



Municipality of French River

AGENDA COMBINED COUNCIL MEETING held in the Council Chambers Wednesday, February 1, 2017 at 6pm

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

COMMITTEE OF THE WHOLE

5. **Delegations**
 - 5.1 Sudbury East Seniors Support **p. 5**
Request for financial assistance towards their deficit
6. **Management, Committee and Board Reports**
 - 6.1 **General Government**
 - 6.1.1 Budget Process Update
 - 6.1.2 Resolution to object the increase in fees above the rate of inflation by the Sudbury & **p. 7**
District Health Unit (recommendation from SEMA)
 - 6.1.3 Resolution to participate in a shared Council and Staff training session
(recommendation from SEMA)
 - 6.1.4 Resolution to forward recommendations to the Sudbury East Planning Board relating to
Travel Trailers
 - 6.1.5 Clerk's Fourth Quarter Report **p. 11**
 - 6.1.6 Report for the presentation of the Draft Council Code of Conduct Policy **p. 15**
 - 6.1.7 Resolution to appoint members to the Property Standards Appeal Committee
 - 6.1.8 Resolution to adopt the Procedure By-law 2017-02 (3rd Reading)
 - 6.2 **Finance Department**
 - 6.2.1 Fourth Quarter Report **p. 36**
 - 6.3 **Building Controls / Municipal Law Enforcement Department**
 - 6.3.1 Fourth Quarter Report **p. 38**
 - 6.4 **French River Public Library Board**
 - 6.4.1 Library Board Report
7. **Correspondence for Council's Consideration**

8. **Verbal Motion to return into the Regular Meeting**

REGULAR MEETING

9. **Resolution adopting proceedings from Council in Committee**

10. **Consent Agenda**

10.1 Adoption of Minutes

10.1.1 Special Council Meeting of held January 14, 2017 p. 46

10.1.2 Regular Council Meeting held January 18, 2017 p. 49

10.1.3 Special Council Meeting of held January 25, 2017 p. 56

10.2 Minutes Received

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

10.4 Correspondence Received for Council's Information

10.5 Adoption of By-laws

10.5.1 2017-06 By-law to adopt an Emergency Management Program p. 58
(by-law to combine the Emergency Plan, designation of Community
Management Program Committee and designation of Officers)

10.5.2 2017-07 Confirmation By-law

11. **Addendums**

12. **Notices of Motion**

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

14. **Closed Session**

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

15. **Adjournment**



ORDRE DU JOUR
RÉUNION COMBINÉE DU CONSEIL
qui aura lieu dans la salle du conseil
Mercredi le 1 février 2017 à 18h

1. **Appel à l'ordre, présence et l'adoption de l'ordre du jour**
2. **Moment de réflexion**
3. **Révélations d'intérêt pécuniaire**
4. **Résolution pour résoudre en comité**

CONSEIL EN COMITÉ

5. **Délégations**
 - 5.1 Aides aux seniors de Sudbury Est
Demande d'appui financière envers leur déficit
6. **Rapports de la direction, comités et conseils**
 - 6.1 **Gouvernement général**
 - 6.1.1 Mise à jour du procès budgétaire
 - 6.1.2 Résolution pour protester l'augmentation des frais à des taux supérieur à l'inflation du Conseil des services de santé publique (recommandation de SEMA)
 - 6.1.3 Résolution pour participer à une session de formation conjointe pour le personnel et le Conseil (recommandation de SEMA)
 - 6.1.4 Résolution pour transmettre des recommandations au Conseil de planification de Sudbury Est au sujet de roulottes de voyage
 - 6.1.5 Rapport de la greffière du quatrième trimestre
 - 6.1.6 Rapport pour présenter l'ébauche de la politique de Code de conduite du Conseil
 - 6.1.7 Résolution pour nommer des membres au Comité des normes de bien-fonds
 - 6.1.8 Résolution pour adopter le règlement de procédure 2017-02 (3e lecture)
 - 6.2 **Département des finances**
 - 6.2.1 Rapport du quatrième trimestre
 - 6.3 **Département des services de construction et des règlements municipaux**
 - 6.3.1 Rapport du quatrième trimestre
 - 6.4 **Conseil de la bibliothèque publique de la Rivière des Français**
 - 6.4.1 Rapport du conseil de la bibliothèque
7. **Correspondance pour la considération du Conseil**

8. **Motion verbale pour retourner en réunion régulière**

RÉUNION RÉGULIÈRE

9. **Résolutions pour adopter les procédures du Conseil en comité**

10. **Ordre du jour regroupé**

10.1 Procès-verbaux adoptés

10.1.1 Réunion spéciale du Conseil le 14 janvier 2017

10.1.2 Réunion régulière du Conseil le 18 janvier 2017

10.1.3 Réunion spéciale du Conseil le 25 janvier 2017

10.2 Procès-verbaux reçus

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

10.4 Correspondance reçus titre de renseignement

10.5 Règlements adoptés

10.5.1 2017-06 Règlement pour adopter le Programme de gestion d'urgence
(regroupement du plan d'urgence, du comité et des désignations)

10.5.2 2017-07 Règlement de confirmation

11. **Addendum**

12. **Avis de motion**

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

14. **Session à huis clos**

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

15. **Ajournement**



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

Demande pour être une délégation / Delegation Request Form

DATE DE LA RÉUNION / DATE OF MEETING: Feb 1/17

Nom / Name: Michelle Belanger Date: Jan 18, 2017

Adresse/Address: 44 St Christophe, Noëlville, ON

Courriel/Email Address: aidemichabellnet.ca

Organisation / Organization: Aide aux Séniors de Sudbury Est / Sudbury East

Téléphone / Telephone: (705) 898-2174 Seniors Support

Sujet – Topic

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

(Please enclose documentation supporting your request)

Sudbury East Seniors Support currently has a deficit of
\$ 3582.00, which we acquired in 2013/2014.

we would like to ask for a donation to help clear
our deficit.

Michelle Belanger
Signature du demandeur / Signature of applicant

Jillano Buffin
Signature du Greffier / Signature of Clerk

La présentation aura un temps limite de 15 minutes.

Presentation cannot exceed 15 minutes.

**Aide aux Séniors de Sudbury-Est Inc. /
Sudbury-East Seniors Support Inc.**
Statement of Financial Position
March 31, 2016

	<u>2016</u>	<u>2015</u>
Assets		
Current Assets		
Cash and cash equivalents	\$ 102,146	\$ 73,583
Accounts receivable	<u>12,599</u>	<u>12,582</u>
	114,745	86,165
 Tangible Capital Assets (note 3)	 <u>2,678</u>	 <u>6,118</u>
	<u>\$ 117,423</u>	<u>\$ 92,283</u>
Liabilities		
Current Liabilities		
Accounts payable and accrued charges	\$ 51,012	\$ 26,525
Government remittances	18,993	15,380
Subsidy payable - North East Local Health Integration Network	<u>48,322</u>	<u>47,893</u>
	118,327	89,798
 Deferred Contributions Related to Tangible Capital Assets (note 4)	 <u>2,678</u>	 <u>6,118</u>
	121,005	95,916
 Net Deficit - Unrestricted	 <u>(3,582)</u>	 <u>(3,633)</u>
	<u>\$ 117,423</u>	<u>\$ 92,283</u>
 Commitment (note 5) Contingency (note 6)		

Approved by the Board:

Marcus Halliday Director

Chadwick Director

The accompanying notes are an integral part of these financial statements.



Sudbury & District

Health Unit

Service de
santé publique

*Make it a
Healthy
Day!*

*Visez Santé
dès
aujourd'hui!*

**Main Office/Bureau
principal:**

1300 rue Paris Street
Sudbury ON P3E 3A3
☎ (705) 522-9200
☎ (705) 522-5182

Branch Offices/Succursales:

101 rue Pine Street E
Box/Boîte 485
Chapleau ON PoM 1K0
☎ (705) 860-9200
☎ (705) 864-0820

Espanola Mall
800 rue Centre Street
Unit/Unité 100 C
Espanola ON P5E 1J3
☎ (705) 222-9202
☎ (705) 869-5583

6163 Highway/Route 542
Box/Boîte 87
Mindemoya ON PoP 1S0
☎ (705) 370-9200
☎ (705) 377-5580

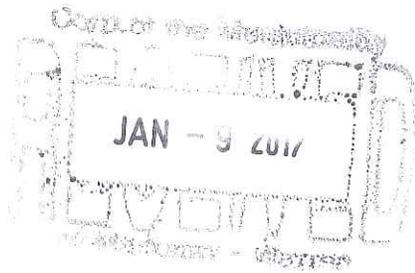
1 rue King Street
Box/Boîte 58
St.- Charles ON PoM 2W0
☎ (705) 222-9201
☎ (705) 867-0474

Toll-free/Sans frais
(where long distance charges apply/
lorsque les frais d'interurbains
s'appliquent)

1-866-522-9200

www.sdhuc.com

January 5, 2017



Dear Municipality:

Re: Fee Increase

The Sudbury & District Health Unit is proposing to increase fees for Part VIII services for 2017. The proposed fee schedule is included with this letter. The new fee structure is required to address program operational and delivery costs.

Should you wish to make representations with respect to this matter, a public meeting will be held:

WHEN: Tuesday, January 31, 2017
TIME: 9 to 11 a.m.
WHERE: Sudbury & District Health Unit
1300 Paris Street, Sudbury, ON

If you have any questions, please call Richard Auld, Chief Building Official, at 705.522.9200, ext. 243.

Sincerely,

Burgess Hawkins
Manager
Environmental Health Division

BH:ldp

Encl.



PROPOSED 2017 FEE SCHEDULE PART VIII—ONTARIO BUILDING CODE

Sewage System Permits: Class 2 – Greywater Pit	\$350
Sewage System Permits: Class 2 – Greywater Pit – more than 4 systems (Base + each system over 4)	\$1400 + \$100 per extra system over 4
Sewage System Permits: Class 3 – Cesspool	\$350
Sewage System Permits: Class 4 – Sewage System (Septic Tank and Leaching Bed)	\$825
Sewage System Permits: Class 4 – Sewage System (Leaching Bed Only)	\$500
Sewage System Permits: Class 4 – Sewage System (Tank Only)	\$325
Sewage System Permits: Class 5 – Sewage System (Holding Tank)	\$825
Sewage System Permits: Re-Inspection ¹	\$200
Renovation Permit	\$300 *
Demolition Permit	\$250
Revisions to Permit (Inspection Required)	\$350
Transfer of Permit to New Owner	\$100
Copy of Record	\$65
File Search Request	\$225
Extraordinary Travel Costs by Air, Water, etc.	Full Cost Recovery
Severance – Consent Applications (Retained + # Severed)	\$225 + \$225 per extra lot
Minor Variance – Not Part of Consent Application	\$225
Other Government Agencies	\$225
Mandatory Maintenance Inspections	\$175. *

¹Inspector is booked and arrives on-site but system is not ready for inspection so a repeat visit is required.

Note: * Indicates no fee increase.



Sudbury & District Health Unit

Fee schedule (current fees)

The Health Unit issues sewage system permits under the Ontario Building Code (<http://www.mah.gov.on.ca/Page7393.aspx>). The Health unit also provides comments on land severances and minor variances. An application, or service will not be processed until all fees are paid in full. Please find below the Health Unit's fee schedule for services relating to the Ontario Building Code and land development.

Fees

All PDFs below are < 1 MB.

<u>Copy of record</u> (https://www.sdhu.com/wp-content/uploads/2015/04/Copy_of_Record_Request_Form.pdf)	\$50
Demolition permit	\$200
Extraordinary travel costs by air, water, etc.	Full cost recovery
<u>File search request</u> (https://www.sdhu.com/wp-content/uploads/2016/06/File_Search_Request_Form_ENG_Compliant.pdf)	\$150
<u>Minor variance</u> (https://www.sdhu.com/wp-content/uploads/2015/08/EN_OBC_CON-MV-Z-OGA-Fee-Schedule_Compliant.pdf) - Not part of consent application	\$200
Renovation permit (<u>accessory to a structure</u> (https://www.sdhu.com/wp-content/uploads/2015/04/Renovation_Permit_Accessory_Structure_Application_Compliant.pdf) or an <u>addition to a building</u> (https://www.sdhu.com/wp-content/uploads/2015/04/Renovation_Permit_Addition_To_Building_Compliant.pdf))	\$300
Revisions to permit (inspection required) <u>residential</u> (https://www.sdhu.com/wp-content/uploads/2016/07/OBC_Class_4_Residential_Septic_Application_Compliant.pdf) or <u>non-residential</u> (https://www.sdhu.com/wp-content/uploads/2016/07/OBC_Class_4_Non-Residential_Septic_Application_Compliant.pdf)	\$300
<u>Severance - Consent applications</u> (https://www.sdhu.com/wp-content/uploads/2015/08/EN_OBC_CON-MV-Z-OGA-Fee-Schedule_Compliant.pdf) (retained + # severed)	\$200 + \$200 per extra lot
<u>Sewage system permits: Class 2 - Greywater Pit</u> (https://www.sdhu.com/wp-content/uploads/2015/04/OBC_Class_2_Septic_Application_Compliant.pdf)	\$300

Sewage system permits: Class 2 Greywater Pit (https://www.sdhu.com/wp-content/uploads/2015/04/OBC_Class_2_Septic_Application_Compliant.pdf) - more than 4 systems	\$1200 + \$100 per extra system over 4
Sewage system permits: Class 3 - Cesspool	\$300
Sewage system permits: Class 4 - Septic tank and leaching bed (residential (https://www.sdhu.com/wp-content/uploads/2016/07/OBC_Class_4_Residential_Septic_Application_Compliant.pdf) or non-residential (https://www.sdhu.com/wp-content/uploads/2016/07/OBC_Class_4_Non-Residential_Septic_Application_Compliant.pdf))	\$750
Sewage system permits: Class 4 - Leaching bed only (residential (https://www.sdhu.com/wp-content/uploads/2016/07/OBC_Class_4_Residential_Septic_Application_Compliant.pdf) or non-residential (https://www.sdhu.com/wp-content/uploads/2016/07/OBC_Class_4_Non-Residential_Septic_Application_Compliant.pdf))	\$450
Sewage system permits: Class 4 - Tank only (residential (https://www.sdhu.com/wp-content/uploads/2016/07/OBC_Class_4_Residential_Septic_Application_Compliant.pdf) or non-residential (https://www.sdhu.com/wp-content/uploads/2016/07/OBC_Class_4_Non-Residential_Septic_Application_Compliant.pdf))	\$300
Sewage system permits: Class 5 - Holding tank (residential (https://www.sdhu.com/wp-content/uploads/2016/07/OBC_Class_4_Residential_Septic_Application_Compliant.pdf) or non-residential (https://www.sdhu.com/wp-content/uploads/2016/07/OBC_Class_4_Non-Residential_Septic_Application_Compliant.pdf))	\$750
Sewage system permits: Re-inspection 1 (residential (https://www.sdhu.com/wp-content/uploads/2016/07/OBC_Class_4_Residential_Septic_Application_Compliant.pdf) or non-residential (https://www.sdhu.com/wp-content/uploads/2016/07/OBC_Class_4_Non-Residential_Septic_Application_Compliant.pdf))	\$150
Transfer of permit to new owner	\$100
Other government agencies (https://www.sdhu.com/wp-content/uploads/2015/08/EN_OBC_CON-MV-Z-OGA-Fee-Schedule_Compliant.pdf)	\$200

This item was last modified on June 23, 2016

Sudbury	Chapleau	Sudbury East	Espanola	Manitoulin Island
705.522.9200	705.860.9200	705.222.9201	705.222.9202	705.370.9200

Toll-free

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Municipality of French River

Report CL-01-2017
of the Clerk's Department
For Consideration by Council

RE: Clerk's Department 2016 Fourth Quarter Report

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

BACKGROUND:

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

ANALYSIS:

The role of the Clerk is to provide support and advice to the CAO and Council and to administer the Municipality's legislative responsibilities under numerous Acts.

The Clerk participates as a senior member of the management team in the development of corporate and departmental program goals and objectives and assists with the overall governance of the Municipality's policies, procedures and practices.

The Clerk conducts the Elections and is responsible for the management and record of all meetings of Council. The Clerk is responsible for the classification, retention and access of municipal records.

Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

- Ensure timely knowledge of policies, bylaws, and building control standards.
- Provide personalized and efficient customer service.

ATTACHMENTS:

- Clerk's Department – 2016 Fourth Quarter Report

Respectfully submitted:

Approved:

Mélanie Bouffard
Clerk

Marc Gagnon
Chief Administrative Officer

Date of Meeting: February 1, 2017

Clerk's Department 2016 Fourth Quarter Report

Meeting Management/Governance

Meeting Type	Annual Total 2016	Q1	Q2	Q3	Q4	2015 Total
Committee of Adjustment (Minor Variance)	4	1	2	1	0	6
Special Council	10	2	3	5	0	14
Special Council (Zoning Amendment)	4	1	1	1	1	2
Regular Council (incl. Council in Committee)	10	3	3	1	3	11
Regular Council	10	2	3	3	2	7
Open House/Presentation/Town Hall	1	1	0	0	0	1
Public Works and Environmental Committee	3	1	0	1	1	4
CARE (Ad hoc Committee Advising on Recycling Ecologically)	6	0	1	3	2	0
GRAND TOTAL	48	11	13	15	9	45

Highlights for this Quarter:

- Ongoing review of the Procedure By-law, 1st and 2nd Reading expected in January 2017.
- Review of the Council of Code of Conduct, expected to be presented to Council in February 2017.
- Petition received in September 2016 relating to council composition and election by ward or at large, a report was presented in October, in November the decision was deferred until the completion and presentation of the Final Operations Review Report.
- The following agreements are being/or will be reviewed in the upcoming quarter; the Janitorial Agreement for the Municipal Complex, IT Services, Audit Services, Discharge of Household Septic System Wastewater Agreement, Sub-Lease of Space on the communication antenna located at the MTO yard and the Employee Group Benefit Program.
- The following by-laws are being/or will be reviewed in the upcoming quarter; User Fees and related charges and the Sewage Service Rates.

Municipal Freedom of Information and Protection of Privacy Act (MFIPA)

Highlights for this Quarter:

- No activity during this quarter.

Municipal Drains

Highlights for this Quarter:

- Planning is underway to schedule numerous request for quotes for drainage maintenance in 2017.

Planning and Development

Application Type	Annual Total 2016	Q1	Q2	Q3	Q4	2015 Total
Minor Variance	3	1	2	0	0	6
Consent	7	3	3	1	2	13
Zoning Amendment	2	0	2	0	1	6
Official Plan Amendment	0	0	0	0	0	0
Plan of Subdivision	0	0	0	0	0	0
GRAND TOTAL	15	4	7	1	3	25

Highlights for this Quarter:

- Two Zoning By-law Amendments was approved.
- Two Provisional Consents were issued by the Planning Board.

Cemetery Services

Notre Dame de Lourdes Cemetery	Annual Total 2016	Q1	Q2	Q3	Q4	2015 Total
Columbarium Niche Sale	5	0	0	4	1	2
Ash Lot Sale	1	0	1	0	0	1
Regular Lot Sale	0	0	0	0	0	9
Monument Installation	3	0	0	2	1	7
Casket Burial	1	0	1	0	0	0
Cremation Burial	4	0	0	2	2	8
Entombment in Niche	3	0	0	2	1	1
St. David Cemetery	Annual Total 2016	Q1	Q2	Q3	Q4	2015 Total
Ash Lot Sale	0	0	0	0	0	2
Regular Lot Sale	4	0	1	1	2	7
Monument Installation	11	0	4	1	6	5
Casket Burial	6	0	5	1	0	0
Cremation Burial	24	0	7	9	8	15

Highlights for this Quarter:

- Cemetery By-law amendments are still required to comply with the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) and plans for additional plots and a columbarium is still underway.
- Our database was updated to include pictures of the markers installed since 2010.

Customer Service

The tracking of communications is subject to the Complaint Policy, to ensure a consistent, fair and accountable level of service delivery.

Complaints *written complaints only are tracked	Annual Total 2016	Q1	Q2	Q3	Q4	2015 Total
Drains (maintenance request)	4	n/a	n/a	2	2	n/a
Roads (summer maintenance)	4	n/a	n/a	3	1	n/a
Roads (winter maintenance)	0	n/a	n/a	n/a	0	n/a
Ditching	1	n/a	n/a	1	0	n/a
Grading	1	n/a	n/a	1	0	n/a
Snowplowing	1	n/a	n/a	0	1	n/a
Streetlights	0	n/a	n/a	0	0	n/a
Waste Management	0	n/a	n/a	0	0	n/a
Facilities	2	n/a	n/a	2	0	n/a
Cemeteries	1	n/a	n/a	0	1	n/a
Animal Control	1	n/a	n/a	1	0	n/a
Noise	1	n/a	n/a	1	0	n/a
Property Standards	1	n/a	n/a	1	0	n/a
GRAND TOTAL	17			12	5	n/a

Highlights for this Quarter:

- The Drain Maintenance Requests are scheduled to be addressed spring 2017.
- One Property Standard issue is ongoing.

*The other types of communication (enquiries, request for service...) will start to be reported for the First Quarter in 2017.



Municipality of French River

Report CL-02-2017
of the Clerk's Department
For Consideration by Council in Committee

RE: Council Code of Conduct Review

OBJECTIVE: To provide an overview of changes to the Municipal Act pertaining to Council Code of Conducts and that Council consider approval of the By-law formally adopting the new Council Code of Conduct Policy.

BACKGROUND:

The current Council Code of Conduct policy was adopted by Resolution on June 20, 2007 and has not received any further amendments. For ease of reference, it has been included in the Procedure By-law as an Appendix.

Bill 8, the Public Sector and MPP Accountability and Transparency Act, 2014 took effect on January 1, 2016 and expanded the jurisdiction of the Ontario Ombudsman to include the power to investigate complaints involving municipalities.

In the wake of Bill 8, municipalities across Ontario have conducted reviews of policies relating to accountability and transparency including Complaint Policies and Council Codes of Conduct to provide uniform language and framework to ensure consistent standards across the province.

In November, the government tabled Bill 68, Modernizing Ontario's Municipal Legislation Act, which will introduce a series of reforms to the Municipal Act, and Municipal Conflict of Interest Act. (See attached annotated version of the MA as amended by Bill 68 as it pertains to the Code of Conduct and Integrity Commissioner).

In summary, once Bill 68 takes effect, Council Code of Conducts will be mandatory for all municipalities (as mentioned, French River has had one since 2007) and all municipalities will need to provide their citizens access to an Integrity Commissioner either by appointing their own, keeping one on retainer, or working with another municipality through a shared serviced arrangement.

ANALYSIS:

The review of the Council Code of Conduct was initially triggered by amendments brought forward in the Acts but was also prompted by complaints/inquiries submitted to the Ombudsman's Office.

The Ombudsman's Office encourages municipalities to have strong and accessible processes to deal with complaints in fair, accountable and transparent ways. Therefore, when a complaint or an inquiry is submitted to their office, the municipalities are contacted to discuss the matter brought to their attention as an attempt to resolve it quickly without conducting a formal investigation.

As part of the initial impartial fact-finding process, information is requested for their research such as copies of formal policies, processes and procedures and a review is conducted on how those policies are applied and followed. If the matter can be resolved without a formal investigation, the Ombudsman's Office will contact municipal officials to take the opportunity to identify issues and make recommendations of constructive and reasonable change to address them, improve public service and corrective action to avoid them to reoccur.

In this instance, the Ombudsman's Office provided recommendations to the Clerk on how to improve the Council Code of Conduct policy. Our current policy does not contain a clear process for addressing complaints and does not have provisions for penalties. The policy review also allowed for an opportunity to clarify the expected standards of behaviour and conduct of elected officials in a consistent, uniform language and standard framework within the province.

This draft Council Code of Conduct policy has received a review from legal counsel.

BUDGET/LEGAL IMPLICATIONS:

Not applicable.

INTERDEPARTMENTAL IMPACTS:

Not applicable.

LINKS TO STRATEGIC PLANS:

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

ATTACHMENTS:

- Annotated version of the Municipal Act as amended by Bill 68 as it pertains to the Code of Conduct and Integrity Commissioner
- Code of Conduct Policy By-law

CONCLUSION/RECOMMENDATIONS:

It is recommended that the Council consider adopting the Code of Conduct Policy By-law at the meeting scheduled for February 15, 2017.

Respectfully submitted:

Approved:

Mélanie Bouffard
Clerk
Date of Meeting: February 1, 2017

Marc Gagnon
Chief Administrative Officer

- (c) a member of a local board of the municipality and any person on his or her staff,
- (d) an officer, director or employee of a local board of the municipality, and
- (e) such other persons as may be determined by the municipality who are appointed to any office or body by the municipality or by a local board of the municipality. (“titulaire d’une charge publique”) 2006, c. 32, Sched. A, s. 98; 2007, c. 8, s. 218 (5).

Code of conduct

~~— 223.2 (1) Without limiting sections 9, 10 and 11, those sections authorize the municipality to establish codes of conduct for members of the council of the municipality and of local boards of the municipality. 2006, c. 32, Sched. A, s. 98.~~

No offence

~~— (2) A by-law cannot provide that a member who contravenes a code of conduct is guilty of an offence. 2006, c. 32, Sched. A, s. 98.~~

Code of conduct

223.2 (1) A municipality shall establish codes of conduct for members of the council of the municipality and of its local boards.

Same

(2) Without limiting sections 9, 10 and 11, those sections authorize the municipality to establish codes of conduct.

No offence or administrative penalty

(3) A by-law cannot provide that a member who contravenes a code of conduct is guilty of an offence or is required to pay an administrative penalty.

Regulations

(4) The Minister may make regulations prescribing one or more subject matters that a municipality is required to include in a code of conduct.

19. (1) Subsection 223.3 (1) of the Act is repealed and the following substituted:

Integrity Commissioner

(1) Without limiting sections 9, 10 and 11, those sections authorize the municipality to appoint an Integrity Commissioner who reports to council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to any or all of the following:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards or of either of them.

2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards or of either of them.

3. The application of sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act to members of council or of local boards.

4. The conducting of, on the Commissioner's own initiative, inquiries about whether a member of council or of a local board has contravened the code of conduct applicable to the member or has contravened section 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act.

5. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.

6. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.

7. Requests from members of council and of local boards for advice respecting their obligations under the Municipal Conflict of Interest Act.

8. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the Municipal Conflict of Interest Act.

Integrity Commissioner

223.3 (1) Without limiting sections 9, 10 and 11, those sections authorize the municipality to appoint an Integrity Commissioner who reports to council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to,

- (a) the application of the code of conduct for members of council and the code of conduct for members of local boards or of either of them;
- (b) the application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards or of either of them; or
- (c) both of clauses (a) and (b). 2006, c. 32, Sched. A, s. 98.

Powers and duties

(2) Subject to this Part, in carrying out the responsibilities described in subsection (1), the Commissioner may exercise such powers and shall perform such duties as may be assigned to him or her by the municipality. 2006, c. 32, Sched. A, s. 98.

Request for advice shall be in writing

(2.1) A request by a member of council or of a local board for advice from the Commissioner under paragraph 5, 6 or 7 of subsection (1) shall be made in writing.

Advice shall be in writing

(2.2) If the Commissioner provides advice to a member of council or of a local board under paragraph 5, 6 or 7 of subsection (1), the advice shall be in writing.

Content of educational information

(2.3) If the Commissioner provides educational information to the public under paragraph 8 of subsection (1), the Commissioner may summarize advice he or she has provided but shall not disclose confidential information that could identify a person concerned.

Delegation

(3) The Commissioner may delegate in writing to any person, other than a member of council, any of the Commissioner's powers and duties under this Part. 2006, c. 32, Sched. A, s. 98.

Same

(4) The Commissioner may continue to exercise the delegated powers and duties, despite the delegation. 2006, c. 32, Sched. A, s. 98.

Status

(5) The Commissioner is not required to be a municipal employee. 2006, c. 32, Sched. A, s. 98.

Provision for functions if no Commissioner appointed

223.3.1 If a municipality has not appointed a Commissioner under section 223.3, the municipality shall make arrangements for all of the responsibilities set out in subsection 223.3 (1) to be provided by a Commissioner of another municipality.

Provision for functions if responsibility not assigned

223.3.2 If a municipality has appointed a Commissioner under section 223.3, but has not assigned functions to the Commissioner with respect to one or more of the responsibilities set out in subsection 223.3 (1), the municipality shall make arrangements for those responsibilities to be provided by a Commissioner of another municipality.

Inquiry by Commissioner

223.4 (1) This section applies if the Commissioner conducts an inquiry under this Part,

- (a) in respect of a request made by council, a member of council or a member of the public about whether a member of council or of a local board has contravened the code of conduct applicable to the member; ~~or~~
- (b) in respect of a request made by a local board or a member of a local board about whether a member of the local board has contravened the code of conduct applicable to the member. 2006, c. 32, Sched. A, s. 98 or
- (c) on the Commissioner's own initiative about whether a member of council or of a local board has contravened the code of conduct applicable to the member.

Powers on inquiry

(2) The Commissioner may elect to exercise the powers under sections 33 and 34 of the *Public Inquiries Act, 2009*, in which case those sections apply to the inquiry. 2009, c. 33, Sched. 6, s. 72 (1).

Information

(3) The municipality and its local boards shall give the Commissioner such information as the Commissioner believes to be necessary for an inquiry. 2006, c. 32, Sched. A, s. 98.

Same

(4) The Commissioner is entitled to have free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the municipality or a local board that the Commissioner believes to be necessary for an inquiry. 2006, c. 32, Sched. A, s. 98.

Penalties

(5) The municipality may impose either of the following penalties on a member of council or of a local board if the Commissioner reports to the municipality that, in his or her opinion, the member has contravened the code of conduct:

- 1. A reprimand.

2. Suspension of the remuneration paid to the member in respect of his or her services as a member of council or of the local board, as the case may be, for a period of up to 90 days. 2006, c. 32, Sched. A, s. 98.

Same

(6) The local board may impose either of the penalties described in subsection (5) on its member if the Commissioner reports to the board that, in his or her opinion, the member has contravened the code of conduct, and if the municipality has not imposed a penalty on the member under subsection (5) in respect of the same contravention. 2006, c. 32, Sched. A, s. 98.

Inquiry by Commissioner re s. 5, 5.1 or 5.2 of Municipal Conflict of Interest Act

223.4.1 (1) This section applies if the Commissioner conducts an inquiry under this Part,

(a) in respect of an application under subsection (2); or

(b) on the Commissioner's own initiative about whether a member of council or of a local board has contravened section 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act.

Application

(2) Any person may apply in writing to the Commissioner for an inquiry to be carried out concerning an alleged contravention of section 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act by a member of council or a member of a local board.

Timing

(3) An application may only be made within six weeks after the applicant became aware of the alleged contravention.

Content of application

(4) An application shall set out the reasons for believing that the member has contravened section 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act and include a statutory declaration attesting to the fact that the applicant became aware of the contravention not more than six weeks before the date of the application.

Notice re inquiry on Commissioner's own initiative

(5) If the Commissioner decides to conduct an inquiry on his or her own initiative, the Commissioner shall publish a notice of the inquiry.

Inquiry

(6) The Commissioner may conduct such inquiry as he or she considers necessary.

Public meeting

(7) If the Commissioner decides to conduct an inquiry, the Commissioner may have a public meeting to discuss the inquiry.

Powers on inquiry

(8) The Commissioner may elect to exercise the powers under sections 33 and 34 of the Public Inquiries Act, 2009, in which case those sections apply to the inquiry.

Information

(9) The municipality and its local boards shall give the Commissioner such information as the Commissioner believes to be necessary for an inquiry.

Same

(10) The Commissioner is entitled to have free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the municipality or a local board that the Commissioner believes to be necessary for an inquiry.

Timing

(11) The Commissioner shall complete the inquiry,

(a) within 180 days after receiving the completed application, if the inquiry is in respect of an application under subsection (2); or

(b) within 180 days after the date the notice is published under subsection (5), if the inquiry is conducted on the Commissioner's own initiative.

Completion

(12) Upon completion of the inquiry, the Commissioner may, if he or she considers it appropriate, apply to a judge under section 8 of the Municipal Conflict of Interest Act for a determination as to whether the member has contravened section 5, 5.1 or 5.2 of that Act.

Notice to applicant re decision not to apply to judge

(13) In the case of an inquiry conducted in respect of an application under subsection (2), the Commissioner shall advise the applicant if the Commissioner will not be making an application to a judge.

Reasons after inquiry

(14) After deciding whether or not to apply to a judge, the Commissioner shall publish brief written reasons for the decision.

Costs

(15) The Commissioner's costs of applying to a judge shall be paid by the following:

1. If the member is alleged to have contravened section 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act as a member of council of a municipality, the municipality.

2. If the member is alleged to have contravened section 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act as a member of a local board, the local board.

Duty of confidentiality

223.5 (1) The Commissioner and every person acting under the instructions of the Commissioner shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties under this Part. 2006, c. 32, Sched. A, s. 98.

Exception

(2) Despite subsection (1), information may be disclosed in a criminal proceeding as required by law or otherwise in accordance with this Part. 2006, c. 32, Sched. A, s. 98.

Release of advice

(2.1) Advice provided by the Commissioner to a member under paragraph 5, 6 or 7 of subsection 223.3 (1) may be released with the member's written consent.

Partial release by member

(2.2) If a member releases only part of the advice provided to the member by the Commissioner under paragraph 5, 6 or 7 of subsection 223.3 (1), the Commissioner may release part or all of the advice without obtaining the member's consent.

Other circumstances

(2.3) The Commissioner may disclose such information as in the Commissioner's opinion is necessary,

(a) for the purposes of a public meeting under subsection 223.4.1 (7);

(b) in an application to a judge referred to in subsection 223.4.1 (12); or

(c) in the written reasons given by the Commissioner under subsection 223.4.1 (14).

Section prevails

(3) This section prevails over the *Municipal Freedom of Information and Protection of Privacy Act*. 2006, c. 32, Sched. A, s. 98.

Report to council

223.6 (1) If the Commissioner provides a periodic report to the municipality on his or her activities, the Commissioner may summarize advice he or she has given but shall not disclose confidential information that could identify a person concerned. 2006, c. 32, Sched. A, s. 98.

Report about conduct

(2) If the Commissioner reports to the municipality or to a local board his or her opinion about whether a member of council or of the local board has contravened the applicable code of conduct, the Commissioner may disclose in the report such matters as in the Commissioner's opinion are necessary for the purposes of the report. 2006, c. 32, Sched. A, s. 98.

Publication of reports

(3) The municipality and each local board shall ensure that reports received from the Commissioner by the municipality or by the board, as the case may be, are made available to the public. 2006, c. 32, Sched. A, s. 98.

Testimony

223.7 Neither the Commissioner nor any person acting under the instructions of the Commissioner is a competent or compellable witness in a civil proceeding in connection with anything done under this Part. 2006, c. 32, Sched. A, s. 98.

Reference to appropriate authorities

223.8 If the Commissioner, when conducting an inquiry, determines that there are reasonable grounds to believe that there has been a contravention ~~of any other Act or~~ of any other Act, other than the Municipal Conflict of Interest Act, or of the *Criminal Code* (Canada), the Commissioner shall immediately refer the matter to the appropriate authorities and suspend the inquiry until any resulting police investigation and charge have been finally disposed of, and shall report the suspension to council. 2006, c. 32, Sched. A, s. 98.

Registry

223.9 (1) Without limiting sections 9, 10 and 11, those sections authorize the municipality to establish and maintain a registry in which shall be kept such returns as may be required by the municipality that are filed by persons who lobby public office holders. 2006, c. 32, Sched. A, s. 98.

Requirement to file returns, etc.

(2) Without limiting sections 9, 10 and 11, those sections authorize the municipality to provide for a system of registration of persons who lobby public office holders and to do the following things:

1. Define “lobby”.
2. Require persons who lobby public office holders to file returns and give information to the municipality.
3. Specify the returns to be filed and the information to be given to the municipality by persons who lobby public office holders and specify the time within which the returns must be filed and the information provided.
4. Exempt persons from the requirement to file returns and provide information.
5. Specify activities with respect to which the requirement to file returns and provide information does not apply.
6. Establish a code of conduct for persons who lobby public office holders.
7. Prohibit former public office holders from lobbying current public office holders for the period of time specified in the by-law.
8. Prohibit a person from lobbying public office holders without being registered.
9. Impose conditions for registration, continued registration or a renewal of registration.
10. Refuse to register a person, and suspend or revoke a registration.
11. Prohibit persons who lobby public office holders from receiving payment that is in whole or in part contingent on the successful outcome of any lobbying activities. 2006, c. 32, Sched. A, s. 98.

Access to registry

(3) The registry described in subsection (1) shall be available for public inspection in the manner and during the time that the municipality may determine. 2006, c. 32, Sched. A, s. 98.

Prohibition on contingency fees

223.10 Without limiting sections 9, 10 and 11, those sections authorize the municipality to prohibit a person on whose behalf another person undertakes lobbying activities from making payment for the lobbying activities that is in whole or in part contingent on the successful outcome of any lobbying activities. 2006, c. 32, Sched. A, s. 98.

Registrar for lobbying matters

223.11 (1) Without limiting sections 9, 10 and 11, those sections authorize the municipality to appoint a registrar who is responsible for performing in an independent manner the functions assigned by the municipality with respect to the registry described in subsection 223.9 (1) and the system of registration and other matters described in subsection 223.9 (2). 2006, c. 32, Sched. A, s. 98.

Powers and duties

(2) Subject to this Part, in carrying out these responsibilities, the registrar may exercise such powers and shall perform such duties as may be assigned to him or her by the municipality. 2006, c. 32, Sched. A, s. 98.

Delegation

(3) The registrar may delegate in writing to any person, other than a member of council, any of the registrar’s powers and duties under this Part. 2006, c. 32, Sched. A, s. 98.

Same

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2017-**

**BEING A BY-LAW TO AUTHORIZE THE ADOPTION
OF A COUNCIL CODE OF CONDUCT**

WHEREAS Section 223.2 (1) of the *Municipal Act, 2001*, authorizes the municipality to establish codes of conduct for Members of the Council of the municipality and of local boards of the municipality;

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

1. That Council adopts the Council Code of Conduct Policy for the Municipality of French River identified as Schedule “A” attached hereto and forming part of this by-law.
2. That the Council Code of Conduct shall apply to the Mayor, all Members of Council, and shall apply equally to all Committee Members, and all Board Members of The Corporation of the Municipality of French River.
3. That the Mayor, Members of Council, Committee Members, and Board Members of the Municipality of French River shall acknowledge their receipt and understanding of the Council Code of Conduct and all its contents, by signing and dating the Acknowledgement of Understanding and Compliance form.
4. That any amendments to the Council Code of Conduct shall be acknowledged by Members of Council, Committee and Board Members of the Municipality of French River, by re-signing and dating the Acknowledgement of Understanding and Compliance Form.
5. That this Council Code of Conduct shall apply to all future Mayors, Members of Council, Members of Committees, and Board Members of the Municipality of French River.
6. That a vote of two-thirds of all Council Members be required to amend or repeal this by-law.
7. That this by-law shall come into full force and effect upon its passing.

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

MAYOR

CLERK

Schedule 'A' - By-law 2017-**
Council Code of Conduct

1. Policy Statement

The Council Code of Conduct is a public declaration of the principles of good conduct and ethics that are expected by the Members of Council of the Municipality of French River.

Attaining an elected position within the community is a privilege which carries significant responsibilities and obligations. Members of Council are held to a high standard as leaders of the community and they are expected to become well informed on all aspects of municipal governance, administration, planning and operations and to carry out their duties in a fair, impartial, transparent and professional manner.

2. Purpose

The Council Code of Conduct sets standards for the behaviour of Members of Council in carrying out their functions. It has been developed to assist Council to:

- a) Understand the standards of conduct that are expected of them and the law that applies in relation to these standards;
- b) Fulfill their duty to act honestly and exercise reasonable care and diligence;
- c) Act in a way that enhances public confidence in local government; and
- d) Identify and resolve situations which might involve a conflict of interest or a potential misuse of position and authority or a breach of these rules.

3. Statutory Provisions Regulating Conduct

This Council Code of Conduct operates along with and as a supplement to the existing statutes governing the conduct of members. The following provincial legislation governs the conduct of members of Council:

- The Municipal Act
- The Municipal Conflict of Interest Act (MCIA)
- The Municipal Elections Act (MEA)
- The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- The Ontario Human Rights Code (OHRC)
- The Provincial Offences Act (POA)
- The Criminal Code of Canada (CCC)
- The Occupational Health and Safety Act (OHSA)
- The Accessibility for Ontarians with Disabilities Act (AODA)

4. General Principles and Values

Members will:

- a) Respect the role of Council as set out in the Municipal Act, 2001;
- b) Support the mission, vision and values of the Municipality;
- c) Respect the decision-making process of Council by accurately communicating the decision reached by majority of Council, even if they disagree with the outcome;
- d) Maintain professionalism, integrity, respect, and trust;
- e) Promote open, accountable and transparent local government; and
- f) Encourage public respect for the Municipality, its by-laws and policies.

5. Standards of Behaviour and Conduct

5.1 Respect and Dignity

Members will:

- a) Treat members of the public, one another, and staff with respect;
- b) Ensure their work environment is free from discrimination, harassment, bullying and intimidation;
- c) Conduct themselves according to legislative and policy requirements;
- d) Observe decorum and conduct themselves as outlined in the Procedure By-law; and
- e) Refrain from personal attacks on other Members, staff or any other person.

5.2 Conduct Respecting Staff

Members will:

- a) Be respectful of staff;
- b) Acknowledge that only Council as a whole has the capacity to direct the Chief Administrative Officer;
- c) Recognize that the Chief Administrative Officer is the only staff person directly reporting to Council and that all other staff members are under the supervision of the CAO, not of Council or any Member. Members will direct any concerns respecting staff through the Chief Administrative Officer; and
- d) Refrain from publicly criticizing individual members of staff in any way that questions their professional reputation, competence or credibility.

Members will not:

- a) Attack the professional or ethical reputation of staff;
- b) Threaten staff; or
- c) Otherwise interfere with staff's performance of their duties.

5.3 Gifts, Hospitality & Other Benefits

Members of Council are expected to represent the public and the interests of the municipality and to do so with both impartiality and objectivity. The acceptance of gifts, hospitality or benefits can imply favouritism, bias or influence on the part of the Member. At times, the acceptance of a gift, benefit or hospitality occurs as part of the social protocol or community events linked to the duties of an elected official and their role in representing the municipality.

Members of Council shall not accept gifts that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate for the public functions involved. Members will make decisions free from the influence of gifts, favours, hospitality, and entertainment. Members will not seek or obtain by reason of their office any personal privilege or advantage with respect to municipal services not otherwise available to the general public and not following as a result of official duties.

Members may accept tokens, mementoes, souvenirs, or such gifts or benefits up to and including a value of \$50.00 that are received as a result of the responsibilities of the office; all items received with a greater value shall be declined or be considered the property of the Municipality. To enhance transparency and accountability, these exceptions will be reported to the Clerk on an annual basis. The disclosure statement must indicate the nature of the gift, benefit or hospitality, its source and date of receipt, the circumstances under which it was received, the estimated value and what the recipient intends to do with the gift and/or whether the gift will be left with the Municipality.

5.4 Use of Municipal Property and Resources

Members may only use municipal property, equipment, services or supplies of consequence for purposes associated with the discharge of official duties or associated community activities to the extent such resources are not otherwise available to the general public.

Members will comply with corporate policies related to the use of municipal assets, including but not limited to municipal vehicles, municipally owned computers, internet and email.

Members will not seek or gain personal benefit from the use of municipally developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the Municipality.

5.5 Municipal Elections

Members of Council must conduct themselves in accordance with the provisions of the *Municipal Elections Act*, in addition to legislation and policies in place during their term of office.

Members of Council shall respect the role of the Clerk and municipal staff in the election process, shall not interfere with the Clerk or designate's discharge of their duties during the election process, and understand that their role is to ensure that all candidates are treated equally.

The use of municipal resources, both actual municipal property and staff time, for election-related activity is strictly prohibited. The prohibition applies to both the promotion and opposition to the candidacy of a person for elected office.

Election-related activity applies not only to a Member's personal campaign for office, but also other campaigns for municipal, provincial and federal office.

5.6 Confidentiality, Privacy and Use of Information

- a) All information, documentation or deliberations received, reviewed or taken in closed session meetings are confidential, except as otherwise directed by Council.
- b) All information circulated in closed session whether or not it is marked confidential and/or privileged, shall be returned to the Clerk for destruction.
- c) Members will not disclose or release by any means to any Member of the public either in verbal or written form any confidential information acquired by virtue of their office, except when required by law to do so.
- d) Requests for information should be referred to the Clerk to be addressed in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*.
- e) Members will follow the established practices within the municipality for closed meeting materials.
- f) Members will not use information gained in the execution of their duties that is not available to the general public for any other purpose.
- g) Members of Council shall not access or attempt to gain access to confidential information in the custody of the Municipality unless it is necessary for the performance of their duties and not prohibited by Council policy.

5.7 Personal and Political Interests

- a) Members will not use municipal facilities, services or property for personal business gain.
- b) Members will not use the services of employees for personal affairs.
- c) Members will not use municipal resources for political purposes, including re-election, in conformity with municipal policy and in compliance with the *Municipal Elections Act*.
- d) Members will not borrow money from any person who regularly does business with the Municipality unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- e) Members will not act as a paid agent before Council or its committees, agencies or boards.
- f) Members will recognize their obligations to follow and respect both the letter and the spirit of the provisions of the *Municipal Act, 2001* as amended and the *Municipal Conflict of Interest Act*, or successor legislation.
- g) Members shall not attempt to influence any outcome or decision regarding or based on a family relationship or other personal associations.

5.8 Media and Public Communications

It is understood that the Mayor as Head of Council, is the primary spokesperson, explaining policies, priorities and decisions of Council to the public, unless otherwise designated to another Member of Council or to the Chief Administrative Officer.

Committee Chairs are normally the spokespersons for matters dealt with under the jurisdiction of their particular committee unless another Member of Council is designated.

Members of Council will accurately communicate the decisions of Council/Committee, even if they disagree with the majority decision of Council, and by doing so affirm the respect for and integrity in the decision making process of Council. A Member may state that he/she did not support the decision, or voted against the decision.

Members at all times shall refrain from speculating or reflecting upon the personal motives of other Members of Council or staff, or being unduly judgmental or critical of other Members or of staff when communicating with the media or the public.

If a Member is involved in an issue outside the Member's own ward, the Member shall inform the Ward Councillor of such involvement and shall make reasonable efforts to invite the Ward Councillor to any meetings in conjunction therewith unless:

- a) The issue is clearly of Municipality-wide significance, or;
- b) The Member is the Chair of the Committee handling the matter or the Mayor, and the involvement does not go to the merits of the issue but rather involves only procedural aspects.

6. Complaint Procedure

6.1 Informal Complaint

Any individual who has identified or witnessed behavior or activity by a Member of Council that appears to be in contravention of the Code or legislation may address their concerns in the following manner:

- a) Advise the Member that their behavior or activity contravenes the Code or legislation;
- b) Encourage the Member to acknowledge and agree to stop the prohibited behaviour or activity and to avoid future occurrences of the prohibited behaviour or activity;
- c) If applicable, confirm to the member your satisfaction or dissatisfaction with his or her response to the concern identified;
- d) Keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information, including steps taken to resolve the matter;
- e) Request the Integrity Commissioner to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue;
- f) If not satisfied with the response received through the informal process, consider the need to pursue the matter in accordance with the formal complaint through the Integrity Commissioner, as outlined in this Code.

Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying behaviour or an activity that they believe violates the Code of Conduct. With the consent of both the complaining individual and the Member, the Integrity Commissioner may participate in any informal process. The parties involved are encouraged to take advantage of the Integrity Commissioner's potential role as a mediator/conciliator of issues relating to a complaint. However, the informal process is not a precondition or a prerequisite to pursuing the formal complaint procedure outlined in Section 6.2.

6.2 Formal Complaint

Any individual who has identified or witnessed behavior or activity by a Member that they believe is in contravention of the Code of Conduct may file a formal complaint in accordance of with the following conditions:

- a) All formal complaints must be made using the Code of Conduct Complaint/Affidavit Form (see Appendix '1') and shall be dated and signed by the complainant.
- b) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Code of Conduct and include a supporting affidavit that sets out the evidence in support of the complaint.

In the event that a formal complaint is received and that there are reasonable grounds to believe that there has been a contravention to the Code of Conduct, an Integrity Commissioner will be appointed by Council or the Municipality will engage the services of an Integrity Commissioner from another local municipality.

The complaint shall be filed with the Clerk who shall forward the matter to the Integrity Commissioner for initial classification to determine if the matter is, on its face, a complaint with respect to non-compliance with this Code of Conduct and not covered by other legislation or policy as described in Section 6.3.

6.3 Complaints Outside Integrity Commissioner Jurisdiction

If the complaint is not, on its face, a complaint with respect to non-compliance with the Code of Conduct or the complaint is covered by other legislation or complaint procedure under another Council policy, the Integrity Commissioner shall advise the complainant in writing as follows:

Criminal Matter

If the complaint on its face is an allegation of a criminal nature consistent with the Criminal Code of Canada, the complainant shall be advised that if the complainant wishes to pursue any such allegation, the complainant must pursue it with the appropriate Police Service.

Municipal Conflict of Interest Act

If the complaint on its face is regarding non-compliance with the Municipal Conflict of Interest Act as opposed to the Code of Conduct, the complainant shall be advised to review the matter with the complainant's own legal counsel.

Municipal Freedom of Information and Protection of Privacy Act

If the complaint is more appropriately addressed under the Municipal Freedom of Information and Protection of Privacy Act, the complainant shall be advised that the matter must be referred to the Clerk for Access and Privacy review or to the office of the Information and Privacy Commissioner.

Other Policy Applies

If the complaint seems to fall under another policy, the complainant shall be advised to pursue the matter under such policy.

Lack of Jurisdiction

If the complaint is, for any other reason not within the jurisdiction of the Integrity Commissioner, the complainant shall be so advised and provided with any additional reasons and referrals as the Integrity Commissioner considers appropriate.

Matter Already Pending

If the complaint is in relation to a matter which is subject to an outstanding complaint under another process such as a court proceeding related to the Municipal Conflict of Interest Act, a Human Rights complaint or similar process, the Integrity Commissioner may, in his/her sole discretion and in accordance with legislation, suspend any investigation pending the result of the other process.

6.4 Refusal to Conduct Investigation

If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious, or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation, or where that becomes apparent in the course of an investigation, terminate the investigation.

6.5 Opportunities for Resolution

Following receipt and review of a formal complaint, or at any time during the investigation, where the Integrity Commissioner believes that an opportunity to resolve the matter may be successfully pursued without a formal investigation, and both the complainant and the Member agree, efforts may be pursued to achieve an informal resolution and such efforts to effect an informal settlement shall not disqualify the Integrity Commissioner from completing the investigation if the efforts at resolution are not successful.

The Integrity Commissioner may also decide during his investigation that complaints relating to the following matters may not be Code of Conduct issues and may more appropriately be dealt with through other channels. With the consent of the complainant, the Integrity Commissioner may refer complaints as follows:

(a) Formal complaints related to the interaction of municipal staff and Members of Council may be handled by the Chief Administrative Officer and the Clerk, in consultation with the Mayor's Office.

6.6 Investigation

If a complaint has been identified as being within the Integrity Commissioner's jurisdiction and not rejected under Section 6.3 the Commissioner shall investigate:

The Clerk shall inform Council of the Integrity Commissioner's decision to investigate.

The Integrity Commissioner shall provide a copy of the complaint and any supporting materials to the Member whose conduct is in question with a request that a written response to the allegation be provided to the Integrity Commissioner within fourteen (14) days.

The Integrity Commissioner shall provide a copy of the response provided to the Member to the complainant with a request for a written reply within fourteen (14) days.

If necessary, after reviewing the submitted materials, the Integrity Commissioner may speak to anyone, access and examine any other documents or electronic materials and may enter any Municipal work location relevant to the complaint for the purpose of investigation and potential resolution.

The Integrity Commissioner may make interim reports to Council where necessary and as required to address any instances of interference, obstruction, delay or retaliation encountered during the investigation.

At any time, the complainant may abandon the request for an inquiry and the Integrity Commissioner will cease the investigation.

Reasonable extensions to the above time lines can be granted by the CAO or by Council.

6.7 Final Report

The Integrity Commissioner shall report to the Complainant and the Member generally no later than 90 days after the official receipt of the complaint. If the investigation process takes more than 90 days, the Integrity Commissioner shall provide an interim report and must advise the parties of the date the report will be available.

If during the investigation process, the complaint is withdrawn, sustained or resolved, the Integrity Commissioner shall report to Council outlining the findings, the terms of any resolution and any recommended action within thirty (30) days.

If the report of the Integrity Commissioner finds that a breach of the Code has occurred, the Integrity Commissioner shall report his or her findings to Council, including a recommendation as to the imposition of a penalty and/or action as set out in Section 6.10.

If the report of the Integrity Commissioner finds that there has been no breach of the Code, or that a breach occurred, however, the Member took all reasonable measures to prevent it, or the breach committed was trivial or committed through inadvertence or an error of judgement made in good faith, the Integrity Commissioner shall set this out in a report to Council.

The Council shall consider the report of the Integrity Commissioner within thirty (30) days of it being received by the Clerk and shall take action it considers appropriate with regard to the recommendations of the Integrity Commissioner.

6.8 No Complaint Prior to Municipal Election

No complaint regarding a Member who is a candidate in an election may be referred to the Integrity Commissioner, or forwarded by the Clerk for review and/or investigation between Nomination Day and the date of the Inaugural Meeting of Council in any year in which a regular municipal election will be held.

The Clerk shall forward any complaint received after Nomination Day to the Integrity Commissioner after the Inaugural meeting has taken place in an election year and shall advise the complainant of this process. The time elapsed between Nomination Day and the inaugural meeting in an election year shall not be included in the time calculation referred to in Section 6.7.

The Integrity Commissioner shall not make any report to Council or any other person after Nomination Day in any year in which a regular municipal election is held. Any reports would proceed after the Inaugural meeting of the new Council has been held.

6.9 Confidentiality of Complaint Documents

The Integrity Commissioner and every person acting under his or her jurisdiction shall preserve confidentiality where appropriate and where this does not interfere with the course of any investigation, except as required by law and as required by this complaint protocol.

The Integrity Commissioner shall retain all records related to the complaint and investigation.

The Clerk shall ensure confidentiality is maintained during and after the Integrity Commissioner's investigation.

At the time of the Integrity Commissioner's report to Council, the identity of the person who is the subject of the complaint shall not be treated as confidential information if the Integrity Commissioner finds that a breach has occurred.

6.10 Breach of Policy / Penalties

Members of Council are expected to adhere to the provisions of the Code of Conduct.

Council may impose either of the following penalties on a Member if the Integrity Commissioner reports to the municipality that, in his or her opinion, the Member has contravened this Council Code of Conduct:

1. A reprimand.
2. Suspension of the remuneration paid to the Member in respect of his or her services as a Member of Council or local board, as the case may be for a period of up to 90 days.

The Integrity Commissioner may also recommend that Council impose one of the following additional actions:

1. Written or verbal public apology;
2. Removal from membership of a Committee or Board.
3. Remove as Chair of a Committee or Board.
4. Ask the Member to repay or reimburse the compensation received.
5. Ask the Member to return property or reimburse for the value of it.
6. Any other fair and reasonable sanction given the circumstances.

All sanctions under this by-law will be fair and in keeping with the severity of the infraction, giving due regard to the Member's previous conduct.

The Integrity Commissioner has the final authority to recommend any of the sanctions above or other remedial action at his or her discretion.

6.11 Integrity Commissioner Annual Reporting to the Municipality

The Integrity Commissioner, the Clerk or designate shall report annually to Council on the number of complaints filed and on their disposition.

6.12 Acknowledgement of Understanding and Compliance

The undersigned Member of Council, Committee, and/or Board of the Municipality of French River hereby acknowledges receipt of a copy of the Council Code of Conduct By-law No. ****-** and agrees to abide by its contents. The Member also acknowledges this form will be kept on file with the Municipality of French River, and a copy of this signed form was retained by the Member themselves.

Printed Name of Member

Signature of Member

Date

Signature of Clerk or designate (as witness)

**Code of Conduct Formal Complaint Form / Affidavit
Appendix 1 to Schedule A to By-law No. 2017-****

Complainant Information		
Name:		
Mailing Address:		
City:	Province:	Postal Code:
Home Telephone:	Cell Number:	
Email address:		

Please note that it is an offence under the Criminal Code of Canada to knowingly swear/affirm a false affidavit.

I, _____ (full name) of the
_____ (municipality of residence) in the
Province of Ontario make oath and say (or affirm):

1. I have personal knowledge of the facts as set out in this affidavit. (insert reasons e.g. I work for... I attended a meeting at which... etc.)

2. I have reasonable and probable grounds to believe that: (specify name of Member of Council)

_____ has contravened section _____ (specify section(s)) of the Code of Conduct for Members of Council. The particulars are as follows: (Please provide information such as date, time and location of conduct, names of all persons involved, including witnesses, and information as to how they can be reached. Attach additional pages if necessary.):

3. This affidavit is made for the purpose of requesting that this matter be investigated and for no improper purpose.

SWORN (or AFFIRMED) before me at the (Town, Municipality, etc)

_____ in the Province of Ontario on the _____ day
of _____, 20_____.

Signature (to be witnessed by Commissioner)

A Commissioner, etc.



Municipality of French River

Report TR-2-2017 of the Finance Department For Consideration by Council

RE: Finance Department 2016 Fourth Quarter Report

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

BACKGROUND:

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

ANALYSIS:

The Finance Department is managed by the Treasurer, who fulfills statutory duties and works within prevailing legislation, regulations and the municipality's administrative policies and principles.

The Treasurer is responsible for the financial management of the municipality, coordinates the preparation of the operating and capital budgets, and provides advice to the Council during budget deliberations and regular reports on budget performance.

The Treasurer prepares for year-end closing, maintains all financial records, assists auditors in producing the annual Financial Information Return (FIR) and prepares material for the annual audit and completion of the Financial Statements by the Auditors.

In its Tax Collector role, the Treasurer calculates tax rates, prepares billing, processes changes to tax rolls resulting in changes to assessment, legislation and write-offs and provides general information to ratepayers regarding assessment, tax rates and tax procedures.

Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

- Ensure timely knowledge of policies, bylaws, and building control standards.
- Provide personalized and efficient customer service.

ATTACHMENTS:

- Finance Department – 2016 Fourth Quarter Report

Respectfully submitted:

Approved:

Tom Ng
Treasurer

Marc Gagnon
Chief Administrative Officer

Date of Meeting: February 1, 2017

Finance Department 2016 Fourth Quarter Report

Highlights for this Quarter:

- Assisted auditors with completion of 2016 Interim Audit in November 2016
- Co-ordinated Microsoft Dynamics GP 2013 year-end updates for both the Municipality of French River and the Library
- Prepared Budget versus Actual Reports
- Attended Management and Council meetings
- Attended meetings with auditors, and MPAC
- Attended Northern Treasurer's Forum and other workshops and seminars in Sudbury
- Completed and submitted various reports, including reports to various School Boards
- Updated our List of Tangible Capital Assets, and related Amortization Schedule
- Processed Supplementary Tax Bills for 2013, 2014, 2015, and 2016
- Prepared working papers and other documents for 2016 year-end audit
- Started preparation of 2017 budget
- Assisted staff with preparation of bank reconciliations
- Assisted taxpayers with various property tax issues



Municipality of French River

Report CBO-01-2017 of the Building Controls and MLE Department For Consideration by Council

RE: Building Controls and MLE Department 4th Quarter Report

OBJECTIVE: To update Council on the initiatives and activities of the Building Controls and Municipal Law Enforcement (MLE) Department.

BACKGROUND:

The quarterly 'activity' reports was developed to provide interim updates on activities as an ongoing effort to be able to communicate the activities, initiatives and impact of the Building Controls and By-Law Department to Council and ratepayers.

ANALYSIS:

The Building Controls Department is responsible for administering and enforcing the Ontario Building Code Act and its Regulations, the Planning Act and Municipal By-Laws. This is done through plans examination, issuing the appropriate building permits and conducting site visits at various stages of construction. Furthermore, the Building department oversees the Municipal Law Enforcement within the municipality by enforcing the various by-laws through verbal and written warnings, issuance of Provincial Offence Notices and other duties such as Animal Control and Property Standards.

Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

- **Ensure Community Safety**
- **Ensure timely knowledge of policies, By-Laws, and Building Controls**
- **Provide personalized and efficient customer service**

ATTACHMENTS:

- Building Controls and Municipal Law Enforcement Dept. – 2016 4th Quarter Report

Respectfully Submitted

Michael Campbell
Chief Building Official
Date of Meeting: February 1, 2017

Marc Gagnon
Chief Administrative Officer

Building Controls & Municipal Law Enforcement 2016 4th Quarter Report

Training Conferences & Meetings Attended and Highlights for this quarter

- Attended the OBOA Annual Meeting and Training Sessions – October 2-5, 2016 in Ottawa.
- Attended a Northern Lights Chapter Meeting in Sault Ste. Marie on November 30, 2016.

BUILDING CONTROLS STATISTICS

Item	Q1	Q2	Q3	Q4	2016 Total	2015 Total	2014 Total	2013 Total
Applications	13	54	55	17	139	113	N/A ¹	N/A ¹
Permits Issued	8	41	53	20	122	108	111	118
Median Working days to issue House - Building Permit (Days/# of Permits issued)	2/6	4/40	5/48	5/17	4/111 ³	4/108	N/A ¹	N/A ¹
Median Working days to issue Small Building - Building Permit (Days/# of Permits)	2/1	2/1	8/3	12/3	8/8 ³	7/7	N/A ¹	N/A ¹
Median Working days to issue Large Building - Building Permit (Days/# of Permits)	0/0	0/0	0/0	0/0	0/0 ³	4/3	N/A ¹	N/A ¹
Median Working days to issue Complex Building - Building Permit (Days/# of Permits)	8/1	0/0	5/2	0/0	8/3 ³	N/A	N/A ¹	N/A ¹
Inspections²	33	76	129	58	296	N/A ¹	N/A ¹	N/A ¹

NOTE:

¹ Statistics are not complete or showing N/A: statistics not tracked or TBA: To be added.

² Inspections include, but not limited to, preconstruction site inspection, footings, foundation, drainage/weeping tile, concrete slab, plumbing rough-in, framing, insulation, vapour/air barrier, heating, occupancy, fire protection, final inspection.

³ Calculation based on the 12 month period (Calculated by CGIS).

BUILDING CONTROLS STATISTICS – YEARLY TOTALS

2016 Permits - TOTAL (To Quarter Being Reported)			2015 - TOTAL		2014 - TOTAL		2013 - TOTAL	
Type of permit	Permits Issued	Construction Value	Permits Issued	Construction Value	Permits Issued	Construction Value	Permits Issued	Construction Value
<u>Residential Construction</u>								
New Building Construction	9	\$1,949,000	13	\$2,788,000	26	\$3,859,200	18	\$3,592,605
New Accessory Structure	38	\$691,000	28	\$588,000	30	\$735,022	23	\$413,800
Install/Erect/Replace	1	\$6,000	7	\$166,000	3	\$104,500	9	\$65,000
Renovation/Alter/Repair	27	\$462,000	22	\$445,000	19	\$339,100	34	\$520,200
Demolish	24	\$240,000	12	\$121,000	12	\$45,000	14	\$56,000
Addition	12	\$834,000	16	\$644,000	11	\$565,000	9	\$633,600
Total Residential Construction	111	\$4,182,000	98	\$4,752,000	101	\$5,647,822	107	\$5,281,205
<u>Other Construction</u>								
Commercial	8	\$379,000	5	\$202,000	6	\$216,500	5	\$63,580
Industrial	0	\$0	3	\$231,000	2	\$206,000	3	\$95,800
Government/Institutional	3	\$158,000	2	\$278,000	2	\$16,000	3	\$46,500
Total Other Construction	11	\$537,000	10	\$711,000	10	\$438,500	11	\$205,880
Total Construction	122	\$4,719,000	108	\$5,463,000	111	\$6,086,322	118	\$5,487,085
Building Permit Fees	\$55,327		\$52,035		\$48,796		\$46,257	

NOTE1: Building Permit Fees are based on the fees taken in during each calendar year and are not related to the amount of permits that were issued and may also include additional fees from permits from previous reporting periods.

BUILDING CONTROLS STATISTICS BY QUARTER – 2016

2016 Permits - 1st Quarter		
Type of permit	Permits Issued	Construction Value
<u>Residential Construction</u>		
New Building Construction	0	\$0
New Accessory Structure	1	\$18,000
Install/Erect/Replace	0	\$0
Renovation/Alter/Repair	4	\$35,000
Demolish	1	\$10,000
Addition	0	\$0
Total Residential Construction	6	\$63,000
<u>Other Construction</u>		
Commercial	1	\$50,000
Industrial	0	\$0
Government/Institutional	1	\$96,000
Total Other Construction	2	\$146,000
Total Construction	8	\$209,000
Building Permit Fees - Q1	\$4,038	

2016 Permits - 2nd Quarter		
Type of permit	Permits Issued	Construction Value
<u>Residential Construction</u>		
New Building Construction	5	\$1,039,000
New Accessory Structure	12	\$220,000
Install/Erect/Replace	0	\$0
Renovation/Alter/Repair	11	\$143,000
Demolish	7	\$70,000
Addition	5	\$134,000
Total Residential Construction	40	\$1,606,000
<u>Other Construction</u>		
Commercial	1	\$20,000
Industrial	0	\$0
Government/Institutional	0	\$0
Total Other Construction	1	\$20,000
Total Construction	41	\$1,626,000
Building Permit Fees - Q1	\$15,990	

BUILDING CONTROLS STATISTICS BY QUARTER - 2016

2016 Permits - 3rd Quarter		
Type of permit	Permits Issued	Construction Value
<u>Residential Construction</u>		
New Building Construction	2	\$502,000
New Accessory Structure	20	\$397,000
Install/Erect/Replace	0	\$0
Renovation/Alter/Repair	8	\$129,000
Demolish	14	\$140,000
Addition	4	\$625,000
Total Residential Construction	48	\$1,793,000
<u>Other Construction</u>		
Commercial	3	\$242,000
Industrial	0	\$0
Government/Institutional	2	\$62,000
Total Other Construction	5	\$304,000
Total Construction	53	\$2,097,000
Building Permit Fees - Q1	\$24,749	

2016 Permits - 4th Quarter		
Type of permit	Permits Issued	Construction Value
<u>Residential Construction</u>		
New Building Construction	2	\$408,000
New Accessory Structure	5	\$56,000
Install/Erect/Replace	1	\$6,000
Renovation/Alter/Repair	4	\$155,000
Demolish	2	\$20,000
Addition	3	\$75,000
Total Residential Construction	17	\$720,000
<u>Other Construction</u>		
Commercial	3	\$67,000
Industrial	0	\$0
Government/Institutional	0	\$0
Total Other Construction	3	\$67,000
Total Construction	20	\$787,000
Building Permit Fees - Q1	\$10,550	

MLE STATISTICS

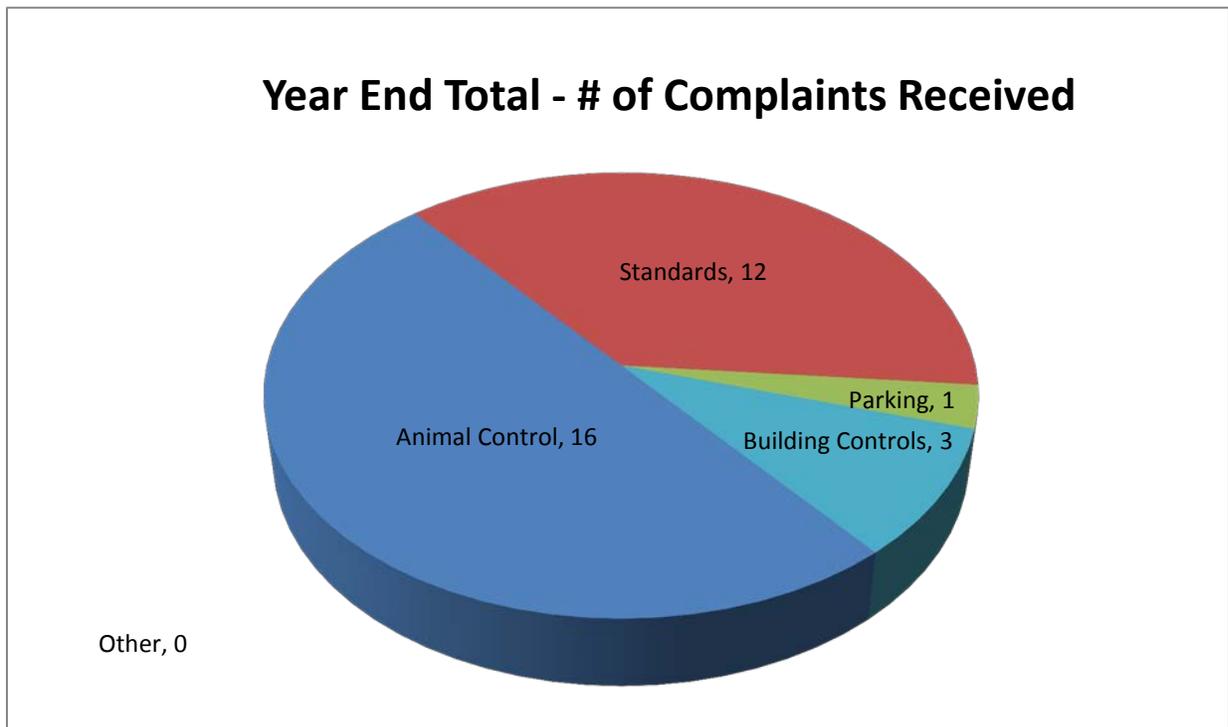
Item	Q1	Q2	Q3	Q4	2016 Total	2015 Total	2014 Total	2013 Total
Parking Tickets Issued	7	0	7	0	14	30	N/A ¹	N/A ¹
Parking Ticket Payments Received ³	6	0	5	0	11	31	N/A ¹	N/A ¹
By-Law Complaints	3	12	13	4	32	76	N/A ¹	N/A ¹
Charges Issued	0	0	0	1	1	1	N/A ¹	N/A ¹
Dog Tags Sold ²	19	66	70	12	167	68	N/A ¹	N/A ¹

NOTES:

¹ Statistics are not complete or showing N/A: statistics not tracked for the entire year or TBA: To be added.

² Dog tags sold in each quarter, may include dog tags for the following year (Generally occurs in 4th quarter)

³ Parking ticket payments may take up to 2 years to receive.



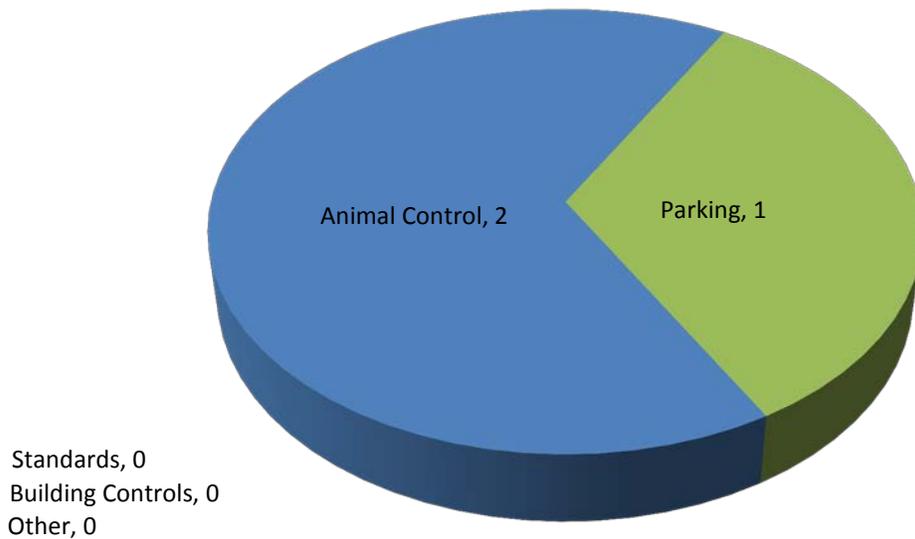
NOTE:

Standards – Includes Property Standards, Clean Yard and Noise By-Laws

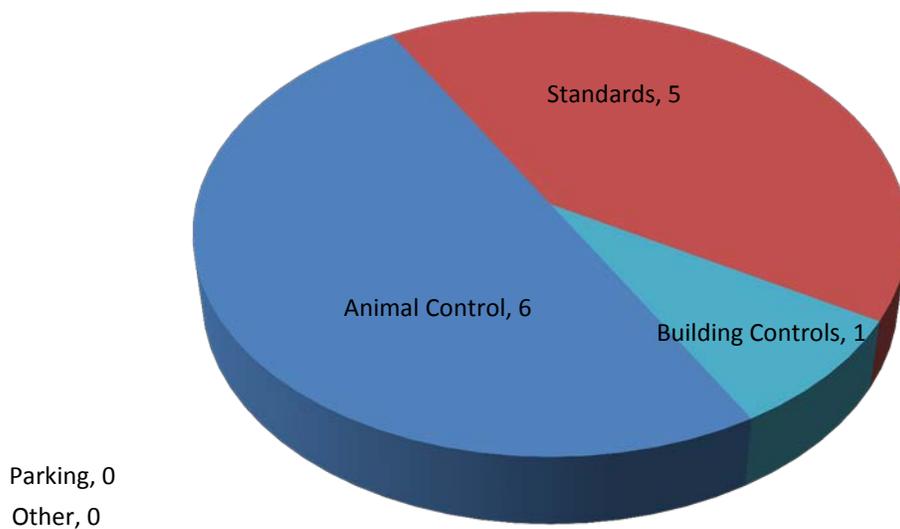
Building Controls – Includes Zoning By-Law and Building Code

Other – Includes Waste Management and other Miscellaneous By-Laws

Quarter 1 - # of Complaints Received



Quarter 2 - # of Complaints Received



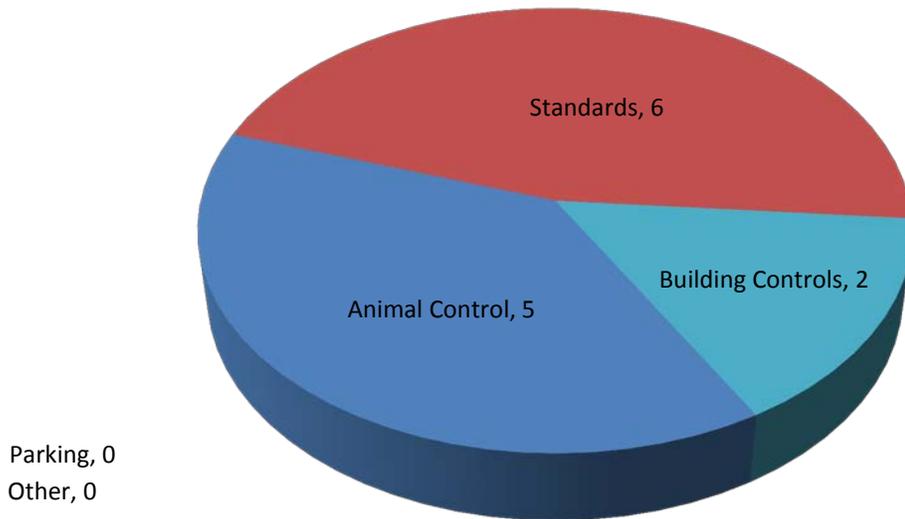
NOTE:

Standards – Includes Property Standards, Clean Yard and Noise By-Laws

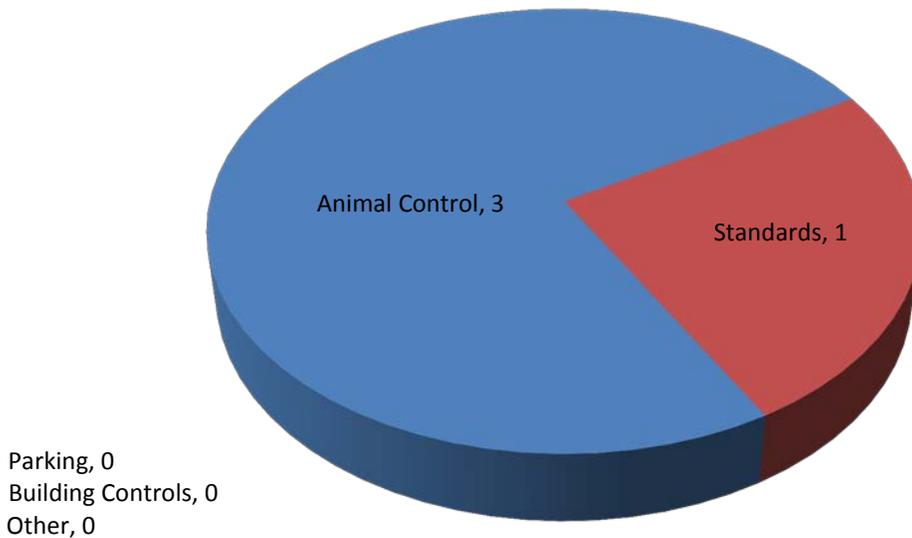
Building Controls – Includes Zoning By-Law and Building Code

Other – Includes Waste Management and other Miscellaneous By-Laws

Quarter 3 - # of Complaints Received



Quarter 4 - # of Complaints Received



NOTE:

Standards – Includes Property Standards, Clean Yard and Noise By-Laws

Building Controls – Includes Zoning By-Law and Building Code

Other – Includes Waste Management and other Miscellaneous By-Laws



Municipality of French River

MINUTES OF THE SPECIAL MEETING OF COUNCIL

held in the Council Chambers
Saturday, January 14, 2017 at 8:30 a.m.

Members Present:

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

Members Excused:

Officials Present:

Marc Gagnon, CAO
Mélanie Bouffard, Clerk
Carlie Zwiers, Executive Assistant
Tom Ng, Treasurer/Tax Collector
Robert Martin, Parks, Recreation & Facilities Manager
Michael Campbell, Chief Building Official
Linda Keenan, Library Chief Executive Officer
Denis Séguin, Fire Chief

Guests:

Liliane Lamothe, Library Board Chair
Roch Bigras, Fire Department Captain
0 Guest

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

The Chair called the meeting to order at 8:30 a.m.

Moved By Denny Sharp and Seconded By Gisèle Pageau

Resol. 2017- 1

BE IT RESOLVED THAT the agenda be accepted as distributed.

Carried

2. Disclosure of Pecuniary Interest

None declared.

3. Presentation and deliberation of Draft 2017 Budget

The CAO presented the Draft 2017 Budget Package which included a review of the Priority Work Plan 2015-2018, a Draft 2017 Budget Summary, the Capital Budget vs Actual for the 2016 fiscal year, Reserves report for year ending 2016, the Draft 2017 Operating and Capital Budgets.

The year-end has not been audited, but a surplus is being projected for 2016.

The Library Chief Executive Officer presented the Public Library's draft budget (within the Recreation and Cultural Services).

The Fire Chief presented the Fire Department's draft budget (within the Protection Services).

Break at 10:35 - 10:50am

Presentation of the Operating Budget of the remainder of the Protection Services and General Governance.

Break at 12:00 - 12:40pm

Presentation of the Operating Budgets of the Transportation Services, the Environmental Services, the Health Services and the Social & Family Services.

Break at 2:20 -2:30pm

Presentation of the Operating Budgets of the Recreation and Cultural Services, the Planning and Development and the Other Services which includes Human Resources.

Presentation of the items and the proposed financing options of the Capital Budget.

To date, the Draft 2017 Operating and Capital Budget represents an overall increase of 8.67%.

Council requested additional information and directed the CAO to re-evaluate the Draft Budget with staff to find reductions to reduce the overall increase to between 4 - 5%.

The next Special Meeting was scheduled for January 25th at 6pm.

4. Closed Session

A closed session was scheduled, however it was not required.

5.0 Adjournment

Resol. 2017- 2

Moved By Malcolm Lamothe and Seconded By Michel Bigras

BE IT RESOLVED THAT the special meeting be adjourned at 3:30p.m.

Carried

MAYOR

CLERK



Municipality of French River

MINUTES OF THE REGULAR MEETING OF COUNCIL

held in the Council Chambers
Wednesday, January 18, 2017 at 6pm

Members Present: Mayor Claude Bouffard(Chair), Councillors Michel Bigras, Ronald Garbutt, Malcolm Lamothe, Gisèle Pageau, Denny Sharp, Dean Wenborne

Members Excused:

Officials Present:

Marc Gagnon, Chief Administrative Officer
Mélanie Bouffard, Clerk

Guests:

Hector D. Lavigne, CAIB, Municipal Account Executive, Rivet Insurance
6 Members of public

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

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

Moved By Ron Garbutt and Seconded By Denny Sharp

Resol. 2017- 3

BE IT RESOLVED THAT the agenda be approved as distributed.

Carried

2. Moment of reflection

3. Disclosure of Pecuniary Interest

None declared.

4. Delegations

4.1 Rivet Insurance, 2017 Municipal Insurance Renewal

Hector Lavigne of Rivet Insurance presented the renewal terms, policies and coverage.

4.1.1 Resolution to renew the Municipal Insurance Program

Moved By Michel Bigras and Seconded By Dean Wenborne

Resol. 2017- 4

BE IT RESOLVED THAT Council approves the Municipal Insurance Program Renewal with Rivet Insurance for a period of one year (January 15th, 2017 to January 15th, 2018) in the amount of one hundred and one thousand, eight hundred and eighty four (\$101,884) plus PST.

Carried

5. Management, Committee and Board Reports

5.1 General Government

The CAO announced that the request for delegation was approved to meet the Minister of Transportation at the ROMA Conference relating to paved highway shoulders for bicycle routes and dividing line rumble. To request a delegation at the OGRA Conference forms need to be submitted by Friday, January 27th; Council can advise if there are items that they wish to bring forward.

The first budget deliberation was held Saturday, January 14th, and the next special meeting will be held Wednesday, January 25th at 6pm.

5.1.1 Sudbury East Connectivity Agreement to apply for funding under the Connect to Innovate Program (Fibre Optic)

Moved By Michel Bigras and Seconded By Malcolm Lamothe

Resol. 2017- 5

WHEREAS the Municipality of French River has been working with the Municipality of St.- Charles, the Municipality of Markstay-Warren, the Dokis First Nation and Agilis Networks to establish a broad band network; and

WHEREAS the establishment of a broad band network will provide and/or greatly improve internet connectivity to all of these communities; and

WHEREAS establishment of a high speed broad band network will allow local businesses, community organizations, learning institutions, health providers and the public to provide and receive better services; retain and expand business opportunities and attract new development;

THEREFORE BE IT RESOLVED THAT Council supports the Sudbury East Connectivity application to the Government of Canada, Connect to Innovate Program for the installation and construction of a broadband network to service the participating communities, and respectfully requests that funding be provided for this important service.

Carried

5.1.2 2017 Volunteer Night

Moved By Michel Bigras and Seconded By Gisèle Pageau

Resol. 2017- 6

BE IT RESOLVED THAT Council agrees to set the date for the 2017 Volunteer Night to be held December 13, 2017.

Carried

It was suggested that the event be held in a larger venue such as the Alban Community Centre.

5.1.3 FONOM/MMA Conference

Moved By Denny Sharp and Seconded By Malcolm Lamothe

Resol. 2017- 7

BE IT RESOLVED THAT Council approves the following attendees at the FONOM/MMA Conference in North Bay on May 10-12, 2017 at an approximate cost of \$1,300 each:

Michel Bigras
Claude Bouffard
Denny Sharp

Carried

5.1.4 AMO Conference

Moved By Malcolm Lamothe and Seconded By Ron Garbutt

Resol. 2017- 8

BE IT RESOLVED THAT Council approves the following attendees at the AMO Conference in Ottawa on August 13-16, 2017 at an approximate cost of \$2,200 each:

Gisèle Pageau
Michel Bigras
Claude Bouffard

Carried

5.1.5 Amendments to the Employee Policy Manual By-law

Moved By Gisèle Pageau and Seconded By Dean Wenborne

Resol. 2017- 9

BE IT RESOLVED THAT By-law 2017-03, being a by-law to amend By-law 2016-19, a By-law to adopt the Employee Policy Manual be read a first, second and third time and finally passed.

Carried

5.1.6 Procedure By-law 2017-02 (1st & 2nd Reading)

Moved By Ron Garbutt and Seconded By Dean Wenborne

Resol. 2017- 10

BE IT RESOLVED THAT By-law 2017-02, being a by-law to govern the calling, place and proceedings of meetings for the Municipality of French River (Procedure By-law) be read a first and second time.

Carried

5.1.7 Discussion - Sudbury East Planning Board Report relating to Travel Trailers

The agenda package included the report presented by the Director of Planning to the Sudbury East Planning Board at their meeting held January 12, 2017. A report was also presented at a meeting held December 8, 2016.

The reports were prepared as requested by the Board to review, compare and provide options and solutions relating to enforcement standards that are regulated in other municipalities that face similar challenges with travel trailers.

The current Sudbury East Comprehensive Zoning By-law was enacted in 2014 and regulates travel trailers in our area.

Considering these reports, Council may submit suggestions/ideas/feedback to the Clerk for discussion at the Council meeting to be held February 1st. Council may make recommendations to the Planning Board for their consideration at their next meeting being held on February 9th, 2017.

5.2 Finance Department

The total disbursements reported for the months of October 2016 were in the amount of \$538,279.93.

5.3 Parks, Recreation & Facilities Department

5.3.1 Fourth Quarter Report

The report was included in the agenda package.

5.3.2 Grants and Subsidy Application

Moved By Ron Garbutt and Seconded By Michel Bigras

Resol. 2017- 11

BE IT RESOLVED THAT Council approves the Grants and Subsidy Application for a rebate of \$200 from the hall rental fee at the Alban Community Centre received from the Alban Knights of Columbus #10585 for a hall rental fee rebate for their 18th Annual Ice Fishing Derby on March 4, 2017.

Carried

Break at 7:10 to 7:20pm

5.4 Public Works & Environmental Department

5.4.1 Fourth Quarter Report

The report was included in the agenda package.

5.5 Fire Department

5.5.1 Fourth Quarter Report

The report was included in the agenda package.

5.6 French River Public Library Board

5.6.1 Library Board Report by Member

There was no report as a meeting was not held.

5.6.2 Appointment of a Board Member

Moved By Gisèle Pageau and Seconded By Denny Sharp

Resol. 2017- 12

BE IT RESOLVED THAT Council appoints the following member of the public to the French River Public Library Board:

Rose-Marie Heddle

Carried

5.7 Ontario Provincial Police / Community Policing Advisory Committee

5.7.1 Monthly Municipal Policing Report

The report was included in the agenda package.

5.8 Manitoulin-Sudbury District Services Board

5.8.1 Board Report by Member

There was no report as a meeting was not held.

6. Consent Agenda

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

Moved By Gisèle Pageau and Seconded By Michel Bigras

Resol. 2017- 13

BE IT RESOLVED THAT Council approves the Items of the Consent Agenda under Sections 6.1, 6.3 and 6.5 and receives the Items under Sections 6.2 and 6.4.

Carried

6.1 Adoption of Minutes by Resolution

Moved By Gisèle Pageau and Seconded By Michel Bigras

Resol. 2017- 14

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

Special Council Meeting held December 14, 2016

Regular Council Meeting held December 14, 2016

Carried

6.2 Minutes Received by Resolution

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

6.4 Correspondence for Council's Information Received by Resolution

6.5 Adoption of By-laws by Resolution

6.5.1 Borrowing By-law

Moved By Gisèle Pageau and Seconded By Michel Bigras

Resol. 2017- 15

BE IT RESOLVED THAT By-law 2017-01, being a by-law to authorize the borrowing of money to meet current expenditures be read a first, second and third time and finally passed.

Carried

6.5.2 Interim Tax Levy By-law

Moved By Gisèle Pageau and Seconded By Michel Bigras

Resol. 2017- 16

BE IT RESOLVED THAT By-law 2017-04, being a by-law to provide for an Interim Tax Levy be read a first, second and third time and finally passed.

Carried

6.5.3 Confirmation By-law

Moved By Gisèle Pageau and Seconded By Michel Bigras

Resol. 2017- 17

BE IT RESOLVED THAT By-law 2017-05, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of French River at a meeting held on January 18, 2017 be read a first, second and third time and finally passed.

Carried

7. Correspondence for Council's Consideration

8. Addendums

9. Notices of Motion

10. Announcement and Inquiries

Council discussed the importance of developing a community protocol to assist families that are victims of fires.

11. Closed Session

Moved By Ron Garbutt and Seconded By Malcolm Lamothe

Resol. 2017- 18

BE IT RESOLVED THAT the meeting be closed as authorized in Section 239 of the *Municipal Act*, to discuss the following:

(d) labour relations or employee negotiations, with respect to a performance evaluation of an employee

Carried

Moved By Gisèle Pageau and Seconded By Ron Garbutt

Resol. 2017- 19

BE IT RESOLVED THAT the open session reconvenes at 8:07 p.m.

Carried

12. Adjournment

Moved By Malcolm Lamothe and Seconded By Dean Wenborne

Resol. 2017- 20

BE IT RESOLVED THAT the meeting be adjourned at 8:08 p.m.

Carried

MAYOR

CLERK



Municipality of French River

MINUTES OF THE SPECIAL MEETING OF COUNCIL held in the Council Chambers Wednesday, January 25, 2017 at 6pm

Members Present:

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

Members Excused:

Officials Present:

Marc Gagnon, CAO
Mélanie Bouffard, Clerk
Carlie Zwiers, Executive Assistant
Tom Ng, Treasurer/Tax Collector
Robert Martin, Parks, Recreation & Facilities Manager
Denis Séguin, Fire Chief

Guests:

Roch Bigras, Fire Department Captain
5 Guests

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

The Chair called the meeting to order at 6pm.

Moved By Denny Sharp and Seconded By Michel Bigras

Resol. 2017- 21

BE IT RESOLVED THAT the agenda be accepted as distributed.

Carried

2. Disclosure of Pecuniary Interest

None declared.

3. Deliberation of Draft 2017 Budget

The CAO presented the following reports included in the Draft 2017 Budget Deliberation Package: Summary of Adjustments, 2017 Capital Budget, 2016 Capital Budget vs Actual, Assessment Change Profile, 2017 Operating Budget Summary, 2016 vs 2017 Comparison of Non-Controllable External Transfers, SCF project financial breakdown, Assessment Examples for 2017 proposed tax rate, Reserves and the second draft of the 2017 Operating Budget.

As of the last budget meeting, the Draft 2017 Operating and Capital Budget represented an overall increase of 8.67%.

Break at 7:15 - 7:25 pm

The Second Draft of the 2017 Operating and Capital Budget represents an overall increase of 3.99%.

The budget process schedule was presented at the Regular Council Meeting dated December 14, 2016, and the approval of the 2017 Budget is proposed for March 2017.

The next scheduled budget deliberation meeting was set for February 8th, Council generally agreed that the date will be confirmed at the Regular Meeting scheduled February 1st. The February 8th meeting could either be cancelled to hold the next deliberation within a regular meeting or delayed to another date. The public meeting to present the final draft will also be scheduled.

4.0 Adjournment

Resol. 2017- 22

Moved By Dean Wenborne and Seconded By Malcolm Lamothe

BE IT RESOLVED THAT the special meeting be adjourned at 7:45 p.m.

Carried

MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2017-06

BEING A BY-LAW TO ADOPT AN EMERGENCY MANAGEMENT PROGRAM

WHEREAS the Emergency Management Act, Section 2.1 (1) requires every municipality to develop and implement an emergency management program;

AND WHEREAS Section 2.1 (2) of the Emergency Management Act stipulates the content of each municipality's emergency management program;

AND WHEREAS Section 14(1) of the Emergency Management Act requires emergency management programs conform with regulatory standards, in accordance with international best practices;

AND WHEREAS the Act makes provision for the Head of Council to declare an emergency exists in a community, or any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS the Act, consistent with Section 242 of the Municipal Act, R.S.O., 1990, as amended, provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

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

- 1) That an Emergency Management Program be developed for the Municipality of French River consistent with and in accordance with international best practices as considered by Regulatory Standards established under the Act, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery;
- 2) That the Emergency Management Program for the Municipality of French River shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community;
- 3) That the Community Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval;
- 4) That Schedules "A" & "B", attached hereto, shall form part of this By-law:
 - **Schedule "A"**, being the Emergency Plan for the Municipality of French River, pursuant to Section 3 of the Emergency Management Act, R.S.O., 1990, Ch.E9, as amended.
 - **Schedule "B"**, being a Schedule to designate the Community Emergency Management Coordinator (CEMC), alternate and Emergency Information Officer and the Community Emergency Management Program Committee.

- 5) That this by-law repeals By-law 2016-65 of the Municipality of French River;
- 6) That this By-law shall come into force and effect on the date of Third and Final reading.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 1ST DAY OF FEBRUARY, 2017.**

MAYOR

CLERK

SCHEDULE 'A' of By-law 2017-06
EMERGENCY MANAGEMENT PROGRAM

Municipal Emergency Plan

SCHEDULE 'B' of By-law 2017-06
EMERGENCY MANAGEMENT PROGRAM

Designation of Officers
and of the Community Emergency Management Committee

A. Community Emergency Management Committee shall consist of:

1. CEMC or alternate
2. Emergency Information Officer
3. Fire Chief
4. Public Works Director
5. Treasurer

B. CEMC and alternate:

1. CEMC Marc Gagnon, Chief Administrative Officer
2. Alternate Michael Campbell, Chief Building Officer/Municipal Law Enforcement Officer

C. Emergency Information Officer:

1. Marc Gagnon, Chief Administrative Officer
2. Mélanie Bouffard, Clerk