



AGENDA / ORDRE DU JOUR
REGULAR COUNCIL MEETING / RÉUNION RÉGULIÈRE DU CONSEIL

Wednesday, August 23, 2017 at 6pm / mercredi le 23 août 2017 à 18h
Council Chambers / Salle du conseil

- 1. Call to Order and Roll Call / Ouverture de la réunion et présence**
- 2. Adoption of Agenda / Adoption de l'ordre du jour**
- 3. Disclosure of Pecuniary Interest / Déclarations d'intérêts pécuniaires**
- 4. Delegations / Délégations**
 - 4.1 Smith Falls Fire Department p.3**
Presentation of Fire Department 911 Call and Dispatching Services
- 5. Reports and Items for Consideration / Rapports et sujets pour considération**
 - 5.1 General Government / Gouvernement général**
 - 5.1.1 Chief Administrative Officer's Verbal Report**
 - 5.1.2 Monthly Operational Review Opportunities Status Report p.4**
 - Resolution to adopt Amended Fees & Related Charges By-law for the annual 2% increase of Ice Rental Fees for the 2017/2018 Winter Season
 - Resolution to proceed with the upgrade and training of the current Municipal Accounting Software
 - Resolution that two Municipal Vacant Properties located on Daoust Street be appraised and sold by a Realtor
 - 5.1.3 Resolution to support ROMA's *Rural and Northern Lens* relating to the proposed p.31
Municipal Asset Management Planning Regulation**
 - 5.1.4 Resolution to approve the attendees at ROMA Conference Jan. 21-23, 2018 in Toronto p.37**
 - 5.1.5 Resolution to reschedule the September Regular Council Meeting,
from September 20th to September 27th**
 - 5.2 Finance / Finances (NIL)**
 - 5.3 Public Works & Environment Services / Travaux public et services de l'environnement**
 - 5.3.1 Resolution to submit funding application to the Northern Ontario Internship Program for a Public Works Youth Intern (*Public Works Committee Meeting held August 9th*)**
 - 5.3.2 Resolution to adopt the amended Terms of Reference of the Public Works & Environment Committee to have meetings held on a bi-monthly basis (*Public Works Committee Meeting held August 9th*) p.38**
 - 5.4 Community Services / Services communautaires (NIL)**
 - 5.5 Emergency Services and Public Safety / Services d'urgence et sécurité publique**
 - 5.5.1 Information Report - Status of Helipad Sites p.39**

5.6 Development & Planning / Développement et planification

5.6.1 Resolution to provide comments to the Sudbury East Planning Board in relation to the Travel Trailers- Draft Zoning By-law Amendment and Licensing By-law

5.7 Correspondence / Correspondance

5.7.1 Resolution to award an exemption to the Noise By-law to McIntosh Perry for the Highway 535 & 64 Culvert and Pavement Rehabilitation p.42

5.7.2 Resolution to support Municipality of Bluewater's resolution relating to the removal of Tax Exempt Portion of Remuneration p.45

5.7.3 Information - Letter from Ministry of Transportation - new sign layout at the HWY 69 Interchange to include 'Alban/Noëlville' p.46

5.7.4 Resolution to support Municipality of Killarney's resolution relating to the changes under consideration to the Municipal Act, 2001 to end payments Out of Court for Municipalities p.47

6. Consent Agenda / Ordre du jour regroupé

6.1 Adoption of Minutes / Procès-verbaux adoptés

6.1.1 Regular Council Meeting held July 19, 2017 p.49

6.2 Receipt of Minutes / Procès-verbaux reçus

6.2.1 Sudbury East Planning Board held June 15, 2017 p.56

6.3 Items for Consideration or Information / Items pour consideration ou information

6.3.1 Monthly Disbursements Report / Rapport mensuel des déboursements (June 2017)

6.4 By-laws / Règlements (NIL)

7. Notices of Motion / Avis de motion

7.1 Asset Management Plan Update p.64
Motion submitted by Councillor Ron Garbutt

8. Announcement and Inquiries / Annonce et questions

9. Closed Session / Session à huis clos

10. Adjournment / Ajournement

Resolution to adopt Confirmation By-law

Resolution to adjourn



SMITHS FALLS FIRE DEPARTMENT

~ Establish in 1852 ~

Marc Gagnon
Chief Administrative Officer
Municipality of French River
44 St-Christophe Street, Suite 1
Noëlville, Ontario
P0M 2N0



Re: Fire Dispatching Services

Marc Gagnon,

As we know, some fire dispatching provider increase dramatically their price recently. For this reason, we think that we can offer an excellent service for cheaper cost that your actual provider.

Smiths Falls Fire Department provides full fire dispatching services since 2006. Our dispatching center uses the latest technology in terms of communication equipment; Computer Aid Dispatch (CAD), IT equipment, and phone system. Our staffs are career firefighters and are fully certified as Firefighter, Incident Commander and Fire Prevention. By the end of 2017 our dispatching will be one of the rare dispatching centers in Ontario where all the staff is fully certified as NFPA 1061 Public Safety Telecommunication.

The level of service that we are providing is full on scene support to the Incident Commander. We offer this service for \$3.00/capita per year. If you are interested we can do a full presentation to your elective officials and yourself at your convenience.

We would be pleased to answer any questions you have regarding fire dispatching.

Best Regards,

Normand Beauchamp, MBA, CFO, CMMIII

Fire Chief



Municipality of French River

Information Report to Council

RE: Monthly Operational Review Status Report

OBJECTIVE: To provide Council with a monthly update on the status of the 12 Opportunities presented by KPMG in the Operational Review.

BACKGROUND:

At the Council Meeting held on April 5th 2017, Council discussed the 12 Opportunities presented in the Operational Review and directed the CAO to report on their status on a monthly basis.

ANALYSIS:

The following are the 12 Opportunities presented in the Operational Review. The Items highlighted in **RED** are being reported at this time and are found in the Appendixes.

- 1) Refinement of corporate systems including establish corporate goals and objectives, clarifying roles and responsibilities and performance management
- 2) **User fees – standardize cost recovery for recreational services opposed to the current approach of an annual percentage increase**
- 3) Rationalization of library support
- 4) Shift towards a full cost recovery model for building control services including the enforcement of the Municipality's building permit renewal fee
- 5) The establishment of a communications policy including internal, external, and social media components
- 6) The establishment of financial policies including formalizing the Municipality's budget process
- 7) Reducing road maintenance to private and rural roads
- 8) The establishment of a capital levy to assist in the reinvestment in the Municipality's infrastructure
- 9) Re-evaluating the Municipality's approach to solid waste management services
- 10) The acquisition of an excavator to assist in public works activities
- 11) **Rationalization of municipal assets**
- 12) **A series of process efficiencies and enhancement as identified in our mapping of the Municipality's processes.**

ATTACHMENTS:

Appendix "A" - Opportunity # 2 Recreational User Fee Review (Page 2 of report)

Appendix "B" - Opportunity # 11 - Rationalization of municipal assets (Page 5 of report)

Appendix "C" - Opportunity # 12 - Business Process Mapping (Page 19 of report)

Respectfully submitted:

Marc Gagnon
Chief Administrative Officer
Date: August 18, 2017

Appendix 'A'
Operational Review Status Report
Recreational User Fee Review

Opportunity # 2 User fees – standardize cost recovery for recreational services opposed to the current approach of an annual percentage increase.

Reporting Manager

Robert Martin

Objective

To review user fees as they represent a significant revenue source for municipalities and allow to directly generate revenue related to the provision of service and its users.

Background

It is important for municipalities to determine its approach to user fees and charges; either annual increases due to rising costs to provide services (related to the cost of providing the service) or by an annual increase linked to the increase in the consumer price index (CPI). The latter is the approach typically used by the Municipality.

Analysis

At the meeting held July 19th, Staff presented recreational user fee data to outline the operational costs (related to the cost of providing the service) over the past five years(2012-2016) as shown on page 3 of the report.

Update

Staff have collected data to provide an analysis on the effect of the various cost recovery levels and how they would impact recreational user fees and hall rental fees as shown on page 4 of the report.

Next Steps

Council to provide staff with further direction on the next steps for this item:

1. At this time, it is recommended that the Fees By-law be amended to increase the Ice Rental Fees for the 2017/2018 Winter Season at a rate of 2% as the annual current practice.
2. An analysis will be provided at a meeting in September to review the recreational user fees for the Alban Community Centre. Council could consider all other fees at that time.

Noëlville Community Centre

Percentage of expenses recovered through revenues.

	Expenses	Revenues	% recovered	free hall/ice
2012	\$271,845.54	\$55,825.11	20.54	N/A
2013	\$437,458.12	\$65,652.21	15.01	N/A
2014	\$243,695.91	\$59,168.72	24.28	\$13,356.00
2015	\$ 372,649.55	\$61,006.69	16.37	\$12,585.00
2016	\$ 315,640.14	\$57,966.46	18.36	\$10,990.00
Totals	\$1,641,289.26	\$299,619.19	19.04	\$36,931.00

	Expenses	Revenues + frees ice/hall	% that could have been recovered
2014	\$243,695.91	\$72,524.72	29.76
2015	\$ 372,649.55	\$73,591.69	19.75
2016	\$ 315,640.14	\$68,956.46	21.85

Opportunity # 2 User fees

Analysis of the effect of various cost recovery levels and how they impact recreational user fees at the Noelville Community Centre

2016	
Expenses	315,640.14
Revenues	57,966.46

Using 2016 expenses and revenues, the chart below shows the percentages of increase, percentage of recovered and yearly increases.

% increase	% recovered	per hour				per year							
		minor rate	adult rate	hall	hall daily	minor hockey	Junior A	adult league	curling	family hockey tournament	family ball tournament	other	total
2016	18.36%	\$ 70.93	\$ 89.38	\$ 30.00	\$ 300.00	\$ 14,094.00	\$ 15,499.00	\$ 3,485.00	\$ 7,218.00	\$ 4,960.00	\$ 3,556.00	\$ 9,154.00	\$ 57,966.00
2%	20.36%	\$ 72.35	\$ 91.17	\$ 30.60	\$ 306.00	\$ 14,375.88	\$ 15,808.98	\$ 3,554.70	\$ 7,362.36	\$ 5,059.20	\$ 3,627.12	\$ 9,337.08	\$ 59,125.32
4%	22.36%	\$ 73.77	\$ 92.96	\$ 31.20	\$ 312.00	\$ 14,657.76	\$ 16,118.96	\$ 3,624.40	\$ 7,506.72	\$ 5,158.40	\$ 3,698.24	\$ 9,154.00	\$ 59,918.48
6%	24.36%	\$ 75.19	\$ 94.74	\$ 31.80	\$ 318.00	\$ 14,939.64	\$ 16,428.94	\$ 3,694.10	\$ 7,651.08	\$ 5,257.60	\$ 3,769.36	\$ 9,703.24	\$ 61,443.96
8%	26.36%	\$ 76.60	\$ 96.53	\$ 32.40	\$ 324.00	\$ 15,221.52	\$ 16,738.92	\$ 3,763.80	\$ 7,795.44	\$ 5,356.80	\$ 3,840.48	\$ 9,886.32	\$ 62,603.28
10%	28.36%	\$ 78.02	\$ 98.32	\$ 33.00	\$ 330.00	\$ 15,531.59	\$ 17,048.90	\$ 3,833.50	\$ 7,939.80	\$ 5,456.00	\$ 3,911.60	\$ 10,069.40	\$ 63,790.79
15%	33.36%	\$ 81.78	\$ 103.06	\$ 34.59	\$ 345.90	\$ 16,292.66	\$ 17,870.35	\$ 4,018.21	\$ 8,322.35	\$ 5,718.88	\$ 4,100.07	\$ 10,527.10	\$ 66,849.62
20%	38.36%	\$ 85.68	\$ 107.97	\$ 36.24	\$ 362.40	\$ 17,081.93	\$ 18,722.79	\$ 4,209.88	\$ 8,719.34	\$ 5,991.68	\$ 4,295.65	\$ 10,984.80	\$ 70,006.07
25%	43.36%	\$ 89.73	\$ 113.07	\$ 37.95	\$ 379.50	\$ 17,899.38	\$ 19,606.24	\$ 4,408.53	\$ 9,130.77	\$ 6,274.40	\$ 4,498.34	\$ 11,442.50	\$ 73,260.15
30%	48.36%	\$ 93.91	\$ 118.34	\$ 39.72	\$ 397.20	\$ 18,753.48	\$ 20,520.68	\$ 4,614.14	\$ 9,556.63	\$ 6,567.04	\$ 4,708.14	\$ 11,900.20	\$ 76,620.31

Comparison to other Municipalities:

St Charles; minor hockey \$75, Adult \$90, per hour

Markstay/Warren; minor hockey \$60, Adult \$75, per hour

West Nipissing; minor hockey \$95, Adult \$125, per hour

Appendix 'B'

Operational Review Status Report

Municipal Assets

Opportunity # 11 - Rationalization of municipal assets

Objective

To review the Municipality's approach on municipally owned properties and to rationalize its use of assets and to ensure the municipality is recovering operational costs towards that building and explore other facilities, properties and assets.

Background

1. Municipal Property - 37 St. Antoine St.

The Operational Review Final Report particularly outlined the property located at 37 St. Antoine St in Noëlville; given that the Municipality no longer requires the space for any municipal departments and that it is no longer housing municipal and health services that Council may wish to explore the potential of selling the property.

The building at the property located at 37 St. Antoine St currently contains two (2) tenants; a commercial rental of a portion of the basement by Dentist Dr. Lapalme, the other portion of office space in the basement could potentially be rented.

The main floor is occupied by the French River Cultural Industries Council who in lieu of rent contributes a % gallery fee from each and every piece of art sold. The art gallery offers cultural value, heritage, services and programs in our Municipality that provides an enhanced quality of life and well-being as well as important social and economic benefits.

At the meetings held May 3rd and June 7th, information was provided to outline the history, expenses and revenues associated with the property and the proposed future improvements and repairs. The analysis is shown on Page 7 of the report.

At the meeting held June 7th, Council requested an analysis on the pros, cons and options for Council's consideration in relation to the ownership of the property.

2. Surplus/Vacant Land

In considering municipal assets, Council directed that an inventory of municipally owned vacant land be developed to identify and recommend non-essential vacant land that can be declared as surplus and be actively marketed.

*Please see the attached sheets (Page 9 of report) for the Inventory of Municipal Properties, Municipal Vacant Properties and sketches/maps showing the location of the vacant lands.

Analysis

1. Municipal Property - 37 St. Antoine St.

The following options could be considered by Council:

Option A - Keep property with needed improvements and no change in current revenue sources.

Capital Upgrades:

Windows and doors;	\$12,000 to \$20,000
Washroom upgrades including accessibility;	\$15,000
Replace weeping tiles;	\$20,000 to \$40,000
Automatic door openers (upper and lower level);	\$14,000
Renovations to existing offices (paint, flooring)	\$5,000
Total Cost:	\$94,000

Revenues	2017	2018	2019	2020	2021	2022	2023
Rent, FRCIC	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300
Rent, Dr. Lapalme	\$7,148	\$7,291	\$7,437	\$7,586	\$7,733	\$7,880.5	\$8,028
Rental Space	\$0	\$0	\$0	\$0	\$0	\$0	\$
Total	\$ 8,448.00	\$ 8,591.00	\$ 8,737.00	\$ 8,886.00	\$ 9,033.00	\$ 9,180.50	\$ 9,328.00
Expenses	2017	2018	2019	2020	2021	2022	2023
Hydro	\$6,688.97	\$6,822.75	\$6,959.20	\$7,098.38	\$7,240.35	\$7,385.16	\$7,532.86
Drinking Water Tests	\$115.26	\$117.57	\$119.92	\$122.31	\$124.76	\$127.26	\$129.80
Yearly Maintenance (Snow removal & grass cutting)	\$1,450	\$1,450	\$1,450	\$1,450	\$1,450	\$1,450	\$1,450
Renovation Expenses							
<i>Windows & Doors</i>		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
<i>Washroom upgrades including accessibility</i>		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
<i>Replace Weeping Tiles</i>		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	
<i>Automatic door openers (upper and Lower)</i>		\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	
<i>Paint and flooring</i>		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Total	\$ 8,254.23	\$ 27,219.31	\$ 27,387.70	\$ 27,559.45	\$ 27,734.64	\$ 27,913.33	\$ 9,295.60
Profit / (Deficit)	\$ 193.77	\$(18,628.31)	\$ (18,650.70)	\$ (18,673.45)	\$ (18,701.64)	\$ (18,732.83)	\$ 32.40

**Note: Renovations are amortized over 5 years beginning in 2018.*

Option B - Add Tenant to lower level to increase revenues and re-negotiate the rental agreement with the FRCIC

Capital Upgrades:

Windows and doors;	\$12,000 to \$20,000
Washroom upgrades including accessibility;	\$15,000
Replace weeping tiles;	\$20,000 to \$40,000
Automatic door openers (upper and lower level);	\$14,000
Renovations to existing offices (paint, flooring)	\$5,000
Total Cost:	\$94,000

Revenues	2017	2018	2019	2020	2021	2022	2023
Rent, Dr. Lapalme	\$7,148	\$7,291	\$7,437	\$7,586	\$7,733	\$7,880.5	\$8,028
Assuming we increase FRCIC to 30% of overall sales (1100Sqft)	\$1,300	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
Vacant Space in Basement (550 Sqft)		\$7,291	\$7,437	\$7,586	\$7,733	\$7,880.5	\$8,028
Total	\$ 8,448.00	\$ 16,182.00	\$ 16,474.00	\$ 16,772.00	\$ 17,066.00	\$ 17,361.00	\$ 17,656.00
Expenses	2017	2018	2019	2020	2021	2022	2022
Hydro	\$6,688.97	\$6,822.75	\$6,959.20	\$7,098.38	\$7,240.35	\$7,385.16	\$7,532.86
Drinking Water Tests	\$115.26	\$117.57	\$119.92	\$122.31	\$124.76	\$127.26	\$129.80
Yearly Maintenance (Snow removal & grass cutting)	\$1,450	\$1,450	\$1,450	\$1,450	\$1,450	\$1,450	\$1,450
Renovation Expenses							
<i>Windows & Doors</i>		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
<i>Washroom upgrades including accessibility</i>		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
<i>Replace Weeping Tiles</i>		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	
<i>Automatic door openers (upper and Lower)</i>		\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	
<i>Paint and flooring</i>		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Total	\$8,254.22	\$27,190.31	\$27,329.11	\$27,470.69	\$27,615.11	\$27,762.41	\$9112.66
Profit / (Deficit)	\$ 193.77	\$ (11,037.31)	\$ (10,913.70)	\$ (10,787.45)	\$ (10,668.64)	\$ (10,552.33)	\$ 8,360.40

**Note: Renovations are amortized over 5 years beginning in 2018 and our breakeven point would be 6 years after (roughly around 2028).*

Option C - Divest Property

Background:	- January 2010, 37 St. Antoine was declared as surplus	
	- July 2010, Resolution to award realtor to list for 2 years at:	\$189,000
	- February 2011, resolution to reduce list price to	\$159,000
	- February 2011, resolution to allow FRCIC to utilize upper floor until building is sold	
	- October 2011, listing agreement expires, and the resolution to renew listing agreement was defeated	
Cost to sell:	- Realtor and legal costs estimated at	\$10,000 to \$15,000
	- Cost of new well includes disconnecting from arena supply	\$15,000 to \$22,000
	- Potential Revenue from sale of property	\$129,000 to \$139,000

Next Steps

Council to provide staff with further direction:

1. Municipal Property - 37 St. Antoine St.

At this time, it is recommended that Council direct staff on how to proceed. Council may also wish to provide staff with an opportunity over the next 12 months to aggressively explore alternative revenue streams and additional options that may assist in maintaining the community culture and art initiatives currently provided by the French River Cultural Industries Council.

A Resolution could be prepared at a subsequent meeting demonstrating Council's direction.

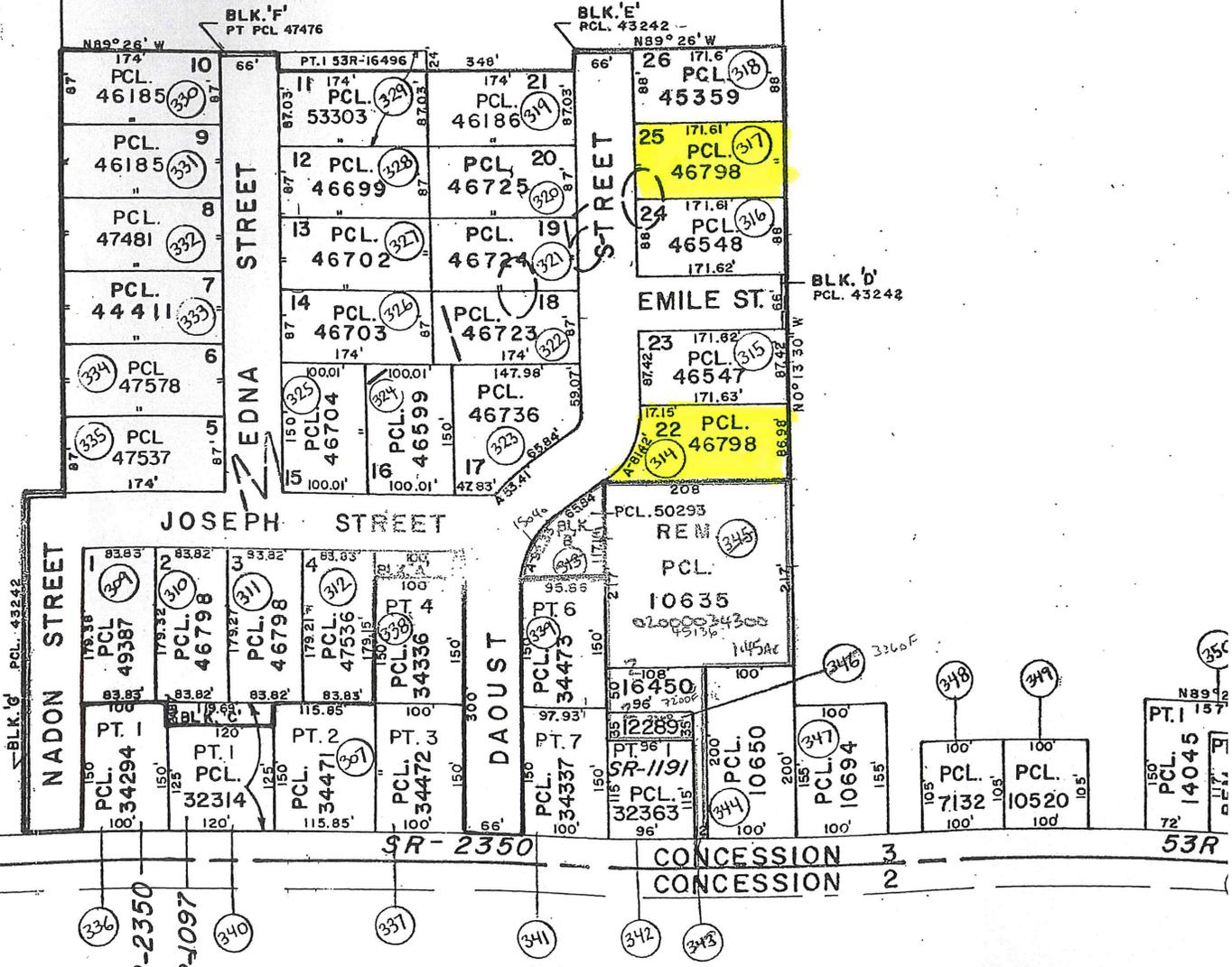
2. Surplus Land

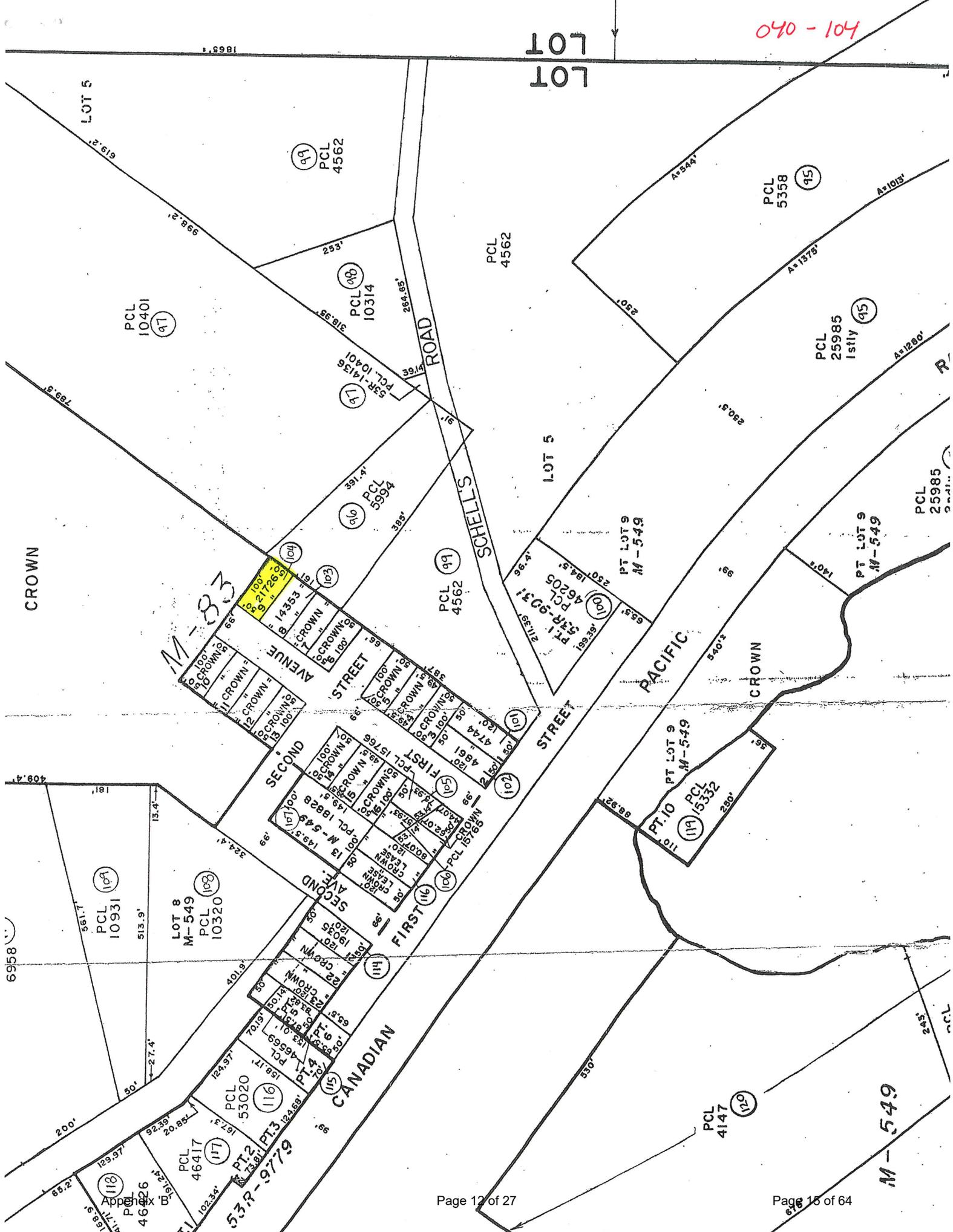
At this time, it is recommended that both Municipal Vacant Properties located on Daoust Street be appraised and sold by a Realtor; they have already been declared as surplus.

MFR Properties				
Roll No.	Civic Address	Description	Legal Description	Surplus Land
020-000-17800	Happy Landing Rd	Trout Lake Wharf (Water Lot)	Cosby Con 5 Lot 5 Pcl 15327	
030-000-40205	114 Hwy 64	Industrial Park (Vacant except Rogers Tower)	Bigwood Con 6 Pt Lot 10 53R18486 Pt 1	
030-000-65100	1124 Hwy 64	Alban Cemetery	Bigwood Con 6 Lot 4 53R8685 Pt 1 Pcl 45553	
030-000-69500	796 HWY 64	Alban Community Centre/Fire Hall/Library	Bigwood	
050-000-03700	330 Houle Rd	Noelville Landfill Site	Martland	
050-000-08204	142 St David St S	Public Works Yard, lot addition parcel acquired in 2010	Martland Con 2 Pt Lot 12 53R19320 Pt 1	
050-000-10701	44 St David St S	Lagoon Pump House	Martland Con 2 Lot 12 pcl 4217	
050-000-10900	St David St S	Lagoon Pump House	Martland Con 2 Lot 12 pcl 46125 Pcl 46309 53R7766 Pt 2-4	
050-000-11000	50 St David St S	Noelville Cemetery	Martland Con 2 Lot 12 53R8047 Pt 2-4 Pcl 4235, 3542, 17782, 45577	
050-000-11900	114 St David St S	Vacant Lot acquired through Tax Sale Vesting, currently using the well to supply potable water to Public Works Department	Martland Con 2 Lot 12 pcl 10540	Declared June 21, 2006. By-law#2006-37
050-000-12300	St David St S	Vacant Lot adjacent to Public Works Yard, acquired from MTO in 1975 to have access to a proposed subdivision off of Hwy or to expand yard (MTO had acquired it since the water well was contaminated, PW Yard was the former MTO yard)	Martland Con 2 Lot 12 Pcl 42867 RP SR4724 Pt 1	
050-000-19901	142 St David St S	Public Works Yard	Martland Con 2 Lot 12 Pcl 31205 RP SR602 Pt 1-3	
050-000-35900	742 Highway 528	Scollard Discovery Park (Vacant Land)	Scollard Con 5 Pt Lot 20 Pcl 3919	
050-000-37900	North Channel Rd	North Channel Wharf (Water Lot)	Scollard Con 4 Lot 24 Pcl 26623 Location AB 161	
060-000-00300	200 St David St N	Jo Chartrand Park	Martland Con 3 Lot 12 Pcl 35858 SR3477 Pt 1	
060-000-01100	44 St. Christophe St	Municipal Complex	Martland Con 3 Pt Lot 12 Pcl 11154	
060-000-01800	Notre Dame St E	Vacant Lot (adjacent to Municipal Complex, currently being used as snow dump)	Martland Con 3 Lot 12 Pcl 42869 Plan M844 Lot 1	
060-000-04400	St David St N	Noelville Town Parkette	Martland Con 3 Lot 12 Pcl 6065	
060-000-04500	7 Vercheres	Noelville Fire Hall	Martland Con 3 Lot 12 Pcl 10272	
060-000-07800	15 Dollard St	Noelville Library	Martland Con 3 Pt Lot 12 Pcl 10272 Pcl 11476	
060-000-07900	21 St Christophe St	Noelville Community Centre	Martland Con 3 Lot 12 Pcl 16104, 16524	
060-000-08100	St Christophe St	Noelville Community Centre property	Martland Con 3 Lot 12 Pcl 46204 53R9551 Pt 1	
060-000-10300	37 St Antoine St	Art Galary/Dentist	Martland Con 3 Pt Lot 12 53R6253 Pt 1 pcl 42866	Declared February 17, 2010 Res#2010-94
060-000-13300	4585 Hwy 64	Noelville Lagoon	Martland Con 3 Lot 1 Pcl 44347 Plan D337 Units 1&2	
060-000-29500	53D Quesnel Rd	Shanty Bay Wharf	Martland Con 6 Lot 6 TL115 Pcl 35829 Pcl 3799	
060-000-55801	Sucker Creek Rd	Sucker Creek Wharf	Haddo Water Lot in Front of Con 2 Lot 1 Pcl 16691	

MFR Vacant Land				
Roll No.	Civic Address	Description	Legal Description	Surplus Land
020-000-31400	Daoust St	Vacant Lot (98' frontage, depth irregular), acquired through Subdivision conveyance of land	Cosby Con 3 Lot 1 Plan M1050 Lot 22 Pcl 46798	Declared August 20, 2008 Res#2008-310
020-000-31700	Daoust St	Vacant Lot (88' x 171') acquired through Subdivision conveyance of land	Cosby Con 3 Lot 1 Plan M1050 Lot 25 Pcl 46798	Declared August 20, 2008 Res#2008-310
040-000-10400	Hwy 607 A	Vacant Lot (50' x 100'), acquired through Tax Sale Vesting, accessed through an old subdivision plan that has never been developed, road allowances were conveyed to road authority but the rest of the lots were conveyed into crown	Bigwood Con 1 Lot 2 Plan M83 Lot 9 Pcl 21726	
040-000-14300	68 Bigwood Rd (road closed by MFR)	Vacant Lot acquired through Tax Sale Vesting -most adjacent land has been expropriated by MTO for the four laning of Hwy 69	Bigwood Con 1 Pt Lot 4 Pcl 31126	
040-000-14400	78 Bigwood Rd (road closed by MFR)	Vacant Lot acquired through Tax Sale Vesting -most adjacent land has been expropriated by MTO for the four laning of Hwy 69	Bigwood Con 1 Pt Lot 4 Pcl 22493	
060-000-30985	Boisvert Rd	Vacant Lot acquired through Subdivision conveyance of land	Martland Con 5 Pt Lot 6 53M-1321 Block 9	
060-000-34700	Blue Jay Rd	Vacant Lot (157' frontage), acquired through Subdivision conveyance of land	Martland Con 5 Lot 10 Plan M1089 Blk B	

020-314
020-317

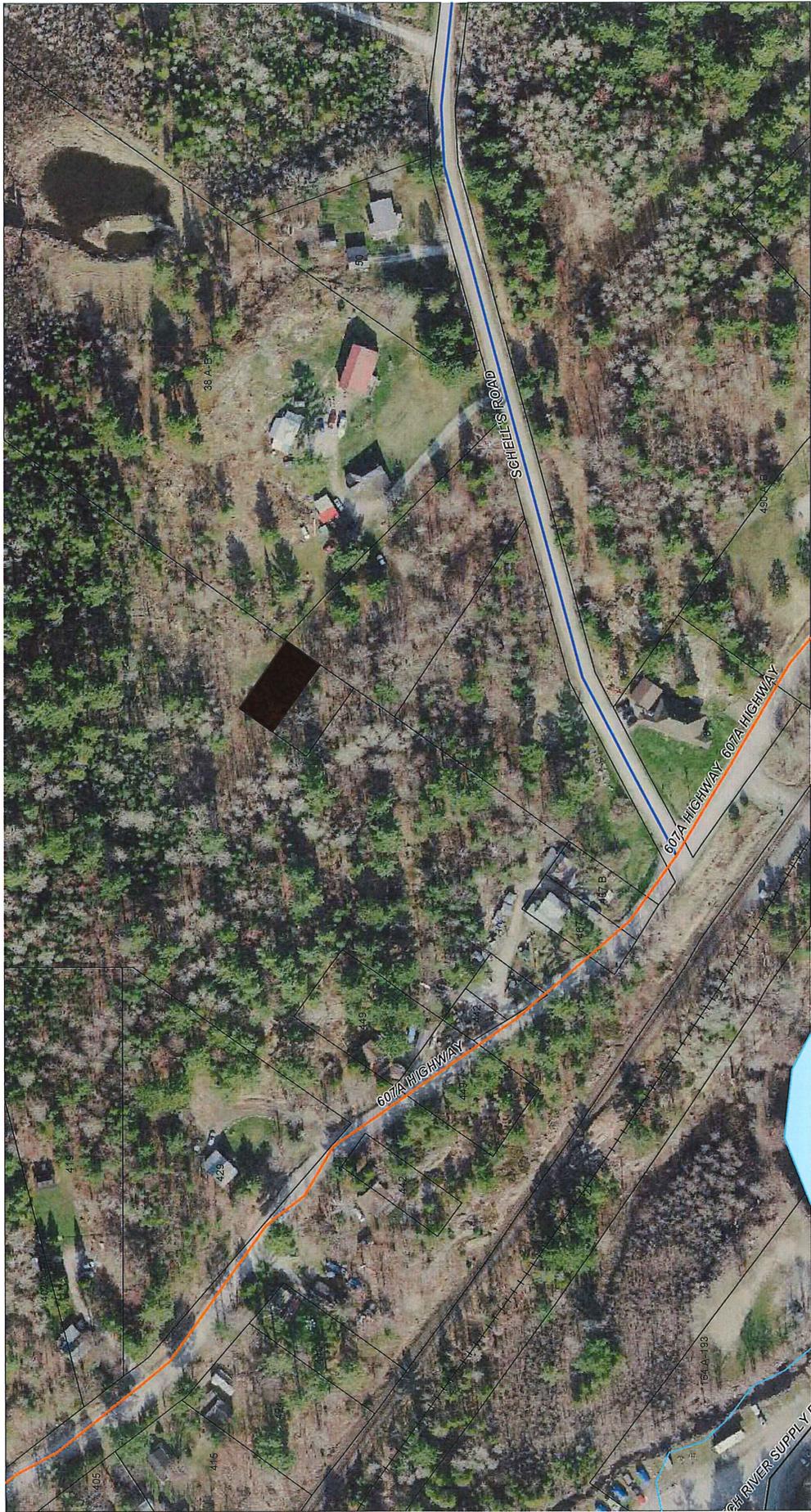


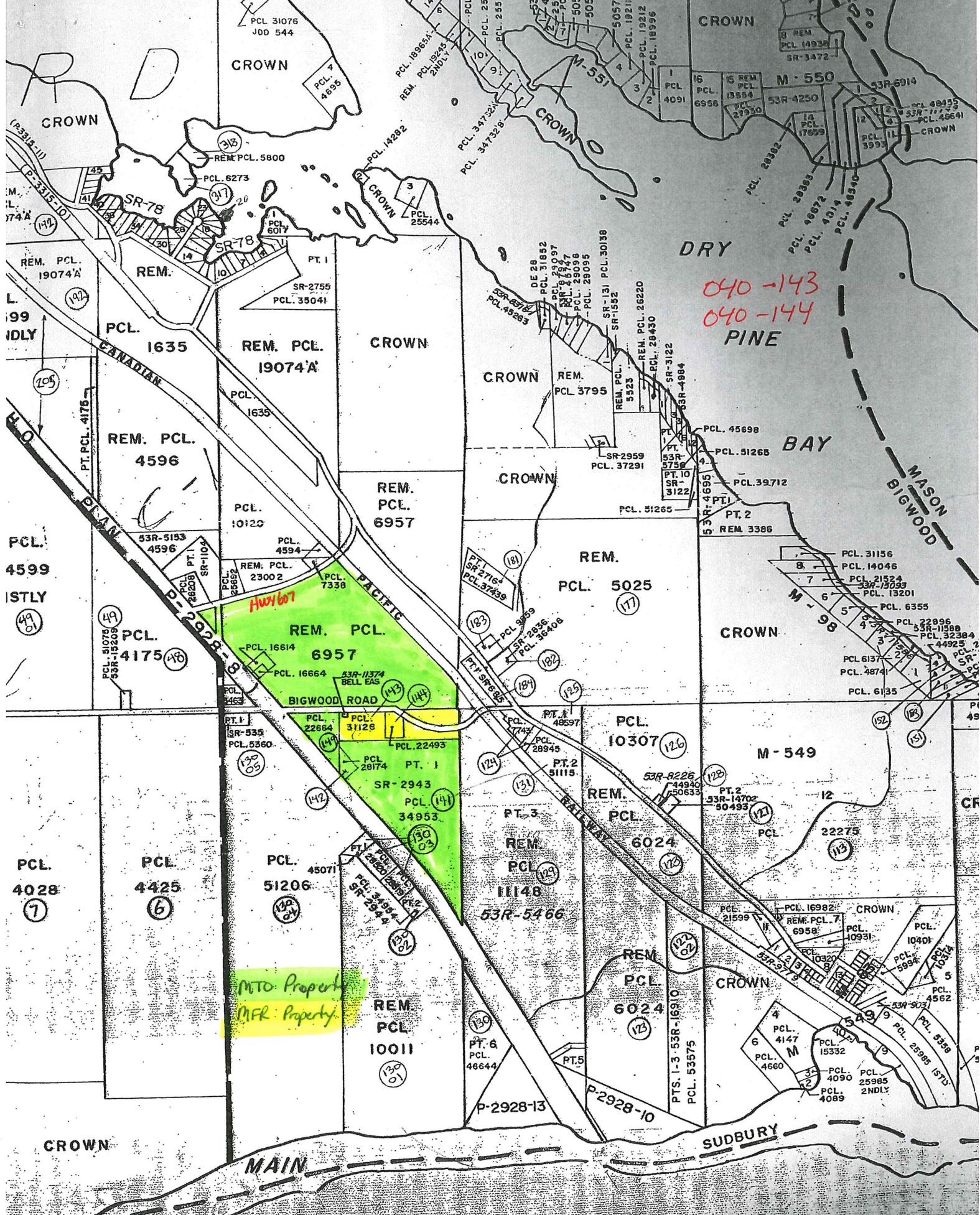


040-104

LOT
LOT

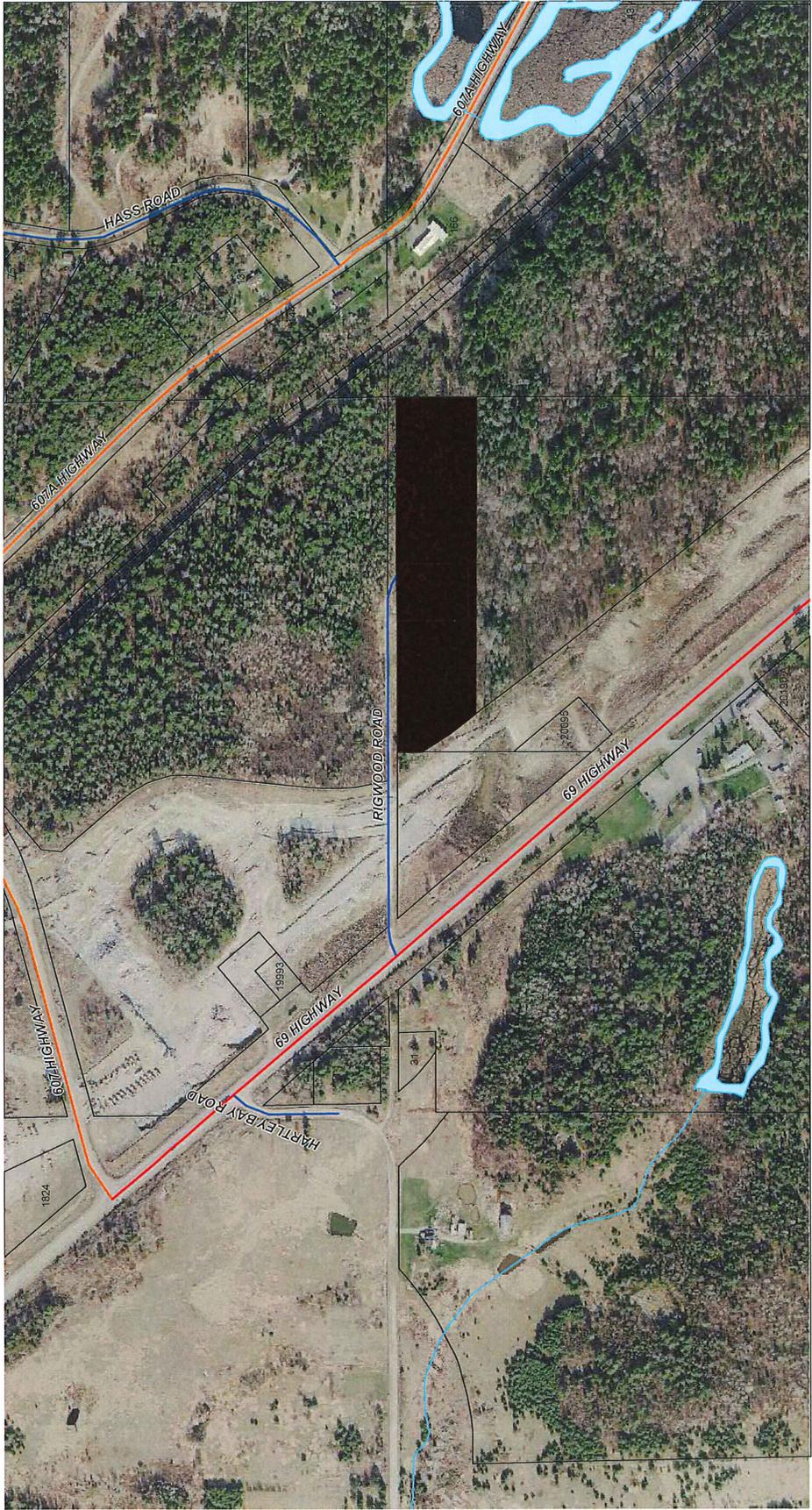
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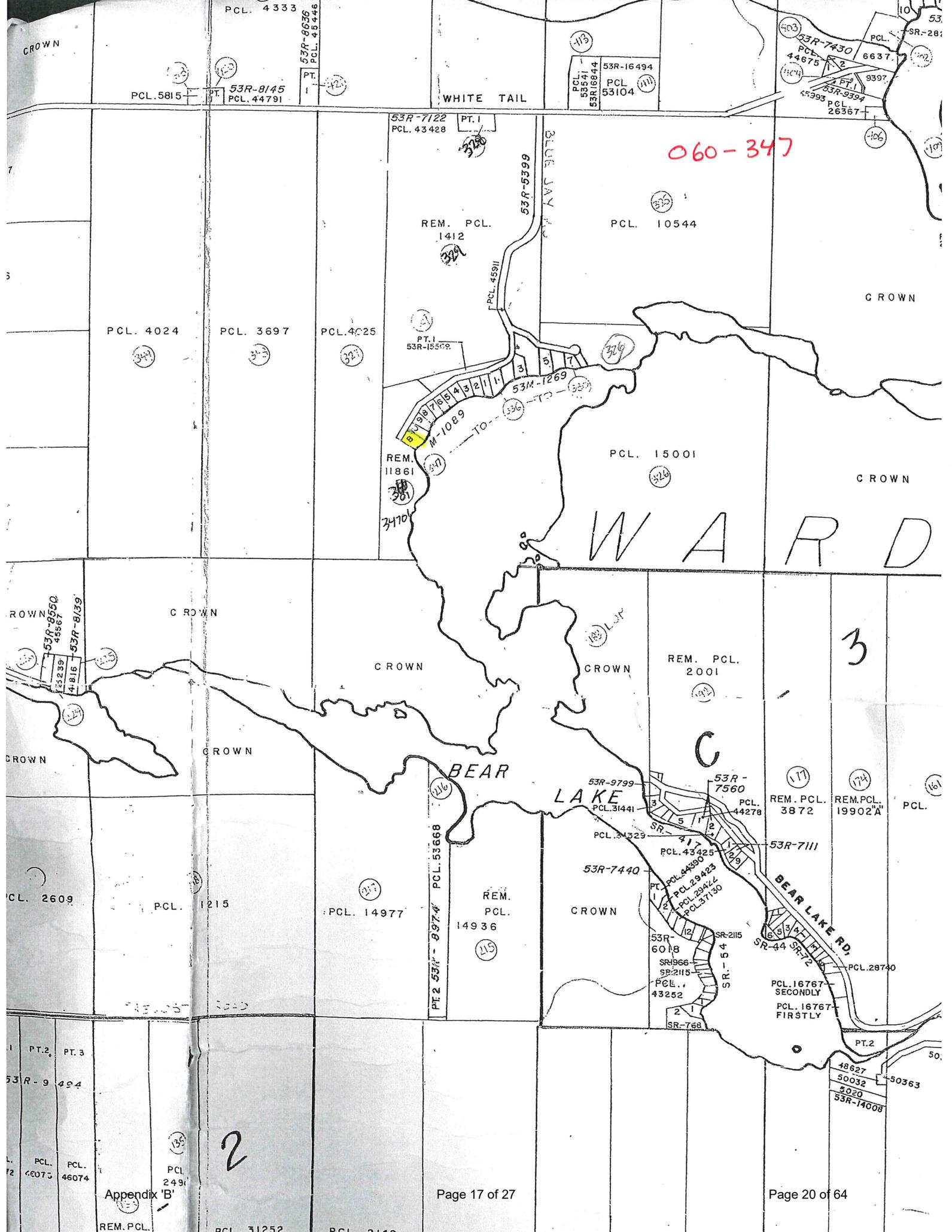




040-143
040-144
PINE

MTO: Property
MFR: Property





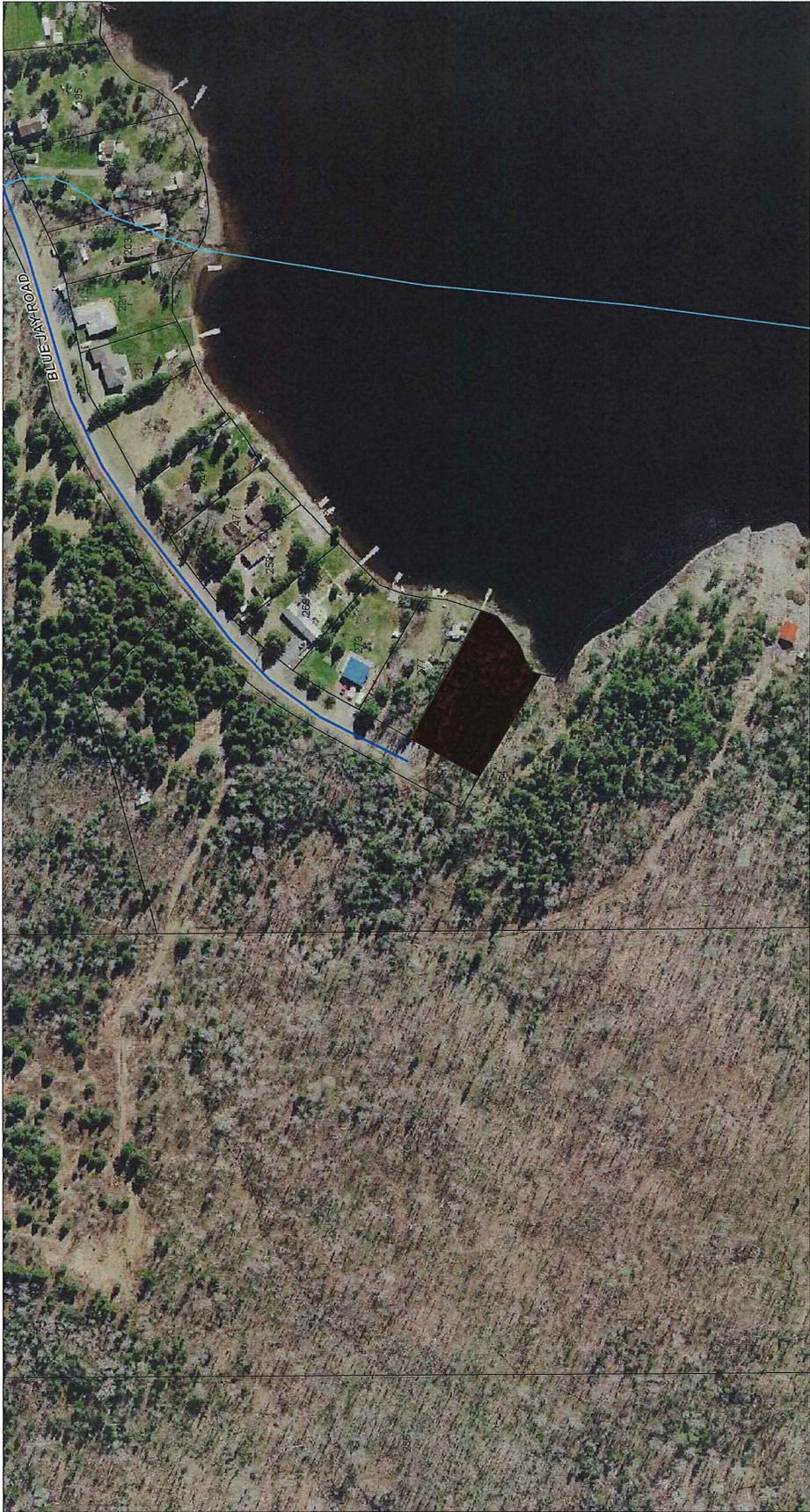
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Appendix 'B'



Appendix 'C'
Operational Review Status Report

Financial Equipment Upgrades and Training

Opportunity # 12 - Business Process Mapping

Reporting Manager

Tom Ng

Objective

To obtain an understanding of the roles and processes within the Municipality to improve the series of processes, efficiencies and enhancements.

Background

The Operational Review Final Report outlined numerous processes that could improve efficiencies in all departments but particularly in Finance. In order to implement most of these financial processes, upgrades and training are required for the accounting software.

In the 2017 Budget deliberations, Council authorized the upgrade of our GP accounting software and to obtain training for our staff, as our current system was becoming obsolete in 2018.

Staff found that the process required for the upgrade and training over the upcoming months will not only be expensive this year but that the municipality will have to upgrade the software every 4-5 years. Staff also identified that further assistance from our external IT Support will be required, and possible future upgrades will require more hard drive and memory space, not only costing more for equipment but costing more in IT services.

Staff also identified that in 2012 when the last upgrade happened for GP a total of \$17,000 was spent.

Analysis

Staff has reached out to surrounding Municipalities in Sudbury East to find out what they are using and how it is working for them. The Treasury Department staff went to Markstay-Warren on June 1, and to St. Charles on July 11, to receive hands-on training on their Vadim iCity accounting and financial software, in hopes to find greater efficiencies both in cost, user friendliness, and potential for shared services in reporting and training.

I have received Price Quotes from Diamond Municipal Solutions for the cost of upgrading our GP software, and from the Apteau Group for the cost of installing the Vadim iCity software. These Price Quotes are attached below for your reference. The cost of each option is summarized as follows:

Cost of upgrading GP software: \$5,320 for software + \$3,440 for staff training = Total of \$8,760

Cost of installing Vadim iCity software: \$46,200 for software + \$43,430 for implementation and staff training (this does not include travel and expenses for the onsite portion of the staff training, which is approximately 2 weeks onsite). In addition, if we decide to replace GP with Vadim

iCity, we will have to run the two systems in parallel for about six months. This means the staff will have to work hundreds of extra hours. This will cost the municipality money in overtime pay. I estimate the total cost of this option to be approximately \$120,000.

I have also asked our Deputy Treasurer and Accounting Assistant for their analysis and conclusions. Their written reports are also attached below for your reference.

Conclusions/Recommendations

Based on our visits to Markstay-Warren and St. Charles, I find the GP software is superior to the Vadim iCity software. Overall, it is more user friendly and efficient. Our Deputy Treasurer and Accounting Assistant agree with me on this.

The cost of installing Vadim iCity is also much higher than the cost of upgrading GP.

My recommendation is we upgrade our GP software either in September or October of 2017.

Tom Ng

From: Paul Lemieux <Paul.Lemieux@aptean.com>
Sent: August 8, 2017 4:28 PM
To: Tom Ng
Cc: Daniel Gauthier; Marc Gagnon; Carlie Zwiars; Lucie Rochon; Crystal Gervais
Subject: RE: subject: 2017 Upgrade Planning

Tom,

I've worked with my Vadim team to get you some rough number for implementing iCity and importing 7 years of historical data.

I took what you have with Diamond in modules and number of users (11) and compared getting the same from Vadim. With Vadim you would be looking at \$4200 per user for iCity so to have 11 users with the same modules as you do with Diamond GP would be \$46,200 plus annual maintenance and support (working on confirming the annual value)

Implementation and training is a bit more complex as it is a mix of remote and onsite. Below you'll see a breakdown of the hours needed to implement the product based on your current Diamond set up. The below is a combined total of 202 hours which is billed at \$215/hour for a total of \$43,430, this does not include travel and expenses for the onsite portion which is approx. 2 weeks onsite. The data conversion section in red is based on the data being converted over being clean.

Modules	1 - Pre-imp	2-Set up	3- Data Conversion	Data Manual Entry	4- Balancing	5- Remote training	6- Onsite Training	8 - Go Live Support	Total
1-Financials (GL, AP, AR, CR)	2	3	21		4	3	32	2	65
2- PO	1	2					7		10
2- PA	2	6		3		7	21	2	40
3- UB	2	6	21		2		21	2	55.5
4- PT	2	6	21		3		21		31.5

Let me know if you'd like to discuss the above or have additional questions.

Thank you,



The Corporation of the Municipality of French River

GREAT PLAINS UPDATE VERSUS CHANGING TO VADIM iCITY

Introduction

The Treasury Department was asked to provide details and report on the advantages and disadvantages of either upgrading to GP 2016 or switching to a different program, iCity. We visited the Municipality of Markstay-Warren and St. Charles to obtain hands on information on how the iCity program functions as well as obtain feedback from employees of these municipalities.

As Deputy Treasurer, I utilize the GP program approximately 75% of the time. I currently use all the modules available on GP such as Financial, Sales, Purchasing, Payroll, Property Tax and Cash Receipts. My duties include processing the bi-weekly payroll as well as remitting the bi-weekly and monthly remittances, preparing monthly bank reconciliations which involves recording sales and purchasing entries, processing monthly penalties, processing monthly and installment preauthorized payments, HST quarterly reporting, processing tax roll adjustments, etc....

Payroll

Great Plains

- Employee cards contain required information such as name, address, pay rate, etc...
- Processing payroll involves opening one window, entering information for each employee one at a time in that same window, indicating hours worked and recording sick or vacation time.
- Sick, vacation and banked time are tracked on a separate excel spreadsheet. It is possible to keep track in the GP system and further instructions would be needed before implementation.
- Union Dues are calculated using an excel spreadsheet as our union contract requires specific calculations. These calculations are not easily programmable in GP.
- Labor distribution is tracked separately using excel which is less time consuming. GP has the capability of processing labor distribution but it is a longer process.
- Easy access to a variety of useful reports.
- ROE's are easily created.
- T4 process is not complicated and very user friendly.

iCity

- Each employee card contains required information as in GP. In addition, every department an employee works in is entered on each card to allow for labor distribution.
- Processing payroll involves opening one window for each individual employee and entering time sheet information individually for each employee indicating not only hours worked but also time distribution for each department.
- This allows the labor distribution to be processed at the same time as the payroll but makes it a longer process.
- Possibility of calculating union dues directly in the iCity program depending on the specification of the individual Union Agreement.
- Sick and banked time are tracked in the iCity system.

Although the iCity system has the ability to process labor distribution in conjunction with the payroll, the extra time required would not be advantageous.

Bank Reconciliation

Great Plains

- Part of the financial module.
- Very user friendly.
- Able to see all transactions for the month such as deposits, cheques, eft's etc...on one screen.
- Automatic transactions easily recorded via the sales and purchasing modules.
- Able to date transactions to match actual bank activity date.
- Since bank reconciliation is usually done once the month is completed, it is very important to be able to back date transactions.
- GP accommodates this function.

iCity

- Not able to see all transactions for the month on one screen.
- Required to open the accounts payable module to view payments made.
- Required to open the accounts receivable module to view deposits made.
- iCity does not allow back dating of documents; this will complicate monthly reconciliations.

Bank reconciliation is definitely simpler in GP.

Processing Penalties

Great Plains

- Very efficient and user friendly.
- Involves following a series of simple steps after which the "calculate" button is pressed and the penalty amounts are then populated for each roll.
- Arrears letters are generated directly through the program and printed.

iCity

- Ability to process penalties in system but not able to generate arrears letters.
- Penalty data must be exported to excel, fields are then populated and formatted before arrears letter are printed.

This is a major downfall as arrears are processed monthly.

Preauthorized Payment Plan

Great Plains

- Registration has two steps, one for banking information and the second to assign the roll.
- Calculations are quick and accurate.
- Reports can be easily generated to match with the number of enrollments.
- Monthly withdrawal generation is quick and simple.

iCity

- A similar system is available but unfortunately, I did not have the opportunity to try it out.

Sharing Reports with surrounding Municipalities

Although the possibility of sharing reports between the four municipalities would provide a benefit, I really wonder how often the opportunity would present itself as each municipality has their own ideas and ways of presenting information.

Feedback from employees of municipalities visited

Employees are satisfied with the performance of iCity. They pointed out that there are advantages and disadvantages as with any program. It must be noted that St. Charles had an inferior program before introducing iCity therefore they are not able to comment on GP.

Conclusion

Advantages of Upgrading GP

- All staff are currently trained on the system.
- Upgrade does not require extensive training as only minor changes to functions and displays.
- No additional cost or overtime required once upgrade is completed.
- We currently have history since 2001 and we will keep accumulating.
- Upgrading GP would be less costly than purchasing a completely new system.

Disadvantages of not upgrading GP

- We would not be able to keep all the current data we have accumulated as this would be too costly.
- We currently have data starting from January 1st, 2001.
- We would not be able to provide our taxpayers with historical data on their property.
- The GP system is a top of the line model while iCity is a basic model therefore we would be downgrading.

Advantages of changing to iCity

- All 3 surrounding municipalities would have the same system and we would then be able to assist each other either with problem resolutions or when shortcuts or hints are discovered.

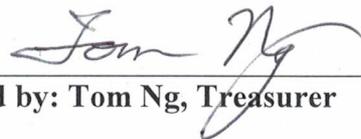
Disadvantages of changing to iCity

- Starting with a new system will involve an extensive amount of overtime hours as data will have to be exported to excel then downloaded to iCity.
- If we change, this will require us to mirror the two systems for at least 6 months creating extra work and overtime for everyone. Since the payroll tables will no longer be updated in GP 2013, we will not be able to validate the source deductions.
- Changing at the beginning of a new year creates additional challenges as there are multiple deadlines to deal with such as year-end audit preparation, T4's, Omers, EHT, WSIB, HST reconciliations, etc...
- iCity standard is 2 years of history and they charge for any additional years we want to add. This could be costly should we choose to keep the same history we currently have.
- Providing required training for every employee would be costly.

I recommend we upgrade to GP 2016 and determine the need for additional training in order to maximize the potential of this program.



Prepared by: Lucie Rochon
Deputy Treasurer



Reviewed by: Tom Ng, Treasurer



The Corporation of the Municipality of French River

GREAT PLAINS UPDATE VERSUS CHANGING TO VADIM iCITY

Introduction

Is GP worth upgrading every 3 to 5 years or is it worth changing to Vadim's iCity software like our neighboring municipalities. To help answer this very important question, the municipalities of Markstay-Warren and St-Charles invited our Finance Department to investigate.

As Accounting Assistant, 80% of my tasks are done in the accounting software. I currently use the following modules: Purchasing, Cash Receipts, Sales, Property Tax, Project and Financial.

Purchasing

Purchase orders and Projects

Could not compare because both municipalities do not use system generated Purchase Orders

Invoice Entry

Great Plains

- User friendly
- Unlimited Note section

iCity

- Searches can be done by invoice amount easily
- Does not allow sufficient space to write proper detailed notes relating to an invoice. It's limited to 97 characters which would omit important details

Example of a note entered in GP:

(122 characters)

Lights worked on
St. David North #19-21-L3 & L21
Notre Dame West # 31 & 40
Edna & Joseph St #47
Materials:
Lamps
Photocell units

Cheque Processing

Great Plains

- Can process a cheque run efficiently by entering criteria which chooses what cheques need to be paid.
- Can easily select to pay or not to pay in the same window after the batch has been built.

iCity

- A lot of back and forth in drop down menu to build batch, select invoices and to process cheques
- Not as easy to select or unselect which invoices need to be paid
- The description /reason of the invoice appears on the cheque (to be monitored so no confidential information is entered there but at the same time limited space for notes)

Sales Invoicing (Customers with accounts, Landfill, Parks & Rereation, POS)

Great Plains

- No new training needed
- Customized Report already implemented and paid

iCity

- St. Charles – Sales invoices are setup to print with a bar code which can be scanned at the municipal office to retrieve the invoice for easy payment entry
- Many windows open to enter an invoice
- Receipt can be printed through a debit machine or a printer
- Prices unknown for these setups

Cash Receipts (Reports from banks)

Great Plains

- 1 batch with 1 transaction per bank report
- 1 transaction contains all tax roll payments from the report
- After the transaction is entered, a receipt with the property owners' names is printed to the screen which is used to agree the manual entries to the bank report (to minimize human error)

iCity

- 1 batch per bank
- 1 transaction per tax roll payment from the bank report
- Many windows to open per tax roll payment entry – 1 of which contains the property owner's name which would be used to agree with the bank report
- On tax due dates a bank report can have 100 tax roll payments. This would add hours of data entry or a program could be purchased (price unknown) that would use electronic reports (would also need to set up with banks)
- Very Important: A payment cannot be back dated. This means if a payment is not entered that day, it will not be recorded on the day it was received which could cause havoc at the bank reconciliation stage and at year end. It can also affect customer service if trying to track a payment. If I'm on vacation someone would need to disrupt their day to make the entries

Cash Receipts (POS)

Great Plains

- 1 window open during the tax roll payment with 1 drop down section to choose the method of payment
- 2 windows used for receiving against an invoice. The 2nd window is to apply the payment to the relating invoice

iCity

- Many windows open during the course of a tax roll payment entry or sales invoice entry unless it is presented at the time of payment to scan
- Sometimes have to click with mouse and sometimes the "enter" key has to be used
- Receipt can be printed through a debit machine or a printer

Property Taxes

iCity

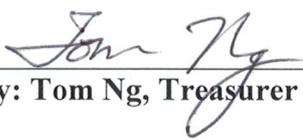
- Property Tax invoices can be setup to print with a bar code which can be scanned at the municipal office to retrieve the invoice for easy payment entry

Conclusion

In conclusion, to downgrade our software to a workable but inferior product, will add time to our daily routines. Customer service will decrease. Extra hours will be needed from our staff since every transaction must be entered into both systems for 6 to 9 months. At the moment we have all of the Municipalities Accounting and tax roll information since the amalgamation in GP. Switching to iCity would mean losing all that data or pay an astronomical cost to bring it forward.



Crystal Gervais
Accounting Assistant



Reviewed by: Tom Ng, Treasurer



**Ministry of Economic Development, Employment and Infrastructure
Infrastructure Policy Division
Inter-Governmental Policy Branch
Municipal Infrastructure Policy Unit
900 Bay Street
Floor 5, Mowat Block
Toronto ON M7A 1C2**

**Via Email – bob.chiarelli@ontario.ca
Via Email - Joshua.McCann@ontario.ca**

Attention: Mr. Joshua McCann – Senior Policy Analyst

June 29, 2017

Dear Mr. McCann:

**Re: EBR Registry Number – 013-0551; Proposed Municipal Asset Management
Planning Regulation**

Asset management planning is an important initiative for all municipalities in Ontario. It helps in decision making and allows ratepayers to better understand infrastructure deficits, asset context, needs and fiscal challenges. Such planning also helps generate the data and understanding required to help make evidence-based points of view to the Federal and Provincial Governments that will drive the policy necessary to support local infrastructure.

The Rural Ontario Municipal Association takes great pride in promoting, supporting and enhancing strong and effective rural governments. Taking on a broad range of activities on behalf of our membership, ROMA values and respects the rural lifestyle and the diversity of interests among its members. ROMA strongly believes that municipal governments are mature and responsible. We take policy positions and develop other resources while applying our *Rural and Northern Lens* to a host of issues.

Keeping the above in mind, ROMA has taken a significant and detailed look at the proposed Asset Management Planning Regulation through our *Rural and Northern Lens*. We have noted the following issues that might be of specific interest to our members:

Developing/Renewing Asset Management Plans & Strategic Asset Management Plan Policy Setting

- Assets are defined as all those *directly owned or consolidated on the financial statement of a municipality*, but do not include the assets of Joint Water Boards
- Municipalities will be required to develop and adopt a Strategic Asset Management Plan policy by Jan 1, 2019
- The resulting policy will form the foundation of the municipality's approach to asset management planning.
- The policy requirements indicate a strong focus on climate change vulnerability
- There will be a three phase approach to building/renewing an Asset Management Plan
- Phase 1 and 2 include core assets (most assets aside from buildings and rolling stock) by 2020, and all assets by 2021. A significant addition will be the need to define and integrate service levels, inventory analysis, and costing to sustain service into Asset Management Plans. If the municipal population is over 25,000 there will also be a need to incorporate costing to service growth
- Phase 3, due June 1, 2022, takes the Asset Management Plan developed under Phase 1 and 2 and adds more integrated elements, including: proposed service levels, lifecycle management, a financial strategy and addressing shortfalls, with the latter two appearing to be significant in terms of scope and implications. If the municipal population is over 25,000, the subject municipality will need to include a financial strategy to service growth and risk analysis.

Updates, Approvals and Data Collection

- The proposed Regulation includes a requirement to have Asset Management Plans signed by a qualified and licensed Engineer prior to presentation to and adoption by Municipal Council
- Asset Management Plans will be required to be updated every five (5) years
- The Regulation contains a requirement for detailed progress reports on local implementation of the Plan
- Public posting and availability of documents is required
- Detailed annual reporting/submission requirements to the Province is required.

The Ministry of Economic Development, Employment and Infrastructure should be aware that 270 of the 444 municipalities in Ontario have populations under 10,000 residents; incredibly, 189 have populations under 5,000 residents. Moreover, 250 municipalities across the Province raise under \$50,000 with a 1% increase in their

annual levies which illustrates a difficult fiscal reality. The vast majority of these communities, if not all of them, have difficulty in executing the large amount of prescribed responsibilities as set out in various pieces of legislation. In addition, the reporting burden on various matters to the Province of Ontario has become overwhelming. A recent technical report produced by AMCTO entitled; *“Bearing the Burden; A Review of Municipal Reporting to the Province”* found the following:

1. Reporting negatively impacts service delivery and prevents municipalities from innovating and preparing for the future.
2. Reporting is onerous and excessive
3. The purpose of reporting is often unclear.
4. Municipal-Provincial reporting is highly fragmented.
5. Municipalities think reporting is important.

Using the foundational matters above, ROMA has come to the conclusion that the proposed Asset Management Planning Regulation is overly burdensome and prescriptive. More specifically, we have concerns in the following areas:

Capacity

Many small, rural and Northern rural communities already suffer from a lack of staffing expertise and capacity. Resulting from a combination of the inability to attract professionally trained staff and reliable funding, this lack of capacity will only exacerbate an already untenable situation. While the phasing in of certain requirements of the Regulation may assist implementation in larger communities it only prolongs the difficulty in complying for the smaller communities.

Financial Burden

The proposed Regulation is very prescriptive. In a best case scenario it will require most communities to engage outside professional assistance in order to complete the various requirements such as the five year renewal, progress reporting, service level definitions, risk analysis and the approval of an engineer; this will require additional funds that will need to come from the local ratepayer. In a worst case scenario, all the requirements will need to be satisfied by outside assistance placing an even higher financial burden on those who can least afford the increased costs. In an era where the

Ontario Municipal Partnership Fund is being reduced along with other supporting grants, the additional burden will be fatal to municipal budgets. This burden is ongoing and so one-time funding assistance will not be beneficial in the long run.



Climate Change

The Regulation does indicate a strong focus on climate change vulnerability. Some communities may be in a position to comment on this but many have not yet begun to turn their attention to this issue. The focus on climate change will only increase the burden to the small and understaffed municipalities resulting in imperfect and unreliable reporting.

Risk Analysis

Risk Analysis and Management is a relatively new concept for many communities. It is an unknown commodity for far too many and suffice it to say that the introduction of such analysis places the discussion and comprehension of risk beyond many. The smaller communities in the sector are not yet ready for this concept which only adds to the impending confusion.

Training

Given the complexity of the Regulation, the municipal sector will require intensive training. The necessary training will be most necessary for the smaller municipalities that lack the capacity and expertise to fully comprehend the new regulatory requirements. Even in a good year, these communities financially struggle to train staff and Council in many of the current governance and administrative necessities; the new Regulation will only increase the struggle.

Reporting

The Ministry must take into account the findings of the *AMCTO* report entitled; *“Bearing the Burden; A Review of Municipal Reporting to the Province* as described above. While municipalities understand the importance of reporting, there is a limit to what those same municipalities can do. Certainly the requirements in the Regulation will not result in data that is either accurate or usable and will only serve to frustrate municipalities.

Rural Lens

A review of the *Rural Lens* as it relates to the proposed Regulation gives us cause for concern. For example, we are not sure how the Regulation accounts for the effect on lower or sparse populations that exist in many of our member communities. The proposed Regulation does not take into consideration the administrative impact on our members and we are sure that many will not be able to comply with even small parts of the Regulation. Most will not have adequate human and financial resources for compliance. While we do appreciate that input and advice was sought from many of our



members during the development of the Regulation, it does not appear that the points raised were taken into consideration in the final draft Regulation.

Summary

In summary, ROMA is of the opinion that the proposed Regulation will generate resource and fiscal strain on our members, most specifically on those that are the most vulnerable and sensitive to an increasingly burdensome regulatory environment. The proposed Regulation is overly prescriptive and does not reflect the principle that municipalities are responsible, mature governments.

Best Regards,

Ron Holman
ROMA Chair

cc: The Honourable Bob Chiarelli – Minister of Infrastructure
Association of Municipalities of Ontario

Encl: The Rural and Northern Lens

Asset Management Planning Regulation Sample Motion

Whereas municipalities are a responsible, mature order of government in Ontario

Whereas the Municipality / Town / Township of _____ promotes, supports and encourages strong and effective rural and northern rural governments.

Whereas the Municipality / Town / Township of _____ supports the responsible and fiscally accountable development of municipal Asset Management Plans

Whereas the Province of Ontario through the Ministry of Economic Development, Employment and Infrastructure has developed a proposed Municipal Asset Management Planning Regulation

Whereas the proposed Municipal Asset Management Planning Regulation has been posted on the Environmental Registry as 013-0551

Whereas the Municipality / Town / Township of _____ has reviewed the proposed Municipal Asset Management Planning Regulation

Whereas the Municipality / Town / Township of _____ has reviewed the submission on the proposed Municipal Asset Management Planning Regulation submitted by the Rural Ontario Municipal Association

Therefore Be It Resolved that the Municipality / Town / Township of _____ agrees that the proposed Municipal Asset Management Planning Regulation:

1. Is overly prescriptive
2. Does not reflect the principle that municipalities are responsible, mature governments
3. Will create a resource and fiscal strain on our municipality and others, more specifically, the small rural and northern rural communities that have limited staffing capacity, being the most vulnerable and sensitive to an increasingly burdensome regulatory environment

Further Be It Resolved that copies of this Motion be sent to the Minister of Infrastructure, AMO and our local MPP (insert name)

Registration Form

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 City, Province, Postal Code: _____
 Phone: _____ E-mail: _____

Registration Fees

Please check registration type below.	Early Bird Rate (until September 29, 2017)		Regular Rate (until January 19, 2018)		On Site Rate (January 20 - 23, 2018)	
	Member	Non Member	Member	Non Member	Member	Non Member
Full Registration	\$ 550	\$620	\$600	\$675	\$ 650	\$ 750
Half Day - Sunday	\$200	\$250	\$250	\$300	\$300	\$350
One Day - Monday	\$350	\$425	\$400	\$475	\$ 450	\$ 550
Half Day - Tuesday	\$200	\$250	\$250	\$300	\$ 300	\$ 350

Payment:

Completed forms with payment can be sent to ROMA via fax at 416.971.9372 or e-mailed to events@roma.on.ca or mailed to ROMA, 200 University Avenue, Suite 801, Toronto, ON, M5H 3C6

Please remit:

Registration Fee	\$
HST (13%)	\$
TOTAL TO BE REMITTED	\$

Invoice Me (option only available to Member municipalities)

Cheque made out to Rural Ontario Municipal Association

MasterCard Visa

Credit Card # _____

Expiry Date _____

Signature _____

Name on Card _____

Things to Know:

- Rates listed do not include HST. Please ensure to include HST when submitting your payment.
- Confirmation will be sent after each registration, modifications or cancellation. Review your confirmation carefully for accuracy.
- All cancellations must be submitted in writing to ROMA via e-mail at events@roma.on.ca. Cancellations received prior to 4:30 pm ET, October 31, 2017 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.

Additional Needs

Please list any dietary, accessibility or other needs:

Municipality of French River
PUBLIC WORKS & ENVIRONMENTAL COMMITTEE
TERMS OF REFERENCE

1.0 Purpose:

The Public Works & Environmental Committee is responsible for providing guidance and direction on all issues relating to roads and environmental services and matters by:

- a) Assisting in developing, monitoring, evaluating and establishing policy and standards
- b) Assisting in the development, monitoring, evaluating of programs and new initiatives
- c) Assisting in lobbying and advocating for funding with federal or provincial governments, agencies or any other organizations.

2.0 Membership:

- 1) The Public Works & Environmental Committee shall consist of four (4) members of Council; alternates may also be appointed by Council.
- 2) The Chairperson shall be appointed by Council.
- 3) The Public Works Superintendent and/or other designates shall serve as resource personnel.
- 4) The Mayor is an ex-officio member of the Committee (is entitled to vote and debate).
- 5) All Members of Council are permitted to attend meetings and participate in debate but are not entitled to vote.
- 6) Members are expected to respect and follow the rules of Council's Procedural By-law including the Code of Conduct, Conflict of Interest and confidentiality guidelines.

3.0 Meetings:

- 1) Meetings will be held bi-monthly on the Third Wednesday ~~of each month~~ at 6pm in the Council Chambers.
- 2) Minutes will not be a verbatim but rather a reflection of the direction of the Committee.
- 3) All decisions will be in the form of recommendations to Council.
- 4) Agenda Format:
 - Adoption of the agenda
 - Disclosure of Pecuniary Interest
 - Delegation
 - Adoption of Minutes
 - Department Reports and Items
 - Announcements and Inquiries
 - Closed Session
 - Adjournment
- 5) The Chair shall have the discretion to permit members of the public to address the committee during committee discussions.

Unless specifically stated above elsewhere, the rules of procedure contained in the Municipality's Procedural By-Law shall be observed in all proceedings of the Public Works & Environmental Committee in a less formal manner.



Municipality of French River

Information Report For Consideration by Council

RE: Status of Helipad Sites

OBJECTIVE: To provide Council with updated information on the Helipad Sites in the community.

BACKGROUND:

The last report to Council on the status of the Helipads was presented in April of 2013 to inform Council of what was required to have each site operational, and up to the standards as set out by Ornge and the Ministry of Transportation so that Council could determine the desired level of service.

There currently exists an agreement with Ornge (for the next three years) at the Noëlville Helipad Site as it is an approved 24/7 site. The following list is what the “Operator” of the site (the Municipality) is responsible for:

- Operator ensures that the Helipad and surrounding area are available on a 24 hour/7days per week basis
- Operator is responsible for all reasonable maintenance and repairs to meet the availability commitment to enable Ornge a safe take-off and landing site for air ambulances
- Navigation Equipment (such as lights, reflective cones) provided and installed at no cost to Operator, it is the responsibility of the Operator to maintain (ex. change batteries) and ensure that it is not damaged/stolen
- Ornge regularly inspects the site to ensure that maintenance standards set in the agreement are met

ANALYSIS:

Below is a brief history of each site within French River:

Ministry of Transportation property “Noëlville Site”

- In 1987, the Helipad Site was approved to improve health services and provide air ambulance to our remote area.
- The first agreement, construction, and installation of the Helipad started in 1988
- In April of 1989, the Air Ambulance Base in Sudbury had approved the MTO yard Helipad expansion estimate as the site at that time was not large enough. The expansion was paid for by the Ministry of Health at a cost of \$7,700.

- In April on 1990, the Ministry of Health (Emergency Health Service Branch, Air Ambulance Section) approved the hard surfacing of the Helipad at a cost of \$20,000 which made the site at the MTO yard up to standard with Ministry of Transport Canada Regulations.
- In May of 2004, the Municipality signed a contract with the Base Hospital Program (now operating as Ornge) and the Ministry of Health as the Owner/Operator of the Noëlville Helipad Site with an annual revenue of \$3,500 to be spent on the costs incurred of the repair and maintenance to this site.
- In 2014, Ornge sent a letter to advise the Municipality that they were installing new solar lights which the Municipality would be responsible to repair and maintain.

Cherriman Site

- Residents from this site wanted the service to be available to them as they are in a remote area and wanted the security of the air ambulance. In 2005, support letters were addressed to the Municipality and in October the Municipality agreed to apply for a Land Use Permit from the Ministry of Natural Resources (MNR) for the Helipad Site.
- In 2006, a letter was addressed to the residents advising that the development of the site had fallen behind schedule because the provincial regulations were challenging to meet to be able to bring the helipad up to standard with the volunteers that had agreed to do the work. Council and the Volunteers were waiting for comments and support from all residents on the road and if they did not get it then the Ministry was reluctant to approve the site.
- In September of 2006, the MNR issued the Land Use Permit to clear the crown land and for the use of the land for the Helipad Site for a yearly fee of \$150.
- In 2008, there was a delegation request for the Cherriman site to have night time lights installed so that the residents can have night time services should they need it. Council discussed and decided to not pursue the lights for the Cherriman site.
- In 2009, the MNR approved the site as a daytime emergency helipad.
- On July 31st 2017, Ornge confirmed that the Cherriman Site is not registered in their system as an operational Helipad Site until it is approved by the Ministry of Transportation and Ornge.

Alban Airport Site

- In 2006, opportunities were discussed to have the Alban Airport as a public airport and/or emergency helipad site, Air Ambulance agreed that the site would be more suitable than the current landing site being at the Alban Community Centre, the Municipality partnered with the group to receive a grant to assist with the expenses of moving the hydro lines underground.
- In 2008, a Resolution was passed (Res# 2008-275) that the Municipality agreed to purchase the land part of the helipad for \$2.00 and would be responsible for the maintenance and upkeep of the Helipad, an official Offer to Purchase has not been presented to Council since then.
- In March of 2013, the property owner and the Municipality agreed that winter maintenance would be provided by the Municipality (the property has since been sold)
- To this day, the Municipality has been clearing the helipad in the winter as this is an approved 24/7 site since June 23rd, 2014.

BUDGET/LEGAL IMPLICATIONS:

Legal

- Safety of the Air Ambulance crew and the people around the site by insuring proper maintenance and inspection of all sites.

Budget

- Maintenance costs of getting the Sites to Ministry Standards for a 24/7 Site. These maintenance requirements are provided by Ornge and the municipality is subsidized \$3,500 for the Noëlville Site only.

INTERDEPARTMENTAL IMPACTS:

Public Works department maintains the sites and Administration complies with the annual agreements, terms and conditions.

LINKS TO STRATEGIC PLANS:

Ensure community safety.

CONCLUSION/RECOMMENDATIONS:

Based on the updated information report on the status of the Helipad Sites, it is recommended that Council give direction to staff on how to proceed.

ATTACHMENTS:

None

Respectfully submitted:

Approved:

Carlie Zwiars
Executive Assistant
Department: Administrative
Date: August 10, 2017

Marc Gagnon
Chief Administrative Officer

July 31, 2017

SENT BY EMAIL: mbouffard@frenchriver.ca

Ms. Mélanie Bouffard, Clerk
Municipality of French River
44 rue St. Christophe St., Suite 1
Noelville, ON
P0M 2N0

Dear Ms. Bouffard:

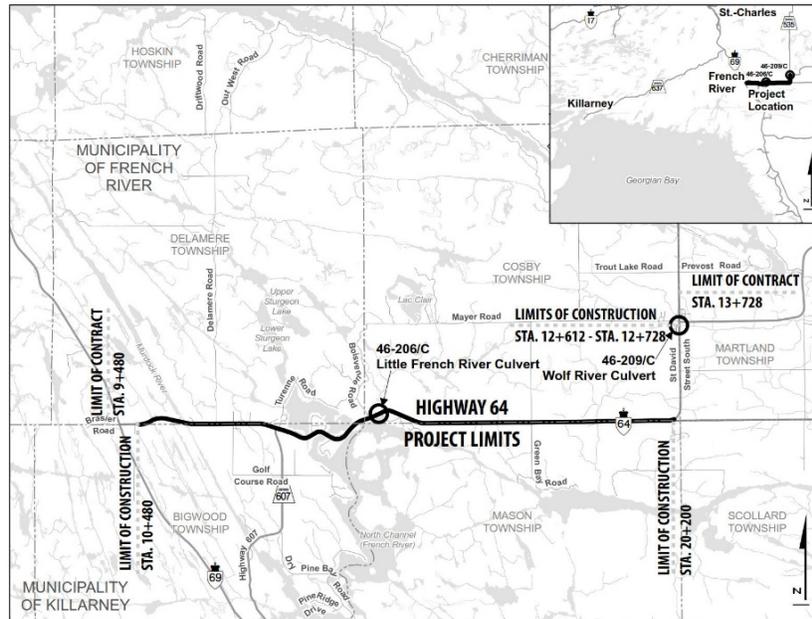
**Re: Request for Noise By-law Exemption
Highway 535 & 64 Culvert and Pavement Rehabilitation
G.W.P. 5174-12-00 & 5372-11-00**

The Ministry of Transportation of Ontario (MTO) has retained McIntosh Perry Consulting Engineers (MPCE) to provide transportation engineering and environmental work required for the detail design for culvert and pavement rehabilitation work on Highways 535 and 64.

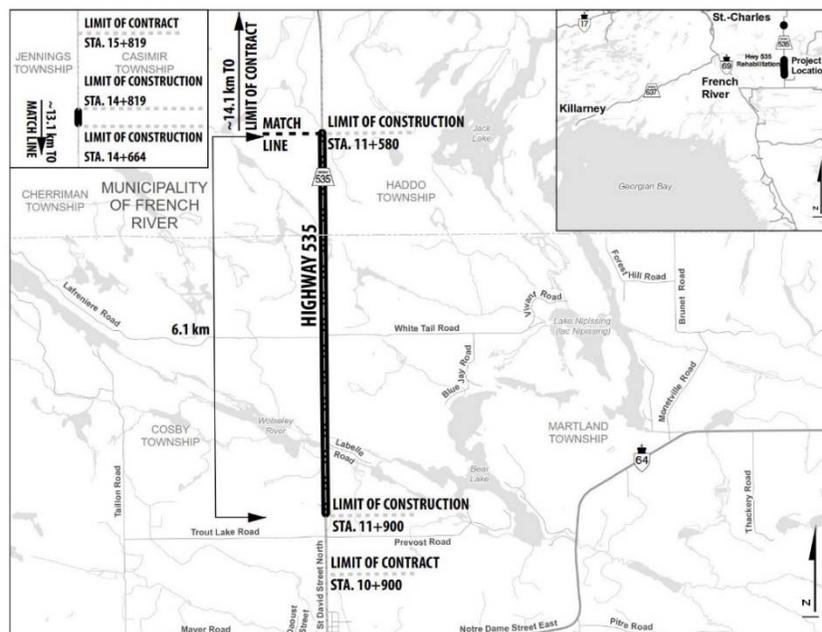
On behalf of MTO and pursuant to the provisions of Section V of Noise Regulation By-law No. 2016-38, we are submitting this written request for an exemption from Schedule "B" – Time Prohibitions, Item 4, in order to permit construction work for the dates shown below during the prohibited period of time from 21:00 hours of any day to 07:00 hours of the next following day, for all areas within the highway project limits except any "Quiet Zones" set out in the Schedule "C". We are seeking the exemption for the full length of each contract based on the information provided below.

Description of Construction Work and Period of Time and Dates for which Exemption is Sought:

The work along Highway 64 will extend from 400 m east of Highway 69 easterly to Highway 528 (approximately 18.0 km) and will include the replacement of Wolf River Culvert, and rehabilitation of Little French River Culvert. The road work is expected to commence in May 2018 and finish November 2018; however, there is a chance the work will spill over into the 2019 construction season. It is anticipated that a maximum of 40-night work occurrences during the prohibited period of time (21:00 hours – 07:00 hours) will be required for culvert replacement and roadway excavation areas where the Contractor will not have enough time during the day to reinstate the road back to two lanes. Night work within the Town of Alban and Noëlville will not be permitted. A key map is shown below.



The work along Highway 535 will extend from 2.0 km north of Highway 64 (Noëlville) northerly for approximately 6.0 km and approximately 20.0 km north of Highway 64 (Noëlville) northerly for approximately 200 m. The road work is expected to commence in May 2019 and finish November 2019. It is anticipated that a maximum of 20-night work occurrences during the prohibited period of time (21:00 hours – 07:00 hours) will be required for culvert replacement and roadway excavation areas where the Contractor will not have enough time during the day to reinstate the road back to two lanes. A key map is shown below.



Name and Address of the Applicant:

For the issuance of the noise by-law exemption permit, the applicant contact information is as follows:

Mr. Michael Wang
Project Engineer
Ministry of Transportation –
Northeastern Region
Planning & Design Section
447 McKeown Avenue, Suite 301
North Bay, ON P1B 9S9

Telephone: (705) 497-5272
Toll Free: 1-800-461-9547
Fax: (705) 497-5499
E-mail: michael.wang2@ontario.ca

For any concerns with respect to this application, please contact the undersigned at (613) 836-2184, ext. 2224 or via email at l.marshall@mcintoshperry.com.

Sincerely,
McIntosh Perry Consulting Engineers,



Lisa Marshall, P.Eng.
Practice Area Lead Environmental Engineering

cc. Mr. Michael Wang MTO Project Engineer
 Mr. Andrew Healy MTO Environmental Planner
 Mr. Steven Pilgrim MPCE Project Manager

August 1, 2017

Honourable Kathleen Wynne, Premier of Ontario
Legislative Building – Room 281
Queen's Park
TORONTO ON M7A 1A1

Dear Ms. Wynne:

Resolution: Removal of Tax Exempt Portion on Remuneration

Please be advised that the Council of the Corporation of the Municipality of Bluewater at its regular meeting on July 17, 2017 passed the following resolution:

MOVED: Councillor Irvin **SECONDED:** Councillor Hill

THAT Council support the resolution passed by the Council of the Municipality of Marmora and Lake on June 6, 2017 regarding the Trudeau Liberals removing the tax-exempt portion of remuneration paid to local officials from their 2017 Federal Deficit Budget;

AND THAT Council recommends that the removal of the tax-exempt portion of remuneration paid to local officials should be applied to elected officials at all levels of government;

AND FURTHER THAT copies of this resolution be forwarded to Premier of Ontario, Kathleen Wynne, Local MP Ben Lobb, and Ontario Municipalities. CARRIED.

We are pleased to lend our support in this matter.

Sincerely,



Chandra Alexander
Clerk

cc: MP Ben Lobb
Ontario Municipalities

Ministry of
Transportation

Office of the Minister

Ferguson Block, 3rd Floor
77 Wellesley St. West
Toronto, Ontario
M7A 1Z8
416-327-9200
www.ontario.ca/transportation

Ministère des
Transports

Bureau du ministre

Édifce Ferguson, 3^e étage
77, rue Wellesley ouest
Toronto (Ontario)
M7A 1Z8
416-327-9200
www.ontario.ca/transports



JUL 27 2017

RECEIVED

M2017-1561

AUG - 1 2017

MUNICIPALITY OF FRENCH RIVER

His Worship Claude Bouffard
Mayor
Municipality of French River
44 St. Christophe Street, Suite 1
Noëlville ON P0M 2N0

Dear Mayor Bouffard:

Thank you for your letter requesting signage modifications on Highway 69 to better reflect and recognize communities along the adjacent Highway 64 corridor. I welcome the opportunity to respond.

Although Northeastern Region staff have previously reviewed similar requests from the municipality regarding this issue, I have requested them to re-examine the specific concerns expressed to determine whether or not a suitable compromise can be achieved.

I am pleased to inform you that through extensive consultation and diligence, ministry staff have come to an agreement regarding the unique nature of this request and are now in a position to offer a compromise solution that should satisfy the concerns of the municipality.

The proposed compromise would essentially see a change to the existing advance and turn-off signs at the Highway 64 interchange that would include both the communities of Alban/Noëlville on the second line of the affected signs.

This proposed compromise would be subject to the approval of the municipality, and I would ask that you contact Doug Herbrand, Head of the Regional Traffic Section at (705) 497-5431 to discuss the next steps in the implementation process.

Thank you again for bringing this matter to my attention.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Steven Del Duca'.

Steven Del Duca
Minister

- c. France Gélinas, MPP, Nickel Belt
John Vanthof, MPP, Timiskaming–Cochrane



Municipality of Killarney

May 18th, 2017.

MAIL & EMAIL: minister.mma@ontario.ca

Main Office:

32 Commissioner Street
Killarney, Ontario
P0M 2A0

Tel: 705-287-2424

Fax: 705-287-2660

E-mail:

inquiries@municipalityofkillarney.ca

Public Works Department:

1096 Hwy 637
Killarney, Ontario
P0M 2A0

Tel: 705-287-1040

Fax: 705-287-1141

website:

www.municipalityofkillarney.ca

The Honourable Bill Mauro,
Minister of Municipal Affairs,
777 Bay Street – 17th Floor,
Toronto, Ontario.
M5G 2E5

Dear Sir:

RE: Changes Under Consideration to the Municipal Act, 2001
Re: End to Payments Out of Court for Municipalities

It is our understanding that Bill 68 – Modernizing Ontario's Municipal Legislation Act is proposing changes to the tax registration proceedings which would end payments out of court for municipalities.

The proposed amendment to Section 380 (8) and (9) would see out of court payments revert back to the Crown.

The Municipality of Killarney at their Regular Meeting of Council held May 17th, 2017 passed Resolution No. 17-198 as this proposed change will have a significant impact on small municipalities.

The Council for the Municipality of Killarney hereby appeals to you Honourable Minister, to reconsider this proposed change for the reasons outlined in the attached resolution.

Your consideration of this request is respectfully submitted.

Sincerely,

THE MUNICIPALITY OF KILLARNEY


Mrs. Candy K. Beauvais,
Clerk-Treasurer.

cc: Hon. Kathleen Wynne; Premier of Ontario
Local MPP's, FONOM, AMO, OSUM,
Ontario Municipalities



*The Corporation of the Municipality of Killarney
32 Commissioner Street
Killarney, Ontario
P0M 2A0*

MOVED BY: Pierre Paquette

SECONDED BY: Nancy Wirtz

RESOLUTION NO. 17-198

BE IT RESOLVED THAT the Municipality of Killarney appeal to the Minister of Municipal Affairs to reconsider the proposed change to the Municipal Act, 2001 as a result of Bill 68 regarding tax registration procedures which would end payments out of court for municipalities. The proposed amendment to Section 380 (8) and (9) would see out of court payments revert back to the Crown;

FURTHER THAT tax sale proceedings involve a significant amount of staff time which is an expense to a municipality and it is only fair that municipalities continue to be eligible for these payments out of court;

FURTHER THAT tax sale revenues assist municipalities with various expenditures which to some extent alleviate the burden of the reduction of revenues of various Provincial grants/programs and the continual "downloading" upon small municipalities.

FURTHER THAT this resolution be forwarded to the Premier of Ontario, the Minister of Municipal Affairs, our local MPP's, FONOM, AMO, Ontario Small Urban Municipalities as well as all Ontario municipalities.

CARRIED

I, Candy K. Beauvais, Clerk Treasurer of the Municipality of Killarney do certify the foregoing to be a true copy of Resolution #17-198 passed in a Regular Council Meeting of The Corporation of the Municipality of Killarney on the 17th day of May, 2017.


Candy K. Beauvais
Clerk Treasurer



Municipality of French River

MINUTES OF THE REGULAR COUNCIL MEETING held in the Council Chambers Wednesday, July 19, 2017 at 6pm

Members Present:

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

Members Excused:

Mayor Claude Bouffard

Officials Present:

Marc Gagnon, Chief Administrative Officer
Mélanie Bouffard, Clerk
Tom Ng, Treasurer/Tax Collector
Robert Martin, Parks, Recreation & Facilities Manager
Roch Bigras, Interim Fire Chief
Carlie Zwiers, Executive Assistant

Guests:

1 Member of public

1. Call to Order and Roll Call

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

2. Adoption of Agenda

Moved By Mike Bigras and Seconded By Dean Wenborne

Resol. 2017- 185

BE IT RESOLVED THAT the agenda be approved as distributed and amended;

Add Item 5.3.2 Resolution to award the Painting Contract for the Quonset Hut

Carried

3. Disclosure of Pecuniary Interest

Councillor Mike Bigras declared a pecuniary interest at Items 5.5.3, 5.5.4; his son is the Interim Fire Chief for the French River Fire Department.

4. Delegations

5. Reports and Items for Consideration

5.1 General Government

5.1.1 Chief Administrative Officer's Verbal Report

The CAO provided a brief update in relation to the following items:

- meeting held with MTO relating to construction on Highways 64, 535, 528 and 528A
- received a request from Markstay-Warren for by-law enforcement services (Resolution to direct CAO followed discussion)
- shared services report will be presented at SEMA at meeting scheduled the first week of August
- currently working with Stantec for road capital improvement projects, the upgrades to Noëlville Community Centre and sewage system study
- the emergency repairs for the wash out of Owl's Nest Rd cost \$18,000
- Municipal Complex HVAC system going out to tender on August 8th, award of contract to be considered at September 6th meeting
- meeting scheduled with LAS - One Investment for investment opportunities
- Infrastructure Solutions – Priority Modelling Project Software at Public Works being installed on July 20th

Moved By Mike Bigras and Seconded By Dean Wenborne

Resol. 2017- 186

BE IT RESOLVED THAT Council directs the CAO to negotiate an agreement with the Municipality of Markstay-Warren for an interim shared By-law Enforcement services, the agreement will be presented to Council for consideration at the August Regular Council Meeting.

Carried

Disclosure of Pecuniary Interest

Name: Councillor Denny Sharp

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

5.1.2 Information Report - Operational Review Opportunities Status Report

The report included in the agenda package was presented.

The ice time fees are being reviewed; an analysis on the effect of the various cost recovery levels and how they would impact recreational user fees and hall rental fees will be provided at the August Council Meeting.

The municipal accounting software is due for upgrade and staff are currently analysing options, further development will be reported to Council.

5.1.3 Resolution to authorize two Part-Time Equipment Operator positions

The report included in the agenda package was presented.

Moved By Mike Bigras and Seconded By Ron Garbutt

Resol. 2017- 187

BE IT RESOLVED THAT Council approves the creation of two Part-Time Equipment Operator positions and authorizes the hiring process.

Carried

5.1.4 Resolution to adopt the User Fees and Related Charges By-law**5.1.4.1 Report related to the Pool Filling Fee**

The report included in the agenda package was presented.

Moved By Denny Sharp and Seconded By Malcolm Lamothe

Resol. 2017- 188

BE IT RESOLVED THAT By-law 2017-35, being a by-law to set fees and related charges set out for the Municipality of French River be read a first, second and third time and finally passed.

Carried

5.1.5 Resolution to reschedule the August Regular Council Meeting

Moved By Malcolm Lamothe and Seconded By Denny Sharp

Resol. 2017- 189

BE IT RESOLVED THAT Council agrees to rescheduled the August 16th Regular Council Meeting to Wednesday, August 23, 2017.

Carried

5.1.6 AMO Policy Updates - opportunity to provide input/feedback

Following discussion, Council generally agreed that the following comments be submitted:

Asset Management Regulation

- requirements should be broken down into smaller population segments then the proposed less than 25,000 and 25,000 and higher, i.e. 2,500, 5,000, 10,000, to take into consideration the expertise, manpower, budget of municipalities
- financial relief should be provided to meet the requirements
- agreed with ROMA's comments, their resolution of support will be considered at the August meeting
- for internal purposes, a graph showing deadlines and expectations should be prepared to assist Councils with the requirements

Bill 148-Fair Workplace Better Jobs Act 2017
- agree with AMO's comments

Land Planning Appeals Tribunal/OMB Review
- no comments

5.1.7 Clerk's Second Quarter Report

The report included in the agenda package was presented.

5.2 Finance

5.2.1 Treasurer's Second Quarter Budget vs Actual Report

The report included in the agenda package was presented.

Council took a break from 7:05 to 7:10pm.

5.3 Public Works & Environment Services

5.3.1 Public Works & Environment Services' Second Quarter Report

The report included in the agenda package was presented.

5.3.2 Resolution to award the Painting Contract for the Quonset Hut

Moved By Ron Garbutt and Seconded By Mike Bigras

Resol. 2017- 190

BE IT RESOLVED THAT Council awards the Quonset Hut Painting Contract to Northern Corrugated Siding for an amount of \$25,995 plus applicable taxes.

Carried

5.4 Community Services

5.4.1 Parks, Recreation & Facilities Second Quarter Report

The report included in the agenda package was presented.

5.4.2 Resolution to adopt a By-law to authorize an amendment to the Refundable Loan Agreement with French River Canadians Junior A Hockey Club Inc.

Moved By Ron Garbutt and Seconded By Mike Bigras

Resol. 2017- 191

BE IT RESOLVED THAT By-law 2017-34, being a by-law to authorize an amendment to the Refundable Loan Agreement with a Junior A Hockey Team be read a first, second and third time and finally passed.

Carried

5.5 Emergency Services and Public Safety

5.5.1 Manitoulin-Sudbury District Services Board Report by Councillor Wenborne

The report included in the agenda package was presented.

5.5.2 Fire Department Second Quarter Report

The report included in the agenda package was presented.

5.5.3 Resolution to award the purchase of a new Breathing Air Compressor System for the Fire Department

Moved By Malcolm Lamothe and Seconded By Ron Garbutt

Resol. 2017- 192

BE IT RESOLVED THAT Council awards the purchase of a new Breathing Air Compressor System for the Fire Department to AJ Stone Ltd for an amount of \$ 25,099 plus applicable taxes.

Carried

Disclosure of Pecuniary Interest

Name: Councillor Mike Bigras

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

5.5.4 Resolution to award the purchase of a new Radio Communications System and Equipment for the Fire Department

Moved By Malcolm Lamothe and Seconded By Ron Garbutt

Resol. 2017- 193

BE IT RESOLVED THAT Council awards the purchase of a new Radio Communications System and Equipment for the Fire Department to Steel Communications for an amount of \$ 27,190 plus applicable taxes.

Carried

Disclosure of Pecuniary Interest

Name: Councillor Mike Bigras

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

5.5.5 Municipal Law Enforcement Second Quarter Report

The report included in the agenda package was presented.

5.6 Development & Planning

5.6.1 Discussion - Travel Trailers, Draft Zoning By-law Amendment and Licensing By-law

Following meetings of the Travel Trailer Ad hoc Committee, the draft documents were prepared and were shared with Council for discussion only. The item will be considered at a subsequent meeting.

5.7 Correspondence

6. Consent Agenda

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

Moved By Ron Garbutt and Seconded By Mike Bigras

Resol. 2017- 194

BE IT RESOLVED THAT Council approves the Items of the Consent Agenda under Sections 6.1, 6.3 and 6.4 and receives the Items under Sections 6.2.

Carried

6.1 Adoption of Minutes

Moved By Ron Garbutt and Seconded By Mike Bigras

Resol. 2017- 195

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

Regular Council Meeting held June 21, 2017
Special Council Meeting held July 5, 2017

Carried

6.2 Receipt of Minutes

6.3 Items for Consideration or Information

6.3.1 Monthly Disbursements Report

The report included in the agenda package was presented; the total disbursements reported for the months of May 2017 were in the amount of \$504,128.51.

6.4 By-laws

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, June 15, 2017 at 5:30 p.m.
Sudbury East Planning Board Office
39 Lafontaine Street, Warren, Ontario**

MEMBERS PRESENT: Michel Bigras, Greg Hunt, Carol Lemmon, Heide Ralph, Ginny Rook, Jim Rook, Paul Schoppmann, Ned Whynott

MEMBERS ABSENT: Denny Sharp, Jim Stankovich

OFFICIALS PRESENT: Matthew Dumont, Director of Planning/Secretary-Treasurer
Karen Beaudette, Administrative Assistant

PUBLIC PRESENT: Dave Boland, Natalie Boland

1. MEETING CALLED TO ORDER

Chair Bigras called the meeting to order at 5:32 p.m.

2. ADOPTION OF THE AGENDA

Resolution: 17-039

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of June 15, 2017 be adopted as amended to include under New Business, Administrative Assistants position posting and changing agenda packages circulation and under Business Arising from Previous Minutes, the Travel Trailer Draft By-law Amendment.

MOVED BY: Heide Ralph

SECONDED BY: Ginny Rook

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

No disclosures of Pecuniary Interest.

4. ADOPTION OF MINUTES

a) Sudbury East Planning Board – Regular meeting of May 4, 2017 be adopted as distributed.

Resolution: 17-040

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board's regular meeting of February 9, 2017 be adopted as distributed.

MOVED BY: Paul Schoppmann

SECONDED BY: Jim Rook

Carried**5. PRESENTATIONS/DELEGATIONS**

No presentations or delegations.

6. CONSENT APPLICATIONS

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

The Director of Planning advised that Notice of Application was posted in the municipal office and was sent by First Class Mail to the assessed owners within 60 metres of the property subject to Consent Application and to those persons and agencies likely to have an interest in the application. The Notices were sent on May 24, 2017 (B/10/17/FR – B & E Honey Fields), (B/14/17/FR – Vincent and Tammy Seguin), May 25, 2017 (B13/17/KL – Allen Lyte), and May 31, 2017 (B/12/17/MW – Edward Czaja), being over fourteen (14) days prior to this evening's meeting. Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a Key Map showing the location of the property. The circulation was provided in accordance with the provisions of The Planning Act, R.S.O. 1990, Chapter P.13.

a) B/10/17/FR – B & E Honey Fields

No member of the public was present for questions or comments from the Board.

The Director of Planning summarized the application. The lands are located on the east side of North Channel Camp Road, north of the French River and municipally known as 365 North Channel Camp Road. The application proposes to sever one (1) Waterfront Residential lot from the subject lands. The proposed severed lands are to be approximately 2.94 hectares in lot area with a lot frontage of approximately 112.0 metres on the French River and are presently vacant. The proposed retained lands are to be approximately 23.0 hectares in lot area with a lot frontage of approximately 735.0 metres on North Channel Camp Road and contains a single detached dwelling and accessory structures, including three sheds and two Type 111 uninsulated barns.

A related application for zoning by-law amendment has also been submitted to rezone the severed lot from Rural to Waterfront Residential to recognize the intended use of the subject property.

The application is consistent with the policies of the Official Plan and the requirements of the zoning by-law.

With respect to agency circulation, staff of the Municipality of French River had no objections or concerns. Parkland dedication and road transfer would be applicable prior to issuing final consent.

One comment was received from the Ministry of Natural Resources and Forestry, (Prabin Sharma, Aggregate Technical Specialist) that the mineral aggregate resource, license #612461, abutting the property to the north should have no impact on the proposed severance because the land is being used as residential/agriculture and there is an existing entrance located on Highway 528, which protects the public safety and health, accessing the second potential entrance on North Channel Road.

No comments were received through public consultation.

There were no other comments or questions from the Board.

Resolution: 17-041

BE IT RESOLVED THAT Consent Application B/10/17/FR submitted by B & E Honey Fields be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Greg Hunt

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 appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Municipal Board Act.

The applicants have one year to fulfill the conditions of this provisional consent or the approval will lapse.

b) B/12/17/MW – Edward Czaja

Dave Boland and Nancy Boland, agents, were present for questions or comments from the Board.

The Director of Planning summarized the application. The subject property is located at 114 Crerar Road in the Municipality of Markstay-Warren. The application proposes to sever one (1) Rural lot from the subject lands. The proposed retained lot is to be approximately 51.0 hectares in lot area with a lot frontage of approximately 318.0 metres on Crerar Road and contains a dwelling, barn, garage and other accessory structures. The proposed severed land is to be approximately 13.0 hectares in lot area with a lot frontage of approximately 487.0 metres on North Road and is presently vacant.

With respect to agency circulation, the staff of the Municipality of Markstay-Warren had no comments or concerns.

One comment was received from the Ministry of Natural Resources and Forestry's (MNRF) biologist who identifies the potential for Blanding's turtle, Eastern whip-poor-will, Bobolink and Eastern meadowlark habitats occurring on the subject property based on species records and aerial photography. Blanding's turtle habitat has not been mapped on the property and it was determined that the severance itself will not affect Blanding's turtle therefore screening to evaluate the suitability and possible used of the habitat by the species was not required.

An aggregate license was identified in the Official Plan, Schedule D, Development Constraints. The aggregate specialist from the MNRF stated that the lot does not have significant aggregate reserves and is approximately 990.0 metres north of the existing lot and therefore has no concerns.

No comments were received through public consultation.

Mr. Dave Boland stated that the sketch does include an existing driveway and that the frontage is 509.0 metres, wider than the original application. The Director of Planning had no issue with this minor change.

There were no other comments or questions from the Board.

Resolution: 17-042

BE IT RESOLVED THAT Consent Application B/12/17/MW submitted by Edward Czaja be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Ned Whynott

SECONDED BY: Ginny Rook

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Municipal Board Act.

The applicants have one year to fulfill the conditions of this provisional consent or the approval will lapse.

c) B/13/17/KL – Allen Lyte

No member of the public was present for questions or comments from the Board.

The Director of Planning summarized the application. The subject property is located in the Unsurveyed Territory in the Municipality of Killarney. The application proposes to separate two lots of record which have inadvertently merged on title due to the pattern of ownership. The proposed severed lot, created by reference plan in 1965, is to be approximately 0.12 hectares in lot area with a lot frontage of approximately 18.0 metres and is presently vacant. The proposed retained lot is to be approximately 51.0 hectares in lot area with a lot frontage of approximately 27.0 metres, and contains two existing storage buildings.

A related application for zoning by-law amendment has been submitted and approved by the Municipality of Killarney to have a portion of the retained lands zoned to Waterfront Residential with special provisions in order to recognize the intended use of the lands. The remainder of the retained lands will remain under its Rural classification.

Staff and Council of the Municipality of Killarney had no comments or concerns. No other comments were received through agency circulation.

No comments were received through public consultation.

Member Lemmon asked why there were so many small lots on the aerial imagery. Member J. Rook stated that the area used to be a village. Member Schoppmann asked why the area is unsurveyed. Member J. Rook said that the area east of Highway 69 and south of the French River was never surveyed and was intended to be a part of the First Nation Reserve. The area is now mostly part of the French River Provincial Park now.

There were no other comments or questions from the Board.

Resolution: 17-043

BE IT RESOLVED THAT Consent Application B/13/17/KL submitted by Allen Lyte be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Ginny Rook

SECONDED BY: Jim Rook

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Municipal Board Act.

The applicants have one year to fulfill the conditions of this provisional consent or the approval will lapse.

d) B/14/17/FR – Vincent and Tammy Seguin

No member of the public was present for questions or comments from the Board.

The Director of Planning summarized the application. The subject property is located at 423 North Channel Road in the Municipality of French River. The application proposes to create one (1) Residential Rural lot. The proposed retained lot is to be approximately 19.0 hectares in lot area with a lot frontage of approximately 112.0 metres and contains a single detached dwelling and an accessory structure (detached garage). The proposed severed lands are to be approximately 1.25 hectares in lot area with frontage of approximately 132.0 metres, and are presently vacant.

A related application for zoning by-law amendment has also been submitted to ensure the severed lot is zoned Residential Rural. The retained lands are to be 19.0 hectares in area with a lot frontage of 112.0 metres and will continue to meet the requirements of the Rural zone.

The application is consistent with the policies of the Official Plan. Both lots will continue to meet the requirements of their respective zones in the zoning by-law.

With respect to agency circulation, no comments were received.

No comments were received through public consultation.

There were no other comments or questions from the Board.

Resolution: 17-044

BE IT RESOLVED THAT Consent Application B/14/17/FR submitted by Vincent and Tammy Seguin be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Paul Schoppmann

SECONDED BY: Greg Hunt

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Municipal Board Act.

The applicants have one year to fulfill the conditions of this provisional consent or the approval will lapse.

7. NEW BUSINESS

a) ADMINISTRATIVE ASSISTANT POSTING

The current administrative assistant is retiring in October this year. The Director of Planning is seeking direction from the Board. Member Rook suggested advertising quickly, before the summer, as many people go on vacation. The Director of Planning stated that the last day for the current Administrative Assistant is October 13, 2017 and that funds were allocated in the budget for training to take place after the Labour Day weekend. The advertisement could be placed after the August long weekend and interviews and selection could take place in the middle of August. Member Hunt also suggested that advertising should take place after Canada Day weekend. Member Schoppmann stated that the AMO conference takes place in August so that would be one week that is not available.

Member Whynott said that the new Administrative Assistant should have the same hours as the current Administrative Assistant and the pay should reflect their experience. The Director of Planning stated that he would prefer the new Administrative Assistant work full-time until such time as they were knowledgeable with the position. There was a lot to learn as the job is very demanding. Member Ralph said that the position had always been full time and that the current Administrative Assistant was able to do it in four days per week because of experience. Member Hunt also stated that the new Administrative Assistant should be four days per week with a detailed job description and pay scale for experience. The Director of Planning stated that the pay scale had already been adopted by the Board members in the August 11, 2016 Board meeting. Member Lemmon suggested that the position be 35 hours per week initially and then go to the 28 hour work week.

Member Schoppmann stated that he would prefer the position beginning with a four day work week

and there would then be an opportunity to expand if required. Chair Bigras concurred that a four day work week be maintained and that the advertising would take place after the July long weekend.

Members were asked who would be interested in participating in the interview and hiring process. Member Whynott and Chair Bigras were selected. Member Hunt will be available if Member Whynott is unable to attend.

b) DISTRIBUTION OF AGENDA PACKAGE

Member Schoppmann brought forward a resolution from the Council of the Municipality of St. Charles regarding the Sudbury East Planning Board's Agenda Package with the draft minutes being distributed to all of the Council members from St. Charles.

Member Lemmon asked if the agenda package could be distributed with the draft minutes. Member Hunt asked if the agenda package was on the website. Member Bigras replied that just the agenda was posted on the website, the approved minutes were also posted after each meeting. Member Hunt stated that agenda packages were public information and that most municipal council's appoint people to attend meetings and inform their councils. In the Municipal Act, councils are entitled to see the agenda packages. Member Lemmon stated that it was very clear that the minutes were draft.

Member Schoppmann said that there was a concern if there was an error in the draft minutes but that perhaps a disclaimer could be added that the draft minutes could be subject to change. Member Hunt stated that no disclaimer was required.

Member Schoppmann asked that the Council for the Municipality of St. Charles be added to the distribution list for the agenda package. The Board agreed.

On another note, Member Schoppmann mentioned that Member Stankovich has not been able to attend municipal meetings for approximately three months due to health issues. Member Stankovich's absences will be addressed by the Municipality of St. Charles in the very near future.

8. BUSINESS ARISING FROM PREVIOUS MINUTES

a) TRAVEL TRAILER DRAFT BY-LAW

The Director of Planning presented a draft copy of the by-law and Schedule A to the Board members. A copy will be sent to each of the Chief Administrative Officers and Deputy Clerks for each of the member municipality's for comments and discussions at the council level.

Member Hunt asked if the fees in the Schedule A were standard. The Director of Planning stated that this is an example from another municipality and it can be tailored for each municipality. The issue each municipality will have is enforcement if they adopt a Travel Trailer by-law. Member Hunt asked if there was a limit to the fees. The Director of Planning suggested discussing this at a council level. Member Schoppmann asked if the Chief Building Official would have input also. The Director of Planning stated that they would receive a copy of the draft by-law and Schedule A. The Adhoc committee for Travel Trailers was in favour of submitting the draft by-law and Schedule A to each of the member municipalities but the Director of Planning reiterated that he would not be supporting the by-law in his reports to councils. He recommends maintaining that the status quo for travel trailers.

Enforcement in the Unincorporated Townships would be impossible to undertake with staffing levels currently in place. There are no policies supporting travel trailers in the Official Plan and the Provincial Policy framework does not support travel trailers. Municipal Councils can of course, overturn his recommendations and approve a travel trailer by-law for each of their respective areas.

9 NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE MEETING

No Notices of Motion were received

10. PAYMENT OF VOUCHERS

a) May 2017

Resolution 17-045

BE IT RESOLVED THAT the statement of disbursements for the month of May 2017 in the amount of \$9,986.35 to be distributed and is hereby approved for payment.

MOVED BY: Ginny Rook

SECONDED BY: Jim Rook

Carried

11. ADJOURNMENT

Resolution: 17-046

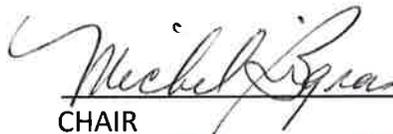
BE IT RESOLVED THAT the Meeting be adjourned at 6:45 P.M.

AND THAT the next regular meeting be held on August 10th, at 5:30 P.M. at the Sudbury East Planning Board Office in Warren.

MOVED BY: Greg Hunt

SECONDED BY: Heide Ralph

Carried.



CHAIR



SECRETARY-TREASURER

