipment from Sudbury. This is very inefficient and inconvenient. The dentist tenant refuses to work under these conditions much longer. For this reason he is requesting that \$14,000 be invested for a new cassette sterilizer and other minor equipment. He is not willing to invest any funds into equipment for this site as there is no value added for his practice. He has also mentioned that this initial investment is just the tip of the iceberg as all the equipment is aged and requires repairs. He proposes that the municipality apply for a grant for dental equipment under the NOHFC.

The dentist tenant cannot guarantee how long he will continue to practice in the French River area as he has been in practice for over 30 years. He does not believe that any partner or succession of his would be interested in offering services in this area.

The dentist tenant has shown willingness to share the practice with someone who specializes in Denture Therapy.

FINANCIAL CONSIDERATIONS

- Rent revenues of \$7,000 per year
- Upfront costs of \$14,000

STRATEGIC PLAN

Strategic Objective #6: Promote a full complement of health services.

COMMUNICATION PLAN.

N/A

RECOMMENDATION

I recommend that a lease extension be drafted for 3 months ending March 31, 2014 to allow the municipality to evaluate all of the avenues and potential impacts.

DOCUMENT(S) ATTACHED

N/A

PREPARED BY:

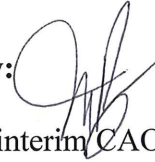
Original signed by:



Julie Bouthillette, Treasurer
December 15th, 2014

APPROVED BY:

Original signed by:



Melanie Bouffard, interim CAO/Clerk
December 15th, 2014



The Corporation of the Municipality of French River

REPORT TO REGULAR COUNCIL MEETING	FIN1214-02 – 2015 Budget Process	DATE OF MEETING: December 17th, 2014
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SUBJECT

To assist the Council to start discussion on the 2015 budget process.

BACKGROUND

In an election year, we anticipate the budget to be a bit delayed. At the management meeting of October 29th, 2014, a first draft of the budget was presented to Management. The CAO directed that the initial budget should represent all the wish list items including tax revenue at the current tax rate using the 2015 assessment values and that all department heads are to decrease their budgets by 5%. Management expressed their concerns about a lack of policies relating reserves and being in the dark about reserve balances.

DISCUSSION

Every year there are increasing pressures from a financial perspective. The 2015 budget will be a lengthy process in which immediate attention needs to be given because these pressures are translating into growing public concerns over affordability, accompanied by a higher degree of public scrutiny over municipal finances, budget processes and taxation levels. Municipalities are complex organizations and as such, things are not necessarily as they seem. Through the completion and adoption of our asset management plans it has confirmed that our infrastructure funding is a huge issue and the gap between current capital expenditures and what is required on an annual basis is substantive. The reality is that benchmarking, long term financial plans in conjunction with multi-year budgeting tools along with related policies are required to move forward.

The proposal herein is a financial and operating review. Similar to the strategic plans and multiple other plans held by the municipality a financial and operating review is a road map and directions for the Municipality to follow. It differs from other plans as it is not high level and gives direct recommendations and their financial impact by assessing the overall effectiveness and efficiency of the Municipality's operations with the view of identifying potential courses of strategy to maximize value-for-money and minimize pressure on taxes. It will also assist in developing strategies and a financial plan that are conducive to long-term sustainability. The tools that will result from this review are:

- A report with a sensitivity analysis of proposed changes and efficiencies
- Scenarios modeling tool: where by entering different scenarios you can see the impact on current budget, future budgets and tax rates
- Policies:
 - Debt
 - Capital financing
 - Reserve and reserve funds
 - Treasury management
 - Procurement
 - Setting of wastewater rates
 - Setting of user fees
- Long Term Capital Plan (50 years of asset replacement and related reserves)
- Multi Year Budget Model (3 year)

I believe a financial and operating review is important because the taxpayers are requesting a new budgeting model where all expenses are scrutinized and revenues sources are explored. Department heads are requesting help with new revenue sources, reducing budgets and finding efficiencies. Finance requires guidance in terms of policies in order to ensure that we meet council's expectations as well as help with the one-time development of long term financial planning tools.

The financial and operating review should be done by third parties. You may wonder why doing such a review cannot be done in house by staff. The explanation has multiple facets:

- 1- Because doing the minimum is no longer enough;
- 2- Because eliminating the bias is key to proposing actions that can be successful in other words internal financial and operational reviews do not produce same level of results as it is difficult to objectively evaluate the Municipality's operating structure, staffing levels and service offerings
- 3- Because experts have the tools required to benchmark
- 4- Because experts have tools already available that can be adapted to our Municipal needs.
- 5- Because some other Municipalities have tried to do it in house and have been unsuccessful due to the fact that there is no independence and department heads have difficult identifying savings in their own departments.

Typically, a project such as this takes approximately three months to complete. Therefore discussions, questions and a recommendation should follow promptly in order to commence work on this project immediately and ensure the completion of this project coincides with our 2015 budget process.

FINANCIAL CONSIDERATIONS

Such a review is approximately \$50,000 with an additional \$5,000 to \$10,000 of external consultant (consulting with our road engineer, our environmental engineer, etc.). Funding of this expenditure can be done with the 2015 OCIF funding of \$20,000. The remainder of the costs would have to be through property taxation. The expected return on investment is approximately 0.2% - 1% compounding tax savings so spending less than 1% of Tax revenues will pay back within 3 years.

STRATEGIC PLAN

A financial and operating review would assist with assessing our success with all municipal strategic goals. Furthermore a financial and operating review will tie in all of the existing plans (operational and strategic) into a workable roadmap.

COMMUNICATION PLAN

See 2015 Budget Communication Plan Report

RECOMMENDATION

We recommend that staff be directed to obtain a proposal from an expert firm and that they be invited as a delegation to the next Committee of the Whole or Regular Council Meeting in order to answer questions and emphasize the multi-year benefits of a financial and operating review.

DOCUMENT(S) ATTACHED

- N/A

PREPARED BY:
Original signed by:



Julie Bouthillette, Treasurer
December 15th, 2014

APPROVED BY:
Original signed by:



Melanie Bouffard, interim CAO/Clerk
December 15th, 2014



The Corporation of the Municipality of French River

**REPORT TO REGULAR
COUNCIL MEETING**

**FIN1214-03 – 2015 Budget
Communications Plan**

DATE OF MEETING:
December 17th, 2014

SUBJECT

To assist the Council to start discussion on the 2015 budget communication plan.

BACKGROUND

In the last two years there has been increased demands to improve the budget communication plan.

DISCUSSION

Research was done on the topic and one good study was found titled: Searching for a Role for Citizens in the Budget Process – Authored by Carol Ebdon, Ph.D and Aimee Franklin, Ph.D Here is a summary of the report:

- Public input
 - Participation is most beneficial when it occurs early in the process
 - When it is two-way deliberative communication rather than simply one-way information sharing
 - In spite of the potential benefits of participation methods, many local governments still rely almost exclusively on the public hearing at the end of the budget process.
 - finding appropriate mechanisms for citizen input into the budget process is clearly not an easy task. It takes time and effort on the part of officials and citizens, and needs to be carefully developed to make the information gathered as useful as possible.
- Possible methods of Public input
 - Survey
 - Public meetings
 - Citizen advisory committees
- To be successful Six Criteria's:
 - Representative of the broader community
 - Opportunity is available for large numbers of citizens to participate
 - Input occurs early in the process
 - Sincere preference/willingness to pay is revealed
 - Participation includes two-way communication between public and city officials
 - Citizen input is TRULY considered by decision makers

At the November 27th AMO/MFOA Municipal Finance Forum in Toronto Treasurers and Finance Officers from across the province discussed what they are doing including

- On-line budget tool
 - London ON: www.buildabudget.ca
 - <http://app.kitchener.ca/taxtool/>
- Build a Budget Workshops (Budget simulation exercises)
- Social Media (Twitter, Facebook)
- Open Mic night with DH (to be held in a casual environment)
- Budget hand out
- "Ask the Treasurer" – formal and informal Q&A's with community groups
- Traditional vehicles – email, phone, public meetings

FINANCIAL CONSIDERATIONS

There is without a doubt costs relating to the different methods of communicating and gathering input on the 2015 budget.

STRATEGIC PLAN

Strategic Objective #4: Ensure timely knowledge of policies, bylaws, and building control standards.

COMMUNICATION PLAN.

As discussed above

RECOMMENDATION

We recommend that a communication plan be drafted and discussed at the next Committee of the Whole or Regular Council Meeting in order to be transparent with the 2015 budget.

DOCUMENT(S) ATTACHED

N/A

PREPARED BY:

Original signed by:



Julie Bouthillette, Treasurer
December 15th, 2014

APPROVED BY:

Original signed by:



Melanie Bouffard, interim CAO/Clerk
December 15th, 2014



Municipality of French River

MINUTES OF THE REGULAR MEETING OF COUNCIL held in the Council Chambers French River Municipal Complex Wednesday, November 19, 2014 at 5:30 p.m.

Members Present:

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

Members Excused:

Shawnda Martin-Cross

Officials Present:

Sébastien Goyer, Chief Administrative Officer/Clerk
Julie Bouthillette, Treasurer/Tax Collector
Mélanie Bouffard, Deputy Clerk, Recording Secretary

Guests:

15 Members of public

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

The Chair called the meeting to order at 5:35 p.m.

Moved By: Michel Bigras
Seconded By: Ron Garbutt

Resol. 2014- 241

BE IT RESOLVED THAT the agenda be accepted as distributed.

Carried

2. PRAYER

3. DISCLOSURE OF PECUNIARY INTEREST

None declared.

4. CLOSED SESSION

Moved By: Larry Bouffard
Seconded By: Mike Bouffard

Resol. 2014- 242

BE IT RESOLVED THAT the next portion of the meeting be closed to the public in order to consider directions that should be given to senior staff pursuant to section 239 (2))(b) "personal matters about an identifiable individual, including municipal or local board employees" with respect to the CAO's Annual Performance Evaluation

Carried

Moved By: Denny Sharp
Seconded By: Michel Bigras

Resol. 2014- 244

BE IT RESOLVED THAT the open session reconvenes at 6:34 p.m.

Carried

Regular portion of the meeting to resume at 6:30 p.m.

5. DELEGATIONS

6. MANAGEMENT AND COMMITTEE REPORTS

6.1 Mayor's Report

Mayor gave a verbal report.

6.1.1 Presentation to outgoing Members of Council

The Mayor presented Thank You gifts to the outgoing Members of Council being Councillors Larry Bouffard, Mike Bouffard and Shawnda Martin Cross.

6.1.2 Approval of Heads of Council Training with AMO

Moved By: Larry Bouffard
Seconded By: Michel Bigras

Resol. 2014- 245

BE IT RESOLVED THAT the Council of the Corporation of the Municipality of French River hereby approves the Heads of Council Training with AMO for Mayor Claude Bouffard at an approximate cost of \$800.

Carried

6.2 CAO/Clerk's Report

CAO/Clerk summarized written report submitted under separate cover.

6.2.1 Christmas Holidays Office Closure

Moved By: Mike Bouffard

Resol. 2014- 246

Seconded By: Denny Sharp

BE IT RESOLVED THAT the Council of the Corporation of the Municipality of French River hereby approves that the Municipal Office be closed to the public on December 29-30, 2014 and on January 2, 2015 for the Christmas Holidays for year end purposes;

A FURTHER THAT regular office hours will resume on January 5, 2015.

Carried

6.2.2 Funding Application to the Small Communities Fund (SCF) for the French River Landfill Rehabilitation and Improvement Project

Moved By: Larry Bouffard

Resol. 2014- 247

Seconded By: Denny Sharp

BE IT RESOLVED THAT the Council of the Corporation of the Municipality of French River hereby approves the Funding Application to the Small Communities Fund (SCF) for the French River Landfill Rehabilitation and Improvement Project for an amount of \$805,528;

AND FURTHER that the sum of \$268,240 which represents 33% of the Small Communities Fund be committed to this project by the Municipality.

Carried

6.3 Treasurer's Report

6.4 Economic Development Committee

6.4.1 Approval of the Antenna Siting Protocol

Moved By: Ron Garbutt

Resol. 2014- 248

Seconded By: Denny Sharp

BE IT RESOLVED THAT the Council of the Corporation of the Municipality of French River hereby approves the Antenna Siting Protocol dated November 19, 2014.

Carried

6.5 Environmental Advisory Committee

6.6 Finance and Administration Committee

6.6.1 Communication and Action Plan relating to the Hydro One Surge

Moved By: Michel Bigras
Seconded By: Larry Bouffard

Resol. 2014- 249

BE IT RESOLVED THAT the Council of the Corporation of the Municipality of French River hereby approves to proceed with the Communication Plan presented in the CAO's report dated November 19, 2014 and further authorizes the Mayor and CAO to commence political representation with Minister Chiarelli and Hydro One Chair Papatello.

Carried

6.6.2 Sponsorship Request from Lukas Woolridge

Moved By: Mike Bouffard
Seconded By: Denny Sharp

Resol. 2014- 250

WHEREAS the Finance and Administration Committee at its November 12th meeting recommended to not approve the sponsorship request made by Lukas Woolridge;

BE IT RESOLVED THAT the Council of the Corporation of the Municipality of French River hereby denies the sponsorship request from Lukas Woolridge, player in the St.-Charles Spirit Junior A Hockey team.

Carried

6.6.3 Grants & Subsidy Application from the French River Children's Club for Christmas Party

Moved By: Denny Sharp
Seconded By: Michel Bigras

Resol. 2014- 251

BE IT RESOLVED THAT the Council of the Corporation of the Municipality of French River hereby approves the Grant & Subsidy Application for a rebate of \$200 from the hall rental fee at the Alban Community Centre received from the French River Children's Club for Christmas Party for their Annual Children's Christmas Party being held on December 12, 2014.

Carried

6.6.4 Donation to the Comité des paniers de Noël - Christmas Food Baskets

Resol. 2014- 252

Moved By: Larry Bouffard
Seconded By: Ron Garbutt

BE IT RESOLVED THAT the Council of the Corporation of the Municipality of French River hereby donates an amount of \$300 towards the Comité des paniers de Noël for Christmas Food Baskets.

Carried

6.7 Public Works Committee

6.7.1 Parking prohibition along south side of St. Christophe Street and study of a four way stop at the intersection of St. Antoine

Moved By: Mike Bouffard
Seconded By: Denny Sharp

Resol. 2014- 253

BE IT RESOLVED THAT the Council of the Corporation of the Municipality of French River hereby approves of a parking prohibition along the south side of St. Christophe Street and further directs staff to study the need of a four way stop at the intersection of St. Christophe and St. Antoine and to report the findings to Council.

Carried

6.8 Manitoulin-Sudbury District Services Board

6.8.1 2015 Budget

6.9 Ontario Provincial Police

The Policing Report for the month of October 2014 was distributed and any questions are to be forwarded to the Mayor to bring forward at the Community Policing Advisory Committee meeting.

7. CONSENT AGENDA

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

Moved By: Denny Sharp
Seconded By: Mike Bouffard

Resol. 2014- 254

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 7.1, 7.3, 7.5 and receives the Items under Sections 7.2, 7.4.

Carried

7.1 Adoption of Minutes by Resolution

Moved By: Denny Sharp
Seconded By: Mike Bouffard

Resol. 2014- 255

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

Regular Council Meeting held October 15, 2014

Carried

7.2 Minutes Received by Resolution

Moved By: Denny Sharp
Seconded By: Mike Bouffard

Resol. 2014- 256

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

Finance & Administration Committee held November 12, 2014

Public Works Committee held November 12, 2014

French River Public Library Board held September 16, 2014

Manitoulin-Sudbury DSB held October 23, 2014

Carried

7.3 Award of Tenders and Request for Proposals by Resolution

7.3.1 Award Audit Services

Moved By: Denny Sharp
Seconded By: Mike Bouffard

Resol. 2014- 257

BE IT RESOLVED THAT the Council of the Corporation of the Municipality of French River hereby awards the Audit Services to Collins Barrow for 2014, 2015, 2016 for the price of: (before HST) \$29,000, \$29,870, \$ 30,750 respectively.

Carried

7.4 Correspondence for Council's Information Received by Resolution

7.5 Adoption of By-laws by Resolution

The following By-laws were read and adopted:

7.5.1 Load Restriction on Municipal Bridges

Moved By: Denny Sharp
Seconded By: Mike Bouffard

Resol. 2014- 258

BE IT RESOLVED THAT By-law 2014-39, being a by-law to enact load restrictions on Municipal Bridges be read a first, second and third time and finally passed.

Carried

7.5.2 Confirmation By-law

Moved By: Denny Sharp
Seconded By: Mike Bouffard

Resol. 2014- 259

BE IT RESOLVED THAT By-law 2014-41, 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 November 19, 2014 be read a first, second and third time and finally passed.

Carried

8. CORRESPONDENCE FOR COUNCIL'S CONSIDERATION

8.1 Grants & Subsidy Application from Paroisse Notre-Dame de Lourdes Christmas Mass

Moved By: Larry Bouffard
Seconded By: Ron Garbutt

Resol. 2014- 260

BE IT RESOLVED THAT the Council of the Corporation of the Municipality of French River hereby approves the Grant & Subsidy Application for a rebate of \$200 from the hall rental fee at the Alban Community Centre received from the Paroisse Notre-Dame de Lourdes for the Christmas Mass being held on December 24, 2014.

Carried

9. ADDENDUM (if required and by resolution)

10. NOTICES OF MOTION

11. ANNOUNCEMENTS AND INQUIRIES

12. ADJOURNMENT

Moved By: Ron Garbutt
Seconded By: Larry Bouffard

Resol. 2014- 261

BE IT RESOLVED THAT the meeting be adjourned at 7:31 p.m.

Carried

MAYOR

CLERK



Municipality of French River

AGENDA **INAUGURAL MEETING OF COUNCIL** held in the Council Chambers French River Municipal Complex Monday, December 1, 2014 at 7:00 p.m.

Members Present:

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

Members Excused:

Officials Present:

Sébastien Goyer, Chief Administrative Officer/Clerk
Mélanie Bouffard, Deputy Clerk, Recording Secretary
Robert Martin, Parks, Recreation & Facilities Manager
Michael Campbell, Municipal Law Enforcement Officer
Brennan Kenny, Economic Development Manager

Guests:

25 Members of public

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

The Chair called the meeting to order at 8:15 p.m.

The Inaugural Meeting followed the Inaugural Ceremony that began at 7pm.

Moved By: Gisèle Pageau
Seconded By: Tammy Mitchell

Resol. 2014- 262

BE IT RESOLVED THAT the agenda be accepted as distributed.

Carried

2. Prayer

3. Disclosure of pecuniary interest

None declared.

4. Appointments

4.1 Appointment of Deputy Mayor

Moved By: Denny Sharp
Seconded By: Dean Wenborne

Resol. 2014- 263

BE IT RESOLVED THAT the Council of the Corporation of the Municipality of French River hereby appoints the following member of Council as Deputy Mayor for the 2014-2018 Term of Council:

1. Councillor Michel Bigras

Carried

4.2 Appointment of Signing Authorities

Moved By: Ron Garbutt
Seconded By: Michel Bigras

Resol. 2014- 264

BE IT RESOLVED THAT the Council of the Corporation of the Municipality of French River hereby reaffirms that the following two members of Council and two employees are the signing authorities for the Municipality of French River as of December 1, 2014:

1. Mayor Claude Bouffard
2. Councillor Michel Bigras
3. Julie Bouthillette, Treasurer/Tax Collector
4. Sébastien Goyer, Chief Administrative Officer/Clerk

Carried

5.0 Mayor's Inaugural Address

The Mayor presented his Inaugural Address during the Inaugural Ceremony.

5.1 Presentation of Certificates

The Mayor presented the Certificates of Appreciation to the Members of the Advisory Committees of Council for the 2010-2014 Term

- Economic Development Committee
- Environmental Advisory Committee

6.0 CAO/Clerk's Report

The CAO gave a verbal report.

7.0 Correspondence for Council's Information Received by Resolution

7.1 Letters received congratulating Members of Council

Moved By: Ron Garbutt
Seconded By: Gisèle Pageau

Resol. 2014- 265

BE IT RESOLVED THAT the following correspondence be received:

1. Letter from Honourable Steven Del Duca, Minister of Transportation
2. Letter from Honourable Ernie Hardeman, Ontario Progressive Conservative Party

Carried

8.0 By-laws

8.1 Confirmation By-law

Moved By: Denny Sharp
Seconded By: Tammy Mitchell

Resol. 2014- 266

BE IT RESOLVED THAT By-law 2014-42, 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 December 1, 2014 be read a first, second and third time and finally passed.

Carried

9. Addendum (if required and by resolution)

10. Notices of Motion

11.0 Announcements and Inquiries (from Council members & public)

12.0 Closed Session

13. Adjournment

Moved By: Dean Wenborne
Seconded By: Gisèle Pageau

Resol. 2014- 267

BE IT RESOLVED THAT the meeting be adjourned at 8:31 p.m.

Carried

MAYOR

CLERK

FRENCH RIVER PUBLIC LIBRARY

MINUTES

November 18, 2014

Noelville Branch

MEMBERS PRESENT:

Suzanne Bisaillon
Liliane Lamothe
Suzanne Guilbeault
Angela Williams

EXCUSED:

Shelley Duquette-Lafortune (With Reason)
Denny Sharp (With Reason)

STAFF

Linda Keenan - CEO

1. Call to order

Meeting was called to order 5:10 pm and Chaired by Chairperson Susanne Bisaillon.

BE IT RESOLVED THAT: the Board wishes to call this meeting to order at 5:05 pm this evening.

Carried

Moved by: Angela Williams

Resol 14-073

Seconded by: Liliane Lamothe

2. Disclosure of Pecuniary Interest

None.

3. Agenda

As presented.

4. Minutes

As presented.

5. Financial Reports

As discussed and presented

BE IT RESOLVED THAT: the agenda of November 2014, minutes of October 2014 be accepted as presented and that the financial reports for July, August and September be accepted as presented and discussed.

Carried

Moved by: Angela Williams

Resol 14-074

Seconded by: Suzanne Guilbeault

6. Chairperson Report

Gave a verbal report.

7. Councillor's Report

No report

8. CEO's Report

Gave a verbal and written report.

BE IT RESOLVED THAT: we accept the Chairperson's verbal report and the CEO's verbal and written report for the month of November.

Carried

Moved by: Suzanne Guilbeault

Resol 14-075

Seconded by: Liliane Lamothe

9. Correspondence

9.1 Copies of the circulation as well as walk-in statistics for October 2014 were sent to all members by email.

9.1 BE IT RESOLVED THAT: Board members have received copies of the circulation as well as the walk-in statistics for the month of October 2014 by email.

Carried

Moved by: Suzanne Guilbeault

Resol 14-076

Seconded by: Liliane Lamothe

10. New Business

10.1 Library Closure for the Holidays

10.1 BE IT RESOLVED THAT: After discussing the Holidays, the Board approves that the Library be closed the 27th in addition of the 24th, 25th, 26th, 31st and 1st of January

Carried

Moved by: Liliane Lamothe

Resol 14-077

Seconded by: Angela Williams

11. Announcements and inquiries (Board members and public) Annonces et questions (par les membres du CA et le publique.)

12. Closed meeting

13. Next Board Meeting

BE IT RESOLVED THAT: the next Board meeting will be held on Monday, December 8, 2014 at 4 pm in the Noelville Branch and that the meeting be adjourned at **6:05** pm this evening.

Carried

Moved by: Angela Williams

Resol 14-078

Seconded by: Suzanne Guilbeault

Chairperson

Secretary

**MINUTES – SEVENTH MEETING
SUDBURY & DISTRICT BOARD OF HEALTH
SUDBURY & DISTRICT HEALTH UNIT, BOARDROOM
THURSDAY, OCTOBER 16, 2014, AT 1:30 P.M.**

BOARD MEMBERS PRESENT

Claude Berthiaume
Brigita Gingras
Rita Pilon
Brenda Spencer

Janet Bradley
Terry Kett
Ursula Sauvé

Madeleine Dennis
Ken Noland
Paul Schoppmann

BOARD MEMBERS REGRETS

Claude Belcourt

Ron Dupuis

Evelyn Dutrisac

STAFF MEMBERS PRESENT

Sandra Laclé
Rachel Quesnel

Stacey Laforest
Renée St Onge

Marc Piquette
Dr. P. Sutcliffe

M. DENNIS 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) Public Health Surveillance of Respiratory Illnesses in the Sudbury & District Health Unit (SDHU) Area

- Michael King, Epidemiologist, Resources, Research, Evaluation and Development Division
- Lisa Schell, Manager, Clinical and Family Services Division

Dr. Sutcliffe introduced M. King to present on this topic and also introduced Lisa Schell, Manager of Clinical and Family Services, who is responsible for managing the public health response implications of respiratory illness surveillance.

The Sudbury & District Health Unit (SDHU)'s respiratory illness surveillance provides timely access to information about respiratory illness to ensure early detection of respiratory disease and limit its spread. The ongoing and systematic collection, collation and analysis of health related data also ensures timely communication of information to all who need to know. Board members were reminded that surveillance is required under the Ontario Public Health Standards.

An overview was provided regarding the three main sources of data for respiratory illness surveillance which include laboratory reports, emergency department visits, and elementary student absenteeism. Public health follow up was also described.

Staff acknowledged the extremely helpful collaboration with the four local school boards for the elementary student absenteeism program. The elementary school absenteeism system would not be possible without the school boards' support.

Questions were entertained and it was clarified that the emergency department visit component of our surveillance does not include walk-in clinics but includes hospitals within the SDHU catchment area that have emergency departments. Dr. Sutcliffe outlined when and how we communicate with local physicians regarding reportable diseases.

M. King and L. Schell responded to questions and were thanked for their work and the informative presentation.

5.0 MINUTES OF PREVIOUS MEETING

i) Sixth Meeting – September 18, 2014

55-14 APPROVAL OF MINUTES

Moved by Noland - Kett: THAT the minutes of the Board of Health meeting of September 18, 2014, be approved as distributed.

CARRIED

Dr. Sutcliffe reported that the poverty simulation event in which the Board voiced interest in participating is expected to be held in the Spring. Further information will be shared with the Board once available.

6.0 BUSINESS ARISING FROM MINUTES

i) Board of Health Member Self-Evaluation of Performance

- 2014 Sudbury & District Board of Health Self-Evaluation Survey

Currently, the response rate for the Board self-evaluation of performance is 58% with 7 out of 13 responses received to date. Board members who have not had a chance to complete the survey are asked to take a few minutes immediately following the Board meeting to complete their survey.

7.0 REPORT OF THE MEDICAL OFFICER OF HEALTH / CHIEF EXECUTIVE OFFICER

i) October 2014 – Medical Officer of Health / Chief Executive Officer Report

The Premier of Ontario has publicly communicated the Ministers' portfolios and an excerpt from the Minister of Health and Long-Term Care's mandate letter was shared with the Board. There is a clear focus on transparency and accountability and the SDHU will continue to work closely with the province, the Council of Ontario Medical Officers of Health (COMOH) and aPHa to ensure a strong and responsive public health system at the local level.

On September 26, 2014, the newly appointed Associate Minister of Health and Long-Term Care (Long-Term Care and Wellness) visited the SDHU and met with Dr. Sutcliffe and members of the senior management team. The Associate Minister communicated her portfolio priorities included tobacco use/cessation and child obesity reduction. It was communicated at that meeting as well that the provincial government will be focusing on accountability, transparency and value for money by measurement of outcomes.

In recognition of the Mental Illness Awareness week, the SDHU staff participated in the Elephant in the Room campaign, a national anti-stigma campaign aimed to eliminate stigma associated with mental illness.

The goal for the SDHU's United Way workplace campaign this year is to raise \$15 000. Board members are invited to give a donation and or buy raffle tickets to win a gift basket. M. Piquette and his team were thanked for leading this year's SDHU's United Way workforce campaign.

Dr. Sutcliffe continues as President of alPHa until June 2015.

An introductory meeting was held between Dr. Sutcliffe and the City of Greater Sudbury Police Chief on October 10 where common commitments to addressing social determinants of health and community safety were discussed.

Boards of health have not yet received notice of the 2014 provincial grant. This very late timing is understood to be related to delays associated with the provincial election. It is hoped that we will have received some word from the Ministry by the November Board meeting.

The flu vaccine was made be available for high priority groups the week of October 6 and the flu shot for the general population will be available the week of October 23. Board members are invited to receive their flu shot at the SDHU following the November 20, 2014, Board meeting. It was also pointed out that 46 pharmacies will be providing flu shot clinics through the Universal Influenza Immunization Program (UIIP). The SDHU has undertaken a thorough evaluation to determine where and when it should be holding its own community clinics throughout the SDHU catchment area.

Kudos were extended to Interim Manager of Environmental Health, Cynthia Rocca, who received the National Sanitation Foundation International Food Safety Award for her contributions in the promotion of food safety.

A total of 8 394 mosquitoes were collected in 243 traps and sent for analysis during the 2014 season with a total of 151 mosquito pools tested for Eastern Equine Encephalitis virus and for West Nile virus. All pools tested negative for West Nile virus and Eastern Equine Encephalitis for our area.

Questions and comments were entertained.

56-14 ACCEPTANCE OF REPORTS

Moved by Kett - Schoppmann: THAT the Report of the Medical Officer of Health and Chief Executive Officer for the month of October 2014 be accepted as distributed.

CARRIED

8.0 NEW BUSINESS

i) Items for Discussion

a) Public Health Unit Reporting Requirements

- Briefing Note from Dr. P. Sutcliffe to the Board Chair Re: Disclosure of Information to the Public dated October 9, 2014
 - Letter from the Minister Eric Hoskins to Board Chairs and Medical Officers of Health dated October 6, 2014
 - Memo from the Chief Medical Officer of Health Re: Findings of the Community Infection Prevention and Control Lapses Task Group Final Report dated August 14, 2014
- The Star News Article "*Ontario health minister orders data on clinics made public*" dated October 9, 2014

The Minister of Health and Long-Term Care has written to Medical Officers of Health and Board of Health Chairs requesting that transparency be made a priority objective in all reporting practices and specifically that detailed information with respect to non-routine infection prevention and control lapse investigations be publicly disclosed.

A staff report and plan of action will be tabled at the November Board meeting for the Board's consideration as Health Units are being asked to report back to the Ministry by December 1, 2014.

The Board was informed of the provincial context and of the recommendations from a provincial report that was recently shared with medical officers of health. Locally, the SDHU has not received any complaints related to the College of Physicians and Surgeons Out-of-Hospital Premises Inspection Program (OHPIP). Since 2011, the SDHU has conducted ten non-routine infection prevention and control lapse investigations in settings or involving health professionals governed by a regulatory body. We have conducted one such investigation in a personal service setting.

It was clarified that although the SDHU investigations did not fall under the College of Physicians and Surgeons of Ontario's (CPSO) OHPIP, we engage and work with the CPSO wherever possible.

It is recognized that more in-hospital anaesthetic-related procedures are now being conducted out of hospital in community clinics. Investigation of IPC lapses is time consuming, very costly and requires immediate investigation to determine the potential for health risk.

Further direction is expected from the Chief Medical Officer of Health regarding the report required by December 1, 2014. Once the specific requirements are known, Dr. Sutcliffe will finalize the action plan for the November Board meeting and ensure compliance by the required timelines. There is concern being expressed by medical officers of health about the December 1 deadline as we have not yet received detailed directions from the CMOH.

b) Performance Monitoring Plan

- Strategic Priorities Narratives Report by the Joint Board/Staff Performance Monitoring Working Group Co-Chairs: B. Spencer and Dr. P. Sutcliffe

As Co-Chair of the Joint Board/Staff Performance Monitoring Working Group, Brenda Spencer was pleased to introduce the October 2014 Qualitative Report / Program Narrative Priorities.

The Qualitative Report helps monitor the progress and integration of the SDHU's 2013 – 2017 Strategic Priorities within the SDHU's programs and services and demonstrates our strategic priorities in action.

The reporting template outlines one significant program or service narrative for each of the five Strategic Priorities and includes district office work:

1. Back to school community store – Community spirit at its finest!
2. Strengthening relationships for a community-driven walking program in Massey
3. Wildfire evacuation experiences and preparedness in northeastern Ontario
4. Promoting health equity with municipal social services partners
5. Introducing orientation e-modules at the SDHU

Narratives from the qualitative reports are also used to communicate with partner agencies via the strategic plan community newsletters and excerpts are also shared with SDHU staff in the Inside Edition newsletter.

The next qualitative report will be tabled at the April 2015 Board meeting.

c) E-cigarettes

- Letter from France G  linas, MPP, to the Premier dated August 19, 2014
- The Canadian Press, *Heart and Stroke Foundation urges Ottawa to move quickly on e-cigarettes*, October 2, 2014
- Association of Local Public Health Agencies (aLPHa) Resolution A14-2

Today's motion supports other motions advocating for federal regulations for e-cigarettes.

The SDHU is currently reviewing its policies and procedures to ensure it leads by example in prohibiting smoking of e-cigarettes on health unit premises.

Discussion ensued regarding this non-regulated product, the potential of nicotine content and its harmful effects.

57-14 REGULATION ON THE MANUFACTURE. SALE. PROMOTION. DISPLAY AND USE OF E-CIGARETTES AND PROHIBITING THE USE OF E-CIGARETTES ON SCHOOL PROPERTY

Moved by Schoppmann - Pilon: WHEREAS electronic cigarettes (e-cigarettes) mimic the appearance, use, and sometimes the taste of a cigarette and some use cartridges which contain nicotine, an addictive substance; and

WHEREAS e-cigarettes that contain nicotine or make a health claim are illegal in Canada however there is no legislation that regulates the sale and use of e-cigarettes that do not contain nicotine or make health claims; and

WHEREAS e-cigarettes could have potential as a cessation aid, there is limited data on their overall effectiveness to do so. Health Canada and the World Health Organization advise against the use of e-cigarettes, due to uncertainty around their safety, quality, and efficacy as a smoking cessation aid; and

WHEREAS e-cigarettes may undermine current tobacco control efforts by re-normalizing smoking behaviour and becoming a gateway to cigarette smoking by youth; and

THEREFORE BE IT RESOLVED that the Sudbury & District Board of Health support the efforts of alPHA, Ontario Boards of Health and other public health agencies and provincial organizations and strongly recommend implementation of federal regulations on the manufacturing and quality of e-cigarettes, the promotion, display and sale of e-cigarettes to minors, and the use of e-cigarettes in workplaces and public places; and

FURTHER THAT the Sudbury & District Board of Health recommend prohibiting the use of e-cigarettes on school property; and

FURTHER THAT this motion be forwarded to Health Canada, the Honourable Rona Ambrose, MP, local MPs, alPHA and Ontario Boards of Health.

CARRIED

d) Nutritious Food Basket

- Letter to the Minister from the Wellington-Dufferin-Guelph Board of Health dated October 1, 2014
- Sudbury & District Health Unit's Nutritious Food Basket Infographic

The Infographic *Recipe for Hunger* depicts the cost of eating healthfully for a family of four and maps out the challenges for those living on Ontario Works, leaving little money to purchase healthy food.

The 2014 nutritious food basket report is prepared annually by each health unit and shared with the MOHLTC. The SDHU also posts it on its website and distributes it to partner agencies throughout the province. Board members emphasized the importance to continue educating the public on how to prepare food.

Board members note the value of fresh produce as provided through the Good Food Box Program and their potential distribution to low income families.

58-14 2014 NUTRITIOUS FOOD BASKET REPORT

Moved by Pilon - Berthiaume: WHEREAS the Sudbury & District Board of Health annually monitors the cost of healthy eating in the Sudbury & District Health Unit (SDHU) area in accordance with the Nutritious Food Basket Protocol and the Population Health Assessment and Surveillance Protocol per the Ontario Public Health Standards, 2008; and

WHEREAS the 2014 costing results continue to show that individuals and families living on social assistance, or low incomes, cannot afford healthy food after paying for housing and other necessities and therefore may be at higher risk for food insecurity;

WHEREAS food insecurity has serious consequences for mental, physical and social health of both children and adults;

WHEREAS although Ontario's Poverty Reduction Strategy – Realizing Our Potential makes commitments to reducing poverty, its changes to the social assistance system are inadequate to ensure individuals and families will no longer live in poverty;

THEREFORE BE IT RESOLVED THAT the Sudbury & District Board of Health continue to urge the Province to further increase social assistance rates to reflect the actual cost of nutritious food and housing by considering the annual results of the Ministry of Health and Long-Term Care's Nutritious Food Basket and the Canada Mortgage and Housing Corporation Rental Income (Ontario) reports;

FURTHER THAT the Sudbury & District Board of Health request that the Province index social assistance rates to inflation (i.e. the Ontario Consumer Price Index) to keep up with the rising cost of living;

FURTHER THAT the Sudbury & District Board of Health request the Province to include consideration of food insecurity as an indicator of deprivation to measure progress of Ontario's Poverty Reduction Strategy;

FURTHER THAT the Sudbury & District Board of Health share this motion and supporting materials with appropriate community agencies, boards, and municipalities throughout the SDHU catchment area.

CARRIED

e) Dental Program

- Letter from the Eastern Ontario Board of Health regarding "Continued Oral Health Access to Those Children with Urgent Dental Needs" dated August 29, 2014
- Letter from the South Porcupine Board of Health dated September 26, 2014
- Letter from Minister Dr. Eric Hoskins, Ministry of Health and Long-Term Care from Windsor-Essex County Board of Health dated October 1, 2014

This motion supports other Board motions related to oral health programming for children.

59-14 PUBLICALLY FUNDED DENTAL SERVICES

Moved by Gingras - Noland: WHEREAS, income has a significant impact on the frequency of dental visits resulting in those living in poverty or low income households to visit the dentist less often or not at all; and

WHEREAS, in the past school year, 1 in 3 elementary school age children, in the Sudbury & District, had received dental treatment or were in need of dental treatment; and

WHEREAS, a much lower percentage (45%) of low-income individuals living in Sudbury reported having dental insurance compared to middle/upper income individuals (72%); and

WHEREAS, the proposed Integrated Dental program, to be launched by the Ministry of Health and Long-Term care in August 2015, will require families to meet a financial means test in order to qualify for services thereby preventing a large number of children, who currently receive services, from receiving care in the Sudbury & District Health Unit catchment; and

WHEREAS, the current Children In Need of Treatment (CINOT), expanded CINOT and OPHS Preventive Services Protocol for preventive services consider dental need and financial hardship which allows a greater number of low income children to qualify for services;

THEREFORE BE IT RESOLVED THAT the Board of Health for the Sudbury & District Health Unit support the board correspondence related to oral health programming urging the Ministry of Health and Long-Term Care to:

- 1) Adequately fund the “emergency” program, that has been proposed by the Ministry, in order to meet the utilization rate of the current needs based treatment programs (CINOT and expanded CINOT) and ensure this program is based on comprehensive dental needs; and***
- 2) Maintain clinical preventive oral health service in the Ontario Public Health Standards and appropriately fund these requirements.***

CARRIED

ii) Correspondence

a) Protecting Sudbury-Area Drinking Water: Ontario Supports Actions to Safeguard Drinking Water

- News Release from the Ministry of Environmental and Climate Change dated September 30, 2014

No discussion.

60-14 ACCEPTANCE OF NEW BUSINESS ITEMS

Moved by Gingras - Berthiaume: 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 3, 2014 |
| ii) Provincial Ministers' Mandates | |
| • News Release from Premier Wynn:
"Making Government More Transparent" | September 25, 2014 |
| • Minister of Health and Long-Term Care | September 25, 2014 |
| • Associate Minister of Health and Long-Term
Care (and Wellness) | September 25, 2014 |
| iii) Minister of Health and Long-Term Care Organizational Chart | September 15, 2014 |
| iv) Public Health Ontario Connections | September 2014 |
| v) alPHa Information Break – Newsletter | September 30, 2014 |
| vi) SDHU Flu Shot Community Clinic Schedule | |
| vii) SDHU Workplace Wellness Newsletter | Fall/Winter 2014 |

Board member's attention was brought to the MOHLTC organizational chart and the community flu shot schedule. No questions were entertained.

10.0 ADDENDUM

61-14 ADDENDUM

Moved by Gingras - Berthiaume: THAT this Board of Health deals with the items on the Addendum.

CARRIED

There were no declarations of conflict of interest.

i) Flavoured Tobacco Menthol

- CNW Article dated October 15, 2014: *Ontario's Doctors Call on Government to Bring Back Flavoured-tobacco Legislation Including a Ban on Menthol Cigarettes*
- Ontario Medical Association (OMA) Research Backgrounder: Menthol Cigarettes

It was clarified that the proposed legislation excludes menthol cigarettes. The risks of flavoured tobacco menthol were outlined. The Board agreed to a friendly amendment: WHEREAS the United States ~~Federal Food and~~ Drug Administration (~~FDA~~) determined

62-14 FLAVOURED TOBACCO MENTHOL

Moved by Kett - Noland: WHEREAS in 2013, approximately 5.6% of students in Grades 7 to 12 in the Sudbury & District Health Unit (SDHU) area reported having smoked cigarettes daily in the past year (3.4% Ontario); and

WHEREAS the overall prevalence of smoking in the SDHU area is significantly higher than that for the province (26.4% versus 19.2%; daily or occasional smokers of ages 12 and over, 2011-2012); and

WHEREAS 1 in 4 Ontario youth in Grades 9-12, who report smoking, say they smoked menthol cigarettes; and

WHEREAS evidence suggests that at least some of the youth smoking menthol cigarettes choose to do so because they didn't like the flavour of regular cigarettes; and

WHEREAS the United States ~~Federal Food and~~ Drug Administration (FDA) determined that while menthol in cigarettes is not a toxic ingredient, menthol makes already toxic cigarettes more appealing cigarettes and is therefore a public health risk above that seen with non-menthol cigarettes; and

WHEREAS the Sudbury & District Board of Health has a longstanding history of action and advocacy to prevent tobacco use and promote tobacco use cessation; and

THEREFORE BE IT RESOLVED that the Sudbury & District Board of Health strongly endorse the Ontario Medical Association's call on government to re-introduce tobacco legislation banning candy and fruit-flavoured cigarettes while adding to it a ban on the sale of menthol cigarettes and tobacco products; and

FURTHER that this motion be shared with appropriate local, public health and government partners.

CARRIED AS AMENDED

ii) Ebola Virus Disease

- Email from the Medical Officer of Health to all SDHU staff Re: Ministry of Health and Long-Term Care News Release dated October 15, 2014: Joint Statement by Ontario Health Minister and Chief Medical Officer of Health on Ontario Preparedness for Ebola Virus Disease
- The New York Times Article dated October 14, 2014: *Scarier Than Ebola*

The Board received a copy of an email that Dr. Sutcliffe shared with SDHU staff yesterday as an update regarding the Ebola Virus and SDHU actions to ensure preparedness at the local level and ensure there is a firm understanding of the expected role for local public health. Communication has taken place with the LHINs and local hospital.

The Board was encouraged to read the New York Times article which we received copyright privileges to circulate to the Board.

Dr. Sutcliffe provided additional information regarding the Ebola Virus disease as well as the Enterovirus D-68 and recent reports of its association with acute flaccid paralysis, which is reportable.

iii) Sudbury & District Health Unit Vaccine Viral Video

- Public Health Social Media Challenge

Dr. Sutcliffe shared with the Board that the SDHU entered a vaccine video in the Canada Health Infoway Public Health Social Media Challenge. SDHU staff, S. Westhaver, T. Robson, L. Schell and C. Pollesel were acknowledged for developing the creative video. This recent initiative is another example of the global reach for social media on a budget of \$465 that was delivered to a measured of 645 026 viewers.

The winner of the challenge has not been announced yet; however, the main goal of this initiative was to get the message out on the importance of childhood immunizations.

11.0 ANNOUNCEMENTS / ENQUIRIES

There were no announcements.

12.0 ADJOURNMENT

63-14 ADJOURNMENT

Moved by Pilon - Schoppmann: THAT we do now adjourn. Time: 2:50 p.m.

CARRIED

(Chair)

(Secretary)

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2014-43

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO ENTER INTO AN
EXTENTION AGREEMENT TO LEASE SPACE AT 37 ST-ANTOINE STREET
(DOCTOR COUTO DENTAL OFFICE)

WHEREAS Section 9 of the Municipal Act, 2001 S.O. 2001, c. 45, as amended to October 22, 2008, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS it is Council's right to provide for the use by the public, land of which the corporation is the owner and for the regulation of such use;

AND WHEREAS Council deems it desirable to lease space at 37 St-Antoine Street for the purposes of a Dental Office.

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

- 1) That the execution of the Extension Agreement with Doctor Couto Dental Office be authorized to lease space at 37 St-Antoine Street.
- 2) The attached Extension Agreement shall form part of this By-law.
- 3) That any By-law inconsistent with this By-law is hereby repealed.
- 4) This By-law shall come into force and take effect upon third and final reading.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 17th DAY OF DECEMBER, 2014.**

MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2014-44

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 17th DAY OF DECEMBER 2014

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 17th day of December, 2014 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 17th DAY OF DECEMBER, 2014.**

MAYOR

CLERK



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

Notice of Motion

RESOLUTION

MOVED BY: _____ NO: 2014 - _____

SECONDED BY: _____ DATE: _____

To Establish a Policy to Bring the Final Draft of the Municipal Budget to the Public each Year

WHEREAS the municipal budget is the document that specifies the spending of the municipal taxpayer's dollars; and

WHEREAS it is the responsibility of council to over-see and set the budget, which staff must follow; and

WHEREAS it is also council's responsibility to be open and transparent to the tax payer with regards to the spending of their taxpayer dollars; and

WHEREAS the best way to achieve this transparency is to hold public meetings to explain to the public the draft budget for the upcoming year and receive the taxpayer's comments on the draft budget;

THEREFORE BE IT RESOLVED THAT council set a policy to present the final draft budget each year to the taxpayers of this municipality in the form of special budget meetings located in the urban centers of our municipality being "French River Municipal Office in Noëlville", "Alban Community Center in Alban", and the "Monetville Public School in Monetville" for the convenience of our taxpayers in those areas. The meetings should be scheduled for evenings or week-ends for the convenience of working taxpayers.

THEREFORE BE IT FURTHER RESOLVED THAT members of council and staff be present to explain the budget and answer any questions that may arise from the public and to make note of any comments/suggestions from the public.

☐ CARRIED

☐ DEFEATED

CHAIR'S SIGNATURE

Division Vote

	FOR	AGAINST		FOR	AGAINST
MAYOR Bouffard	<input type="checkbox"/>	<input type="checkbox"/>	COUNCILLOR Pageau	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR Bigras	<input type="checkbox"/>	<input type="checkbox"/>	COUNCILLOR Sharp	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR Garbutt	<input type="checkbox"/>	<input type="checkbox"/>	COUNCILLOR Wenborne	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR Mitchell	<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.