



Municipality of French River

AGENDA REGULAR MEETING OF COUNCIL held in the Council Chambers Wednesday, January 18, 2017 at 6pm

1. **Call to order, roll call and adoption of the agenda**
2. **Moment of reflection**
3. **Disclosure of Pecuniary Interest and General Nature Thereof**
4. **Delegations**
 - 4.1 Rivet Insurance
2017 Municipal Insurance Renewal
 - 4.1.1 Resolution to renew the Comprehensive Municipal Insurance
5. **Management, Committee and Board Reports**
 - 5.1 **General Government**
 - 5.1.1 Resolution to enter into a Sudbury East Connectivity Agreement to apply for funding under the Connect to Innovate Program (Fibre Optic)
 - 5.1.2 Resolution to set the date for the 2017 Volunteer Night to be held December 13, 2017
 - 5.1.3 Resolution to approve attendees at FONOM/MMA Conference, May 10-12 in North Bay
 - 5.1.4 Resolution to approve attendees at AMO Conference, August 13-16 in Ottawa
 - 5.1.5 Resolution to adopt By-law 2017-03, to amend the Employee Policy Manual By-law p. 5
 - 5.1.6 Resolution to adopt the Procedure By-law 2017-02 (1st & 2nd Reading)
 - 5.1.7 Discussion - Sudbury East Planning Board Report relating to Travel Trailers p. 12
 - 5.2 **Finance Department**
 - 5.2.1 Monthly Disbursements Report (October 2016)
 - 5.3 **Parks, Recreation & Facilities Department**
 - 5.3.1 Fourth Quarter Report p. 18
 - 5.3.2 Resolution to approve a Grants and Subsidy Application from the Alban Knights of Columbus #10585 for a hall rental fee rebate for their 22th Annual Ice Fishing Derby on March 4
 - 5.4 **Public Works & Environmental Department**
 - 5.4.1 Fourth Quarter Report p. 20
 - 5.5 **Fire Department**
 - 5.5.1 Fourth Quarter Report p. 23

5.6 French River Public Library Board

5.6.1 Library Board Report by Member

5.6.2 Resolution to appoint a Board Member

5.7 Ontario Provincial Police / Community Policing Advisory Committee

5.7.1 Monthly Municipal Policing Report (November 2016) **p. 26**

5.8 Manitoulin-Sudbury District Services Board

5.8.1 Board Report by Member

6.0 Consent Agenda

6.1 Adoption of Minutes by Resolution

6.1.1 Special Council Meeting held December 14, 2016 **p. 32**

6.1.2 Regular Council Meeting held December 14, 2016 **p. 35**

6.2 Minutes Received by Resolution

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

6.4 Correspondence for Council's Information Received by Resolution

6.5 Adoption of By-laws by Resolution

6.5.1 2017-01 Borrowing By-law **p. 42**

6.5.2 2017-04 Interim Tax Levy By-law **p. 44**

6.5.3 2017-05 Confirmation By-law

7.0 Correspondence for Council's Consideration

8.0 Addendums

9.0 Notices of Motion

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

11.0 Closed Session

- under section 239 (2) (d) "labour relations or employee negotiations" with respect to a performance evaluation of an employee

12.0 Adjournment



Municipalité de la Rivière des Français

ORDRE DU JOUR RÉUNION RÉGULIÈRE DU CONSEIL

qui aura lieu dans la salle du conseil
Mercredi le 18 janvier 2017 à 18h00

- 1.0 Appel à l'ordre, présence et l'adoption de l'ordre du jour**
- 2.0 Moment de réflexion**
- 3.0 Révélation d'intérêt pécuniaire**
- 4.0 Délégations**
 - 4.1 Rivet Insurance**
Présentation du renouvellement d'assurance municipale 2017
 - 4.1.1** Résolution pour renouveler l'assurance municipale
- 5.0 Rapports de la direction, comités et conseils**
 - 5.1 Gouvernement général**
 - 5.1.1** Résolution pour adopter une entente avec Connectivité Sudbury Est pour une demande de financement à Brancher pour innover (Fibre Optic)
 - 5.1.2** Résolution pour fixer la date de la Soirée des bénévoles qui aura lieu le 13 décembre 2017
 - 5.1.3** Résolution pour approuver les participants au Congrès FONOM/MMA, le 10-12 mai à North Bay
 - 5.1.4** Résolution pour approuver les participants au Congrès AMO, le 13-16 août à Ottawa
 - 5.1.5** Résolution pour adopter le règlement 2017-03, amendement au règlement de la politique des employés
 - 5.1.6** Résolution pour adopter le règlement de procédure 2017-02 (1 & 2e lecture)
 - 5.1.7** Discussion - Rapport du Conseil de planification de Sudbury Est au sujet de caravanes
 - 5.2 Département des finances**
 - 5.2.1** Rapport mensuel des déboursements (octobre 2016)
 - 5.3 Département des parcs, loisirs et des installations**
 - 5.3.1** Rapport du quatrième trimestre
 - 5.3.2** Résolution pour approuver une demande à la politique de subvention des Chevaliers de Colomb #10585 (Alban) pour un rabais du frais de location de la salle le 4 mars
 - 5.4 Département des travaux publics et de l'environnement**
 - 5.4.1** Rapport du quatrième trimestre
 - 5.5 Département des services d'incendie**
 - 5.5.1** Rapport du quatrième trimestre

5.6 Conseil de la bibliothèque publique de la Rivière des Français

5.6.1 Rapport du conseil de la bibliothèque

5.6.2 Résolution pour nommer un membre au conseil

5.7 Police provinciale de l'Ontario / Comité consultatif de la police communautaire

5.7.1 Rapport mensuel de la police provinciale de l'Ontario (novembre 2016)

5.8 Conseil des Services du District de Manitoulin-Sudbury

5.8.1 Rapport du membre

6.0 Ordre du jour regroupé

6.1 Procès-verbaux adoptés par résolution

6.1.1 assemblée spéciale du Conseil le 14 décembre 2016

6.1.2 assemblée régulière du Conseil le 14 décembre 2016

6.2 Procès-verbaux reçus par résolution

6.3 Soumissions et demandes de propositions, affaires financiers et d'appui adoptées par résolution

6.4 Correspondance à titre de renseignement seulement reçus par résolution

6.5 Règlements adoptées par résolution

6.5.1 2017-01 Règlement pour l'autorité de faire un emprunt

6.5.2 2017-04 Règlement pour prélèvement d'impôts intérim

6.5.3 2017-05 Règlement de confirmation

7. Correspondance pour la considération du Conseil

8. Addendum

9. Avis de motion

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

11. Session à huis clos

- section 239 (2) (d) "les relations de travail ou les négociations avec les employés" pour une évaluation d'un employé

12. Ajournement

CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2017-03

BEING A BY-LAW TO AMEND BY-LAW 2016-19,
THE EMPLOYEE POLICY MANUAL

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

- 1) That the following policies (as attached) of the Employee Policy Manual be amended:
 - Compensation Philosophy
 - Movement within the Pay Scale
 - Workplace Harassment
- 2) That any previous By-law and/or Resolution, or parts thereof, in conflict with or contrary hereto or inconsistent herewith, be hereby repealed.
- 3) That 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 18th DAY OF JANUARY, 2017.**

MAYOR

CLERK

POLICY:	Compensation Philosophy
Section:	Compensation and Performance
Effective Date:	June 8, 2016
Most Recent Revision:	

SCOPE

This policy applies to non-unionized employees.

POLICY

This policy is in place to define and outline the Municipality's compensation policy for all employees.

PROCEDURE

The Municipality is committed to both an hourly rated compensation philosophy as well as a salary method that:

- a. Comply with pay equity laws and ensure the fair and equitable salary treatment of all employees;
- b. Establishes salary levels that enable the Municipality to recruit and retain qualified employees; and
- c. Has a step increase approach

~~Compensation increases~~ **Economic Adjustments** for rising cost of living will be **applied on an annual basis equal to the Collective Agreement of the unionized employees. reviewed by the Municipal Council on a yearly basis. Increases will be applied to all positions.**

All changes to the pay grids of the employee compensation plan schedule will be approved by council upon recommendation by the department heads and CAO.

Every employee, full-time and part-time, of the Municipality must be assigned to a position on the employee compensation plan schedule.

An employee whose starting work date is prior to July 1st of the current year may be promoted to the next step of their assigned position upon completion of required employee performance evaluation and written recommendation by his/her immediate supervisor. Employee evaluations will be conducted in the last quarter of each year, and all recommended promotion to be effective January 1st of the following year will be approved by council at the December council meeting.

POLICY:	Movement within the Pay Scale
Section:	Compensation and Performance
Effective Date:	June 8, 2016
Most Recent Revision:	

SCOPE

This policy applies to non-unionized employees.

POLICY

The policy of the Municipality of French River is to ensure a fair and consistent approach to movement within the pay scale; shall be in accordance with the procedures outlined in this Policy.

PROCEDURE

Size and Timing of Pay Adjustments

- (a) **Merit Increase**
Generally, a merit increase may be granted after a minimum time interval of twelve (12) months from the date of the last pay adjustment. Employees typically will move within the pay grid for their classification on an annual basis and one level a year.
- (b) **Promotion Increase**
A promotion may occur at any time and a Promotion Increase may be granted at any time up to six (6) months after the effective date of the promotion, depending on the individual's date of last increase. A promotion increase granted after the effective date of promotion, shall not be retroactive to the date of promotion. A promotion increase should be of sufficient size to bring the individual's wage to the minimum of the new pay range.
- (c) **Temporary Assignments**
Where an employee is temporarily assigned to a position with a higher classification for an anticipated duration in excess of one (1) month, the employee salary will be adjusted in accordance with section (b) above (Promotion Increase).
- (d) **Reclassification Increase**
This type of pay adjustment may be granted when an individual's job is re-evaluated and adjusted upwards to a classification which warrants the assignment of a new pay range. The prime determinants for an adjustment are the individual's performance level and the wage range related to the new position.
- (e) **Economic Adjustment**
~~The CAO will recommend to Council a~~An annual economic increase for non-union employees will be applied in accordance with the negotiated Collective Agreement as per the Compensation Philosophy Policy. ~~In making the recommendation, the rate CAO shall be reviewed during the Municipality's regular budgeting cycle to consider economic conditions in the Municipality's coverage area, Union wage adjustments, and other similar municipalities. The recommendation to the Council shall normally be made during the Municipality's regular budgeting cycle.~~
- (f) **Downward Reclassification**
In the event of a downward reclassification, the individual's wage should be maintained, when

possible. Every effort should be made to place the individual in a job level comparable to the level prior to reclassification. If the incumbent's wage is at, or over, the maximum rate of the new range, the wage should be red-circled and no further increase granted until the range is adjusted to encompass the individual's wage.

Annual Pay Increase Plan

- (a) Pay increase planning worksheets shall be issued to each manager to enable managers to review the performance and wage levels of all department members, at one time, in order to ensure equitable pay relationships and to plan pay increases. Each manager shall complete the appropriate worksheets and prepare a summary of the pay increase plan. The details of the plan, along with any summaries, are reviewed with the CAO. The CAO will approve or disapprove the plan, keeping the budget allocation in mind.
- (b) Approval of the pay increase plan does not constitute automatic approval of planned increases. Managers are expected to re-evaluate the appropriateness of each planned increase immediately prior to the planned effective date, and to consider the individual's performance during the intervening period.
- (c) The annual pay increase plan for the next fiscal year shall be completed in accordance with the Municipality budgeting calendar.

No commitments, financial or otherwise, are to be made to any individual regarding wages or pay changes until all appropriate approvals have been obtained.

Each manager is responsible for advising the employee of a pay change, before the change appears on the employee's pay cheque or stub.

FORMS

Pay increase planning worksheet

POLICY:	Workplace Harassment
Section:	Employee Relations
Effective Date:	June 8, 2016
Most Recent Revision:	

SCOPE

This policy applies to all employees.

POLICY

The policy of the Municipality of French River is to ensure that employees have a work environment that is free from harassment and discrimination, including freedom from sexual harassment.

PROCEDURE

The Municipality believes in maintaining a work environment where all employees are free from harassment and discrimination.

For the purposes of this policy, harassment will be defined as any behaviour that the offender knows, or should reasonably know, is offensive and/or unwelcome.

Examples of workplace harassment include, but are not limited to:

- Unwelcome jokes, slurs, innuendoes or taunting;
- Behaviour or conduct which might reasonably be expected to cause harm, discomfort, offence or humiliation;
- Body language or gestures that are disrespectful;
- Inappropriate communication via electronic mail and/or attainment, display and distribution of improper information from the internet;
- Inappropriate, unwelcome touching, come-ons or sexual flirtation;
- Display of sexually offensive pictures or objects.

Workplace sexual harassment means:

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

An employee who feels that they have been the victims of harassment or discrimination in the workplace is advised to first use direct communication with the person engaging in the unwelcome conduct to advise them that this behaviour is not welcome. ~~Once that has been done, they should make the CAO aware of what has transpired.~~ Wherever possible, employees are asked to keep a written record of the date, time, details and witnesses of the unwelcome conduct. They should also record notes relating to any conversations they have had with the alleged harasser requesting that the behaviour stop.

If an employee is experiencing harassment or discrimination in the workplace and is not comfortable approaching the person engaging in the unwelcome behaviour, they are encouraged to report the matter to the CAO, or another member of management if the CAO is not the right person in the circumstances. That person will then act as a mediator between the parties.

Where the unwanted behaviour continues to occur or it is not considered appropriate to the situation to approach the person engaging in the unwelcome conduct, a formal complaint must be submitted to the CAO, or another member of management if the CAO is not the right person in the circumstances containing a brief account of the offensive incident including when and where it occurred, the people involved, and the name(s) of any witnesses to the event. The employee must then ensure that they cooperate with those that are responsible for investigating the complaint.

Upon receiving a formal complaint of harassment, the Municipality will investigate the complaint in a timely and professional manner.

The Municipality will treat all complaints as confidential and work to protect all complainants and those participating in an investigation from retaliation or reprisal. Information concerning a complaint will not be released to anyone not involved in the investigation, and will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.

An employee found to be guilty of harassment or discrimination of any kind in the workplace will be subject to disciplinary action including, but not limited to, dismissal.

In the event that a complaint is found to be deliberately false, trivial, frivolous, or made in bad faith, the complainant may be subject to disciplinary action in accordance with established policies dealing with employee relations.

~~Sexual Harassment includes comments or conduct that are not welcomed or that offend you because of your sex. The test of whether harassment has taken place is whether the person knew or ought to have known that you do not welcome the comments or conduct.~~

~~Sexual harassment also includes:~~

- ~~— A sexual solicitation or advance made by someone who has authority or power over you;~~
- ~~— A person who has authority or power over you denying or threatening to deny you a benefit or career advancement for refusing a sexual request;~~
- ~~— Incidents in which you are subject to sexual remarks, behaviour or surroundings that create an intimidating, hostile, poisoned or offensive work environment, regardless of whether the person is in a position of authority over you.~~

Reporting

The Municipality encourages the reporting of harassment and discrimination. An employee who believes that he or she has been subjected to harassing or discriminatory behaviour is encouraged to follow these steps:

- a. Prior to filing a formal report of an incident, the employee should tell the other person(s) that the behaviour is unwelcome and that it should stop, either directly or with the assistance of a third party, such as the employee's immediate manager. The employee should carefully record details of all incidents including the date and time of the incident, the nature of the incident, and names of people who may have been witnesses.
- b. The employee may ask for support from his/her manager to communicate his/her objections to the incident(s) to the other person(s) and/or to prepare and submit a formal complaint if they choose. If appropriate, the employee should attempt to maintain a respectful relationship and in any event, avoid rumours, retaliation or escalation of ill-will.
- c. If the behaviour does not stop after the employee has spoken to the person(s), the employee may choose to file a formal complaint outlining the particulars of the allegations to any of the following parties: Mayor, CAO, Clerk, Treasurer. The complaint should be in writing, using the appropriate workplace incident report form, signed by the individual making the complaint and providing as much detail as possible, including who, what, where, when and the names of any witnesses.

- d. Formal complaints shall be filed up to one year of the latest incident(s). Please note that anonymous complaints may not be investigated.

Investigation of Complaints

All reports of harassment and discrimination will be taken seriously and will be documented and if the allegations constitute a violation of this Policy or any related and applicable legislation, they will be investigated. The form of investigation will depend on the circumstances and may involve appropriate law enforcement or other competent person as determined by Council, taking into consideration the nature of the harassment or discrimination and the concerns of employee(s) who experienced the harassment or discrimination.

1. Upon receipt of a formal written and signed complaint of harassment or discrimination, any of the following parties: Mayor, CAO, Clerk, Treasurer will assign either an internal or external investigator.
2. The Respondent will be advised that the above steps have been taken and to refrain from discussing the complaint with anyone other than the investigators.
3. The investigation will include interviewing the complainant and the respondent as soon as possible, interviewing any witnesses, reviewing relevant documents and other materials and producing a final report detailing findings and recommendations (if any).
4. Following the investigation, the investigator may make a finding of:
 - a. sufficient evidence to support a finding of violation of this Policy;
 - b. insufficient evidence to support a finding of violation of this Policy; or
 - c. no violation of this Policy.
5. Upon being advised of the investigator's findings, the Municipality will determine whether any action is required which may include preventive, corrective and/or disciplinary action.
6. Parties to a formal complaint will be notified in writing of the outcome upon completion of the investigation.

FORMS

Harassment Complaint Form



REPORT: TRAVEL TRAILERS

Report To: SUDBURY EAST PLANNING BOARD

Meeting Date: January 12th, 2016

1. RECOMMENDATIONS:

- a) To appoint a Municipal By-Law Enforcement Officer in a full time position. This would require a shared service agreement, between the Municipality's of French River, Killarney, Markstay-Warren, and St. Charles. The appointed By-Law Officer would require an office to be shared with a Chief Building Official and would consult with the Director of Planning to ensure the offences contravene with the Zoning By-law.
- b) A general amendment to the zoning by-law for each of Planning area's four (4) municipality's, to regulate the use of travel trailers. The general amendment would include an attached schedule with set fines which the appointed Zoning By-law Enforcement Officer could administer under the Provincial Statutes and Regulations.
- c) To amend the current zoning by-law (2014-23/26/27/29) through a general amendment for all four (4) municipalities. The purpose of the general amendment is to re-structure the zoning by-law for travel trailers, specifically permitted uses, zone requirements, definition, general provisions and so forth. For example, a general amendment may include permitting a travel trailer on a Rural or Waterfront Residential zone.
- d) All four Municipalities develop a licensing by-law, "Trailer License By-law", requiring the payment of a sum of money for any trailers used for accommodation on temporary use basis for Rural and Waterfront Residential Zones. This by-law would not apply to a Commercial Tourist Zone, Waterfront Commercial Tourist Zone, a stored trailer, and an assessed trailer (legally located on the property).

2. BACKGROUND:

From our last meeting and discussion which was held on December 8th, 2016, the Planning Board requested the Director of Planning review and compares how other municipalities in Ontario handle enforcement of travel trailer contraventions with respect to their zoning by-laws, specifically in the rural and waterfront communities.

On January 9th, 2017, the Director of Planning met with the Chief Building Officials (Mike Campbell, Al McCann, and Ron Liinamaa) to discuss enforcement with respect to the zoning by-law, particularly re-occurring offences with travel trailers in each of the Planning's area four (4) Municipalities. The Chief Building Officials were in an agreement that one of the best practices would include, but not limited to, having a general amendment to the by-law to create a licensing by-law for travel trailers and to hire a zoning by-law enforcement officer to regulate these offences on a consistent, day-to-day basis.

Travel Trailer Report

Below, a table summarizes the Municipalities and Towns that provided direction as to who is responsible for administering the zoning by-laws and charges and/or fines for any illegal use that is in contravention to their respective by-law. The fines are set out in each Municipalities and Towns zoning-by-law *ONLY*.

Municipality/Township	Enforcement	Chief Building Officer (CBO)	By-law Enforcement Officer and Zoning Administrator	Planner	Fines and/or Charges
City of Temiskaming Shores	Yes		✓	✓	Up to a maximum of \$5000.00
City of North Bay	Yes		✓		Charge(s)
Town of Huntsville	Yes		✓		Charge(s)/Fines
Town of Parry Sound	Yes	✓	✓		Fine
West Nipissing	No			✓	Section 67 of the Planning Act (First Offence: \$25,000, not more; subsequent offence, \$10,000 per day)
Sudbury East Planning Board	Yes	✓			Up to a maximum of \$5000.00
City of Greater Sudbury	Yes		✓		Section 67 of the Planning Act (First Offence: \$25,000, not more; subsequent offence, \$10,000 per day)
Township of McMurrich/Monteith	Yes	✓	✓		Zoning-by-law enforcement: Section 67 of the Planning Act (First Offence: \$25,000, not more; subsequent offence, \$10,000 per day) -Contravention to a by-law \$5000.00
Municipality of Callander	Yes -rarely proceed with enforcement	✓			Section 67 of the Planning Act (First Offence: \$25,000, not more; subsequent offence, \$10,000 per day)

City of Temiskaming Shores, ON (Planner/By-Law Enforcement Officer)

- Significant land base for the rural community, the area is mostly comprised of Forest Management Roads (private roads), which limits the access for potentially having travel trailers on vacant lots.
- By-Law Enforcement Officer hired full time to enforce compliance with respect to the zoning-by-law.
- Recommended that the by-law enforcement officer consult with planner so that the planner can send a letter to the owner addressing the non-compliance before an order to comply is sent from the by-law officer.
- \$5000.00 fine is set out in the zoning-by-law.

City of North Bay, ON (Zoning Administrator/By-Law Enforcement Officer)

City of North Bay does not have set fines prescribed in their zoning by-law for compliance. The reliance is on the Zoning Administrator to enforce a procedural process that will result in having property owner(s) comply with their zoning by-law.

The following steps are taken to ensure compliance:

Step 1:

A written complaint is required from the individual who must complete a 'Zoning Compliance Request'. Once this form has been completed and filed with the City of North Bay, the zoning administrator will send a zoning compliance letter to the property owner(s) requesting the removal of the travel trailer within a specific timeframe. Also, a site inspection is required and any further correspondence gathered through email or telephone conversations with the property owner(s) is documented in a property file. If the owner(s) have not yet removed the use within the set timeframe, a second notice of violation is sent.

Step 2:

A second letter is sent out to the owner(s) and filed with the City of North Bay, and again, a site inspection is completed. The letter states an explanation of how it contravenes with the zoning-by-law and sets out a date in which the use must be removed. If the property owners do not comply with respect to the provision set out in the second letter, the zoning administrators will provide zoning by-law enforcement officer with the property files which has the letters, site inspections, and correspondence documented throughout this process. It is the zoning by-law enforcement officer's responsibility to decide whether or not to proceed with the case. He or she may move forward and take the case through the court process to have the owner(s) charged, however, no fines are set out by the City of North Bay; only charges can be laid to an individual(s).

Outcome: The zoning administrator has approximately a ninety-five (95) percent successful rate in achieving compliance through this course of action before proceeding to the next stage. The high rate of success is achieved through the process that is initiated by the zoning administrator officer but most importantly, it is the level of detail and time that is dedicated on a case by case basis.

Town of Huntsville, ON (By-law Enforcement Officer)

Travel Trailer Report

The Town of Huntsville has their own by-law enforcement officer who administers the zoning by-law; however, similar to North Bay, the Town of Huntsville does not have a set fine for each offence, charges are only brought forth through the court process.

Town of Parry Sound, ON (Planner/By-law Enforcement Officer)

Municipal staff determines whether or not to proceed with enforcement. If the planner chooses to move forward, the zoning by-law officer is contacted to administer the order to comply.

Example: A travel trailer was permanently placed in a conservation area which was prohibited, and municipal staff decided to have the zoning by-law enforcement officer proceed with the process and have the owner fined through Section 67 of the Planning Act. The Town allocated a significant amount of resources to prosecute the defendant in court and the outcome of this trial was a set fine of \$1400.00 to the defendant and to have the trailer removed.

West Nipissing, ON (No enforcement)

- Loose zoning by-law with no restrictions and regulations in dealing with travel trailers.
- A recommendation was to have a by-law passed for a licensing fee. The benefit would be two-fold; one charging a fee for registering the trailers and secondly; knowing the location of all permitted trailers. Application would be required for approval of a designated travel trailer.
- No enforcement unless the Planner was willing to proceed through the Planning Act, Section 67.

City of Greater Sudbury, ON

- This By-law shall be enforced by the *By-law Enforcement Officer*

Township of McMurrich/Monteith, ON (Clerk Treasurer, Chief Building Officer, and By-law Officer)

The administration and enforcement of zoning by-law is delegated to the Clerk Treasurer, the Chief Building Official and the By-law Officer for the Township of McMurrich/Monteith. The Clerk shall have the authority to issue permits under this by-law; notwithstanding the foregoing, the clerk, in her discretion, may refer applications to Council.

- Municipal Act, 2015, council passed a by-law to appoint a Municipal By-law Enforcement Officer
- Municipal Act, council passed a trailer licensing bylaw in 2016 defining the license and regulations, license application and fees, and administration and enforcement.
- In accordance with Section 34, Planning Act, a comprehensive zoning by-law was adopted on June 23rd, 2016: Reflects specific regulations with respect to travel trailers

Municipality of Callander, ON (Chief Building Officer)

This By-law shall be administered and enforced by the Chief Building Official or such other person as the Council designates.

3. CASE LAW:

R. v. Lukkarinen, 2009 ONCJ 749

Defendant had two travel trailers and part of the charge included the wording “for living, sleeping or eating, accommodations of persons”, which committed an offence of use a rural lot contrary to uses permitted in the RR1-67 as provided in the County of Prince Edward zoning by-law.

Year	Offence	Involved Parties	Order(s)	Charge(s)	Outcome
1998	travel trailer	By-law Enforcement Officer	✓		trailer removed
2001	travel trailer	By-law Enforcement Officer; Municipalities Lawyer; Defendant (unrepresented)		✓	first offence court order was issued and the trailers were required to be removed - no fine
2002	travel trailer	By-law Enforcement Officer	✓		trailer removed
2004	two (2) travel trailers	By-law Enforcement Officer	✓		trailers removed
2007-2009	two (2) travel trailers	By-law Enforcement Officer; Manager of Planning; Municipalities Lawyer; Defendant (unrepresented)		✓	second offence municipalities lawyer requested a \$50,000 fine and a probation order Justice of the Peace ordered a \$15,000 fine to be paid within six (6) months and to have the trailers removed within one (1) month

The defendant was convicted in 2001 for contravening the former Townships by-law with respect to the same use of trailer on the property. Therefore, the municipalities lawyer applied section 67(b) of the Planning Act, stating that this case is a subsequent conviction resulting in significant fine – two months, over \$600,000.00 (first time conviction \$25,000; second conviction \$10,000.00 per day)

The trail consumed four (4) days of court time and resources, and municipality spent a significant amount in costs in order to bring this to action to the defendant. The Justice of the Peace made his order to have the defendant pay a \$15,000.00 fine and to have the travel trailers removed. The significance of the fine was to warn others that this activity would not be tolerated and to deter the public from committing similar offences. But consideration

Travel Trailer Report

must also be given to the first offence where the defendant was not fined a sum of money, except the defendant had to remove the trailer from the rural vacant lot. One can conclude based on this case and the decision, a first time offence for a property owner may receive from the Justice of the Peace an order to comply rather a harsh fine because, generally, if the defendant breaches a section of the statute again, they just re-lay the charge.

4. CONCLUSION:

Planning Board staff has prepared this report to advise the Board on enforcements standards that are regulated with other Municipalities and Towns that face similar challenges, however, with these challenges, some of these areas have implemented solutions which the Board can review to help assist in determining the best course of action in moving forward.



Municipality of French River

Report PRF 01-2017
Parks, Recreation and Facilities Department
For Consideration by Council in Committee

RE: 4th Quarter Activity Report

OBJECTIVE: To update Council on the initiatives, activities and statistics of the Parks, Recreation and Facilities Department during the Quarter including annual performance measures.

BACKGROUND:

The quarterly reports were developed to provide interim updates on activities as an ongoing effort to be able to communicate the activities, initiatives and impact of the Department to Council and ratepayers.

ANALYSIS:

The Parks, Recreation and Facilities Department works closely with sports and recreation organizers to maximize use of Municipal facilities. The Department plans, designs, staffs, implements and supervises all programs offered by the Department. The Department works within prevailing legislation, including all municipal policies and procedures.

Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

- Ensure community safety
- Provide beautiful places for the community to gather
- Provide personalized and efficient customer service

ATTACHMENTS:

Parks, Recreation and Facilities Department - 2016 Fourth Quarter Activity Report

Respectfully submitted:

Robert Martin
Manager
Parks, Recreation & Facilities Department
Date: January 4, 2017

Approved:

Marc Gagnon
Chief Administrative Officer

**PARKS, RECREATION AND FACILITIES DEPARTMENT
2016 Fourth Quarter Report**

Item	Q1 hours	Q2 hours	Q3 hours	Q4 hours	2016 Total hours	2015 Total hours	2014 Total hours
ICE TIMES	176	n/a	19	141.5	336.5	507.5	408
FRENCH RIVER RAPID'S ICE TIME	40.5	n/a	27	69	136.5	110.5	0
FREE ICE TIMES	68	n/a	6	80	154	175.5	140
HALL-RENTAL HOURS, PAID NOELVILLE	24	0	38	0	62	46	77
HALL-RENTAL HOURS, FREE NOELVILLE	0	0	0	9	9	20	132
HALL-RENTAL HOURS, PAID ACC	0	0	32	33	65	32	91
HALL-RENTAL HOURS, FREE ACC	81	75	15	66	237	196	310

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

Key Highlights for the Quarter:

- 5 employees attended scissor lift training
- Employees completed the new WHMIS 2015 training
- Numerous events at the ACC and Arena (remembrance day, Halloween for kids, Christmas parades)
- Cross training is ongoing
- We were not successful in obtaining the Ontario150 Community Capital program funding



Municipality of French River

Report PW/ENV-01-2017 Of the Public Works and Environmental Services Department For Consideration by Council in Committee

RE: 4th Quarter 2016 Activity Report

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

BACKGROUND:

The quarterly reports were developed to provide interim updates on activities as an ongoing effort to be able to communicate the activities, initiatives and impact of the Department to Council and ratepayers.

ANALYSIS:

The Public Works department oversees the rehabilitation and development of the network of road infrastructures at the best possible cost throughout the municipality, and provides for the efficient and safe movement of people and merchandise. Furthermore, the department oversees maintenance of the road network (over 180 kilometers). It provides for general standards in snow removal, street cleaning, road signage and lighting, as well as transportation and traffic policies. The department is also responsible for the collection of solid waste (garbage) and recyclable materials, and oversees the smooth operations at the landfill site.

LINKS TO STRATEGIC PLANS:

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

ATTACHMENTS:

- Public Works and Environmental Services Department – 2016 Fourth Quarter Report

Respectfully submitted:

Robert Martin
Acting Manager
Public Works/Environmental Services
Date: January 4th, 2017

Approved:

Marc Gagnon
Chief Administrative Officer

**Public works and Environmental Services
2016 Fourth Quarter Report**

Quarterly statistics Public Works

Description	Q1	Q2	Q3	Q4	2016 Total to date	2015 Totals
Litigation/Risk Mitigation : legal (lawsuits, compliance, health and safety infractions) Road access, washout	1	0	1	0	2	N/A
Work orders for operational priorities Vehicle breakdowns (only tracked after 24 hours)	2	2	1	0	5	N/A
Work orders for minimum maintenance standards	13	25	28	7	73	N/A
Included: thawing frozen culverts, road washouts, tree removal	N/A	See above	“	“	“	N/A
Environmental events wind, rain, snow, road closures	40	0	0	25	65	N/A
Complaints/Inquiries	112	52	47	56	267	N/A
Contracted services used for operations outside of contracts; (belly dump, calcium)	N/A	2	1	4	7	N/A
Stand by hours (for environmental events) (this includes only weekends and holiday call outs)	18 days	0	0	2 days	20	N/A

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

Key Highlights for this Quarter:

- Houle Road capital project completed
- Employee training- Scissor lift, WHMIS 2015
- Roadside brushing, roads completed: Pinewood, Sucker Creek, Harmony Point, Weeks, parts of Bear Lake
- Purchase of tag along (20 ton float)
- Culvert program ongoing
- Beaver control ongoing

Highlighted Annual Performance Metrics:

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

Quarterly statistics Environmental Services

Description	Q1	Q2	Q3	Q4	2016 Total to date	Annual Total 2015
Litigation/Risk Mitigation : legal (lawsuits, compliance, health and safety infractions)	0	N/A	1	0	1	N/A
Number of environmental infractions (Bulky items)(average pickups per quarter)	0	47	N/A	32	79	N/A
Tickets for infractions (residents)	0	N/A	0			N/A
Work orders for operational priorities (equipment break downs)	2	2	2	10	16	N/A
Work orders for maintenance standards	0	2	0	1	3	N/A
Contracted services used for operations (outside of contracts)(steel pick up, refrigerant disposal)	0	2	1	2	5	N/A
Stand by hours (Departmental Emergency hours used)	0	N/A	N/A	0	0	N/A
Hazardous waste weekend			175 vehicles Saturday 34 vehicles Sunday			

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

Key Highlights for this Quarter:

- Increase in bin site monitoring
- Storm water pond and screening berm construction completed (phase 1 improvements)

Highlighted Annual Performance Metrics:

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



Municipality of French River

Report FRFD-01-2017
of the French River Fire Department
For Consideration by Council

RE: French River Fire Department Fourth Quarter Activity Report

OBJECTIVE: To update Council on the initiatives, activities and statistics of the Divisions of the Fire Department during this Quarter including annual performance measures.

BACKGROUND:

The quarterly reports were developed to provide interim updates on activities as an ongoing effort to be able to communicate the activities, initiatives and impact of the Fire Department to Council and ratepayers.

ANALYSIS:

The Fire Department's mission is to protect life and property, and to preserve the environment of citizens and visitors through prevention, public education and community involvement, and by responding in the case of fires, medical emergencies or any other emergency situation.

Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

- Ensure community safety.
- Equal educational opportunities for all.
- Provide personalized and efficient customer service.

ATTACHMENTS:

Fire Department – 2016 Fourth Quarter Report (No comparison to previous years readily available.)

Respectfully submitted:

Approved:

Denis Seguin, Fire Chief
French River Fire Department
Date of Meeting: January 18, 2017

Marc Gagnon
Chief Administrative Officer

Fire Department 2016 Fourth Quarter Report

Emergency Type	Annual Total 2016	Q1	Q2	Q3	Q4	2015 Total
Smoke alarms activations	7	3	3		1	n/a
Motor vehicle accident	8	0	4	1	3	n/a
Motor vehicle accident (snowmobile)	1	1	0			n/a
Carbon Monoxide Alarm activation	4	1	2		1	n/a
Motor Vehicle Fire	3			1	2	
Medical assist	5	1	1	3		n/a
Structure fire	4	1	1	1	1	n/a
False Alarm	1			1		
Chimney Fire	1	1				
Structure fire (West Nipissing Agreement area)	4	2	2			n/a
Mutual aid response – St-Charles	1	0	1			n/a
Hydro Pole/wires burning	2	1	1			n/a
Grass/Brush fires	12	0	6	5	1	n/a
Burning Complaint	2			2		
GRAND TOTAL	55	11	21	14	9	n/a

*No comparison to previous years readily available.

Training Sessions (alternating between stations)	Annual Total 2016	Q1	Q2	Q3	Q4	2015 Total
Self-Contained Breathing Apparatus	6	3	3			n/a
Ice and Water Rescue	8	4	4			n/a
Ladders	2			2		
Tanker Shuttle	1			1		
Communications	1			1		
Station 2 pumper operations	1			1		
ATV training	1			1		
Chimney Fire Response	3	1	1		1	n/a
Search and Rescue	1	0	1			n/a
Forestry pump training	1	0	1			n/a
Fire Behavior/Breathing Apparatus	1				1	
Pumper Operations	1	0	1			n/a
Fire Department Operations	1				1	
Ventilation	1				1	
Pumping Hydraulics (proper pressures)	1				1	
GRAND TOTAL	30	8	11	6	5	n/a

*No comparison to previous years readily available.

Burning Permits Issued	Annual Total 2016	Q1	Q2	Q3	Q4	2015 Total
Brush Permits	40	0	23	13	4	n/a
Incinerator Permits	11	0	11	0	0	n/a
GRAND TOTAL	51	0	34	13	4	n/a
Equipment Checks (new March 2016)	Annual Total 2016	Q1	Q2	Q3	Q4	2015 Total
Apparatus/small motors/Breathing Apparatus	19	1	6	6	6	n/a
GRAND TOTAL	19	1	6	6	6	n/a

*No comparison to previous years readily available.

Inspections/Public Education	Annual Total 2016	Q1	Q2	Q3	Q4	2015 Total
Complaints	1			1		n/a
Requests	2			2		n/a
Education Material Provided – Cottage Safety	3,000			3,000		
Education Material Provided – Christmas Parades	75				75	
Public Education – 911 day - Library	1			1		

Average Firefighter Response in a 24 Period (@ 22 firefighters)	Annual Total 2016	Q1	Q2	Q3	Q4	2015 Total
0000hrs – 0800hrs	11.8					n/a
0800hrs – 1600hrs	10.0					n/a
1600hrs – 2400hrs	11.3					

Percentage of Calls in a 24 Hour period	Annual Total 2016	Q1	Q2	Q3	Q4	2015 Total
0000hrs – 0800hrs	9%					n/a
0800hrs – 1600hrs	47%					n/a
1600hrs – 2400hrs	44%					

Agreements

- **West Nipissing** and **St-Charles** fire departments automatically responded to a structure fire in our municipality due to one of our pumpers being out of service for repairs. This was pre-arranged with Fire Dispatch and said fire departments for the duration of the repairs.

Recruitment/Retention

- One application was received in the last quarter.

Projects

- None



Calls For Service (CFS) Billing Summary Report

Municipality of French River November - 2016

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>	2016				2015			
	November	Year to Date	Time Standard	Year To Date Weighted Hours	November	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	2	23	14.8	340.4	5	29	14.8	429.2
Property Crime Violations	1	47	6.4	300.8	3	50	6.4	320.0
Other Criminal Code Violations (Excluding traffic)	0	8	7.4	59.2	0	10	7.4	74.0
Drug Possession	0	2	6.2	12.4	0	3	6.2	18.6
Drugs	0	2	34.1	68.2	0	0		0.0
Statutes & Acts	1	20	3.1	62.0	7	36	3.1	111.6
Operational	3	115	3.5	402.5	13	135	3.5	472.5
Operational2	8	83	1.1	91.3	12	123	1.1	135.3
Traffic	0	22	3.3	72.6	1	20	3.3	66.0
Total	15	322		1,409.4	41	406		1,627.2

Note to Detachment Commanders:

- The content of each report is to be shared with the municipality for which it was generated only and not be publicly shared with any other municipality or agency.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2016 billing period.

Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.

**Police Services Board Report for Noelville Cluster
2017/Nov**

Public Complaints	
Policy	0
Service	0
Conduct	0

Date information collected from Professional Standards Bureau Commander Reports: 2017-01-09

Data Source

Ontario Provincial Police, Professional Standards Bureau Commander Reports
 - Includes all public policy, service and conduct complaints submitted to the Office of the Independent Police Review Director (OIPRD)

Secondary Employment

Intelligence Led Policing - Crime Abatement Strategy	
Number of Offenders in Program	8
Number of Offenders Charged	0
Number of Charges Laid	0
Number of Checks Performed	3

Date information was collected from Records Management System: 2017-01-09

Detachment: 4M - NOELVILLE

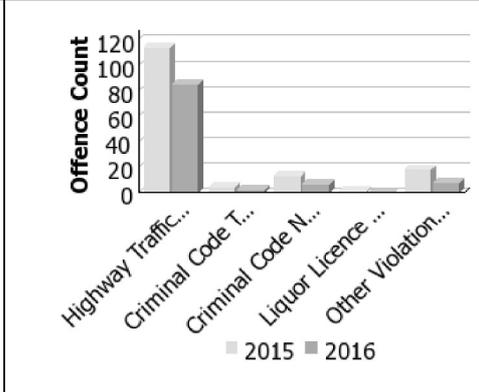
Report Generated by:
Petroski, Rodney

Report Generated on:
Jan 9, 2017 9:19:14 PM
PP-CSC-Operational Planning-4300

**Police Services Board Report for Noelville Cluster
Integrated Court Offence Network
November - 2016**

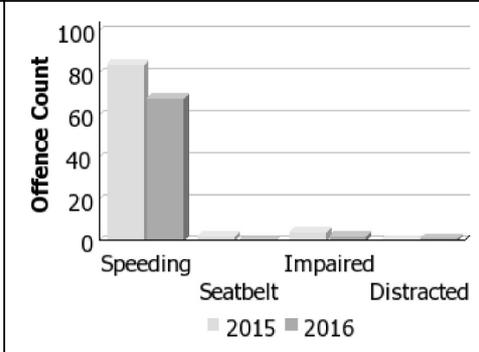
Criminal Code and Provincial Statute Charges Laid

Offence Count	November			Year to Date - November		
	2015	2016	% Change	2015	2016	% Change
Highway Traffic Act	114	85	-25.4%	1,707	1,819	6.6%
Criminal Code Traffic	4	2	-50.0%	31	21	-32.3%
Criminal Code Non-Traffic	13	6	-53.8%	250	199	-20.4%
Liquor Licence Act	1	0	-100.0%	12	16	33.3%
Other Violations	18	7	-61.1%	188	180	-4.3%
All Violations	150	100	-33.3%	2,188	2,235	2.1%



Traffic Related Charges

Offence Count	November			Year to Date - November		
	2015	2016	% Change	2015	2016	% Change
Speeding	84	68	-19.0%	1,263	1,478	17.0%
Seatbelt	2	0	-100.0%	28	23	-17.9%
Impaired	4	2	-50.0%	26	16	-38.5%
Distracted	0	1	--	28	12	-57.1%



Integrated Court Offence Network data is updated on a monthly basis: Data could be as much as a month and a half behind.

Data Utilized

- Ministry of Attorney General, Integrated Court Offence Network
- Integrated Court Offence Network Charge Business Intelligence Cube

Detachment: 4M - NOELVILLE

Data source date:

Dec 15, 2016 12:44:26 PM

Report Generated by:

Petroski, Rodney

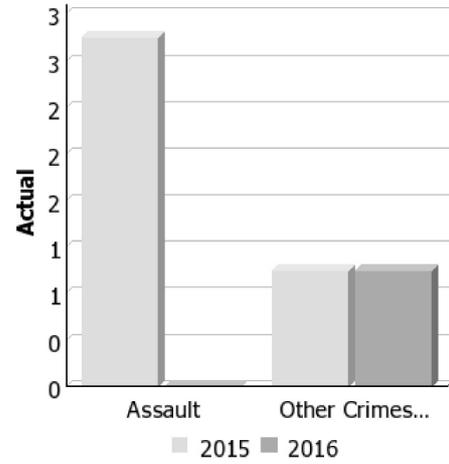
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Jan 9, 2017 9:33:23 PM
PP-CSC-Operational Planning-4300

**Police Services Board Report for French River
Records Management System
November - 2016**

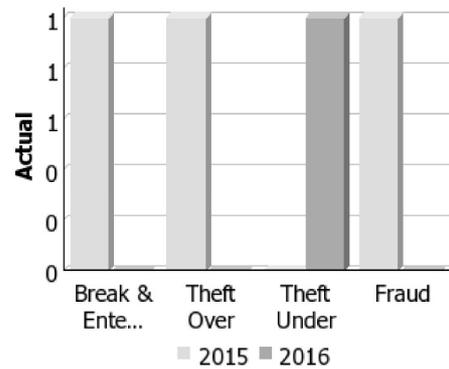
Violent Crime

Actual	November			Year to Date - November		
	2015	2016	% Change	2015	2016	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	0	0	--	3	1	-66.7%
Assault	3	0	-100.0%	15	9	-40.0%
Abduction	0	0	--	0	0	--
Robbery	0	0	--	0	0	--
Other Crimes Against a Person	1	1	0.0%	6	4	-33.3%
Total	4	1	-75.0%	24	14	-41.7%



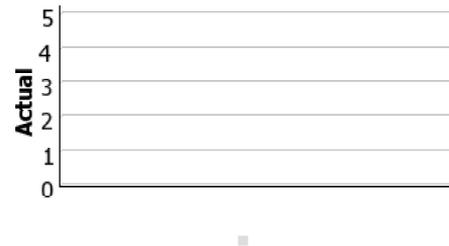
Property Crime

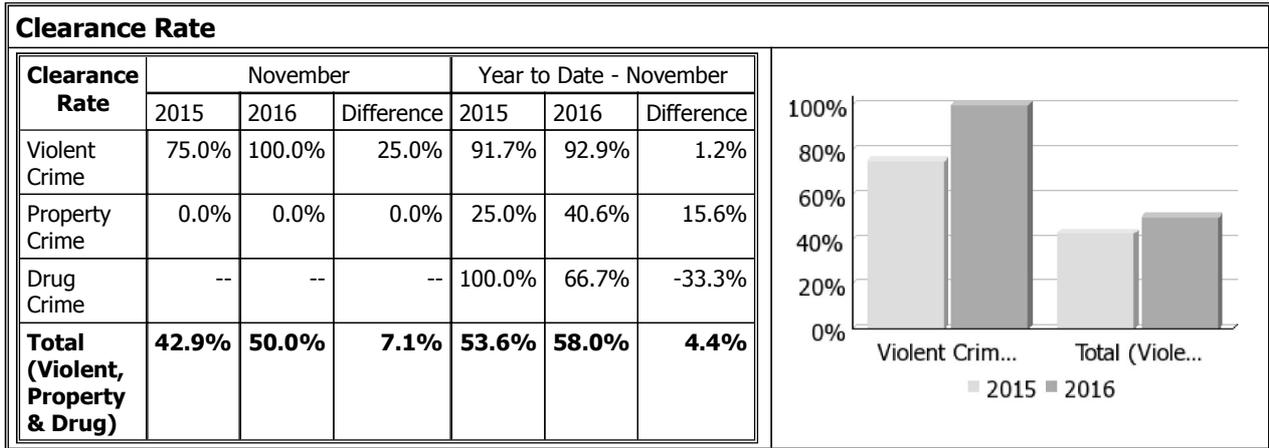
Actual	November			Year to Date - November		
	2015	2016	% Change	2015	2016	% Change
Arson	0	0	--	0	0	--
Break & Enter	1	0	-100.0%	19	12	-36.8%
Theft Over	1	0	-100.0%	3	0	-100.0%
Theft Under	0	1	--	5	7	40.0%
Have Stolen Goods	0	0	--	0	0	--
Fraud	1	0	-100.0%	8	4	-50.0%
Mischief	0	0	--	5	9	80.0%
Total	3	1	-66.7%	40	32	-20.0%



Drug Crime

Actual	November			Year to Date - November		
	2015	2016	% Change	2015	2016	% Change
Possession	0	0	--	3	1	-66.7%
Trafficking	0	0	--	0	1	--
Importation and Production	0	0	--	0	1	--
Total	0	0	--	3	3	0.0%





Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

Data Utilized

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

Detachment: 4M - NOELVILLE

Location code(s): 4M00 - NOELVILLE

Area code(s): 4098 - French River

Data source date:

2017/01/07

Report Generated by:

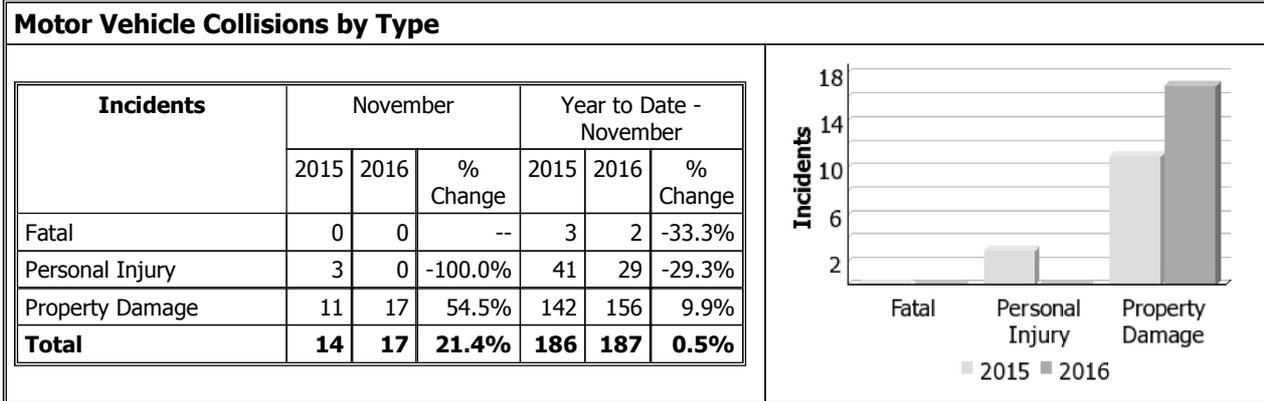
Petroski, Rodney

Report Generated on:

Jan 9, 2017 9:41:42 PM

PP-CSC-Operational Planning-4300

**Police Services Board Report for Noleville Cluster
Collision Reporting System
November - 2016**



Fatalities in Detachment Area							
Incidents		November			Year to Date - November		
		2015	2016	% Change	2015	2016	% Change
Motor Vehicle Collision	Fatal Incidents	0	0	--	2	1	-50.0%
	Alcohol Related	0	0	--	1	0	-100.0%
Off-Road Vehicle	Fatal Incidents	0	0	--	0	0	--
	Alcohol Related	0	0	--	0	0	--
Motorized Snow Vehicle	Fatal Incidents	0	0	--	1	1	0.0%
	Alcohol Related	0	0	--	1	0	-100.0%
Persons Killed		November			Year to Date - November		
		2015	2016	% Change	2015	2016	% Change
Motor Vehicle Collision		0	0	--	2	1	-50.0%
Off-Road Vehicle		0	0	--	0	0	--
Motorized Snow Vehicle		0	0	--	1	2	100.0%

Data Utilized

- SQL online application reporting system – OPP CRS 2.3.09
- Collision Reporting System Business Intelligence Cube

Detachment: 4M - NOELVILLE

Data source date:
2017/01/07

Report Generated by:
Petroski, Rodney

Report Generated on:
Jan 9, 2017 9:30:37 PM
PP-CSC-Operational Planning-4300



Municipality of French River

MINUTES OF THE SPECIAL MEETING OF COUNCIL held in the Council Chambers Wednesday, December 14, 2016 at 5:30pm

Re: To consider proposed amendments to Zoning By-law 2014-23

Members Present:

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

Members Excused:

Councillor Denny Sharp

Officials Present:

Marc Gagnon, Chief Administrative Officer
Mélanie Bouffard, Clerk

Guests:

1 Guest

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

The Chair called the meeting to order at 5:30 p.m.

Moved By Michel Bigras and Seconded By Malcolm Lamothe

Resol. 2016- 376

BE IT RESOLVED THAT the agenda be accepted as distributed.

Carried

2. Disclosure of Pecuniary Interest

None declared.

The Chair summarized the procedure of a Public Hearing to deal with the consideration of a proposed general amendment to Zoning By-law 2014-23.

The Director of Planning informed Council that the Notice of the Public Hearing was posted in the Municipal Office and was sent by First Class Mail on November 14, 2016 (being over twenty (20) days prior to this evening's meeting) to the assessed owners within 120 metres of the property subject to the proposed Zoning By-law Amendment, and to those persons and agencies likely to have an interest in the application and that included with each Notice was an explanation of the purpose and effect of the proposed Zoning By-law Amendment application and a key map showing the location of the property.

3. Application from File No. ZBA 16-09FR (Kenneth and Deborah Owen)

The purpose of the Public Meeting was to consider a proposed general amendment to Zoning By-law 2014-23 received from Kenneth and Deborah Owen to rezone the property (both the retained and severed lands) from Rural (RU) to Waterfront Residential (WR) in order to recognize the intended use of such lands.

Through agency circulation, the following comments were received:

- Ministry of Natural Resources and Forestry concurred with the final protective recommendations made by RiverStone Environmental Solutions with respect to the protection of significant habitat
- Ministry of Transportation had no objections, but requested that the notes be added to reflect required provisions relating to any proposed development located within 45 m of the MTO right-of-way (ROW) limits or within a 180 metres radius of intersections and to an entrance permit

The applicant was not present.

In response to questions from Council, the Director of Planning will be requested to provide additional information respecting the policies relating to Significant Habitat of Endangered and Threatened Species.

The Chair declared this Public Hearing to be concluded and advised of the 20 day appeal period to the Ontario Municipal Board and that during this appeal period, no building permit may be issued or other work commenced. The Zoning By-law Amendment will be considered by Council at tonight's Regular Council Meeting.

4. Application from File No. ZBA 16-11FR (Blaine and Denise Leduc)

The purpose of the Public Meeting was to consider a proposed general amendment to Zoning By-law 2014-23 received from Blaine and Denise Leduc, the proposed zoning by-law amendment will maintain the current zoning of the property, however, a temporary use provision will be added for the use of a garden suite that was constructed in 2005. The previous zoning by-law amendment, approved in 2006, addressed the temporary use provision for a garden suite, which expired on October 18, 2016. As per the Planning Act regulations, section 39.1 (3), the proposed zoning by-law amendment, Waterfront Residential special, will permit the use of the garden suite for a period of three (3) years.

No comments or concerns were received through agency circulation relating to the application.

The applicant was not present.

No questions or comments from Council.

The Chair declared this Public Hearing to be concluded and advised of the 20 day appeal period to the Ontario Municipal Board and that during this appeal period, no building permit may be issued or other work commenced. The Zoning By-law Amendment will be considered by Council at tonight's Regular Council Meeting.

5. Adjournment

Moved By Ron Garbutt and Seconded By Gisèle Pageau

Resol. 2016- 377

BE IT RESOLVED THAT the special meeting be adjourned at 5:44 p.m.

Carried

MAYOR

CLERK



Municipality of French River

**MINUTES OF THE
COMBINED MEETING OF COUNCIL**

held in the Council Chambers
Wednesday, December 14, 2016 at 6pm

Members Present:

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

Members Excused:

Councillor Denny Sharp

Officials Present:

Marc Gagnon, Chief Administrative Officer
Mélanie Bouffard, Clerk
Tom Ng, Treasurer/Tax Collector
Robert Martin, Parks, Recreation & Facilities Manager

Guests:

4 Members of public

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

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

Moved By Malcolm Lamothe and Seconded By Ron Garbutt

Resol. 2016- 378

BE IT RESOLVED THAT the agenda be approved as distributed.

Carried

2. Moment of reflection

Council paused for a moment of reflection.

3. Disclosure of Pecuniary Interest

None declared.

4. Resolution to resolve into Committee

Moved By Ron Garbutt and Seconded By Dean Wenborne

Resol. 2016- 379

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

Carried

COUNCIL IN COMMITTEE

Councillor Michel Bigras chaired the Council in Committee meeting.

5. Delegations

6. Management, Committee and Board Reports

6.1 General Government

6.1.1 Chief Administrative Officer's Report

The CAO's report was included in the agenda package which provided information relating to the 2017 budget process, the approved municipal solar projects, the garage door required at the Quonset building and the IT upgrades. The second draft of the operational is underway and should be presented in January 2017. The shared services study is ongoing; a meeting will be scheduled in January with all Councils involved.

6.1.2 Discussion - Draft Procedure By-law

At the meeting held on November 23rd, the Clerk presented the Draft Procedure By-law outlining all changes for considerations; the document presented at this meeting includes all those items other than a few items that will prompt debate. The Clerk answered questions and received further feedback. The By-law will be considered for 1st and 2nd Reading at the January 18th meeting.

6.1.3 Resolution to approve the meeting schedule as proposed in the draft Procedure By-law

Moved By Claude Bouffard and Seconded By Gisèle Pageau

Resol. 2016- 380

WHEREAS the Draft Procedure By-law proposes to change the schedule of Council Meetings from Second and Fourth Wednesdays to be held on the First and Third Wednesdays of every month;

AND WHEREAS in order to allow notice of scheduled meetings for the year 2017, Council was asked to consider approving the schedule ahead of adopting the Procedure By-law.

THEREFORE BE IT RESOLVED THAT Council approves that the Council Meetings be held on the First and Third Wednesdays of every month as proposed in the Draft Procedure By-law.

Carried

6.1.4 By-law 2016-68 Land Lease Agreement with MTO for a Communication Antenna Site

Moved By Ron Garbutt and Seconded By Dean Wenborne

Resol. 2016- 381

BE IT RESOLVED THAT By-law 2016-68, being a by-law to authorize the Mayor and Clerk to enter into a Land Lease Agreement with the Minister of Transportation for a Communication Antenna Site be read a first, second and third time and finally passed.

Carried

6.1.5 By-law 2016-69 to enter into a Land Lease Agreement with Alban Master Antenna

Moved By Claude Bouffard and Seconded By Malcolm Lamothe

Resol. 2016- 382

BE IT RESOLVED THAT By-law 2016-69, being a by-law to authorize the Mayor and Clerk to enter into a Land Lease Agreement with Alban Master Antenna be read a first, second and third time and finally passed.

Carried

6.2 Finance Department

6.2.1 Budget vs Actual Report

The Treasurer presented the report included in the agenda package.

6.3 French River Public Library Board

6.3.1 Library Board Report

Councillor Gisèle Pageau, member of the Board, gave a verbal report.

6.4 Manitoulin-Sudbury District Services Board

6.4.1 Third Quarter Activity and Financial Report

The report was included in the agenda package.

7. Correspondence for Council's Consideration

7.1 Véloroute Voyageur Cycling Route, Update and Resolution of Support that endorses the project

Moved By Gisèle Pageau and Seconded By Claude Bouffard

Resol. 2016- 383

WHEREAS the Voyageur Cycling Route Working Group evaluated the cycling route through the Municipality of French River which resulted in the completion of the Route Evaluation Report dated October 2016 which includes recommendations specific to implementing the cycling route;

AND WHEREAS their efforts going forward will emphasize on strengthening the capacity of Discovery Routes to continue in the role of coordinating the agencies and partners to encourage cycling infrastructure improvements .

THEREFORE BE IT RESOLVED THAT Council supports the Véloroute Voyageur Cycling Route project of Discovery Routes Trails Organization in an effort to make Northeastern Ontario a destination for cycle tourists and encouraging our local residents to adopt a healthier and more active lifestyle.

Carried

8. Verbal Motion to return into the Regular Meeting

Moved by: Malcolm Lamothe

Resol. 2016- 384

THAT the Committee rise and report.

REGULAR MEETING

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

9. Resolution adopting proceedings from Council in Committee

Moved By Michel Bigras and Seconded By Gisèle Pageau

Resol. 2016- 385

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

Carried

10. CONSENT AGENDA

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

Moved By Michel Bigras and Seconded By Dean Wenborne Resol. 2016- 386

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

Carried

10.1 Adoption of Minutes

Moved By Michel Bigras and Seconded By Dean Wenborne Resol. 2016- 387

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

Regular Council Meeting held November 23, 2016

Carried

10.2 Minutes Received

Moved By Michel Bigras and Seconded By Dean Wenborne Resol. 2016- 388

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

Sudbury East Planning Board held October 13, 2016

Carried

10.3 Correspondence for Council's Information

10.4 Correspondence Received for Council's Information

10.5 By-laws

10.5.1 Zoning By-law Amendment (Kenneth and Deborah Owen)

Moved By Michel Bigras and Seconded By Dean Wenborne

Resol. 2016- 389

BE IT RESOLVED THAT By-law 2016-70, being a by-law to amend Zoning By-law 2014-23, as amended (Kenneth and Deborah Owen) be read a first, second and third time and finally passed.

Carried

10.5.2 Zoning By-law Amendment (Blaine and Denise Leduc)

Moved By Michel Bigras and Seconded By Dean Wenborne

Resol. 2016- 390

BE IT RESOLVED THAT By-law 2016-71, being a by-law to amend Zoning By-law 2014-23, as amended (Blaine and Denise Leduc) be read a first, second and third time and finally passed.

Carried

10.4.3 Confirmation By-law

Moved By Michel Bigras and Seconded By Dean Wenborne

Resol. 2016- 391

BE IT RESOLVED THAT By-law 2016-72, 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 14, 2016 be read a first, second and third time and finally passed.

Carried

11. ADDENDUM

12. NOTICES OF MOTION

13. ANNOUNCEMENTS AND INQUIRIES

Art Adams, resident of Noëlville, shared that he really enjoyed participating in the Adopt a grandparent Program and thanked Council and Staff for taking part as well and congratulated those involved in the organization.

14. CLOSED SESSION

15. ADJOURNMENT

Moved By Ron Garbutt and Seconded By Gisèle Pageau

Resol. 2016- 392

BE IT RESOLVED THAT the meeting be adjourned at 7:15 p.m.

Carried

MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2017-01

BEING A BY-LAW TO AUTHORIZE THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES

WHEREAS the Council of the Corporation of the Municipality of French River deems it necessary to borrow funds from time to time to meet, until the taxes are collected, the current expenditures of the Corporation for the current year under the provisions of the Municipal Act, 2001 S.O. 2001, c. 45, as amended to October 22, 2008;

AND WHEREAS Section 407 of the Municipal Act, 2001 S.O. 2001, c. 45, as amended to October 22, 2008, provides authority for a council by By-law to authorize the head of council and the Treasurer to borrow from time to time, by way of promissory note or bankers' acceptance, such sums as the council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Corporation for the current year,

AND WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Ontario Municipal Board, is limited by Section 407 of the Municipal Act.

NOW THEREFORE the Council of the Corporation of the Municipality of French River enacts as follows:

1. The Mayor and the Treasurer of the Corporation are hereby authorized on behalf of the Corporation to borrow from time to time, from the Caisse Populaire d'Alban and the Caisse Populaire de Noëlville, herein after referred to as the Bank, funds to meet, until the taxes are collected, the current expenditures of the Corporation for the year including the amount required for the purposes mentioned in the Municipal Act, as amended, and to give, on behalf of the Corporation, to the Bank a promissory note or notes, sealed with the corporate seal and signed by them for the money so borrowed with interest at a rate not exceeding Prime plus one quarter per cent per annum, which may be paid in advance or otherwise.
2. The total amount which may be borrowed at any one time under this By-law, together with the total of any similar borrowing that has not been repaid, shall not exceed, from January 1st until September 30th of the current year, 50 percent of the estimated revenues of the Corporation as set forth in the estimates adopted for the year. Such borrowing shall not exceed, from October 1st until December 31st of the current year, 25 percent of the said estimated revenues of the Corporation as set forth in the estimates adopted for the year. For purposes of this By-law, the estimated revenues of the corporation shall not include revenues derivable or derived from (a) arrears of taxes, fees or charges, or (b) a payment from a reserve fund of the municipality, whether or not the payment is for a capital purpose.

3. All sums borrowed from the Bank, for any or all the purposes mentioned in the Sec. 407 of the Municipal Act, as amended, shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for all preceding years, as and when such revenues are received.
4. The Treasurer is hereby authorized and directed to apply in payment of all sums borrowed under the authority of this By-law, as well as all other sums borrowed in this year and any previous years, from the Bank for any purposes mentioned in the Municipal Act, 2001, S.O. 2001, C. 25, as amended, together with interest thereon, all of the money collected or received from any other source, which may lawfully be applied for such purpose.
5. This By-law shall come into force and take effect on the day it is passed.
6. Any and all By-laws inconsistent with this By-law are hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 18th DAY OF JANUARY, 2017.**

MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2017-04

BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY

WHEREAS Section 317(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a local municipality, before the adoption of the estimates for the year, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes.

AND WHEREAS Section 317(3) of the Municipal Act, 2001, provides that the amounts levied are subject to the following rules:

1. The amount levied on a property shall not exceed the prescribed percentage or 50 percent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year.
2. The percentage under paragraph 1 may be different for different property classes but shall be the same for all properties in a property class; and
3. For the purposes of calculating the total amount of taxes for the previous year under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.

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

1. Pursuant to Section 317 of the Municipal Act, 2001, an interim levy is imposed on the assessment of all property in the Municipality of French River;
2. The amount levied shall be 50 percent, for all property classes, of the total amount of taxes for municipal and school purposes and the total amount of local improvement charges levied on the property for the previous year as determined under subsection 317 (3) of the Municipal Act, 2001.
3. The said interim taxes shall be paid in two (2) installments as follows:
 - 3.1. One half of the interim taxes rounded upwards to the next whole dollar shall become due and payable on the 22nd day of March 2017.
 - 3.2. The balance of the interim taxes shall become due and payable on the 26th day of April 2017.

- 3.3. Non payment of the amount on the dates stated in accordance with this section shall constitute a default.
- 3.4. In default of such payment or any part of the installments by the day named for the payment of such amounts, the subsequent installment or installments shall forthwith become due and payable.
4. The Tax Collector shall, no later than twenty-one days prior to the due date of the first installment, mail or cause to be mailed to the address of residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
5. Immediately after the due dates stated in section 3 of this By-law, the Tax Collector shall immediately collect at once, by distress or otherwise under the provisions of the statutes, all such installments or parts thereof that have not been paid on or before the respective dates provided, together with the said percentage penalty charges as they are incurred.
6. The Tax Collector is hereby authorized to accept part payment from time to time on any taxes due, and to give receipt for such part payment provided that the acceptance of any such part payment shall not affect the collection of any percentage penalty charge imposed and collectable under this By-law with respect to non payment of taxes or any installment thereof.
7. Taxes shall be payable to the Corporation of the Municipality of French River and are payable:
- at the Municipal Office, 44 St. Christophe Street, Suite 1, Noëlville, Ontario
 - by First Class Mail to P.O. Box 156, Noëlville, Ontario P0M 2N0
 - at participating Caisse Populaire Locations
 - by Pre-Authorized Payment by registration only
 - Online by using the services of AccèsD at <https://accesd.desjardins.com>
 - Online Banking with all major financial institutions
8. Penalties and interest apply as follows:
- 8.1. On all taxes of the interim levy, which are in default on the 22th day of March 2017 and the 26th day of April 2017, a penalty of 1.25% shall be added and thereafter a penalty of 1.25 % per month will be added on the first day of each and every month the default continues, until December 31, 2017.
- 8.2. On all taxes of the interim levy in default on January 1st, 2017, interest will be added at the rate of 1.25% per month for each month or fraction thereof of default;
- 8.3. On all other taxes in default on January 1st, 2017, interest shall be added at the rate of 1.25% per month or fraction thereof, and all by-laws and parts of by-laws inconsistent with this provision are hereby rescinded.

8.4. Penalties and interest on all taxes of the interim levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.

9. This By-law shall take force and effect on the day of its final passing.

10. All By-laws and parts of By-laws inconsistent with this By-law are hereby rescinded.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 18TH DAY OF JANUARY 2017.**

MAYOR

CLERK