



## Municipality of French River

### AGENDA REGULAR MEETING OF COUNCIL held in the Council Chambers French River Municipal Complex Wednesday, February 25, 2015 at 7pm

1. **Call to order, roll call and adoption of the agenda**
2. **Prayer**
3. **Disclosure of Pecuniary Interest**
4. **Closed Session**
5. **Resolution to resolve into Committee**

### COUNCIL IN COMMITTEE

6. **Delegations**
  - 6.1 Presentation of the Noëlville Sewage Lagoons Evaluation of Treatment Capacity and Performance, Prepared by GSS Engineering Consultants Ltd. \*
  - 6.2 Junior A Hockey Team Proposal \*
  - 6.3 DiBrina Sure – CAO recruitment \*
7. **Management, Committee and Board Reports**
  - 7.1 **Mayor** P.5
    - 7.1.1 Approval of delegates at the AMO Conference, August 16-19, 2015 in Niagara Falls P.6
  - 7.2 **Ontario Provincial Police / Community Policing Advisory Committee**
    - 7.2.1 Municipal Policing Report for the month of January 2015 \*
  - 7.3 **CAO/Clerk Department**
  - 7.4 **Finance Department**
    - 7.4.1 Action Report - Dentist Lease Agreement at 37 St. Antoine P.9
    - 7.4.2 Information Report - Statement of Remuneration & Expenses 2014 P.10
    - 7.4.3 Action Report - Operations Review and Long Term Financial Plan Terms of Reference P11
    - 7.4.4 Council Remuneration for Elected Members of Council
  - 7.5 **Building Controls / Municipal Law Enforcement Department**
  - 7.6 **Parks, Recreation & Facilities Department**
  - 7.7 **Economic Development Department**
    - 7.7.1 Action Report - 2015 Celebrations commemorating the 400<sup>th</sup> anniversary of Champlain P15
  - 7.8 **Public Works & Environmental Department**
    - 7.8.1 Waterways Protection - Pursue authority to permit and inspect private sewage systems
    - 7.8.2 Dokis Reserve Road - Seek solution for the deterioration of the condition of the road
    - 7.8.3 Amend Terms of Reference to add one (1) Council Member, Appoint a Chair, Council Member and Alternate Member

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

## **7.10 French River Public Library Board**

## **7.11 Fire Department**

## **8. Correspondence for Council's Consideration**

**8.1** Grants and Subsidy Application from the St. Thomas' Anglican Church for a hall rental fee rebate for their a Church Fund Raising Event on April 11 **P.18**

**8.2** Request for annual contribution of \$200 towards the West Nipissing/ East Sudbury Vet Services Committee **P22**

**8.3** Ministry of Transportation consultation on Ontario's Default Speed Limit **P.19**

## **9. Verbal Motion to return into the Regular Meeting**

### **REGULAR MEETING**

## **10. Resolution adopting proceedings from Council in Committee**

## **11. Consent Agenda - Resolution to Approve Items 11.1, 11.4 and Receive Items 11.2, 11.3**

(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.)

### **11.1 Adoption of Minutes**

**11.1.1** Special Meeting of Council held February 4, 2015 **P25**

**11.1.2** Special Meeting of Council held February 5, 2015 **P.27**

**11.1.3** Regular Council Meeting held February 11, 2015 **P.30**

### **11.2 Minutes Received**

**11.2.1** Sudbury East Planning Board held January 8, 2015 **P.41**

**11.2.2** French River Public Library Board held December 8, 2014 **P.49**

### **11.3 Correspondence for Council's Information**

### **11.4 By-laws**

**11.4.1** 2015-09 New Municipal Hazardous or Special Waste Services Amending Agreement with Stewardship Ontario **P.51**

**11.4.2** 2015-10 Confirmation By-law

## **12. Addendums**

## **13. Notices of Motion**

## **14. Announcement and Inquiries (from 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. 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.

## **15. Adjournment**



## 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 25 février 2015 à 19h

1. **Appel à l'ordre, présence et l'adoption de l'ordre du jour**
2. **Prière**
3. **Révélations d'intérêt pécuniaire**
4. **Session à huis clos**
5. **Résolution pour résoudre en comité**

### CONSEIL EN COMITÉ

6. **Délégations**
  - 6.1 Présentation de l'examen de la conception et l'opération du réseau d'évacuation des eaux d'égout de Noëlville, Préparé par GSS Engineering Consultants Ltd. \*
  - 6.2 Proposition d'une équipe de hockey Junior A \*
  - 6.3 DiBrina Sure –plan d'embauche pour le directeur général \*
7. **Rapports de la direction, comités et conseils**
  - 7.1 **Maire**
    - 7.1.1 Approbation des délégués à la Conférence AMO, le 16-19 août, 2015 à Niagara Falls
  - 7.2 **Police provinciale de l'Ontario / Comité consultatif de la police communautaire**
    - 7.2.1 Rapport mensuel de la police provinciale de l'Ontario de janvier 2015
  - 7.3 **Administration**
  - 7.4 **Département des finances**
    - 7.4.1 Rapport d'action - Bail avec dentiste à 37 rue St. Antoine
    - 7.4.2 Rapport d'information - Déclaration des dépenses du conseil 2014
    - 7.4.3 Rapport d'action - Revue des opérations et plan financier à long-terme Mandat de référence
    - 7.4.4 Rémunération des membres du conseil élu
  - 7.5 **Département des services de construction et des règlements municipaux**
  - 7.6 **Département des parcs, loisirs et des installations**
  - 7.7 **Département du développement économique**
    - 7.7.1 Rapport d'action - Célébration du 400e Anniversaire de Champlain
  - 7.8 **Département des travaux publics et de l'environnement**
    - 7.8.1 Protection des voies navigables - Poursuivre l'autorisation d'autoriser et inspecter les systèmes d'égouts privés
    - 7.8.2 Chemin Dokis Reserve - Tenter une solution de la condition détérioration du chemin
    - 7.8.3 Amendement du Mandat de référence pour ajouter un (1) Membre du conseil, Nominé un président, Membre du conseil et un membre alternatif

## **7.9 Conseil des Services du District de Manitoulin-Sudbury**

## **7.10 Conseil de la bibliothèque publique de la Rivière des Français**

## **7.11 Département des services d'incendie**

## **8. Correspondance pour la considération du Conseil**

**8.1** Demande à la politique de subvention de St. Thomas' Anglican Church pour un rabais du frais de location de la salle le 11 avril

**8.2** Demande de la contribution annuelle de 200\$ à West Nipissing / East Sudbury Veterinary Services Committee

**8.3** Consultation par le Ministère des Transports pour la limitation de vitesse

## **9. Motion verbale pour retourner en réunion régulière**

### **RÉUNION RÉGULIÈRE**

## **10. Résolutions pour adopter les procédures du Conseil en comité**

## **11. Ordre du jour regroupé - Résolution pour adoptés items 11.1, 11.4 et recevoir items 11.2, 11.3**

(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. Tous les items dans l'ordre du jour regroupé sont inscrits séparément au procès-verbal de la réunion.)

### **11.1 Procès-verbaux adoptés**

**11.1.1** Réunion spéciale du Conseil le 4 février 2015

**11.1.2** Réunion spéciale du Conseil le 5 février 2015

**11.1.3** Réunion régulière du Conseil le 11 février 2015

### **11.2 Procès-verbaux reçus**

**11.2.1** Conseil de planification de Sudbury Est le 8 janvier 2015

**11.2.2** Conseil bibliothèque publique de la Rivière des Français le 8 décembre 2014

### **11.3 Correspondance à titre de renseignement**

### **11.4 Règlements**

**11.4.1** 2015-09 Entente de services modifiés – Nouveau program municipal de collections des déchets dangeureux et Stewardship Ontario

**11.4.2** 2015-10 Règlement de confirmation

## **12. Addendum**

## **13. Avis de motion**

## **14. Annonce 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. 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.

## **15. Ajournement**



# The Corporation of the Municipality of French River

## Information Report

<b>REPORT TO:</b> Regular Council Meeting	<b>REPORT FROM:</b> Mayor Claude Bouffard	<b>MEETING DATE:</b> February 25, 2015
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### Monthly Activity Report

#### Subject

To provide Council with the monthly activities of the Mayor.

- January 23 - meeting with Municipal Affairs and Housing, Acting CAO and Treasurer to discuss shared services with surrounding Municipalities
  - January 26 - meeting with French River Active Parks Association with regards to the Splash Pad
  - January 29 - Council Training with regards to Planning Board, Manitoulin-Sudbury District Services Board, Sudbury East Board of Trade at the St. Charles Community Centre
  - February 3 - Finance Training 101 with surrounding Municipalities in French River Council Chambers
  - February 4 - Met with potential investor and Economic Development Manager
  - February 13 - Flag Day – École St. Antoine
  - February 17 - Pancake Breakfast – École St. Antoine
  - February 19 - Community Policing Advisory Committee meeting in Warren
- Ongoing activities with regards to human resource matters.

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**Prepared by:**  
**Mayor Claude Bouffard**

# 2015 AMO AGM and Annual Conference

Scotiabank Convention Centre | Niagara Falls, Ontario | August 16-19, 2015



## Registration Package

### Conference Highlights

The AMO AGM and Annual Conference is the premier event for Ontario Municipalities - attracting over 1600 delegates and 100 vendors and suppliers, this is an event not to miss!

What can you expect at the Conference?

- A vibrant mix of practical and technical sessions featuring a range of expert speakers;
- Educational and thought-provoking keynote speakers;
- Topical plenary sessions;
- Messages from the Premier and the party leaders;
- The opportunity for networking with your peers at a number of events;
- In Conference working study tours;
- Integrated trade show featuring the latest in products, services and equipment;
- Access to Pre-Conference targeted educational workshops (not included in registration fee);
- and so much more...

### Registration Information

- Rates listed do not include HST. Please ensure to calculate HST when submitting your payment.
- Confirmation will be sent after each registration, modifications or cancellation. Review your confirmation carefully for accuracy.
- Elected officials of member municipalities may select a Caucus to participate in, any changes to your caucus selection must be done prior to July 17, 2015. No changes can be made after this date.

### Cancellations

All cancellations must be submitted in writing to the Association of Municipalities of Ontario. Cancellations received prior to 4:30 pm ET, July 11, 2015 will be eligible for a refund less \$95.00 (plus HST) administration fee. Cancellations made after 4:30 pm are non-refundable. An alternate attendee name may be substituted at any time.

### Conference Registration Inclusions (Any conference attendee may purchase additional tickets to the Tuesday Evening BBQ at the Falls.)

Inclusion	Full	Conference Only (no Tuesday BBQ)	One Day		1/2 Day
			Monday	Tuesday	Wednesday
Access to Conference Sessions and Study Tours* on Monday	X	X	X		
Access to Conference Sessions on Tuesday	X	X		X	
Access to Conference Sessions on Wednesday	X	X			X
Access to the Trade Show	X	X	X		
Admission to the following Networking Events:					
- Official AMO Trade Show Opening Reception	X	X	X		
- Niagara Falls Welcome Reception	X	X	X		
- Power Down Exhibit Hall Reception	X	X	X		
- Open Invite Sponsors Receptions	X	X	X	X	X
Tuesday Evening BBQ at the Falls	X				
Refreshment Breaks	X	X	X	X	X
Tuesday Insight Breakfasts	X	X		X	
Wednesday Insight Breakfasts	X	X			X
All Conference Materials	X	X	X	X	X
Access to AMOmobile	X	X	X	X	X

\* Study Tour information can be found on page 2.

# 2015 AMO AGM and Annual Conference

Scotiabank Convention Centre | Niagara Falls, Ontario | August 16-19, 2015



## Study Tours

A rich, diverse array of Conference study tours are available on Monday August 18th, departing the Convention Centre at 3:30 p.m. **Study Tours** are an opportunity to explore and learn about exciting projects and areas in the City of Niagara Falls and the surrounding areas. Full details on all the study tours can be found on our website at [www.amo.on.ca](http://www.amo.on.ca). Please note for all tours: (Casual attire and appropriate footwear required.)

Study Tours are FREE for delegates but require sign-up. Guests or Companions are welcome to join a Study Tour at a minimal cost of \$20 plus HST. Guests or companions must be over the age of 18.

### Study Tour Information

#### 1. Revisiting the Past - Reshaping the Future

The Battle of Lundy's Lane is considered the bloodiest battle of the War of 1812. Learn how preservation of this historic battle site and the surrounding area has started to turn a challenged neighbourhood around. Tour the Museum's recent \$12M renovation and expansion, featuring three remarkable galleries and then the Battle Ground Hotel Museum, a restored 1850's tavern. On the Lundy's Lane Battlefield you will experience how life was for soldiers and civilians in 1814 and tactics used in the battle. Hear from local business leaders how investment in the past is re-shaping the area's future.

#### 2. A Forest with a Heart

Heartland Forest sits on 93 acres of provincially significant wetland and Carolinian Forest. This nature experience and learning centre was purposefully designed around accessibility and offers barrier-free forest trails, outdoor learning centres and one of the largest tree houses in Canada.

#### 3. The Renaissance of Agriculture

This tour will begin in transit, passing some of the most productive tender fruit lands and grape vineyards in Canada. You will hear about the economic impact of agriculture in the region and the steps taken by government to support this sector. Several innovative projects will be highlighted at the Vineland research Centre.

#### 4. Maintaining Excellence at the Niagara Parks Commission

This adventure will begin at the lush oasis of the Floral Showhouse, travel to the magnificent Horseshoe Falls, and then through Queen Victoria Park – the "heart" of the Niagara Parks. You will visit the Niagara Glen, a unique spot of beauty deep in the Great Gorge that has been a designated Nature Reserve since 1992, for a short hike and will learn about the Niagara Parks Trail. You'll enjoy 40 hectares of beautifully maintained gardens at the Botanical Gardens, established in 1936 and home to the School of Horticulture and Butterfly Conservatory. The tour finishes with a stop at Queenston Heights, located high atop the Niagara Escarpment, filled with exquisite gardens and rich history, and featuring Brock's Monument.

### Registration Form

\_\_\_\_\_  
Name

\_\_\_\_\_  
Municipality/Company

\_\_\_\_\_  
Name of Guest/Companion

\_\_\_\_\_  
E-mail

Please indicate which study tour you wish to attend. Study Tours are included at NO COST as part of the Conference Registration for all delegates. If you would like to bring a guest or a companion please purchase a ticket on your official Conference Registration form for \$20.

- 1. Revisiting the Past - Reshaping the Future.
- 2. A Forest with a Heart
- 3. The Renaissance of Agriculture
- 4. Maintaining Excellence at the Niagara Parks Commission

Please note: No on-site registrations will be taken for the study tours. You must be registered to attend the Conference in order to participate in a Study Tour. Registration for study tours closes on July 25, 2015.

Completed forms can be faxed to 416.971.6191 or scanned to [events@amo.on.ca](mailto:events@amo.on.ca)

# 2015 AMO AGM and Annual Conference

Scotiabank Convention Centre | Niagara Falls, Ontario | August 16-19, 2015



## Registration Form

### Contact

All registration enquiries can be made to:  
events@amo.on.ca  
or 416.971.9856

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Payment

Cheques can be mailed to  
Association of Municipalities of Ontario  
200 University Avenue,  
Suite 801  
Toronto, ON, M5H 3C6

### Registration Fees (Note fees do not include HST of 13%, please add)

Please check registration type below.	Early Bird (until April 3, 2015)		Regular (until August 13, 2015)	
	Member	Non Member	Member	Non Member
Full	\$ 695	\$ 890	\$ 750	\$ 950
Conference Only	\$ 625	\$ 750	\$ 680	\$ 750
One Day - Monday	\$ 395	\$ 460	\$ 430	\$ 520
One Day - Tuesday	\$ 395	\$ 460	\$ 430	\$ 520
Half Day - Wednesday	\$ 225	\$ 265	\$ 235	\$ 275
Extra Tickets to Tuesday Evening BBQ	\$ 85	\$ 85	\$ 85	\$ 85
Guest Ticket to Study Tour	\$20	\$20	\$20	\$20

Completed forms can be faxed to 416.971.6191 or scanned to events@amo.on.ca

### Registration Fees

Please note On-Site registration fees are valid from August 14, 2015. For full on-site rate details please visit amo.on.ca

### Additional Needs

Dietary concerns, please list:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accessibility, please list:

\_\_\_\_\_

\_\_\_\_\_

Other, please specify

\_\_\_\_\_

Registration Fee + Additional Purchases + HST = TOTAL TO BE REMITTED

### Payment

Invoice Me (option only available to Member municipalities)

Cheque enclosed

*Pay by cheque or invoice and receive a 5% discount on your registration.*

MasterCard  Visa

Credit Card # \_\_\_\_\_

Expiry Date \_\_\_\_\_

Signature \_\_\_\_\_

Name on Card \_\_\_\_\_

I am an Elected Official of a Member municipality and will be attending a Caucus Lunch on Monday, August 17, 2015. Please check one that you feel reflects your municipality. Caucus choices must be submitted by July 17, 2015. No changes will be permitted after July 17, 2015.

This is my first time attending the Conference.

County

Large Urban

Northern

Rural

Regional & Single Tier

Small Urban



# The Corporation of the Municipality of French River

## Action Report

<b>REPORT TO:</b> Council	<b>REPORT FROM:</b> Julie Bouthillette, CPA, CGA	<b>MEETING DATE:</b> February 25, 2015
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### **DENTIST LEASE AGREEMENT AT 37 ST. ANTOINE**

#### **Subject**

To discuss the lease agreement with local Dentist - Dr. Couto

#### **Background**

Subsequent to a report presented on December 17<sup>th</sup>, 2014 council agreed to extend the existing lease agreement until March 31, 2014.

#### **Discussion**

On February 12, 2015 the Lease Renewal Committee met to discuss the status of all Municipal Leases and to plan on next steps. It was questioned whether or not it is the Municipality's mandate to provide dentist services including getting involved in private health services.

As an alternative, there will be conversations with a local hygienist to see if there are other possibilities for dental services including but not limited to local hygienist filling the gap supplemented with scheduled dentist visits in her practice.

#### **Financial Considerations**

Rent Revenues: \$7,000 per year

Upfront Capital Costs: \$14,000 Potential 2 Year Capital Costs: \$100,000

#### **Strategic Plan**

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

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

#### **Communication Plan**

To Be Determined with consultation with Dentist (I.E. Press release)

#### **Recommendation**

The recommendation is not to renew the lease agreement subsequent to March 31<sup>st</sup>, 2015.

#### **Document(s) Attached** -N/A

\*Original Reports have been signed by:

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**Prepared by:**  
Julie Bouthillette, CPA, CGA, Treasurer

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**Reviewed and Approved by:**  
Mélanie Bouffard, Acting CAO/Clerk



**Municipality of French River  
Council  
Statement of Remuneration & Expenses**

As per R.S.O. 2001 Chapter 25 Section 284(1) as amended.  
Treasurer's report for expenses under Section 284(1).  
For fiscal period  
**2014**

The remuneration and expenses are authorized under by-law 2001-12, and compensation policies B-1.2 and B-3.2.

Name		Remunerations	Payroll Exp.	Seminars / Conferences / Training	Misc.	Mileage	Total
Mayor - Claude Bouffard	116	\$17,481.78	\$873.77	\$8,155.92	\$25.00	\$2,803.58	\$29,340.05
Councillor Ward 1 - Ronald Garbutt	122	\$9,365.25	\$377.50	\$1,807.35	\$0.00	\$1,380.30	\$12,930.40
Councillor Ward 2 - Denny Sharp	106	\$9,365.25	\$368.92	\$2,208.87	\$0.00	\$1,052.19	\$12,995.22
Councillor Ward 3 - Larry Bouffard	120	\$8,860.93	\$336.97	\$0.00	\$0.00	\$1,267.82	\$10,465.72
Councillor Ward 4 - Shawnda Cross	110	\$8,860.93	\$361.20	\$2,258.86	\$75.00	\$1,564.19	\$13,120.17
Councillor Ward 5 - Mike Bouffard	125	\$8,860.93	\$325.37	\$610.56	\$0.00	\$831.19	\$10,628.05
Councillor Ward 6 - Michel Bigras	124	\$11,238.12	\$495.31	\$5,008.69	\$0.00	\$1,457.58	\$18,199.70
Councillor Ward 3 - Gisele Pageau	127	\$504.32					
Councillor Ward 4 - Dean Wenborne	117	\$504.32					
Councillor Ward 5 - Tammy Mitchel	126	\$504.32					
Totals		\$75,546.15	\$3,139.05	\$20,050.24	\$100.00	\$10,356.84	\$109,192.28

Note: Expenses includes such items as per diem costs, conference registration fees, parking, etc.



# The Corporation of the Municipality of French River

## Action Report

<b>REPORT TO:</b> Council	<b>REPORT FROM:</b> Julie Bouthillette, CPA, CGA	<b>MEETING DATE:</b> February 25, 2015
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### **OPERATIONAL REVIEW AND LONG TERM FINANCIAL PLAN – TERMS OF REFERENCE**

#### **Subject**

To clearly define the terms of reference in relation to an Operational Review that is linked to a Long Term Financial Plan.

#### **Background**

In December, a report was presented to Council with the subject of the 2015 budget process. Subsequent to discussions, Council agreed to receive a proposal and listen to a delegation from Oscar A. Poloni, CPA, CA from KPMG with regards to an operational review and long-term financial plan.

Council received the delegation and proposal on January 14th, 2015 Committee of the Whole which outlined some of the benefits of such a comprehensive review.

On February 11, 2015 an information report was presented to Council which emphasised the main advantage of the review which is to provide tools for long term financial planning. It was also stated at that time that the Terms of Reference and recommendation would come forward at the Regular Council Meeting of February 25, 2015.

#### **Discussion**

The Municipality of French River has a long term focus. The Operational Review should be a detailed review and not only touch on the high-level, one expenditure or one time cut. The objectives of the Operational Review include:

1. To evaluate the operating structure, staffing levels and service offerings
2. To achieve savings and income generation
3. To review service levels and standards
4. To explore shared services
5. To improve service delivery methods (effectiveness and efficiency)
6. To optimize resource usage (maximise value for money)
7. To demonstrate strong leadership
8. To address political and community pressures
9. To minimise pressure on taxes
10. To formulate a plan maintain adequate financial reserve

The associated Long Term Financial Plan has the main objective of developing strategies that are conducive to long term financial sustainability.

The Term of References for the engagement will be outlined in an Engagement Letter which will reflect the Municipality's request for an Operational Review and Long Term Financial Plan as detailed in the proposal dated January 9th, 2015. The proposed Terms of Reference would include the following deliverables: (any suggestions/additions/modifications can be submitted until a decision is made)

#### Phase I: Project Initiation

- Project status meeting schedule
- Presentation to Council on the Review process: A survey of Council will be undertaken to develop an understanding of Council's preference on taxation policy, municipal services, service levels, contracting in/out and staffing efficiencies
- Engagement Letter between the Municipality and the retained consultant
- Membership of the Municipal Project Team: A Review Team will be established and an orientation session will be held to introduce the process and outline timeframes, expectations and deliverables

#### Phase II: Environmental Scan

- Service matrices: A working session will be held with the review team to inventory municipal services, the basis for delivery and outcomes, which will be documented in service matrices
- Analysis of past financial performance and discussion of major trends: Information concerning municipal operations and financial performance will be reviewed. A second working session should be held with Review Team to identify potential opportunities for cost reductions, as well as requirements for financial sustainability.
- Analysis of all current Municipal Plans (Strategic, Economic Development, Roads, Assets, Drains, etc.)
- Five-year financial projections under a status quo scenario
- Five-year taxation and municipal burden analysis
- Interim presentation to Council

#### Phase III: Service Level Baseline

- Comparative summary of municipal services, service levels, staffing and costs
- Comparative summary of taxation and user fee levels

#### Phase IV: Opportunity Identification

- Listing of potential opportunities and associated financial impact: Estimates of the financial impact of the identified opportunities, as well as other potential risks, will be developed
- High level indication of non-financial implications associated with each option

#### Phase V: Model and Process Design

- Interviews with the Treasurer
- A working session with members of the Municipality's senior management team
- A working session with members of Council
- Consider a 20-year planning horizon
- Develop recommended financial indicators to be used by the Municipality in monitoring and reporting on its financial performance and position
- Structure the financial model so as to provide concise and relevant reporting of its financial performance and position
- Establish an input function for key assumptions that will allow the Municipality to perform what-if analysis
- Develop recommended policies for key areas in support of the Municipality's financial planning process. At a minimum, we anticipate that separate policies will be reviewed or established for:
  - o Budgeting and financial planning (operating and capital)
  - o Taxation
  - o User fees
  - o Treasury functions (i.e. investments)
  - o Reserves and reserve funds
  - o Capital financing
  - o Debt
  - o Procurement

#### Phase VI: Council Direction

- Council direction to management as to which opportunities should be considered for inclusion in future budgets: A working session with Council will be held to incorporate the opportunities into the Municipality's 2015 draft budget to demonstrate the financial impact associated with each opportunity and provide municipal staff with direction on how to proceed
- Financial projections indicating the future financial performance of the Municipality assuming implementation of the identified opportunities

#### Phase VII: Final Reporting

- A final report (in PowerPoint format) summarizing the results of the Review
- A final report (in PDF format) detailing all the findings, Council direction and potential future opportunities

#### Post-Review Support (nine (9) months following)

- A working session with the Municipality to discuss the status of the Review and Financial Plan;
- Presentation to Council regarding the Municipality's progress with the results of the Operational Review and Long-term Financial Plan

In conducting the review, the Municipality expects that the process will be:

- Open and transparent
- Respectful of existing / proposed Human Resources Policies
- Undertaken with the view of promoting the effective and efficient use of staff
- Reflective of existing municipal plans

#### **Financial Considerations**

The cost of the Operational Review that is linked to a Long Term Financial Plan ranges from \$10,000 to \$55,000. Funding of this expenditure can be done with the 2015 Ontario Community Improvement Fund (OCIF) of \$25,000. The remainder of the costs will 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.

#### Options:

- 1- Single Source KPMG - \$47,500 as per attached proposal Operational Review and Long Term Financial Plan
- 2- Single Source Nigel Bellchamber - \$9,650 as per attached proposal for a Modified Service Delivery Review
- 3- Request for Proposal: invest additional time and resources to go to market to obtain additional prices.
- 4- Status Quo (DO NOT PERFORM an Operational Review and Long Term Financial Plan)

#### **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**

N/A

**Recommendation**

The recommendation is Option 1 - Single Source KPMG - \$47,500 as per attached proposal Operational Review and Long Term Financial Plan.

The reason an operating review linked to a Long Term Financial Plan is important is because the taxpayers are scrutinizing all expenses and ensuring that all revenues sources are explored. Department heads are requesting help with new revenue sources, reducing budgets and finding efficiencies. Finance department 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. Most importantly is that the 2015 operating budget as it stands requires long term permanent changes.

**Document(s) Attached**

KPMG - Proposal Operational Review and Long Term Financial Plan\*

Nigel Bellchamber - Proposal for a Modified Service Delivery Review\*

KPMG Reference check summary\*

\* Documents will be sent under separate cover since they are confidential.

**\*Original Reports have been signed by:**

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**Prepared by:**  
**Julie Bouthillette, CPA, CGA, Treasurer**

---

**Reviewed and Approved by:**  
**Mélanie Bouffard, Acting CAO/Clerk**



# The Corporation of the Municipality of French River

## Action Report

<b>REPORT TO:</b> Regular Council Meeting	<b>REPORT FROM:</b> Economic Development	<b>MEETING DATE:</b> February 25, 2015
--	---	---

### **400<sup>th</sup> ANNIVERSARY – SAMUEL DE CHAMPLAIN**

#### **Subject**

To inform Council of plans for the 2015 celebrations commemorating the 400<sup>th</sup> anniversary of Champlain’s passage through the area, and to request financial support.

#### **Background**

Some of the goals included in the 2012 Economic Development Strategic Plan include tapping into opportunities related to cultural heritage, creating additional cultural events, promoting the area as a day-trip destination, and to work with provincial parks and community organizations.

2015 marks the 400<sup>th</sup> anniversary of Champlain’s passage through Ontario, which took him and his team down the French River. There are many opportunities for funding and partnerships to commemorate this anniversary,

#### **Discussion**

The proposed work plan for the “400 Years of Travel” program has been attached to this report as an appendix.

Partners for the project include Ontario Parks, the Club Richelieu de la Rivière-des-Français, and the French River Métis.

#### **Financial Considerations**

An application was submitted for funding aid in the form of a 4-5 month assistant, who would be directly related to the Champlain celebrations program, at no cost to the Municipality. This application was accepted, and if Council chooses to support this program, then staff will post for the position. In our correspondence with Ministry officials, it was made clear that this position would be accepted only if Council support was received.

While the application has been submitted due to strict timelines with the Ministry of Francophone Affairs (just over a month was given for the application to find partners and procure letters of support), the Municipality’s financial portion is simply marked “anticipated” rather than “confirmed” in the application. The Municipality is able to submit a supporting resolution by the middle of March for this program. The program is also scalable depending on the amount of Council support given to the project. If support is denied, staff will promptly instruct the program officials to end their consideration of the application. A minimum 10% financial contribution from the applicant is required.

The request for funding is up to \$4,000 for the programming. Similar to the Canada Day celebrations, if additional funding can be procured, the municipal portion would decrease a corresponding amount.

Le Club Richelieu will be providing \$1,500 towards the project, while Ontario Parks will be providing both a \$1,000 cash contribution, along with \$6,000 worth of in-kind contributions from the Samuel de Champlain Provincial Park, including historical artifacts and clothing.

The project costs for the entire program total \$38,960.00. The municipal contribution is approximately 10.3% of all project costs.

### **Strategic Plan**

Economic Development Strategic Plan

### **Communication Plan**

The event will be communicated through a multi-media strategy, including mailouts, social media, website, hard copy posters, signage throughout the community, and word of mouth.

### **Recommendation**

Staff recommends that Council provides up to a \$4,000 contribution towards the “400 Years of Travel” program, and directs staff to send a letter and copy of the resolution to the Ontario 400<sup>th</sup> Celebrations Program confirming this contribution.

### **Document(s) Attached**

400 Years of Travel Work Plan

\*Original Reports have been signed by:

---

**Prepared by: Brennan Kenny, Economic Development Manager  
Trista Verbiwski, Tourism Coordinator**

---

**Reviewed by: Julie Bouthillette, Treasurer**

---

**Approved by: Mélanie Bouffard, Acting CAO/Clerk**

# Work Plan

## “400 Years of Travel”

Series of Activities	Responsibility	Start and end Date A. start B. End	Activities	Anticipated Attendance
<b>Canada Day Celebrations</b>	-Municipality -Richelieu	A. July 1, 2015 B. July , 2015	- Traditional music (live music) - Traditional food - Interactive mobile panel - Costumed people - Interactive activities	900
<b>Grand opening of the community garden</b>	- Horticultural Society	A. July 18, 2015 B. July 18, 2015	-Interactive / activities -Interactive mobile panel -Costumed people -Traditional food	100
<b>Art on the lawn</b>	- French River Cultural Industries Council	A. August 7, 2015 B. August 8, 2015	-Showcase art work -Costumed people -Interactive activities -Interactive mobile panel - Unveiling of the cultural mural	600
<b>Metis Rendez-Vous</b>	- French River Métis Tribe -Richelieu	A. August 22, 2015 B. August 22, 2015	-Traditional music (live music) -Traditional food - Interactive mobile panel -Costumed people -Interactive activities	400
<b>Guided Hike Ongoing interpretative guided tours to Recollet Falls</b>	-Ontario Parks	A. July 4 <sup>th</sup> , 2015 B. September 5 <sup>th</sup> , 2015	- Ongoing interpretative guided tours to Recollet Falls -Costumed people Interactive activities -Interactive mobile panel	300
<b>Closing Ceremonies</b>	-Municipality -Ontario Parks -Richelieu	A. September 25,2015 B. September 27,2015	- Traditional music (live music) - Traditional food - Interactive mobile panel - Costumed people - Interactive activities	600

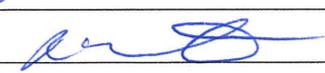
Section: Grants	Policy number: C-1
Subject: Grants and Subsidy Policy	Effective Date: April 12, 2001
	Revision Date: October 23, 2013
Page: 4 of 4	



MUNICIPALITÉ DE LA RIVIÈRE DES FRANÇAIS  
MUNICIPALITY OF FRENCH RIVER

GRANT & SUBSIDY  
APPLICATION FORM

Date of Application: FEB. 17, 2015  
Name of Organization: ST. THOMAS' ANGLICAN CHURCH  
Address: 277 HWY 607A, R.R. #2, ALBAN, ON POM-1A0  
Contact Person: JOAN LEDUC E-Mail: \_\_\_\_\_  
Telephone No. (daytime): (705) 857-2704 Telephone No. (evening): SAME  
Location of Event: ALBAN COMMUNITY CENTRE  
Name of Event: CHURCH FUND RAISING  
Date of Event: APRIL 11, 2015  
Application Details: THIS EVENT INCLUDES A YARD/RUMMAGE  
SALE, LUNCH, ENTERTAINMENT BY LOCAL  
PEOPLE - CRAFT TABLES.

Recommendation of: Parks, Recreation & Facilities Manager I recommend  
Approval of TADs Application  


**Ministry of Transportation**

Traffic Office

Highway Standards Branch  
301 St. Paul Street, 2<sup>nd</sup> Floor  
St. Catharines, Ontario L2R 7R4  
Tel Number: (905) 704-2960  
Fax Number: (905) 704-2888

**Ministère des Transports**

Bureau de la circulation routière

Direction des normes routières  
301 rue St. Paul, 2<sup>e</sup> étage  
St. Catharines (Ontario) L2R 7R4  
Tél. : (905) 704-2960  
Télééc. : (905) 704-2888



RECEIVED

FEB - 4 2015

MUNICIPALITY OF FRENCH RIVER

29 January 2015

Clerk's Office  
The Municipality of French River  
P.O. Box 156 44 St. Christophe Street, Suite 1  
Noelville, ON P0M 2N0

Dear Clerk's Office,

**RE: Consultation on Ontario's Default Speed Limit**

The Ontario Ministry of Transportation (MTO) is seeking stakeholder input on whether to consider changing the default speed limit for local roads within urban areas. As a representative of The Municipality of French River, we welcome your comments and invite you to participate in the consultation activities for Ontario's default speed limit.

The current default maximum speed limit for local roads within urban areas in Ontario is 50 km/h. MTO would like to consult with stakeholders on the following options:

- + Maintain current default speed limit of 50 km/h;
- + Through a legislative change, reduce the default speed limit from 50 km/h to 40 km/h;
- + Through a legislative change, permit municipalities to set a default speed limit of 50 km/h or 40 km/h inside municipal boundaries, and require the posting of a sign at each entry point of the municipality; or
- + Through a legislative change, permit municipalities to set a different default speed limit inside municipal boundaries or neighbourhoods, and require the posting of a sign at each entry point of the municipality/neighbourhood.

You are invited to provide comments and/or complete a questionnaire available on-line at <https://www.surveymonkey.com/s/SpeedLimitOntario> by February 27, 2015.

Following the public comment period, MTO will host a series of workshops to consult with municipalities and various stakeholders regarding the options under consideration for a potential change to the default speed limit. Stakeholder workshops are currently scheduled for March, 2015. Each workshop will be held in a different geographic jurisdiction of MTO (e.g., Central, Eastern and Southwestern and Northern Ontario).

You are encouraged to provide comments and/or complete the on-line questionnaire, and/or attend a stakeholder workshop on these possible changes to the default speed limit. I kindly ask you to complete and forward the attached workshop reply form indicating your interest in participating in future workshops by February 27, 2014 to me as follows:

Roger De Gannes  
Head, Traffic Operations  
Traffic Office  
Ministry of Transportation Ontario  
2<sup>nd</sup> Floor, 301 St. Paul Street  
St. Catharines, Ontario L2R 7R4  
Phone: (905) 704-2947  
Email: [Roger.DeGannes@mto.gov.on.ca](mailto:Roger.DeGannes@mto.gov.on.ca)

Thank you in advance for your input. We welcome and appreciate your feedback. Should you have any questions or difficulty accessing the on-line questionnaire, please do not hesitate to contact me at 905-704-2947 or by email at [Roger.DeGannes@mto.gov.on.ca](mailto:Roger.DeGannes@mto.gov.on.ca).

Sincerely,

A handwritten signature in blue ink that reads "Roger De Gannes". The signature is written in a cursive style with a large, stylized 'R' and 'G'.

Roger De Gannes  
Head, Traffic Operations

**REPLY FORM** (Please print)

**RE: Consultation on Ontario's Default Speed Limit**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Do you wish to participate in workshops on the default speed limit in Ontario?**

(Circle yes or no)

Yes                      No

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Please return this form to the contact below by February 27, 2015:**

**Roger DeGannes  
Manager, Traffic Office  
Ministry of Transportation Ontario**

**301 St. Paul Street  
St. Catharines, Ontario L2R 7R4  
Phone: (905) 704-2947  
Email: Roger.DeGannes@mto.gov.on.ca**

January 20, 2015

West Nipissing / East Sudbury Vet Services Committee

Darryl Kuepfer

423 Millrand Road

Verner, ON P0H 2M0

RECEIVED

JAN 28 2015

MUNICIPALITY OF FRENCH RIVER

To: Municipality of French River

We would like to take this opportunity to thank you for your contributions last year to the West Nipissing / East Sudbury Vet Services Committee. Your contribution allows us to process the application to the Ministry of Northern Development and Mines (MNDM). The MNDM conditional grants help to offset the costs of travel, locum, and continuing education costs incurred by the Veterinary Practice in our area. It is the time of year that we are again looking for contributions to this year's program. I have enclosed an information pamphlet as well explaining this program.

Sincerely,



Darryl Kuepfer

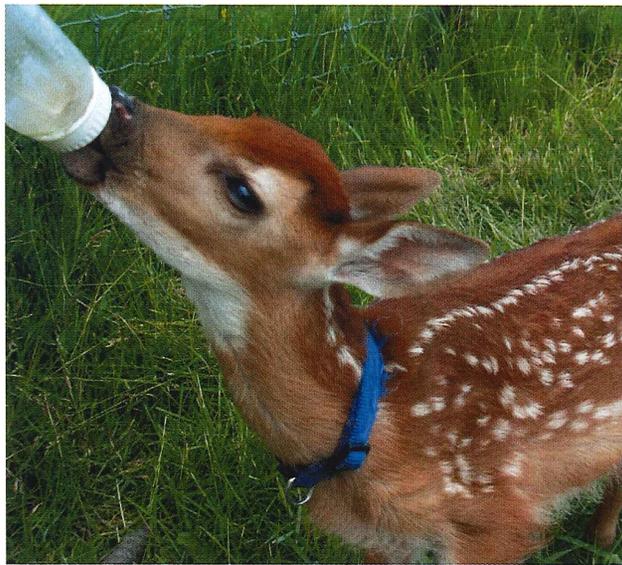
Secretary / Treasurer

## NPAHN's Mission

- Promote the development, sale and export of agricultural products by making veterinary service available to northern and remote communities in Ontario, so that they can produce agricultural products on a competitive basis with southern Ontario communities
- Promote education opportunities to owners of large animals, in animal health production and management
- Set up local VSCs, that assess the animal health needs of their local agricultural communities and advise the program manager or the VAP, of modifications, that will keep the program current to the needs of livestock owners

## NPAHN's Goal

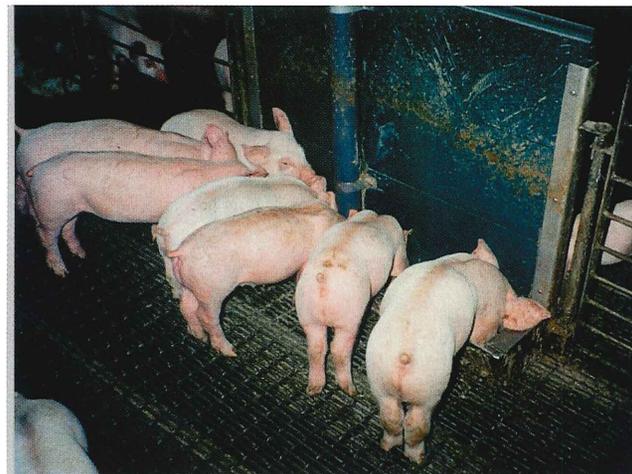
NPAHN will contribute to the development and maintenance of a viable and diverse livestock industry in northern Ontario through the provision of veterinary services to livestock owners and support activities including veterinary recruitment and retention, producer education, and communication.



## How To Get Involved

### Contact

Gord Mitchell  
NPAHN Executive Secretary  
42 Lake Dr.  
Huntsville, ON P1H 1E7  
705-789-2062  
[mitchg@vianet.on.ca](mailto:mitchg@vianet.on.ca)



# Northern Producer Animal Health Network



Generating Rural  
Development Through  
Farming



## What is NPAHN?

Northern Producer Animal Health Network (NPAHN) acts as the umbrella organization for the 22 Veterinary Services Committees (VSC) that are serviced by the Vet Assistance Program (VAP).

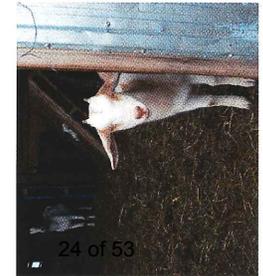
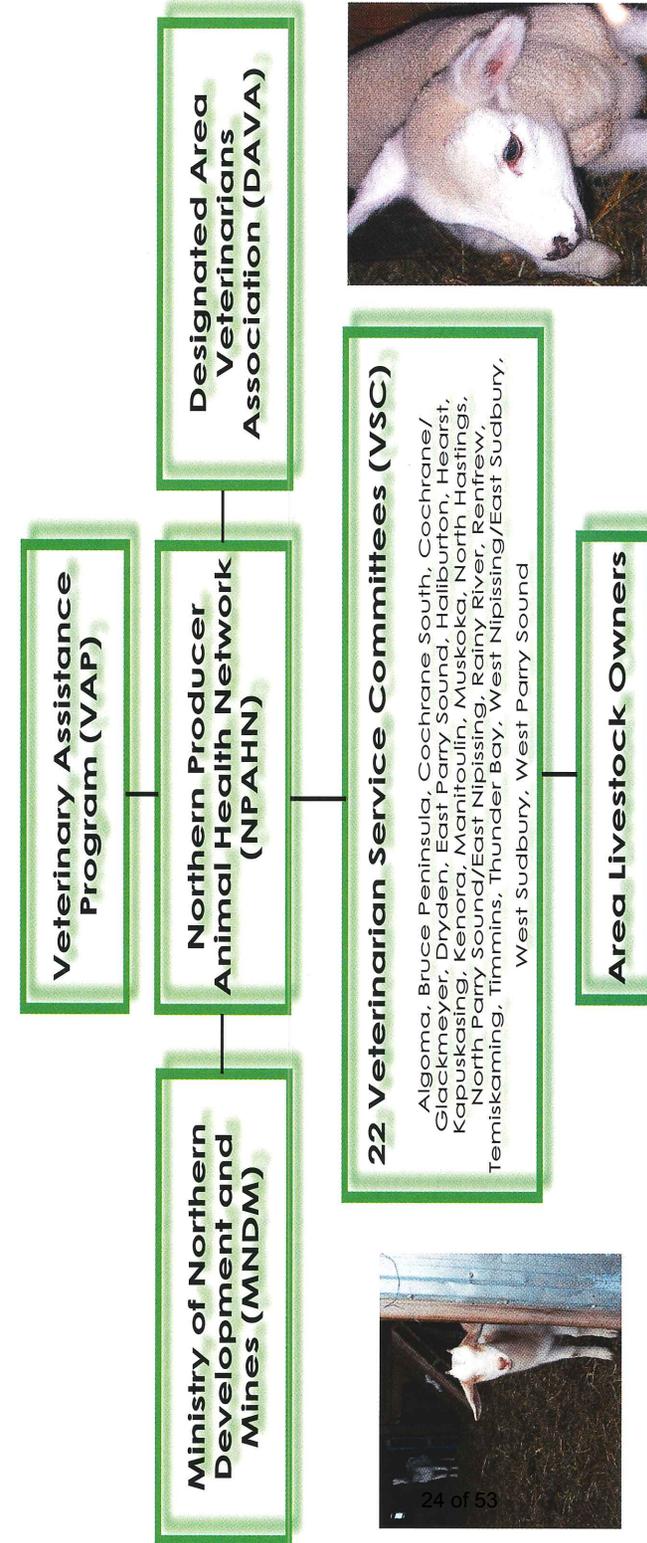
## What is the VAP?

Run through the Ministry of Northern Development and Mines (MNDM), the Veterinary Assistance Program (VAP) helps promote the viability of the livestock industry by supporting the provision of veterinary services to livestock owners.

It does this by using conditional grants to offset the travel, locum and continuing education costs incurred by the participating Veterinary Practices.

## Who Qualifies for the VAP?

Livestock owners located in the designated program areas who either own or care for a minimum of one horse and/or bovine, sheep, goats, swine, rabbits, poultry, bison, deer or animals maintained in captivity for producing fur, velvet or meat.





## Municipality of French River

### MINUTES OF THE SPECIAL MEETING OF COUNCIL

held in the Council Chambers  
French River Municipal Complex  
Wednesday, February 4, 2015 at 6pm

#### **Members Present:**

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

#### **Members Excused:**

#### **Officials Present:**

Mélanie Bouffard, Acting CAO/Clerk  
Julie Bouthillette, Treasurer/Tax Collector  
Jim Sartor, Public Works Superintendent  
Kevin Benvenuti, Environmental Services Operator  
Jacques Bouffard, Fire Chief  
Robert Martin, Parks, Recreation & Facilities Manager  
Lucie Rochon, Deputy Treasurer

#### **Guests:**

2 Guests

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

The Chair called the meeting to order at 6pm.

---

Moved By: Ron Garbutt  
Seconded By: Denny Sharp

Resol. 2015- 29

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

Carried

---

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

Councillor Michel Bigras declared a pecuniary interest at the remuneration portion of the Fire Department budget; his son is a volunteer Firefighter.

Councillor Tammy Mitchell declared a pecuniary interest at the remuneration portion of the Fire Department budget; her husband is a volunteer Firefighter.

---

### **3.0 Build a Budget Workshop**

The Treasurer explained how the Build a Budget Workshop process was going to be developed and outlined the contents of the budget binder distributed to each Council Member. The targeted date to adopt the Budget By-law is either late April or early May.

The Treasurer presented the nondiscretionary budget items in the following budget categories:

#### **3.1 General Government**

- conference attendance, could reduce the numbers, those attending are to report upon their return, possible amendment to the policy
- potential shared services with other boards/municipalities for IT services

#### **3.2 Protective Services**

- OPP billing discussions, opportunity to bill as a levy

#### **3.3 Transportation Services**

#### **3.4 Environmental Services**

- request to review the sewage user fees
- request to look into requesting proposals for drainage superintendent
- request to review landfill fees to increase revenue for operations

The Treasurer informed that if there are categories that require immediate approval that the budget could be adopted partially.

---

### **4.0 Adjournment**

Moved By: Tammy Mitchell  
Seconded By: Denny Sharp

Resol. 2015- 30

**BE IT RESOLVED THAT** the special meeting be adjourned at 9:10 p.m.

Carried

---

**MAYOR**

---

**CLERK**



## Municipality of French River

### MINUTES OF THE SPECIAL MEETING OF COUNCIL

held in the Council Chambers  
French River Municipal Complex  
Wednesday, February 5, 2015 at 6pm

#### **Members Present:**

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

#### **Members Excused:**

#### **Officials Present:**

Mélanie Bouffard, Acting CAO/Clerk  
Julie Bouthillette, Treasurer/Tax Collector  
Brennan Kenny, Economic Development Manager  
Robert Martin, Parks, Recreation & Facilities Manager  
Lucie Rochon, Deputy Treasurer  
Linda Keenan, Library Chief Executive Officer

#### **Guests:**

1 Guest

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

The Chair called the meeting to order at 6pm.

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Moved By: Tammy Mitchell  
Seconded By: Ron Garbutt

Resol. 2015- 31

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

Carried

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

Councillor Michel Bigras declared a pecuniary interest at the remuneration portion of the Fire Department budget; his son is a volunteer Firefighter and at the EMS portion; he is an employee of MSDSB.

Councillor Tammy Mitchell declared a pecuniary interest at the remuneration portion of the Fire Department budget; her husband is a volunteer Firefighter.

---

## **3.0 Build a Budget Workshop Part 2**

The Treasurer presented the nondiscretionary budget items in the following budget categories:

### **3.1 Health Services**

-request to continue discussions with Ornge for helipads and look into the maintenance agreements revenues

### **3.2 Social Services**

### **3.3 Recreation & Culture**

### **3.4 Planning & Development**

### **3.5 Human Resources - Action Report**

The Treasurer presented the report found in the agenda package.

The recommendation to Council was to consider starting the CAO recruitment process, to hire a firm to assist and/or hiring a firm on a retainer for a full scope of human resources services which would include the recruitment process. A resolution will be presented at the Regular Council Meeting of February 11, 2015.

#### **3.5.1 Delegation - Presentation by DiBrina Sure Group 2015 Human Resources Plan**

Aurel Malo, Managing Partner at DiBrina Sure Human Resources Inc. gave a summary of his company and outlined the two proposals submitted to Council, one for the CAO recruitment and the other a retainer proposal for human resources services which includes the CAO recruitment.

DiBrina Sure Human Resources Inc. had come highly recommended to the Municipality and was hired to assist with the complex human resources matters. They were also recently involved in the review of all human resources policies of the Municipality.

Mr. Malo expressed that a human resources firm brings a level of expertise, knowledge and experience to an organization when recruiting the top position. The option of having a human resources firm on retainer offers a full range of services such as reviewing job descriptions, pay equity, training and revision of policies.

---

**4.0 Adjournment**

Moved By: Gisèle Pageau  
Seconded By: Michel Bigras

Resol. 2015- 32

**BE IT RESOLVED THAT** the special meeting be adjourned at 8:50 p.m.

Carried

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**MAYOR**

---

**CLERK**



## Municipality of French River

### MINUTES OF THE REGULAR MEETING OF COUNCIL

held in the Council Chambers  
French River Municipal Complex  
Wednesday, February 11, 2015 at 6pm

#### **Members Present:**

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

#### **Members Excused:**

Councillor Dean Wenborne

#### **Officials Present:**

Mélanie Bouffard, Acting CAO/Clerk  
Julie Bouthillette, Treasurer/Tax Collector  
Brennan Kenny, Economic Development Manager  
Jim Sartor, Public Works Superintendent  
Robert Martin, Parks, Recreation & Facilities Manager  
Michael Campbell, Municipal Law Enforcement Officer

#### **Guests:**

2 Members of public  
Staff/Sgt Yves Forget, Ontario Provincial Police

#### **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: Michel Bigras  
Seconded By: Tammy Mitchell

Resol. 2015- 33

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

Carried

---

#### **2. Prayer**

---

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

None declared.

---

#### **4. Closed Session**

There was no closed session.

## **5. Resolution to resolve into Committee**

Moved By: Gisèle Pageau  
Seconded By: Denny Sharp

Resol. 2015- 34

**BE IT RESOLVED THAT** Council now go into Council in Committee to consider delegations, reports and correspondences.

Carried

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## **COUNCIL IN COMMITTEE**

Councillor Michel Bigras chaired the Council in Committee meeting.

---

## **6. Delegations**

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### **7. Management, Committee and Board Reports**

Council in Committee allowed Item 7.2 to move up in the agenda.

#### **7.2 Ontario Provincial Police / Community Policing Advisory Committee (CPAC)**

##### **7.2.1 Presentation of the OPP's 2014-2016 Action Plan - Noëlville Detachment**

The Staff/Sgt Yves Forget briefly introduced of the 2014-2016 Action Plan - Noëlville Detachment, introduced himself to the new members of Council and also outlined the mandate of the Community Policing Advisory Committee (CPAC).

There were questions relating to the new OPP Billing Model and the increase in OPP costing. Staff/Sgt Forget informed that the OPP are conducting strategic planning exercises to evaluate and analyze services and practices in order to lower the bottom line.

The next CPAC meetings will include discussions on methods to reduce costs such as introducing neighborhood watch programs and options to tap into other stake holders such as the health unit to keep the community safe, more engaged in crime prevention in order to solve issues before they become calls for service.

The new OPP Billing Model was presented and explained to the Mayor and Treasurer and was then explained at the Special Budget Meeting of February 4, 2015. However, Council agreed that further clarification is required and requested that arrangements be made to have Superintendent Rick Philbin (OPP -Municipal Policing Bureau) and Staff/Sgt Forget to present to all Councils of Sudbury East.

Council in Committee allowed Item 7.8 to move up in the agenda.

## **7.8 Public Works & Environmental Department**

### **7.8.1 Public Works Superintendent's Report**

The Public Works Superintendent summarized the report.

### **7.8.2 Public Works and Environmental Committee - Appointment of Council Members, Alternate Member and Chair and approval of the Terms of Reference**

Moved By: Claude Bouffard

Resol. 2015- 35

Seconded By: Denny Sharp

**BE IT RESOLVED THAT** Council approves the Terms of Reference dated February 11, 2015 and appoints the following three Council Members to the Public Works and Environmental Committee:

1. Tammy Mitchell
2. Ron Garbutt
3. Dean Wenborne

**AND THAT** Councillor Denny Sharp be appointed as the Alternate Member.

Carried

The Committee will make a recommendation for the position of Chair at the first meeting scheduled February 18, 2015 to be approved by Council at the Regular Meeting of February 25, 2015.

---

### **7.8.3 Action Report - Creation of ad hoc committee and appointment of members to analyze waste management services and review the Waste Management Collection & Disposal Services Proposals**

Moved By: Denny Sharp

Resol. 2015- 36

Seconded By: Ron Garbutt

**BE IT RESOLVED THAT** Council creates an ad hoc Waste Management Collection & Disposal Services Committee and appoints the following members to the Committee to analyze waste management services and review the Waste Management Collection & Disposal Services Proposals:

1. Councillor Tammy Mitchell
2. Councillor Ron Garbutt
3. Mélanie Bouffard, Acting CAO
4. Jim Sartor, Public Works Superintendent
5. Kevin Benvenuti, Environmental Services Senior Operator
6. Julie Bouthillette, CPA, CGA, Treasurer
7. Antoine C. Boucher, P. Eng, Director of Public Works and Engineering from the Municipality of East Ferris

Carried

The first meeting was scheduled February 18, 2015 at 8:30am.

---

**7.8.4 Information Report - Process for the presentation of the Noëlville Sewage Lagoons Evaluation of Treatment Capacity and Performance Study prepared by GSS Engineering Consultants Ltd.**

GSS Engineering Consultants has been invited to present the Draft Report at the February 25<sup>th</sup> Council Meeting.

---

**7.8.5 Action Report - Landfill Environmental Assessment, 2015 work plan and budget**

Moved By: Claude Bouffard  
Seconded By: Denny Sharp

Resol. 2015- 37

**BE IT RESOLVED THAT** Council approves the capital cost of \$55,381 + HST as per the attached Work Program and Cost Estimate in order to complete the Landfill Site Environmental Assessment as scheduled for the fall of 2015.

Carried

---

**7.1 Mayor**

**7.1.1 Action Report - Human Resources Services including CAO Recruitment Process**

Moved By: Ron Garbutt  
Seconded By: Tammy Mitchell

Resol. 2015- 38

**BE IT RESOLVED THAT** Council retains DiBrina Sure Group for Human Resources Services and to start the recruitment process of the CAO as per the attached proposal for an amount of \$1,300 per month plus applicable taxes.

Carried

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**7.1.2 Approval of attendees at the Asset Management Symposium**

Moved By: Tammy Mitchell  
Seconded By: Denny Sharp

Resol. 2015- 39

**BE IT RESOLVED THAT** Council approves the following attendees at the Asset Management Symposium held in Markham on March 24-25, 2015 at an approximate cost of \$1,200 each:

Councillor Tammy Mitchell  
Mayor Claude Bouffard  
Julie Bouthillette, Treasurer

Carried

### **7.3 CAO/Clerk Department**

#### **7.3.1 Acting CAO/Clerk Report**

CAO/Clerk summarized written report.

#### **7.3.2 Action Report - Conveyance of a portion of land to Municipality for road purposes**

Moved By: Denny Sharp  
Seconded By: Claude Bouffard

Resol. 2015- 40

**BE IT RESOLVED THAT** Council authorizes the Mayor and Clerk to sign the Acknowledgement & Direction for the conveyance of Part 3 of Reference Plan 53R20389 (Bear Lake Road) from Robert and Rae-Anne Timony to the Municipality of French River for road purposes.

Carried

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### **7.4 Finance Department**

#### **7.4.1 Treasurer's Report**

The Treasurer summarized the written report and reported that the total disbursements for the months of November and December 2014 were in the amount of \$727,138.36 and \$695,091.40 respectively.

#### **7.4.2 Information Report - Operational Review and Long-Term Financial Plan**

The Treasurer summarized the written report.

The Terms of Reference to determine the scope of work will be considered at the Regular Meeting of February 25, 2015.

The Acting CAO & the Treasurer will approach the Sudbury East Municipalities to initiate discussions relating to consider shared services opportunities.

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### **7.5 Building Controls / Municipal Law Enforcement Department**

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

#### **7.5.2 Action Report - Animal Control/Impounding of dogs**

Moved By: Denny Sharp  
Seconded By: Gisèle Pageau

Resol. 2015- 41

**BE IT RESOLVED THAT** Council directs staff to proceed with negotiations with the Municipality of St.-Charles animal control for the use of their services in impounding dogs captured within the Municipality of French River.

Carried

## **7.6 Parks, Recreation & Facilities Department**

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

The Parks, Recreation & Facilities Manager summarized the report.

### **7.6.2 Action Report - Junior A Hockey Team**

The Parks, Recreation & Facilities Manager summarized the report.

Moved By: Claude Bouffard

Resol. 2015- 42

Seconded By: Denny Sharp

**BE IT RESOLVED THAT** Council directs staff to proceed with negotiations with the Junior A Hockey Team in question by providing them with a Letter of Interest to commit to negotiations and to invite them to make a presentation to Council at a public meeting.

Carried

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### **7.6.3 Action Report - Sliding Hill**

The Parks, Recreation & Facilities Manager summarized the report.

Moved By: Denny Sharp

Resol. 2015- 43

Seconded By: Gisèle Pageau

**BE IT RESOLVED THAT** Council approves to designate the sliding hill at the Alban Community Centre as an Unsupervised Sliding Hill as per Option 4 outlined in the Report dated February 11, 2015.

Carried

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## **7.7 Economic Development Department**

### **7.7.1 Economic Development Manager's Report**

The Economic Development Manager summarized the report.

### **7.7.2 Economic Development Committee - Appointment of the Chair and an Alternate Council Member and approval of revised Terms of Reference (schedule of meetings)**

Moved By: Denny Sharp

Resol. 2015- 44

Seconded By: Claude Bouffard

**BE IT RESOLVED THAT** Council appoints Councillor Denny Sharp as Chair and Mayor Claude Bouffard as the Alternate Council Member to the Economic Development Committee and approves that the Terms of Reference be amended to reflect the schedule of meetings on the First Wednesday of the month.

Carried

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

### **7.9.1 Report to Council prepared by Councillor Dean Wenborne**

The report was included in the agenda package.

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## **7.10 French River Public Library Board**

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## **7.11 Fire Department**

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## **8. Correspondence for Council's Consideration**

### **8.1 Grants and Subsidy Application**

Moved By: Gisèle Pageau

Resol. 2015- 45

Seconded By: Tammy Mitchell

**BE IT RESOLVED THAT** Council approves the Grant & Subsidy Application for a rebate of \$200 from the hall rental fee at the Alban Community Centre received from the Chevalier de Colomb, Conseil 10585 (Alban) for their Annual Fishing Derby being held on March 7, 2015.

Carried

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## **9. Verbal Motion to return into the Regular Meeting**

Moved by: Gisèle Pageau

Resol. 2015- 46

**THAT** the Committee rise and report.

## REGULAR MEETING

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### **10. Resolution adopting proceedings from Council in Committee**

Moved By: Michel Bigras  
Seconded By: Gisèle Pageau

Resol. 2015- 47

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

Carried

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### **11. CONSENT AGENDA**

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

Moved By: Denny Sharp  
Seconded By: Ron Garbutt

Resol. 2015- 48

**BE IT RESOLVED THAT** Council approves the Items of the Consent Agenda under Sections 11.1, 11.4 and receives the Items under Sections 11.2, 11.3.

Carried

**Items 11.4.3 was taken out of the Consent Agenda to allow debate.**

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### **11.1 Adoption of Minutes**

Moved By: Denny Sharp  
Seconded By: Ron Garbutt

Resol. 2015- 49

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

Regular Council Meeting held January 21, 2015

Carried

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## 11.2 Minutes Received

Moved By: Denny Sharp  
Seconded By: Ron Garbutt

Resol. 2015- 50

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

Sudbury East Planning Board held October 9, 2015

Carried

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## 11.3 Correspondence for Council's Information

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### 11.4 By-laws

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

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#### 11.4.1 Rural Economic Development Program (RED Program)

Moved By: Denny Sharp  
Seconded By: Ron Garbutt

Resol. 2015- 51

**BE IT RESOLVED THAT** By-law 2015-05, being a by-law to authorize an Agreement with the Ministry of Agriculture, Food and Rural Affairs for funds under the Rural Economic Development Program (RED Program) to assist in carrying out the French River Business Development Program be read a first, second and third time and finally passed.

Carried

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#### 11.4.2 Debenture By-law

Moved By: Denny Sharp  
Seconded By: Ron Garbutt

Resol. 2015- 52

**BE IT RESOLVED THAT** By-law 2015-06, being a by-law to authorize the borrowing upon serial debentures in the principal amount of \$300,000 towards the cost of the replenishing cash reserves from purchasing of vehicle and replenish cash flow from the purchase of grader be read a first, second and third time and finally passed.

Carried

**Item 11.4.3 was separated from the Consent Agenda to allow debate.**

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**11.4.4 Confirmation By-law**

Moved By: Denny Sharp  
Seconded By: Ron Garbutt

Resol. 2015- 53

**BE IT RESOLVED THAT** By-law 2015-08, 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 February 11, 2015 be read a first, second and third time and finally passed.

Carried

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**Items separated from the Consent Agenda to allow debate**

**11.4.3 Agreement with Teranorth Construction**

Moved By: Denny Sharp  
Seconded By: Tammy Mitchell

Resol. 2015- 54

**BE IT RESOLVED THAT** By-law 2015-07, being a by-law to authorize an Agreement with Teranorth Construction for the disposal of soils and contaminated soils at the Landfill Site be read a first, second and third time and finally passed.

Carried

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**12. ADDENDUM** (if required and by resolution)

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**13. NOTICES OF MOTION**

**13.1 Recruitment of a Chief Administrative Officer (CAO), Motion submitted by Councillor Michel Bigras**

Moved By: Michel Bigras

**WHEREAS** the CAO acts as the liaison for both Council and staff; and

**WHEREAS** the Municipality of French River currently has several projects of major importance that require immediate attention and expertise;

**THEREFORE BE IT RESOLVED THAT** Council directs staff to bring forward a report, including options for CAO recruitment, and an updated job description for approval by the February 25, 2015 Council meeting; and

**FURTHER BE IT RESOLVED THAT** Council form a hiring committee composed of the following members:

The Motion was withdrawn by Mover Councillor Michel Bigras.

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**14. ANNOUNCEMENTS AND INQUIRIES**

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**15. ADJOURNMENT**

Moved By: Michel Bigras  
Seconded By: Tammy Mitchell

Resol. 2015- 55

**BE IT RESOLVED THAT** the meeting be adjourned at 8:32 p.m.

Carried

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\_\_\_\_\_  
**MAYOR**

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

**SUDBURY EAST PLANNING BOARD  
MINUTES  
Thursday, January 8, 2015 at 5:30 p.m.  
Sudbury East Planning Board Office  
5 Dyke Street, Warren, Ontario**

**MEMBERS PRESENT:** Michel Bigras, Greg Hunt, Heide Ralph, Ginny Rook, Paul Schoppmann, Denny Sharp, Jim Stankovich, Ned Whynott, Nancy Wirtz

**MEMBERS ABSENT:**

**OFFICIALS PRESENT:** Melissa Riou, Director of Planning/Secretary-Treasurer  
  
Karen Beaudette, Administrative Assistant

**PUBLIC PRESENT:** Claude Bouffard, Carol Lemmon, Rollande McDonald, Theresa McDonald, William McDonald, Tammy Mitchell, Perry Middaugh, Monique Pilon, Steve Saloin

**1. MEETING CALLED TO ORDER**

Vice-Chairperson called the meeting to order at 5:30 p.m.

**2. ADOPTION OF THE AGENDA**

**Resolution: 15-001**

**BE IT RESOLVED THAT** the agenda for the Sudbury East Planning Board regular meeting of January 8<sup>th</sup>, 2015, be adopted as distributed and amended.

**MOVED BY:** Michel Bigras

**SECONDED BY:** Nancy Wirtz

**Carried.**

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

No Disclosure of Pecuniary Interest.

**4. ELECTION**

**Resolution 15-002**

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

**MOVED BY:** Ginny Rook

**SECONDED BY:** Heide Ralph

**Carried.**

**Resolution 15-003**

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

**MOVED BY:** Ginny Rook  
**SECONDED BY:** Jim Stankovich  
**Carried**

Michel Bigras	Nominated by: Denny Sharp
	Seconded by: Jim Stankovich
Paul Schoppmann:	Nominated by: Heide Ralph
	Seconded by: Ginny Rook

**Resolution 15-004**

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

**MOVED BY:** Michel Bigras  
**SECONDED BY:** Greg Hunt  
**Carried**

Paul Schoppmann declined the nomination for the position of Chairperson.

Michel Bigras accepted the nomination for the position of Chairperson of the Sudbury East Planning Board for the year 2015.

**Resolution 15-005**

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

**MOVED BY:** Jim Stankovich  
**SECONDED BY:** Ginny Rook  
**Carried**

Paul Schoppmann:	Nominated by: Jim Stankovich
	Seconded by: Michel Bigras

**Resolution 15-006**

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

**MOVED BY:** Denny Sharp  
**SECONDED BY:** Ned Whynott  
**Carried**

Paul Schoppmann accepted the nomination for the position of the Vice-Chairperson of the Sudbury East Planning Board for the year 2015.

**Resolution 15-007**

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

**MOVED BY:** Jim Stankovich

**SECONDED BY:** Denny Sharp

**Carried**

**5. ADOPTION OF THE MINUTES**

a) Sudbury East Planning Board - Regular meeting of October 9<sup>th</sup>, 2014.

**Resolution: 15-008**

**BE IT RESOLVED THAT** the minutes of the Sudbury East Planning Board's regular meeting of October 9th, 2014 be adopted as distributed.

**MOVED BY:** Jim Stankovich

**SECONDED BY:** Nancy Wirtz

**Carried.**

**6. PRESENTATIONS/DELEGATIONS**

No Presentations or Delegations

**7. ZONING CONFORMITY PERMITS**

a) Zoning Conformity Permits for the fourth quarter of 2014 were presented to the Board.

**8. CONSENT APPLICATIONS**

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

The Director of Planning advised that Notice of Application was posted in the municipal office and was sent by First Class Mail to the assessed owners within 120 metres of the properties subject to the proposed Consent, and to those persons and agencies likely to have an interest in the application. The Notice was sent on December 19<sup>th</sup> (B/42/14/MW – Diane Best and Wayne Best) being over fourteen (14) days prior to this evening's meeting. Included with each Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulations were provided in accordance with the provisions of The Planning Act, R.S.O. 1990, Chapter P.13.

The Director of Planning advised that Notice of Application was posted in the municipal office and was sent by First Class Mail to the assessed owners within 60 metres of the properties subject to the proposed Consent, and to those persons and agencies likely to have an interest in the application. Notices were sent on December 15<sup>th</sup>, 2014 (B/43-46/14/MW – Patrick

McDonald and William McDonald), (B47- 48/14/BRW – Jeffrey Norris & Robert and Pamela Kutchaw), (B/49-51/14/SCR – Kenneth Flinn) and December 17<sup>th</sup>, 2014 (B/52-53/14/MW – Monique Pilon, John Pilon, Rollande Pilon and Carole Cousineau) being over fourteen (14) days prior to this evening's meeting. Included with each Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulations were provided in accordance with the provisions of The Planning Act, R.S.O. 1990, Chapter P.13.

a) B/42/14/MW – Diane Best and Wayne Best

Perry Middaugh, agent, was present for questions or comments from the Board.

The Director of Planning summarized the application. The subject property is located on McKerral Road, east of the Village of Markstay in the Township of Hagar. The application proposes to create one (1) rural residential lot on approximately 0.8 hectares with 144 metres of frontage. The proposed retained lands are to be approximately 56.7 ha in area with a lot frontage of 160 metres and contains an existing dwelling and accessory structures.

With respect to Official Plan policies, no constraints were identified and with respect to the criteria for creation of new lots in section 4.5.1 – the severed and retained lots are of adequate size for their respective zones and the applicant has provided the required documentation to demonstrate site suitability, reasonable expectation of potable water and capacity for hauled sewage.

With respect to zoning, the proposed retained lands will remain under the current rural zoning and the proposed severed lands are proposed to be rezoned to residential rural - that application will be considered by Council for the Municipality of Markstay-Warren at its meeting of January 19<sup>th</sup>.

With respect to agency and public comments – the Sudbury and District Health Unit provided supportive comments. Hydro One had no comments and no other comments or concerns were received to date.

The Board had no questions regarding the application.

**Resolution: 15-009**

**BE IT RESOLVED THAT** Consent application B/42/14/MW submitted by Diane Best and Wayne Best be recommended for approval as per the report prepared by the Board's Director of Planning.

**MOVED BY:** Jim Stankovich

**SECONDED BY:** Paul Schoppmann

**Carried.**

The Chair advised that there is a 20 day appeal period during which time any person or public body may, not later than 20 days after the giving of notice under Section 53(17) of the Planning Act, R.S.O. 1990, Chapter P.13 is completed, appeal the decision or any condition imposed by

the Planning Board or appeal both the decision and any condition to the Ontario Municipal Board by filing with the Secretary-Treasurer a notice of appeal setting out the reasons for the appeal, accompanied by the fee prescribed under the Ontario Municipal Board Act. During this appeal period, no building permit may be issued or other work commenced.

b) B/43-46/14/MW – Patrick McDonald and William McDonald

Rollande McDonald, Theresa McDonald and William McDonald, owners, were present for questions or comments from the Board.

The Director of Planning summarized the application. The subject property is located in the Village of Markstay on the North side of Pioneer Street and west of Main Street. The application proposes to sever two (2) lots from the subject lands to create two new development lots on Main Street north, each with an approximate area of 0.14 ha and frontages of 30.5 metres – as well as two (2) lot additions, each with the same frontage and area as the proposed vacant lots – but are to be added to adjacent lots as shown on the FRI Imagery. Both lots to be enlarged appear to use all or part of the lands proposed to be added to their lots already.

With respect to Official Plan policies, Village lands are to be a primary focus for residential development and is consistent with the lot creation policies of the Plan as well. With respect to potential future development of the remaining lands, there is sufficient width for future road connections remaining from both Main Street North and Pioneer Street as well as Spruce Street. It is likely that future development of the lands will proceed by way of plan of subdivision.

With respect to zoning, each of the proposed lots are already zoned R1 and meet the minimum requirements of such zone as per the zoning by-law for the Municipality of Markstay-Warren.

With respect to agency review, the CAO/Clerk confirmed through consultation with the Drainage Superintendent that the location is at a low risk of flooding and the municipality does not have any concern with respect to flooding at this location.

The Sudbury & District Health Unit concluded that the lots have limited area to support a class 4 septic system, but are still capable for development. Our office had discussions with the applicants about these comments, but they did not wish to increase the size of the proposed lots.

Union gas had no comments. No other comments or concerns were received as of today.

No comments or concerns were received from the public.

Member Schoppmann expressed concerns regarding the comments from the Sudbury District Health Unit and enquired if a condition could be applied to the Provisional Consent to limit the liability of the Planning Board if the lots had new ownership. The Director of Planning stated that a note could be included in the Consent In Principle Conditions. Member Schoppmann asked if the Planning Board would still be open to liability if a note was added. The Director of Planning said that a condition would be stronger than a note.

**SECONDED BY:** Nancy Wirtz  
**Carried.**

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

d) B/52-53/14/MW– Monique Pilon, John Pilon, Rollande Pilon and Carole Cousineau

Monique Pilon, owner, was present for questions or comments from the Board.

The Director of Planning summarized the application. The subject property is located on McNabb Road in the Township of Loughrin, in the Municipality of Markstay-Warren. The application proposes to create two (2) rural lots, each of the lots (including the retained) will have an approximate area of 11.5 hectares and frontages of 266 metres. The applicants have indicated that the lots will be used for recreational purposes (e.g. hunt camp) – the retained lot did contain a dwelling, which burnt down a few years ago.

With respect to Official Plan criteria – though a class 6 road – the municipality indicates that it is a year round maintained road. At present hydro only extends to the location of the former dwelling, though the intent is to use the lots for recreational purposes – should they choose to develop the lots for residential purposes in the future hydro extension would be required. It is recommended that a condition be added requiring a note be registered on title indicating the cost of the hydro extension will be borne by the property owner.

With respect to zoning, each of the proposed lots will continue to meet the requirements of the current RU zone.

With respect to agency review – as previously noted – municipal staff indicate no concerns and that it is a year-round maintained road. The Sudbury and District Health Unit concluded the lots are capable for development. No other comments or concerns were received through agency circulation or from the public.

The Board had no questions regarding the application.

**Resolution: 15-013**

**BE IT RESOLVED THAT** Consent application B/52-53/14/MW submitted by Monique Pilon, John Pilon, Rollande Pilon and Carole Cousineau be recommended for approval as per the report prepared by the Board's Director of Planning.

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

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

## 9- NEW BUSINESS

### a) Land Use Complaint (Unincorporated Township of Burwash)

The Director of Planning provided a brief update regarding a land use complaint on Nepewassi Lake. The complainant has called the Planning Board expressing concern that the complaint is not being resolved in a timely manner. A letter has been sent to the property owner in question and communicated to the Ministry of Natural Resources and the Sudbury District Health Unit. A site inspection will be done in conjunction with the Sudbury District Health Unit in the spring after the ice has melted. The owner of the property has called in response to the letter. The owner is in Florida and will pursue the proper permits with both the Planning Board and the Sudbury District Health unit in the spring.

Member Ralph asked about the nature of the complaint. The Director of Planning stated that there were several areas of concern; building without a zoning conformity permit, encroaching on Crown land and an unapproved sewage disposal.

### b) Planner Conflict of Interest (Potential Application)

This matter was presented to the Board for information and discussion. The Director of Planning informed the board that there will be a conflict of interest for a potential application being submitted to the Planning Board. The potential application is for a property on Ashagami Lake in which the Director of Planning has a personal interest. The Director of Planning has requested and received quotes from three consultants. Initially, the applicants were looking at a more complex application but have since modified their proposal. The Director of Planning has determined that the amount received for the application fee will likely cover the cost of a consultant.

Member Schoppmann asked if the application was in the jurisdiction of the City of Sudbury. The Director of Planning said that it was not. Member Schoppmann asked whether the City of Greater Sudbury could process the applications since it is partially in their jurisdiction. The Director of Planning said that their employment contract would not allow that.

Member Ralph asked if the Ministry of Municipal Affairs and Housing would be able to handle the application. The Director of Planning said that they would not.

Chair Bigras asked if any motion would be require. The Director of Planning stated that a motion would not be required and referred to the Procurement By-law.

**10. NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE MEETING**

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

**11. PAYMENT OF VOUCHERS**

a) October – November – December 2014

**Resolution: 15-014**

**BE IT RESOLVED THAT** the statement of disbursements for the month of October 2014 in the amount of \$19,325.84, November 2014 in the amount of \$15,857.54 and December 2014 in the amount of \$11,604.35 to be distributed and is hereby approved for payment.

**MOVED BY:** Jim Stankovich  
**SECONDED BY:** Paul Schoppmann  
**Carried.**

**12. ADJOURNMENT**

**Resolution: 15-015**

**BE IT RESOLVED THAT** the Meeting be adjourned at 6:13 P.M.

**AND THAT** the next regular meeting be held on February 12<sup>th</sup>, at 5:30 P.M. at the Sudbury East Planning Board Office in Warren.

**MOVED BY:** Jim Stankovich  
**SECONDED BY:** Greg Hunt  
**Carried.**

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
SECRETARY-TREASURER

# FRENCH RIVER PUBLIC LIBRARY

## MINUTES

December 8, 2014

Noelville Branch

**MEMBERS PRESENT:** Suzanne Bisailon  
Liliane Lamothe  
Suzanne Guilbeault  
Angela Williams  
Shelley Duquette-Lafortune

**EXCUSED:** Denny Sharp

**STAFF** Linda Keenan - CEO

### **1. Call to order**

Meeting was called to order 4:19 pm and Chaired by Chairperson Susanne Bisailon.

**BE IT RESOLVED THAT:** the Board wishes to call this meeting to order at 4:19 pm this evening.

**Carried**

**Moved by:** Angela Williams

**Resol 14-079**

**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 December 2014, minutes of November 2014 be accepted as presented and that the financial reports for October be accepted as presented and discussed.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 14-080**

**Seconded by:** Angela Williams

### **6. Chairperson Report**

Gave a verbal & written 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 and written report as well as the CEO's verbal and written report for the month of November.

**Carried**

**Moved by:** Angela Williams

**Resol 14-081**

**Seconded by:** Liliane Lamothe

### **9. Correspondence**

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

**9.2** Copies of the survey letter from the Municipality and article on public libraries were given at meeting to all members present.

**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 November 2014 by email.

**Carried**

**Moved by:** Shelley Duquette-Lafortune

**Resol 14-082**

**Seconded by:** Angela Williams

**10. New Business**

**10.1 Strategic Plan 2015-2018**

The Board and CEO discussed recommendation by OLSN representative Steven Kraus on the Strategic Plan document. The Board wishes to have the document presented formally to the Municipal Council and Public.

**10.1 BE IT RESOLVED THAT:** with editing and approval from the Ontario Library Service North, the Board approves the French River Public Library 2015-2018 Strategic Plan. The Board gives direction to the CEO to present and distribute the Strategic Plan to the Municipality and Community

**Carried**

**Moved by:** Suzanne Guilbeault

**Resol 14-083**

**Seconded by:** Liliane Lamothe

**10.2 Human Resource Policy**

The Board and CEO discussed the Human Resource document and have made some much needed revisions.

**10.2 BE IT RESOLVED THAT:** the Board approves the changes made to the Human Resource Policy. All changes will be effective January 1, 2015. The Board gives direction to CEO to distribute a copy as well as discuss changes with all staff.

**Carried**

**Moved by:** Shelley Duquette-Lafortune

**Resol 14-084**

**Seconded by:** Liliane Lamothe

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

**12. Closed meeting**

**12.1 BE IT RESOLVED THAT:** the Board recommends a closed session be held at 5:57 pm this evening to discuss “Under the By-law section 18-1” “Matters that should be dealt with in the absence of the public or a staff member,” with respect to employees.

**Carried**

**Moved by:** Angela Williams

**Resol 14-085**

**Seconded by:** Liliane Lamothe

**12.1 BE IT RESOLVED THAT:** the Board wishes reconvening the regular meeting at 6 pm

**Carried**

**Moved by:** Angela Williams

**Resol 14-086**

**Seconded by:** Liliane Lamothe

**13. Next Board Meeting**

**BE IT RESOLVED THAT:** the next Board meeting will be held on Tuesday, January 20, 2015 at 5 pm in the Noelville Branch and that the meeting be adjourned at **6:03** pm this evening.

**Carried**

**Moved by:** Liliane Lamothe

**Resol 14-087**

**Seconded by:** Angela Williams

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**Chairperson**

---

**Secretary**



December 15, 2014

To: Head of Municipal Hazardous Waste Management  
Association of Municipalities of Ontario  
Regional Public Works Commissioners of Ontario  
Municipal Waste Association  
MHSW Steering Committee

Subject: 2015 Municipal Amendment Agreement

Attached you will find a copy of the Amended Municipal Agreement for 2015. Your immediate attention to this matter is required.

In anticipation of Industry Stewardship Plan(s) being approved, Stewardship Ontario negotiated with Municipal Association representatives changes to the Municipal Agreement that allow the Municipal Agreement to continue in the event an ISP is approved. These changes include an explicit financial carve out for the payment of MHSW services for material(s) managed by an Industry Stewardship Organization, and to ensure that title for such materials would not transfer to Stewardship Ontario.

On December 10, 2014 the Waste Diversion Ontario Board (WDO) approved the Industry Stewardship Plan proposed by Product Care Association (Product Care) for Paints and Coatings. Product Care will assume responsibility for the management of Paints and Coatings in Ontario. WDO went on to state "The new program will take effect no sooner than June 2015 to allow WDO, Stewardship Ontario, Product Care and municipalities the time needed to transition from the current MHSW Program (Orange Drop) operated by Stewardship Ontario to the new program operated by Product Care."

Stewardship Ontario is working with stakeholders to ensure a seamless transition from the current SO program for paints and coatings to Product Care, with no interruption to service for Municipal depots or Municipal events. Stewardship Ontario requires the amended agreements to be signed and returned no later than 90 days prior to the effective date of the ISP. Therefore, given the potential for a June 1<sup>st</sup> 2015 start date, the 2015 amended municipal agreement must be signed and returned to Stewardship Ontario no later than March 1, 2015. This will help facilitate the transition process for all parties.

For information regarding the Paints and Coatings Industry Stewardship Plan, you can go to [www.wdo.ca](http://www.wdo.ca)

Regards,

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

**BY-LAW 2015-09**

BEING A BY-LAW TO AMEND BY-LAW 2011-38 A NEW MUNICIPAL HAZARDOUS OR SPECIAL WASTE SERVICES AGREEMENT WITH STEWARDSHIP ONTARIO

**WHEREAS** the Municipality of French River and Stewardship Ontario entered into an agreement concerning municipal hazardous or special wastes dated July 1, 2011, including any previous amendment made by the parties (“the Agreement”); and

**WHEREAS** the parties wish to make certain amendments to the Agreement as set out herein.

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

- 1) That the execution of the Amending Agreement be authorized and hereby effective January 1, 2015.
- 2) The attached Amending Agreement shall form part of this By-law.
- 3) Any section marked as “Intentionally Deleted” in the Agreement remains “Intentionally Deleted” and is not replaced by or amended anything in Schedule “A”
- 4) All other provisions of the Agreement remain un-amended and in full force and effect.
- 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 25<sup>th</sup> DAY OF FEBRUARY, 2015**

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**MAYOR**

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**CLERK**

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

**BY-LAW 2015-10**

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 25<sup>TH</sup> DAY OF FEBRUARY 2015

**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 25<sup>th</sup> day of February 2015 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 25<sup>TH</sup> DAY OF FEBRUARY 2015.**

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**MAYOR**

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**CLERK**