



Municipality of French River

AGENDA COMBINED MEETING OF COUNCIL held in the Council Chambers Wednesday, December 14, 2016 at 6pm

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

COUNCIL IN COMMITTEE

5. **Delegations**
6. **Management, Committee and Board Reports**
 - 6.1 **General Government**
 - 6.1.1 Chief Administrative Officer's Report p. 5
 - 6.1.2 Discussion - Draft Procedure By-law p. 8
 - 6.1.3 Resolution to approve the meeting schedule as proposed in the draft Procedure By-law, Council Meetings to be held on the First and Third Wednesdays of the month (to allow the full 2017 Meeting Schedule to be posted)
 - 6.1.4 Resolution to adopt By-law 2016-68 to enter into a Land Lease Agreement with MTO for a Communication Antenna Site p. 34
 - 6.1.5 Resolution to adopt By-law 2016-69 to enter into a Land Lease Agreement with Alban Master Antenna p. 35
 - 6.2 **Finance Department**
 - 6.2.1 Budget vs Actual Report
 - 6.3 **French River Public Library Board**
 - 6.3.1 Verbal Library Board Report
 - 6.4 **Manitoulin-Sudbury District Services Board**
 - 6.4.1 Third Quarter Activity and Financial Report p. 36
7. **Correspondence for Council's Consideration**
 - 7.1 Véloroute Voyageur Cycling Route, Discovery Routes Trail Organization p. 47
Update and Resolution of Support that endorses the project
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 Regular Council Meeting held November 23, 2016 p. 48

10.2 Minutes Received

10.2.1 Sudbury East Planning Board held October 13, 2016 p. 52

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 2016-70 Zoning By-law Amendment (Kenneth and Deborah Owen) p. 57

10.5.2 2016-71 Zoning By-law Amendment (Blaine and Denise Leduc) p. 60

10.5.3 2016-72 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

15. Adjournment



Municipalité de la Rivière des Français

ORDRE DU JOUR **RÉUNION COMBINÉE DU CONSEIL** qui aura lieu dans la salle du conseil Mercredi le 14 décembre 2016 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**
6. **Rapports de la direction, comités et conseils**
 - 6.1 **Gouvernement général**
 - 6.1.1 Rapport du Directeur générale
 - 6.1.2 Discussion - Ébauche de la politique de procédure
 - 6.1.3 Résolution pour approuver l'horaire des réunions tel que proposé dans l'ébauche de la politique de procédure, réunions du Conseil auront lieu le 1^e et le 3^e mercredi du mois (pour allouer un avis de l'horaire des réunions pour 2017)
 - 6.1.4 Résolution pour adopter le règlement 2016-68 entente de location avec le Ministère pour une antenne de communication
 - 6.1.5 Résolution pour adopter le règlement 2016-69 entente de location avec Alban Master Antenna
 - 6.2 **Finances**
 - 6.1.2 Rapport du budget et valeur réelle
 - 6.3 **Conseil de la bibliothèque publique de la Rivière des Français**
 - 6.3.1 Rapport verbal du conseil de la bibliothèque
 - 6.4 **Conseil des Services du District de Manitoulin-Sudbury**
 - 6.4.1 Rapport d'activité et financier du troisième trimestre
7. **Correspondance pour la considération du Conseil**
 - 7.1 Véloroute Voyageur Cycling Route, Discovery Routes Trail Organization
Mise à jour et résolution d'appui du projet
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 régulière du Conseil le 23 novembre 2016

10.2 Procès-verbaux reçus

10.2.1 Conseil de planification de Sudbury Est le 13 octobre 2016

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

10.4 Correspondance reçus titre de renseignement

10.5 Règlements adoptés

10.5.1 2016-70 Amendement de zonage (Kenneth and Deborah Owen)

10.5.2 2016-71 Amendement de zonage (Blaine and Denise Leduc)

10.5.3 2016-72 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

15. Ajournement



Municipality of French River

Report CAO-04-2016 of the Chief Administrative Officer Information Report to Council

RE: Operational Update

OBJECTIVE: To provide Council with an update and overview on ongoing operational matters.

2017 Budget Process:

The internal process is currently underway in preparation of the Municipality's 2017 budget document. You will find below the proposed budget deliberation schedule for your consideration.

Date	Meeting
December 5 th – December 19 th 2016	Department Heads (DH) to fill out operations template and business case for assets
December 20 th – December 23 rd 2016	Treasury to compile results and calculate associated tax rate
January 4 th 2016	CAO, DH to review First Draft
January 5 th – January 11 th 2017	Finalize Draft 2017 Budget
January 14 th 2017	(Saturday Full Day Special Meeting) <ul style="list-style-type: none">- Budget Tabling- Operational Budget Pres.- Capital Budget Pres.
January 25 th 2017	(Special Meeting) <ul style="list-style-type: none">- Budget Deliberation
February 8 th 2017	(Special Meeting) <ul style="list-style-type: none">- Budget Deliberation
Late February 2017	(Public Meetings at Alban and Noelville) <ul style="list-style-type: none">- Presentation of Draft Final Budget
March 2017	Council Approval of 2017 Budget

Municipal Solar Projects

As Council is aware, the Municipality of French submitted two applications in November of 2015 under the Feed-In Tariff program (FIT 4) for the installation of two 500Kw Solar Projects to be located on municipal property located at 44 St. Christophe Street and 142 David Street South in Noelville.

At this time, I'm informing Council members that we have received confirmation that both applications have been successful and we have received official FIT contract notices.

We are in communication with our partners Énergie Kapuskasing Energy to develop a plan for the implementation phase of the projects. Council will be updated on the implementation plan once it has been finalized.

Quonset Building

Forming part of the 2016 budget document were funds for the painting of the Quonset building at the Public Works yard in the amount of \$12,000.00. A request for quotation document was prepared and circulated with a closing date of August 30th, 2016. Unfortunately, no submissions were received. A second attempt was made in September resulting in receiving two submission with the lowest quote being \$26,000.00.

As a result, the project was tabled to 2017 as the quoted amount was more than double the allocated funds.

In past years, the Quonset building was also being used for storing the garbage truck during the winter months. With the arrival of the new garbage truck which is higher than the previous vehicle it was quickly observed that the new vehicle's height prevented it from entering the garage door opening. Quotes were requested to determine the cost of raising the height of the door to accommodate the storage of the new garbage truck. A price was received in the amount of \$5,000.00 for the installation of the a new door with work to be completed prior to December 23, 2016.

I wanted to inform Council that it is imperative to have our new asset protected from the elements and that we will be proceeding with the installation at the quoted price with the budgeted funds from the painting project. The current door will be relocated for use at the landfill site.

IT Upgrades:

During the past month, we have been in discussion with our IT consultant from Collins Barrow regarding issues and shortcomings with how our electronic information on our servers is backed up, stored and shared.

The IT consultant has strongly recommended that we urgently upgrade the backup equipment and licenses in order to ensure our proper duplication and retrieval of the data. A proposal was submitted in the amount of \$4,200.00. The recommended upgrades will also act as a firewall to prevent “Malware” virus from invading confidential files and ultimately shutting down our server for up to a week.

I am informing Council that we are proceeding with the upgrades. There are budgeted funds available under the Governance Program Support- Contracted Services line item to cover the expense.

Respectfully submitted:

Marc Gagnon
Chief Administrative Officer
Date: December 9, 2016

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 20-****

A BY-LAW TO GOVERN THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS FOR THE MUNICIPALITY OF FRENCH RIVER

WHEREAS every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings, pursuant to Section 238 (2) of the *Municipal Act*;

AND WHEREAS the procedure by-law shall provide for public notice of meetings, pursuant to Section 238 (2.1) of the *Municipal Act*;

AND WHEREAS Council deems it expedient to adopt a new by-law to govern the order and proceedings of Council and Committees of the Corporation of the Municipality of French River;

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

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PART 1 - GENERAL

1.1 Short Title

a) This By-law shall be referred to as the 'Procedure By-law'.

1.2 Definitions

"Advisory Committee" means a committee established by Council which is advisory or consultative in nature with jurisdiction for providing advice and recommendations to Council regarding a specific subject.

"Agenda" means the written order of business.

"Ad hoc Committee" means a special purpose committee with a limited duration, appointed by Council to carry out a specific task and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council.

"CAO" means the Chief Administrative Officer of the Corporation of the Municipality of French River.

"Chair" means the Mayor or designated presiding officer at a Council or Committee meeting.

"Clerk" means the Clerk of the Corporation of the Municipality of French River or his/her designate pursuant to section 228 of the *Municipal Act, 2001*.

"Closed Session" means a meeting or portion thereof, which is closed to the public pursuant to Section 239 of the *Municipal Act, 2001*.

"Committee of the Whole" means a committee composed of all Members of Council to facilitate discussion, debate and consider reports, by-laws and other matters in a less formal manner.

"Committee" means a committee established by Council and as defined in the Committee's Terms of Reference, but excludes Committee of the Whole.

"Communications" means all forms of communication with Council, includes but is not limited to the following: Letter, memorandum, report, notice, email, facsimile, petition, brochure, newspaper/magazine article, etc.

"Council" means the Council of the Corporation of the Municipality of French River which is comprised of seven Members, and includes a Mayor and six Councillors from the six Wards in the Municipality.

"Councillor" means a Member of Council of the Corporation of the Municipality of French River, but does not include the Mayor.

"Delegation" means an appearance by a person, group of persons, firm or organization to address Council or a Committee.

"Majority" means more than half of the votes cast by Members present and eligible to vote.

“Mayor” means the Head of Council of the Corporation of the Municipality of French River.

“Meeting” means any regular, special, committee or other meeting of Council, Committee or local board.

“Member” means a Member of Council or a Committee, a person duly elected or appointed to serve on Council or a Committee for the Corporation of the Municipality of French River.

“Municipality” means the Corporation of the Municipality of French River.

“Notice of Motion” means an advance notice to Members on a matter which Council will be asked to take a position.

“Pecuniary Interest” means a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50, as amended.

“Point of Order” means a matter that a Member considers to be departure from or contravention of the rules, procedures or generally accepted practices of the Council.

“Point of Personal Privilege” means a matter that a Member considers to impugn his/her rights, integrity or that of Council or a Committee.

“Prevailing Member” means any member who voted with the majority on an issue or question that was dealt with by a resolution.

“Quorum” means the majority of the total voting Members required to constitute Council or a Committee. Four (4) Members of Council shall constitute a Quorum of Council.

“Recorded Vote” means recording in the Minutes, the name and vote of each Member present on any matter or question where any Member requests that the vote be recorded.

“Rules of Procedure” means the applicable procedural rules and rules of conduct contained in this by-law.

“Standing Committee” means a Committee which has a continuing existence, comprised of, appointed by and directly reporting to Council.

“Two-Thirds Vote” means the affirmative vote of two-thirds (2/3) of the Members present and eligible to vote.

1.3 Rules of Procedure

- a) The rules of procedure contained in this by-law shall be observed in all proceedings of Council and Committees. For purposes of interpreting this By-law or determining a proper course of action for matters that may arise that are not specifically contemplated by this by-law, the most recent edition of *Robert's Rules of Order* in existence at the time shall be referred to.
- b) Except as provided elsewhere in this by-law, the rules and regulations contained in this by-law may be temporarily suspended by a two-third majority vote of the Members Present.

1.4 Amendment

- a) Any provision contained in this by-law shall only be amended or repealed by two-thirds vote of the Members present at any meeting of Council, provided that notice of the proposed amendment or repeal is given at a preceding regular meeting, and such notice may not be waived.

PART 2 - ROLES AND DUTIES

2.1 Role of Council

- a) As defined within the *Municipal Act*, Section 224, it is the Role of Council:
 - (1) to represent the public and to consider the well-being and interest of the municipality;
 - (2) to evaluate the policies and programs of the municipality;
 - (3) to determine which services the municipality provides;
 - (4) to ensure the administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
 - (5) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
 - (6) to maintain the financial integrity of the municipality; and
 - (7) to carry out the duties of Council under the Municipal Act, 2001 or any other Act

2.2 Role of the Mayor (Head of Council)

- a) As defined within the *Municipal Act*, Section 225, it is the role of the Head of Council:
 - (1) to act as chief executive officer of the municipality;
 - (2) to preside over Council meetings so that its business can be carried out efficiently and effectively;
 - (3) to provide leadership to the Council:
 - a. (c.1) without limiting clause (c), to provide information and recommendations to the Council with respect to the role of Council described in clauses 224(d) and (d.1) of the *Municipal Act*;
 - (4) to represent the municipality at official functions; and
 - (5) to carry out the duties of the Head of Council under the Municipal Act, 2001 or any other Act.
- b) As defined within the *Municipal Act*, Section 226.1, it is the role of the head of council as chief executive officer of a municipality to:
 - (1) uphold and promote the purposes of the municipality;
 - (2) promote public involvement in the municipality's activities;
 - (3) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
 - (4) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.
- c) The Mayor, by virtue of his/her office, shall be an ex-officio Member of all Committees of Council and shall be entitled to vote as a member of such Committees but is not counted in the quorum.

2.3 Role of the Deputy Mayor

- a) In the absence of the Mayor, the Deputy Mayor shall preside at meetings.
- b) ~~The Clerk shall prepare a resolution for the first regular meeting of Council, and every other regular Council meeting held in December of each year to appoint a Deputy Mayor from the Members of Council to act in the absence of the Mayor for the duration of that year.~~
At the first regular meeting of the new term of Council, or as soon thereafter as is reasonable, the Mayor, in consultation with Council, will determine the process for the selection of the Deputy Mayor. Upon completion of the selection process, the Deputy Mayor will be appointed by Resolution for the Term of Council.

2.4 Duties of the Chair

a) The duties of the Chair are:

- (1) To open the meeting by taking the Chair and calling the Members to order;
- (2) To announce the business before the Council in the order in which it is to be acted upon;
- (3) To receive and submit, in the proper manner all motions presented by the Members;
- (4) To put to a vote all questions which are moved and seconded or which necessarily arise in the course of the proceedings, and to announce the results of such vote;
- (5) To decline to put to a vote motions which infringe upon the rules of procedure;
- (6) To enforce on all occasions the observance of order and decorum among the Members and guests;
- (7) To call by name any person persisting in breach of the rules of order of the Council or Committee thereby ordering the person to vacate the Council Chamber or other place of meeting, as the case may be;
- (8) To authenticate by signature all By-laws, resolutions and minutes of the Council;
- (9) To inform the Council or Committee when necessary, or when referred to for the purpose, on a point of order;
- (10) To represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
- (11) To ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of the Municipal Corporation and Committees;
- (12) To order any person or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting;
- (13) To expel from a meeting any person or group who continues to disrupt the meeting after being so warned and who engages in improper conduct;
- (14) To call a 5 minutes rest period every hour of the meeting;
- (15) To adjourn the meeting without question in the case of grave disorder arising in the Council Chamber or other place of meeting, as the case may be;
- (16) To adjourn the meeting without question in the case of any person or group who refused to vacate the place of meeting after being ordered to do so by the Chair.

b) The Chair may state the relevant facts on any matter, including his/her position on any matter either before the commencement of debate on any matter, or without entering into further debate, may speak to close the debate on any matter after all Members wishing to speak has spoken.

c) If the Chair wishes to take part in the debate, the Chair must leave the chair and call on another Member to act in the Chair's place until the debate is closed and in such case the Chair waives his/her privilege to close the debate. The Member acting in the Chair's place may close the debate.

2.5 Duties of the Clerk

a) As defined within the *Municipal Act*, Section 228(1), a Municipality shall appoint a Clerk whose duty it is:

- (1) to record, without note or comment, all resolutions, decisions and other proceedings of the Council;
- (2) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- (3) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the Council;
- (4) to perform the other duties required under this Act or under any other Act; and
- (5) to perform such other duties as are assigned by the Municipality.

2.6 Role of the Chief Administrative Officer

- a) The Chief Administrative Officer shall be appointed by by-law and is responsible to Municipal Council for the efficient management and general control of the administration of the Corporation's various administrative departments.
- b) All reports and recommendations of department heads shall be coordinated through the Chief Administrative Officer.

2.7 Role of the Municipal Administration

- a) As defined within the *Municipal Act*, Section 227, it is the role of the officers and employees of the municipality:
 - (1) to implement council's decisions and establish administrative practices and procedures to carry out council's decisions;
 - (2) to undertake research and provide advice to council on the policies and programs of the municipality; and
 - (3) to carry out other duties required under this or any Act and other duties assigned by the municipality

PART 3 - MEETINGS

3.1 Location of Meetings

- a) Council Meetings shall be held in the Council Chambers in the Municipal Complex located at 44 St. Christophe Street, Noëlville or in such other location as determined by the Council.
- b) Council may, by Resolution passed by a majority of the Members present, dispense with or alter the date, time or place of a meeting, provided that adequate notice of the change is posted at the Municipal Office and provided that the location be within the boundaries of the Municipality.

3.2 Notice of Meetings

- a) The schedule of Council Meetings for the following calendar year shall be prepared by the Clerk and published on the municipal website.
- b) Notice of a meeting shall be provided in the form of an Agenda. The Agenda shall be posted on the bulletin board at the municipal office and on the municipal website by the end of day on the Friday prior to the scheduled meeting.

3.3 Cancellation and Rescheduling of Meetings

- a) Council, by Resolution, may cancel or reschedule any meeting at a preceding Regular Meeting.
- b) The Mayor may cancel any meeting if notice has been given that a quorum will not be available to conduct a meeting.

3.4 Staff Participation

- a) Officers and employees shall attend meetings as required by Council or the Chief Administrative Officer in order to assist and support the Members and may leave the meeting after their presentation.
- b) Members shall, whenever possible, communicate their concerns, raise questions or clarify issues to Staff in advance of discussing them at a Meeting. Requests for reports or direction to employees shall be by Resolution of Council. See also the Council/Staff Protocol attached as Appendix 'A'.

3.5 Inaugural Meeting

- a) The first meeting in a new term of Council shall be held at 6:00 p.m. in the Council Chamber of the Municipal Complex on the first Wednesday in December following a regular election.
- b) At the Inaugural Meeting, each Member present shall make his/her declaration of office and sign the Council's Code of Conduct, and Council shall not proceed with any regular business at this meeting.

3.6 Combined Meetings

- a) Combined Regular /Committee of the Whole meetings shall be held on the First (1st) Wednesday of each month at 6:00 p.m., except during the months of January, July and August.
- b) The Clerk may place business items directly on the Committee of the Whole part of the Agenda where discussion is likely to occur rather than place them on the Consent List.
- c) Recommendations made during the Committee of the Whole will to be considered further at the next Regular Council Meeting or as otherwise determined by Council.
- d) Recommendations from Committee of the Whole may be deemed urgent by 2/3 of the Members present.
- e) Once Council resolves into the Regular session, recommendations deemed urgent will be considered for adoption by Council as Resolutions or By-laws as applicable.
- f) The Clerk shall prepare in consultation with the Mayor and CAO the Combined Meeting Agendas in the following Order of Business:
 - 1. Call to Order and Roll Call
 - 2. Adoption of the Agenda
 - 3. Disclosure of Pecuniary Interest
 - 4. Delegations
 - Committee of the Whole
 - 5. Reports and Items for Consideration
 - 6. Verbal Motion to return into the Regular Meeting
 - 7. Consideration of the adoption of recommendations from Committee of the Whole
 - 8. Consent Agenda
 - 8.1 Adoption of Minutes
 - 8.2 Receipt of Minutes
 - 8.3 Items for Consideration or Information
 - 8.4 By-laws
 - 9. Notice of Motion
 - 10. Announcements and Inquiries
 - 11. Closed Session
 - 12. Adjournment

3.7 Regular Meetings

- a) Regular Meetings of Council shall be held on the Third (3rd) Wednesday of each month at 6:00 p.m., except during the month of December.
- b) The Clerk shall prepare in consultation with the Mayor and CAO the Regular Meeting Agendas in the following Order of Business:
 1. Call to Order and Roll Call
 2. Adoption of the Agenda
 3. Disclosure of Pecuniary Interest
 4. Delegations
 5. Reports and Items for Consideration
 6. Consent Agenda
 - 6.1 Adoption of Minutes
 - 6.2 Receipt of Minutes
 - 6.3 Items for Consideration or Information
 - 6.4 By-laws
 7. Notice of Motion
 8. Announcements and Inquiries
 9. Closed Session
 10. Adjournment

3.8 Special Meetings

- a) The Mayor, may at any time call a Special Meeting of Council by providing written direction to the Clerk stating the date, time and purpose for the special meeting.
- b) Upon receipt of a petition of the majority of the Members of Council, the Clerk shall call a Special Meeting of Council for the purpose, date and time as stated in the petition.
- c) In either circumstance, the Clerk shall give notice of a special meeting and its purpose to the public and all Members at least twenty-four (24) hours prior to holding the meeting.
- d) On urgent or extraordinary occasions, the Mayor may call a special/emergency meeting without the notice provided in Section 3.8 (d).

3.9 Closed Meetings

- a) All meetings of the Council and its Committees shall be open to the public. Council may, by resolution, close a meeting or part of a meeting to the public in accordance with s. 239 (2) of the *Municipal Act, 2001*:
 - (a) the security of the property of the municipality or local board;
 - (b) personal matters about an identifiable individual, including municipal or local board employees;
 - (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - (d) labour relations or employee negotiations;
 - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.
- (3.1) educational or training sessions

- b) When a closed session is required, it may be held prior to 6:00 p.m. Except for opening the meeting, approving the agenda, obtaining declarations of pecuniary interest and the holding of a closed session, all other matters on the agenda shall not be addressed prior to 6:00 p.m.
- c) Prior to moving into a closed meeting, the Committee/Council shall state by resolution the fact of the holding of the closed meeting and the general nature of the matter to be considered. The Members shall retire from the Council Chambers to the Boardroom, unless otherwise determined by Council, and all persons not specifically invited to attend the closed meeting may remain in the Council Chambers. When in Closed Session, no one shall leave and re-enter the meeting room without the approval of the Chair.
- d) Minutes of the closed meetings shall be kept in the form of Minutes, as those kept for open sessions and shall be adopted at the next scheduled closed meeting and kept in a secure location by the Clerk.
- e) Voting shall take place in open session, however Council may vote during a closed meeting if the meeting was permitted or required by s. 239(2) or (3) of the *Municipal Act* and the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or to persons retained by the Municipality. All votes under s. 239(6) of the *Municipal Act, 2001* shall be taken in accordance with the voting process set out in this Bylaw, as applicable, including the requirement of a mover and seconder and a written resolution.
- f) Upon resuming in open session, the Chair shall provide a verbal report to the public on the disposition of items discussed in closed meeting without revealing any confidential security, personal, personnel or legal matters.
- g) Members shall not release, make public or in any way divulge any confidential information or any aspect of Closed Session deliberations, unless expressly authorized or required by law.

3.10 Committee of the Whole Meetings

- a) Council may move into Committee of the Whole following a motion to do so, duly moved and seconded.
- b) The Deputy Mayor shall be the Chair of the Committee of the Whole meetings.
- c) The rules set out in this By-law continue to apply during a meeting of the Committee of the Whole, except that Members may speak more than once on a matter, provided that every Member who wishes to speak has done so.

PART 4 - MEETING PROCEDURES

4.1 Agendas

- a) The Clerk shall accept items for any Agenda from Staff, the Mayor or Chair, and from Members of Council or Committee up to the Agenda deadline, seven (7) full days before the meeting date.

- b) The Clerk shall Prepare and distribute the Agenda along with supporting material for Council Meetings (as much as feasibly possible) to Council Members and to all Department Heads not less than four (4) working days before the meeting date and will be made available to the general public two (2) working days before the meeting date with the exception of any In Camera Agendas or Items and documents protected under the Freedom of Information Act. Committee Agendas, insofar as practicable, shall be done two (2) working days prior to the meeting.
- c) The items on the Agenda of each meeting shall be taken in the order in which they stand on the Agenda; however the Chair, with the general agreement of the majority of the Members present may vary the order in which the items are presented.
- d) All items on the Agenda not dealt with at a meeting shall be placed on the Agenda for the next meeting unless otherwise decided by resolution passed by a majority of the Members present.
- e) Amendments and/or additions to the proposed Agenda presented after the closing of the deadline for preparation of the Agenda and prior to the meeting, which are considered as being urgent and/or require the immediate attention of Council shall be considered during the Approval of the Agenda and require a two-thirds majority vote to be added. Items added to the Agenda shall be added under the respective area of the agenda.

4.2 Consent Agendas

- a) The purpose of the Consent Agenda is to approve matters of repetitive or of routine nature for convenience and for expediting the meeting. Council may, by one resolution adopt the Consent Agenda in its entirety. Members of Council who wish to address and debate a specific item on the Consent Agenda may identify such items, which shall be extracted and dealt with separately while all other Items remaining are voted on collectively. The balance of the Consent Agenda items shall be adopted in one resolution, however are recorded separately in the minutes of the meeting.

4.3 Call to Order and Quorum

- a) The Chair shall call the Members to order as soon as there is quorum after the time set for the start of the meeting. Once the Chair has called the meeting to order, the Clerk shall record in the minutes those Members who were present, and those Members absent. If a member arrives after the roll call, the Clerk shall note the time of arrival in the minutes.
- b) The Mayor shall Chair Meetings unless he/she is unavailable or has a conflict, in which case the Deputy Mayor will Chair. If the Mayor or in the case where a quorum is present and the Mayor has not attended within ten (10) minutes after the time appointed, the Deputy Mayor shall call the Members to order and assume the Chair during the meeting for as long as the Mayor is absent.
- c) In the absence of the Mayor and the Deputy Mayor, and if a Quorum is present, the Clerk shall call the Members to order. An Acting Chair shall be chosen from the Members by the Members, who shall preside during the meeting or until the arrival of the Mayor or the Deputy Mayor.
- d) In the event that a quorum is not present within thirty (30) minutes after the designated start time of the meeting, the Clerk shall indicate that no Quorum is present and record the names of the Members present and the meeting shall stand adjourned until the next Meeting called in accordance with the provisions of this by-law.
- e) Members of Council are encouraged to notify the Clerk, or designate, when the Member is aware that he/she will be absent from any meeting of Council.

4.4 Disclosures of Pecuniary Interest

- a) When a Member present at a Meeting has a pecuniary interests, direct or indirect, as defined by the *Municipal Conflict of Interest Act*, the member shall prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof and, not take part in the discussion of, or vote on any question in respect of the matter, and not attempt in any way, whether before, during, or after the meeting, to influence the voting on any such question.
- b) The Clerk shall record in the minutes the particulars of any disclosure a pecuniary interest and for what reason.
- c) In addition to complying with the requirements of Section 4.4 a), if the matter is considered or discussed at a Closed Meeting, the Member shall leave the meeting for the part of the meeting during which the matter is under consideration.
- d) Where the interest of a Member has not been disclosed, by reason of absence from the particular meeting, the Member shall disclose the interest and otherwise comply at the first meeting of Council or Committee, as the case may be, attended by the Member after the particular meeting.
- e) If the Chair has made a disclosure of pecuniary interest on any matter before Council or Committee, the Chair shall withdraw from the chair during the deliberations on that matter.

4.5 Adoption of Minutes

- a) It is the duty of the Clerk to duly record, without note or comment, all resolutions, decisions and other proceedings of the Council or Committee, the place, date and time of the meeting, the names of the Members in attendance and the absence of any Members and the reason for their absence, if known.
- b) The Clerk shall present the minutes of previous Meetings to Council for adoption. During the adoption of the minutes of a previous meeting, no changes can be made in the action taken at previous meetings of Council or Committee, except for changes in the form of errors. Omissions in the recording of any action taken at the previous meeting may be made in adopting the minutes.

4.6 By-laws

- a) Every proposed by-law presented to Council shall include the title, number, the number of required readings if more than one is mandated by statute and the authority under which the by-law is being proposed or a descriptive recital setting out the by-law's purpose.
- b) Every By-law:
 - (1) shall be introduced by motion specifying the title of the By-law and its purpose;
 - (2) shall be presented in printed format and shall contain no blanks except as may be required to conform to accepted procedure, or to comply with provisions of any Act;
 - (3) shall have three readings previous to it being passed;
 - (4) shall have the first and second reading decided without amendment or debate;
 - (5) shall be open to debate and amendment before it is ordered for third reading; and
 - (6) may be given three readings on the same day except when requested otherwise by a Resolution passed by a majority of the Members present, or unless provided by law or if the Clerk has received statements from members of the public contesting the by-law.
- c) A majority of Council present may request that the Clerk read a by-law or by-laws for clarification or benefit of the public. If reading is not required, all by-laws will be considered to have been read.

- d) All amendments to a By-law shall be presented in the form of a resolution and shall be voted on before the By-law is ordered for the third reading. The Clerk shall be authorized to provide a copy of the By-law, as amended, and shall be responsible for its correctness when amended.
- e) Every by-law enacted by Council shall be numbered, indicate the date of passage, be signed by the Mayor and the Clerk, and be affixed with the corporate seal.
- f) A Confirmation By-law shall be passed at each Regular and Special Meeting of Council to confirm the decisions of Council.

4.7 Announcements and Inquiries

- a) Announcements and Inquiries may be made by Members of Council and the Public with permission of the Chair. This section of the Agenda allows an opportunity to make brief verbal comments, reports such as conference, meeting, event and/or training attendance, announcements of community events and inquiries pertaining to items on 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. Inquiries and announcements made by members of the public shall be directed to Council only.
- b) The Announcements and Inquires section of the Agenda may be cancelled, at the discretion of Council, without notice, by resolution passed by two-thirds of the Members present.

4.8 Adjournment

- a) All regular meetings shall stand adjourned when the Council has completed all items as listed on the Agenda or at 10:00 pm. In the event the business before Council has not been completed by 10:00 pm., then Council, by resolution passed by a majority of the Members present may approve an extension of the meeting to the hour of 10:30 pm. At 10:30 pm. the unfinished business shall be deferred to the next Regular Council Meeting of Council, unless continued by the unanimous consent of all Members present.

PART 5 - COMMUNICATIONS, DELEGATIONS AND PETITIONS

5.1 Written submissions for Council

- a) Every petition, communication or correspondence intended to be presented to Council shall be delivered to the Clerk by at least 12:00pm six (6) working days prior to the meeting date. If it is not received by the said deadline, it shall be placed on the Agenda of the following meeting. It must be legible and not contain any defamatory allegations and shall be signed by the author(s) and their return mailing address must be noted thereon.

5.2 Petitions

- a) Petitions may be submitted by residents in accordance with the Municipality's Petition Policy.

5.3 Delegations

- a) A delegation may be heard at a Committee Meeting or at a Regular Council Meeting provided that the following requirements are complied with:
 - (1) A written request on the prescribed Delegation Request Form is submitted to the Clerk at least six (6) working days prior to the Meeting at which the delegation was requested; and
 - (2) Submission of documentation supporting the request to be presented to Council

- b) The Clerk in consultation with the Mayor, shall make a determination as to deferral of delegations to subsequent meetings or referral to the appropriate Committee or Department Head and shall reply to such delegation requests in writing or by telephone, as time permits, indicating approval, refusal, deferral or referral of the delegation and reasons thereof.
- c) A delegation shall have up to fifteen (15) minutes to make its presentation. The Clerk shall monitor the time at the commencement of the delegation presentation. The Chair shall, at the conclusion of the fifteen minutes, inform the delegation that the time limit has been reached. The time limit may be extended by such amount of time as the Council or Committee deems advisable upon general agreement.
- d) A maximum of two (2) persons shall be permitted to address the Members for each delegation representing a group or organization. Delegations are encouraged not to repeat information presented by an earlier delegation.
- e) No more than two (2) delegations shall be allowed at any meeting. Delegations will be provided in the order in which they were received by the Clerk.
- f) Delegations shall abide by the Rules of Conduct as set out in Section 5.4 and shall:
 - (1) not speak on any subject other than the subject for which they have received approval to address;
 - (2) not enter into cross debate with other delegations, administration, Members or the Chair;
 - (3) not appear for the purpose of publicly announcing a local event; and
 - (4) refrain from public outbursts, shouting, or behavior intended to disrupt the debate, discussion and/or general proceedings of the Meeting
- g) If a Delegation does not comply with the Rules of Conduct, the Chair may restrict any delegation, any questions of a delegation or debate during a delegation the person or persons appearing shall withdraw from the delegation table, and the decision of the Chair shall not be subject to challenge.
- h) Upon the completion of a presentation by a delegation, any discourse between Members and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members shall not enter into debate with the delegation respecting the presentation. Once a motion has been moved and seconded, no further representation or questions of the delegation shall be permitted.
- i) The Clerk is given authority to refuse delegations that are not permitted under the following circumstances:
 - (1) The request is not submitted within the time required in Section 5.3 a);
 - (2) No written submission together with handouts or materials is provided with the request to appear;
 - (3) The subject matter is deemed to be beyond the jurisdiction of Council;
 - (4) The issue is specific to a labour/managerial dispute, or other matter properly held in Closed Session;
 - (5) The issue has been or is to be considered by the Committee of Adjustment;
 - (6) Council has previously made a decision on the issue.
- j) In the event a delegation request is refused, the Clerk, in consultation with the Mayor shall provide to the person(s) in writing, with a copy to Council, the reasons for the refusal.

- k) Despite Section 5.3 a) herein, any person may request to make a presentation to Council at a Meeting, respecting an item on the Agenda provided that:
- (1) The request is made to the Clerk prior to 3:00 pm on the day of the meeting, and
 - (2) The request is approved by a majority of the Members present and if approved by Council or Committee, such delegation shall be placed as the final delegation on the Agenda;
 - (3) Not more than 1 delegation shall be added under the provisions of this article;
 - (4) The subject matter does not pertain to a matter dealt with by Council in Closed Session under the provisions of the Municipal Act.

5.4 Conduct of Members of the Public

- a) No person at a meeting shall:
- (1) speak aloud at a meeting or address Members without first receiving permission of the Chair to do so;
 - (2) speak disrespectfully of any persons;
 - (3) use profane or offensive words or insulting expressions against the Council or Committee or against any member, staff or guest;
 - (4) resist the rules of Council or Committee or disobey the decisions of the Chair or of Council or Committee on questions of order or practice or upon the interpretation of the rules of Council;
 - (5) leave his seat or make any noise or disturbance while a matter is being considered or discussed by Council or Committee or while a vote is being taken and until the results of such vote are declared;
 - (6) cause any disturbance to the Council or Committee or staff or guest or any person in attendance;
 - (7) interrupt any member while speaking through speaking out, noise or disturbance;
 - (8) enter the meeting while a vote is being taken;
 - (9) be permitted to attend another meeting of Council or Committee after being ordered to vacate, having committed a breach of any rule of Council, and without having first met with the Mayor or Chair and the Chief Administrative Officer, and having satisfied the Mayor that their conduct at future meetings will be in conformity to the rules of this By-law.

PART 6 - RULES OF CONDUCT AND DEBATE

6.1 Conduct of Members

- a) Council and Committee Members shall govern themselves according to Council's Code of Conduct.
- b) Members shall:
- (1) act in accordance with their Declaration of Office;
 - (2) refrain from speaking to a question or motion, until the Member has been recognized by the Chair, all remarks shall be respectfully made through the Chair,
 - (3) not use indecent, offensive, or insulting expressions, at any time, toward other Members, members of the administration, delegations or members of the public;
 - (4) not speak in a manner that is discriminatory in nature based upon an individual's race, ancestry, place of origin, ethnic origin, creed, gender, sexual orientation, age, colour, marital status or disability;
 - (5) speak only to the subject under debate;
 - (6) not leave their seat, or make any noise or disturbance while a matter is being considered or discussed by Council; while a vote is being taken or until the results are declared;
 - (7) not enter a meeting while a vote is being taken;
 - (8) not disturb another member, staff or guest, or conduct themselves in a disorderly manner disturbing the speaker or the assembly;

- (9) not interrupt any Member while speaking by speaking out, making noise or creating a disturbance except to raise a point of order;
 - (10) not leave a meeting without first obtaining permission from the Chair;
 - (11) obey the rules of the Council or a decision of the Chair, or Council, on a Question of order, or upon the interpretation of the Rules of Council.
- c) A Member who is called to order shall immediately cease to speak. Any Member persisting in a breach of this by-law may be ordered to leave the meeting by the Chair.
 - d) The Member will be permitted to retake his/her seat provided the Member has apologized to Council.
 - e) The member who moves a main motion has the first right of speaking on that motion, and the seconder has the right of speaking second on the motion.

6.2 Point of Order

- a) The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting. The minutes will reflect the Point of Order, and the Chair's ruling.
- b) Any Member may at any time raise a Point of Order to call attention to what the Member believes to be a violation of the rules of procedure.
- c) The member shall, when once recognized by the Chair, state the point of order with concise explanation and the Chair shall rule upon the point of order.
- d) When a Point of Order is acknowledged by the Chair, any Member speaking at the time shall cease doing so until the point has been dealt with.
- e) Unless a Member immediately appeals the ruling of the Chair, the Chair's ruling shall be final.
- f) If an appeal is made, the Member appealing shall state the reasons for the appeal and the Chair may offer reasons in favour of upholding his or her ruling and the Members shall vote on the appeal without debate.
- g) If the appeal is upheld, then the Chair shall change his/her ruling accordingly or if the appeal is rejected, then the Chair's ruling stands and no further avenues of appeal are allowed.

6.3 Point of Privilege

- a) Where a Member considers that the Member's rights, immunities or integrity or the rights, immunities or integrity of the Council as a whole has been impugned, the Member may, as a matter of privilege, rise at any time, with the consent of the Chair, but not so as to interrupt a speaker who has the floor, for the purpose of drawing the attention of the Council to the matter.
- b) Upon being recognized by the Chair, the Member shall state the question of privilege and the Chair shall rule whether the question is properly one of privilege and admissible. The Chair's ruling shall be final and subject only to appeal to the Council.
- c) An appeal to the Council will be by verbal Motion duly seconded and requires a majority vote to overturn the Chair's ruling. The appeal Motion is not debatable and the result of the vote is final.

PART 7 - MOTIONS

7.1 Motions - General

- a) Members of Council or Committee, the Clerk and other officers may introduce matters to be dealt with by motion, subject to the notice provisions in this By-law.
- b) All motions shall be moved and seconded before being read and prior to any debate on the question; when it is adopted it becomes a Resolution.
- c) Any member may require a motion under discussion to be read by the Chair at any time during the debate but not so as to interrupt another member who is speaking.
- d) A motion properly before the Council for consideration must receive disposition before any other motions can be received, unless it is a motion to amend, to refer, to defer indefinitely or to a specified time, to adjourn the meeting or that the vote be now taken.

7.2 Order of Precedence of Motions

- a) Where a motion is under consideration, no motion shall be received except a motion having precedence, in the following order (lowest rank is 13):

(1)	Fix the time to Which to Adjourn	Privileged and Undebatable
(2)	Adjourn	Privileged and Undebatable
(3)	Recess	Privileged and Undebatable
(4)	Raise a Question of privilege	Privileged and Undebatable
(5)	Call the orders of the Day	Privileged and Undebatable
(6)	Lay on the Table	Secondary and Undebatable
(7)	Previous question	Secondary and Undebatable
(8)	Limit/extend limits of debate	Secondary and Undebatable
(9)	Postpone to a certain time	Secondary and Debatable
(10)	Refer	Secondary and Debatable
(11)	Amend	Secondary and Debatable
(12)	Postpone indefinitely	Secondary and Debatable
(13)	Main Motion	Debatable

7.3 Motions Introduced Orally

- a) The following matters may be introduced orally, without written notice and without leave:
 - (1) a point of order or personal privilege;
 - (2) a motion to defer;
 - (3) a motion to amend;
 - (4) a motion to refer;
 - (5) a motion to table the question;
 - (6) a motion to vote on the question;
 - (7) a motion to suspend the rules of procedure;
 - (8) a motion to recess;
 - (9) a motion to adjourn.

7.4 Dispensing with Notice

- a) A motion may be introduced without notice, if Council, without debate, dispenses with notice, on the affirmative two-thirds vote of the Members present.

7.5 Request to Divide a Question

- a) When the motion under consideration contains several distinct propositions, a Member may require that each proposition be voted on separately (known as ‘splitting the motion’), provided the Member receives the support of a majority of the Members present.
- b) If a Member objects to the division, the Chair will call the vote on the question or whether the motion should be divided; a simple majority is required to divide the question and is not debatable.

7.6 Notice of Motion

- a) Notice of all new motions, except motions listed in Section 7.3, shall be given in writing in the appropriate motion format and delivered to the Clerk prior to the Wednesday preceding the date of the Council meeting at which the matter is to be considered. Such notices shall be included in the Agenda for that meeting under the item “Notice of Motion”.
- b) A Notice of Motion, in writing, may also be received by the Clerk prior to the closing of the meeting and in this event, the Chair or Clerk shall read the motion and it shall be duly recorded in the minutes without debate, and shall form part of the Agenda for the subsequent meeting under the item “Notice of Motion ”.
- c) A motion for which notice was given in accordance to this By-law must be moved and seconded at the meeting on which it appears on the Agenda for debate.

7.7 Request for permission to withdraw or modify a Motion

- a) Before the motion is stated by the Chair, it belongs to the mover of the motion and he/she can withdraw it or modify it without the permission of Council.
- b) If the Member who seconds the motion withdraws his/her second from the modified form, the Chair can ask for another seconder to the motion.
- c) Before the Chair opens the discussion and/or debate on the motion, another member can ask the chair if the mover of the motion will accept a change in the motion. The mover can either accept or reject the proposed change. (this may be referred to as a ‘Friendly Amendment’). If the mover rejects the proposed change, the member suggesting the change can propose a formal amendment after the motion has been open for discussion and/or debate by the Chair.
- d) Once a motion has been stated, it shall be deemed to be in possession of Council, but at any time, the member who moved a motion may request permission of the Council to withdraw or modify the motion before a decision or an amendment. Permission to withdraw is not debatable. If there is no objection, the motion is withdrawn with general consent. If there is an objection, anyone may second the motion to withdraw and the Chair puts it to a vote.
- e) A withdrawn motion is not recorded in the minutes unless the motion has been properly moved and seconded.

7.8 Motion to Amend

- a) An amendment is designed to alter or vary the main motion without materially changing its intent or meaning. It may propose certain words be omitted, replaced or added. Only one amendment at a time can be presented to a main motion, and only one amendment to an amendment can be presented. A motion to amend a motion in possession of Council shall;
 - (1) be made only to a previous question or to amend an amendment to the question;
 - (2) be relevant to the motion not contrary to the main intention of the motion;
 - (3) be voted on first, prior to the main motion;
 - (4) not be in order if, in essence, it constitutes a rejection of the main question.

7.9 Motion to Refer

- a) A motion to refer the question should include;
 - (1) the name of the body or official to whom the question is to be referred;
 - (2) instructions respecting the terms upon which the question is to be referred.
- b) A motion to refer the question shall not be debatable except where instructions are included, in which case, only the instructions shall be debatable.

7.10 Motion to Postpone or Defer

- a) A motion to defer shall;
 - (1) include a reason for the deferral, and a fixed date to which the matter is deferred.
 - (2) takes precedence over any motion or amendment except a motion to adjourn;
 - (3) be debated, however, the debate must be limited to the advisability of the proposed postponement;
 - (4) only be amended to change the length of the postponement;

7.11 Motion to Postpone Indefinitely

- a) The motion to “Postpone Indefinitely” allows Council to avoid making a decision on a main motion by delaying the decision to an undetermined time beyond the current meeting.
- b) If the motion to “Postpone Indefinitely” is carried, the matter may not be brought back at the same meeting. If the motion is defeated, discussion on the main motion continues.
- c) The motion is debatable (only to outline the reasons why the motion should or should not be dealt with immediately) but not amendable and requires a majority vote.

7.12 Motion to Reconsider

- a) When a Council or Committee has decided either for or against a certain question, it shall not reconsider the same question for a period of one (1) year.
- b) Notwithstanding the above paragraph, only a Member on a prevailing side can make a motion to reconsider. In the event of a resolution that was defeated due to an equality of votes, both sides shall be considered as prevailing.
- c) A motion to reconsider is not amendable and debate must be confined to reasons for or against reconsideration and requires a two-thirds (2/3) vote of the Members present.
- d) No discussion of the main question which is proposed for reconsideration shall be allowed until the motion to reconsider is carried.

- e) A member may give notice of reconsideration of a matter at any meeting following the meeting when the matter was considered.
- f) If the motion to reconsider the vote is carried, the motion being reconsidered is taken up immediately as if it had never been voted on; procedurally, it is considered a newly made main motion and all rights of the Members are renewed with regard to debate.
- g) No more than two motions to reconsider the same questions shall be permitted in the same calendar year.

7.13 Ultra Vires Motion

- a) A motion in respect of a matter which is beyond the scope of power (ultra vires the jurisdiction) or legislative authority of Council shall not be in order.

7.14 Motion to Adjourn

- a) A motion to adjourn the Council or to end the debate (Call the Question) shall always be in order, except:
 - (1) when a Member is speaking;
 - (2) during the taking of a vote;
 - (3) immediately following the affirmative resolution of a motion that a vote on the question now be taken;
 - (4) when a Member has already indicated to the Mayor or Chair, that he or she desires to speak on the question;
 - (5) when resolved in the negative, cannot be made again until Council has conducted further proceedings.

PART 8 - VOTING

8.1 Voting - General

- a) Every Member present at a meeting shall vote on the question unless prohibited by statute or this by-law, if prohibited from voting, the Clerk shall record in the minutes the name of the Member and the reason that he or she is prohibited from voting. If a Member present refuses to vote or fails to vote, the Member shall be deemed to vote against the question.
- b) Voting shall be by way of a 'show of hands' in favor or against, except when a recorded vote is requested by any Member.
- c) The Chair, except where disqualified to vote, may vote on all questions and when it could affect the result of the vote, and when so doing, shall vote last.
- d) The Chair shall announce the results of the vote once the vote is completed and the Clerk shall record as follows:
 - (1) if passed, "Carried";
 - (2) if not passed, "Defeated"; or
 - (3) if tied (equal votes), "Defeated".
- e) After the Chair commences to take a vote on a question, no member shall speak to such question or present any other motion until a vote has been taken on such question.

- f) When the Chair calls for a vote on a question, each Member shall occupy his or her seat and shall remain in his or her seat until the result of the vote has been declared by the Chair. A Member who is not at the Council table when the Chair calls for a vote shall not be entitled to vote.
- g) If there is no request for a recorded vote, a member may request the Clerk to record his/her vote only, either for or against the question, as the case may be.

8.2 Recorded Vote

- a) Any Member may request a recorded vote immediately before or after the taking of a vote. The Clerk shall call by name the Members present in random order except for the Chair whose name shall be called last. Each Member present who is not disqualified from voting by statute or this By-law shall announce his vote openly. The Clerk shall record each Member's vote in favour or against the question and announce the result of the vote.

PART 9 - COMMITTEES OF COUNCIL

- a) Council may, from time to time, establish Advisory Committees, Ad Hoc Committees, Committees of Council or Standing Committees, in response to specific issues requiring immediate or long term attention. No Committee shall have departmental jurisdiction.
- b) When establishing a Committee, Council shall adopt Terms of Reference that shall define the following provisions:
 - (1) the name of the Committee;
 - (2) the type of Committee;
 - (3) the composition of the Committee;
 - (4) the method in filling vacancies;
 - (5) the purposes and objectives of the Committee; and
 - (6) the term of the Committee, which shall not exceed the term of Council unless required by statute.
- c) At the first regular meeting of the new term of Council, or as soon thereafter as is reasonable, the Mayor, in consultation with Council, will determine the process for the selection of Members of Council on Committees and Boards and Chairs for Committees. Upon completion of the selection process, Members and Chairs will be appointed by Resolution for the Term of Council. Stakeholders and citizens shall be recruited in a public and transparent manner.
- d) The Minutes of the Committees of Council shall be adopted by each respective Committee and shall be forwarded to Council in a timely manner, to be received as information.
- e) Reports and recommendations of Committees shall be received and considered by Council on an ongoing basis.

PART 10 - APPENDIXES

Appendix "A" - Council/Staff Protocol

PART 11 - ENACTMENT

That By-law 2012-70 is hereby repealed.

This by-law shall come into force and take effect immediately upon the final passing thereof.

READ A FIRST AND SECOND TIME this _____ DAY OF _____, 2016.

MAYOR

CLERK

READ A THIRD TIME AND FINALLY PASSED this _____ DAY OF _____, 20____.

MAYOR

CLERK

APPENDIX “A” COUNCIL/STAFF PROTOCOL

Preamble

This protocol has been developed by staff members and reviewed by the Council of The Municipality of French River, in order to clarify roles and expectations and to support highly effective working relationships. It is intended to be reviewed at the beginning of each term of a new Council (at least once every four years).

This Council/Staff Protocol augments the existing Oath of Office sworn by each Council member, the Code of Conduct for Municipal staff, Council Code of Conduct and other related Municipal policies and procedures.

Corporate values documented within the municipality’s current policies provide a solid basis for realizing our joint mission: "To respond to the needs of our community in a timely, innovative and effective manner, through teamwork and partnerships."

1. ROLES

Role clarification and sensitivity are fundamental to the success of our working relationship and there are some shared aspects of Council/staff protocol. Both Council and staff are expected to enhance public education about the political process by providing context and process information about decision making. Policy making and implementation move along a continuum, with different roles at different times. Both Council and Municipal staff are required to have a solid understanding of the following:

1.1 Roles of Council and Staff:

- demonstrate commitment to communication and consultation among ourselves and with the general public;
- show leadership, relying on our knowledge and judgment, and respond based upon our areas of expertise;
- maintain confidentiality, confidential issues will be dealt with *in camera* at Committee and Council meetings.

1.2 Council Role:

- to govern and provide political direction;
- to ensure that management systems work properly, establishing vision, goals, determining needs and outcomes to be achieved, and empowering effective staff performance;
- to determine corporate policy and make decisions about issues following consultation with Municipal staff and community residents;
- to respond to constituent concerns, to keep Municipal staff informed, to be open to discussion, and to ask when clarification is needed.

Elected representatives do not have an administrative managerial role in the day to day business of the organization.

1.3 Municipal Staff Role:

- to provide timely reports to Council outlining factors that will assist in their decision making process, research policy issues as required, provide sufficient information based upon analysis and best professional expertise and judgment. Timely information ensures that Council Members are provided information early enough to allow for review and consultation. Timeliness also ensures that deadlines and commitments requiring adjustment are communicated proactively, rather than after the fact.
- to implement Council's decisions;
- to manage and identify the means for achieving corporate goals and outcomes;
- to provide appropriate follow-up to Council inquiries, to keep Members of Council up to date and informed, to be open to discussion, and to ask when clarification is needed.

Municipal staff does not have a political role.

2. HIGHLY EFFECTIVE WORKING RELATIONSHIPS

Given that staff and the elected representatives are all individuals with different personalities and styles, there must be some flexibility within the guidelines for working relationships. In all cases, we commit to the following requirements of a highly effective working relationship together:

2.1 Respect

A formal relationship exists between Municipal staff and Members of Council. This will ensure that all members of staff and Council are treated equitably without favoritism. A chain of command exists to deal with issues of significance. Council Members are encouraged to discuss clarification of reports and related information directly with the author of the report. Issues, additions, changes and/or challenges to the content of any report are to be addressed to the CAO in order to ensure an appropriate Department response. The CAO may suggest direct consultation with other staff members and/or continue open communication through the department heads. All staff should feel comfortable responding appropriately to straightforward Council requests, advising their supervisors of the inquiry. Any response to a request for information from a member of Council between Committee and Council meetings on a subject will be answered in writing and circulated to all Council Members.

2.2 Consultation and Community Responsiveness

We share a commitment to communication and consultation among ourselves and with the general public. We believe in community involvement in decision making and accept our shared responsibility to ensure effective community responsiveness. We rely on the Municipality's customer attitude survey to help us remain focused and to determine areas for improvement.

Staff is encouraged to provide information memos and reports for inclusion in the Information Package distributed to Council Members in their Agenda Packages. Department heads also receive the information package which eliminates the need for additional copies of memos and reports. Confidential information will be provided on yellow paper, sealed in an envelope labeled with the individual Council member's name. Where memos and reports are not included in the information package, copies to the department heads, administration, and Members of Council are the responsibility of the originator of the information.

3. EXPECTATIONS

The expectations outlines here are intended to enhance trust in our staff/council relationships. Staff directions are expected when Municipal-wide issues are being discussed. Where an issue impacts upon residents of only one ward, the Ward Councillor will expect the appropriate follow-up. Where a Municipal-wide issue or project is located within one ward, staff are expected to direct residents to their Ward Councillor rather than the Councillor where the issue or project is located.

Similarly, the Deputy Mayor is expected to represent the Mayor at Municipal-wide functions and the Ward Councillor, rather than the Deputy Mayor, is expected to represent the Mayor at occasions related to specific ward issues.

No Surprises - Open lines of communication are essential.

3.1 It is Expected that Council Members Will:

- request staff input prior to making important policy decisions and convey feedback to staff;
- discuss issues with staff and advise staff of questions prior to committee meetings whenever possible;
- request advice from the CAO/Clerk about the appropriate wording of motions, amendments, and formal staff directions in accordance with the Procedural By-law;
- consult with staff prior to making commitments to constituents.

3.2 It is Expected that Staff Will:

- Ensure that council is apprised of any issues that may impact upon their decision making process;
- Present a departmental or corporate perspective, in writing, at Council or in person at Committee. In answer to questions, where a department position may not be available, staff may clarify if they are comfortable that, "Although I cannot speak for the Department, my professional opinion....."
- Notify Council of changes to legislation and any unintended or unexpected impacts of policy decisions through written reports and/or presentations in a timely fashion;
- Through senior staff convey feedback to Council Members who may not be aware of existing policy or other workload demands and related issues.

3.3 Time is valuable

Priorities and timelines must be respected. All must make good use of time, understanding the other's demands, being well prepared for meetings, and communicating if there are changes to the timelines. When asked to complete a task, clarify the timeline: "Is this needed today?", "Could I get it for you next week?"..... Staff will spend time on larger assignments only as directed by Council. Larger assignments include community wide issues, complex or contentious issues.

4. PROTOCOL

4.1 Forms of Address

Delegations will be addressed formally as "Mr., Mrs., or Ms" at Committee and Council meetings and all will be addressed by first initial and last name or last name only in minutes.

At any public function, including social events to which members of the public are invited, the terms "elected representatives", "Councillors" or "Mayor" (rather than "politicians") and formal address are expected. Introduce "Mayor... last name" or "Councillor... last name" to members of the public. Sensitive or difficult situations may also suggest formal address. In an informal situation where members of the public are not present or during a work group meeting that has established a relationship among the members, Council and Municipal staff may wish to communicate on a first name basis.

All written correspondence requires formal titles (Councillor... Mayor...). By telephone, ask for Councillor... or Mayor... Providing your office phone number on written material and e-mail will assist Council in contacting you.

Be aware that while a close working relationship of staff and elected representatives is important, Councillors and the Mayor are elected symbols of democracy and fill public office. There is a line between the staff role and the elected representative role and the distinction is important to keep in mind at all times.

4.2 Office Environment

Council Members will announce their presence with the Administrative Assistant upon arrival in order to identify who they wish to see and announce their arrival to the staff member.

Appointments are recommended to ensure that both parties are able to meet prepared, and able to give their undivided attention to the contents of the meeting.

4.3 Invitations

Invitations for Municipal officials to attend functions should be provided at least three (3) weeks in advance of the Mayor's or Councilor's requested attendance. Ideally, contact should be in the planning stages to ensure that the desired representatives will be available. In planning events, staff is encouraged to avoid Wednesdays.

4.4 Social Events

Various social events take place which municipal employees and Members of Council jointly attend. Staff are to ensure that all Members of Council, or none, are invited to social functions, whether municipally sponsored, staff or other in nature.

When the general public attends a social function, both Municipal staff and Council Members are representatives of the Municipality. The openness of these events helps build rapport and fosters a team/partnership feeling when handled appropriately. In any social venue, all are encouraged to enjoy themselves, keeping in mind their "professional hats".

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2016-68

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO ENTER INTO A
LAND LEASE AGREEMENT WITH THE MINISTER OF TRANSPORTATION
(Communication Antenna Site)**

WHEREAS Part II of the Municipal Act, 2001, S.O. 2001, c.25 as amended to October 22, 2008, empowers municipalities to enter into agreements to enable them to govern their affairs as they consider appropriate;

AND WHEREAS Council deems it desirable to enter into an agreement with the Minister of Transportation to lease land for the use of the Communication Antenna Site.

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

- 1) THAT the Mayor and Clerk are hereby authorized to enter into a Land Lease Agreement with HER MAJESTY THE QUEEN in right of the Province of Ontario represented by the Minister of Transportation for the Province of Ontario for a Communication Antenna Site.
- 2) THAT the terms and conditions of the Land Lease Agreement shall be as set out in Schedule 'A', attached hereto and forming part of this By-law.
- 3) THAT this By-law shall come into force and take effect on the day it is passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 14th DAY OF DECEMBER, 2016.**

MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2016-69

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO ENTER INTO A
LAND LEASE AGREEMENT WITH ALBAN MASTER ANTENNA CO-OPERATIVE INC.
(Lease of Space at the Alban Community Centre)

WHEREAS Part II of the Municipal Act, 2001, S.O. 2001, c.25 as amended to October 22, 2008, empowers municipalities to enter into agreements to enable them to govern their affairs as they consider appropriate;

AND WHEREAS Council deems it desirable to lease space to the Alban Master Antenna Co-Operative Inc., an established community organization within the municipality;

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

- 1) THAT the Mayor and Clerk are hereby authorized to enter into a Land Lease Agreement with Alban Master Antenna Co-Operative Inc. for a Lease of Space at the Alban Community Centre.

- located at Concession 6, Lot 6, Parcel 44921, RP 53R7083, Part 1, PLT 5786550-4, Bigwood Township
- 2) THAT the terms and conditions of the Land Lease Extension Agreement shall be as set out in Schedule 'A', attached hereto and forming part of this By-law.
- 3) THAT this By-law shall come into force and take effect on the day it is passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 14th DAY OF DECEMBER, 2016.**

MAYOR

CLERK



2016 Third Quarter Activity Report Nov. 24, 2016

The following is the most recent consolidated Quarterly Report that the DSB will be sending to member municipalities and posting on the public website. Expect Quarterly Reports in February, May, September, and November of each year.

The program statistics are provided separately and updated monthly. They are available on the website by clicking the following link: [Monthly Program Statistics](#)

CAO Overview

The DSB 2016 Third Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal share surplus of \$175,731. This surplus includes an Ontario Works forecasted to be over budget by \$11,482. Children's Services forecasted to be over budget by \$13,115. Social Housing is forecasted to be under budget by \$172,614. Emergency Medical Services is under budget by \$45,095. Interest revenue on non-reserve accounts is forecasted to be \$17,381 under budget.

The DSB quarterly financial reports are available on the DSB website by clicking the following link: [Quarterly Financial Reports](#)

Paramedic Services

Ambulance Service Review

The Paramedic Services underwent an Ambulance Service Review in June. In accordance with the Ambulance Act, each operator of an ambulance service in Ontario must be licensed to operate said service. The Ambulance Service Review process is one based on a quality peer evaluation that allows the Ministry of Health and Long Term Care (MOHLTC) to issue 3 year licenses to operate ambulance services. On June 14th & 15th the MOHLTC review team visited DSB operations.

On September 12th the Ambulance Service Review Draft Report was received and the report noted 8 opportunities for improvement. The DSB has 30 days to respond to the draft report acknowledging and discussing the opportunities. An extensive 159-page report was submitted within the 30-day timeframe.

It must be noted that within the report there was a letter from the MOHLTC Manager of Inspections & Certifications indicating "congratulations on successfully meeting the legislated requirements for certification as a land ambulance operator in the Province of Ontario".

From a process perspective a letter has subsequently been received from the MOHLTC thanking the department for the response and indicating that their office will be in contact to set up an appropriate time for a follow-up visit. The Final Report should follow in a relatively short timeframe post follow up visit.

OAPC Annual Conference

The annual Ontario Association of Paramedic Chiefs (OAPC) conference was once again held during the last week of September.

The theme this year was “Transformational Change: Redefining Paramedicine”. Seminars were delivered by the guest speakers on a variety of topics including Paramedics role in both public health and in relation to the Patient First Act. A multidisciplinary approach to community care was discussed by a few speakers including Emergency Health Services Branch Director Tarmo Uukkivi. Lastly, a discussion with Director of Operations from London (England) Ambulance Service focused on the parallels between London and Ontario.

The Manitoulin-Sudbury DSB Paramedic Service Chief, Michael MacIsaac, is currently serving the second year of a 2-year term as a Northern Zone Director. Chief MacIsaac sits on a few committees including a MOHLTC lead Performance Measures group and is the co-chair of the Ministry of Labour (MOL) Section 21 Paramedic Sub-Committee.

The highpoint of the conference is always the annual EMS awards presentations for bravery, leadership and exemplary service. The DSB is proud to have Paramedics Andre Therrien Jr., Chris Gillis, Adam McDonald, and Linda Lebeau presented with the service awards by Lt.-Gen. Richard Rohmer. Paramedic Maureen Sagadore is also receiving her medal but was unable to attend.

The service medal is awarded to eligible members of the pre-hospital emergency medical service, with more than 20 years of exemplary service characterized by good conduct, industry and efficiency.

Additionally, Superintendent Mario Danis has been awarded his 2nd bar indicating a total of 40 years of meritorious duty. This brings the number of current or former Manitoulin-Sudbury Paramedics receiving this award to 24.

OPSEU Bargaining

Collective Bargaining with OPSEU, the Paramedic Services bargaining agent, began in the third quarter. The most recent Collective Agreement expired on December 31, 2015 and the DSB has been operating under the former terms since then. Bargaining has been going well with more meetings scheduled for early in the 4th quarter.

2016 Budget Process

As has become normal practice, the 2017 budget process began in July with preliminary discussions with the Finance department. Using a zero based budgeting approach an analysis of most recent expenditures and predictions was done in an attempt to present the most accurate budget for the coming year. Moving into September the budget was fine-tuned taking into account the preliminary approved staffing enhancements.

Children's Services

Child Care

The Associate Minister of Education sent a letter confirming the historic commitment of the Ontario Government to create 100,000 new child care spaces for infants, toddlers and preschoolers over the next five years in Ontario. The plan to create spaces includes both capital and operating funding to support a mixed approach to school-based, community-based and home-based expansion. DSB staff will be attending a Minister's Early Years Advisory workshop in November, further information will be provided regarding the expansion strategy.

Tiered Licensing

A number of [regulatory changes](#) under the Child Care and Early Years Act, 2014 (CCEYA) came into effect on August 29, 2016. The [child care licencing manual](#) has been updated to introduce the phase 2 regulatory changes. All child care licensees received a copy of the manual.

Best Start Network

The Aboriginal Advisory Committee hosted a cultural competency day on April 19, 2016 at the Manitoulin Hotel and Conference Centre. The session was very well attended and was considered to be the first step in working together as a community to ensure programs and services are culturally relevant across the district.

Ontario Early Years Child and Family Centres (OEYCFC)

Beginning in January 2018 Consolidated Municipal Service Managers (CMSMs) and District Social Service Administration Boards (DSSABs) will be responsible for the local management of OEYCFC's as part of the DSB responsibility for the service system management of child care and other human services.

In July the Ministry of Education released the [OEYCFC Planning Guidelines for Service System Managers](#). The guidelines are intended to support the planning in partnership with school boards and local service providers.

Key Implementation Dates:

- August 2016—launch of local needs assessment
- Early 2017—release of new funding approach
- May 2017—submission of needs assessment and initial plans for OEYCFC's
- January 2018—Implementation of OEYCFC funding approach

The Best Start Network (BSN) and DSB have begun to conduct a local needs assessment to support planning for OEYCFC's. The Social Planning Council (SPC) will be supporting the BSN and DSB to conduct the needs assessment and develop a local plan.

Family and Service Provider surveys are being developed and focus groups will be scheduled in the late winter early spring to inform the local needs assessment and initial plan.

Data Analysis Coordinator

Funding for data analysis services (formerly Data Analysis Coordinator funding) will be transferred to CMSM's/DSSAB's beginning in January 2017. [Service expectations](#) were provided to guide service delivery through the 2017 calendar year.

Truth and Reconciliation Commission-Ontario's Early Years Initiatives

On May 30, 2016 the Ontario government released [The Journey Together: Ontario's Commitment to Reconciliation with Indigenous Peoples](#). In July, the Ministry of Education (MEDU) sent a [memo](#) identifying a total of \$150 Million over three years for initiatives aimed at closing gaps and removing barriers. Initiatives include a commitment to expand access for Indigenous children and families to child and family programs on reserve as well as licensed child care and culturally relevant child and family programs off reserve. The Ministry of Education has confirmed their commitment to working in partnership to move forward on these initiatives, it is expected that the Ministry staff will be reaching out to DSB staff to begin conversations on next steps in the coming months.

Ontario Works

Ontario Works Caseload

In the third quarter of 2016, the Ontario Works caseload average is 528. Which is equal to the caseload last year at this time.

The 2016 budget was based on an estimated monthly maximum caseload of 550. The municipal share for OW Allowances is forecast to be \$10,803 over budget. The municipal share of administration and employment expenses are forecast to be \$679 over budget.

Note of caution: This information is based on a new provincial database system data. As the Social Assistance Management System (SAMS) is not functioning to its fullest capabilities and the integrity of the data obtained is questionable

Employment Ontario

The DSB continues to deliver Employment Ontario programs successfully in the Chapleau North area. As a follow up from the Sanction letter pertaining to the Pre-Employment Training, the Ministry of Advanced Education and Skills Development has approved the proposal to continue to access the Chapleau Learning Center for the pre-employment training component.

The DSB is hosting a career fair on November 2 at the Chapleau Recreational Centre, currently 15 employers have registered to attend this event but more are expected.

Canada-Ontario Job Grant (COJG)

As of September 30th 2016, eleven training agreements were approved. A total one hundred and one (101) staff received training through the COJG program. On-going marketing and advertising continues to occur on an ongoing basis to ensure that the employers and employees are aware of the opportunities available. Staff have also been approached by a new employer that is seeking funding from COGJ prior to the end of this fiscal year.

Youth Job Connection

Youth Job Connection will continue to provide more intensive, targeted support for unemployed youth between ages 15 and 29 with multiple barriers to employment including poverty, homelessness, disability and mental health. Pre-Employment Training is scheduled to be delivered on October 11th, the program will continue to be delivered on an on-going basis to meet all set targets.

Staff have been focused on the Youth Job Connection - Summer program through the third quarter. A total of 22 students were registered, 15 students have completed the program successfully. Staff are currently working on a plan to achieve all targets prior to year end, staff will be enrolling students that are currently in school in the program to ensure budgetary requirements are met.

Basic Income Guarantee

As announced in the 2016 Budget, the Province is looking to design and implement a pilot program to test the growing view that a basic income could help deliver income support more efficiently, while improving health, employment and housing outcomes for Ontarians. The Basic Income Guaranteed, or guaranteed annual income, is a payment to eligible families or individuals that ensures a minimum level of income.

A [news release](#) was issued indicating that the province appointed special advisor Hugh Segal to provide advice on the design and implementation of a Basic Income Pilot in Ontario. As Special Advisor on Basic Income, Mr. Segal will draw on his expertise in Canadian and international models of basic income and consult with thought leaders to help Ontario design a pilot. Mr. Segal will deliver a discussion paper to the province by the fall to help inform the design and implementation of the pilot, on a pro bono basis. The discussion paper will include advice about potential criteria for selecting target populations and/or locations, delivery models and advice about how the province could evaluate the results of the Basic Income Pilot. The Province will undertake further engagement with experts, communities and other stakeholders as it moves towards design and implementation.

The government is currently seeking the benefits on the Basic Income Guarantee, to determine if the advantages of the program outweigh the disadvantages. Changes are needed to the current system, for the individuals that access the benefits and also from the government level. A streamlined process would minimize the gap between the rich and the poor which the government sees as a positive outcome.

The negative impacts of poverty are staggeringly high, including major health and social problems. It is increasingly evident that jobs do not provide livable incomes, and pursuing economic growth has a devastating cost to people. In contrast, a Basic Income Guarantee could create a peaceful, practical, effective way to address human needs for health, and the ability to provide care for Self, Family, Community and the natural Environment.

Social Housing

Ontario Electricity Support Program (OESP)

To date, the DSB has completed 245 OESP applications. When applicants apply for hydro arrears through the Healthy Communities Fund staff ensure that the applicant's have made application for OESP. In addition, Case Managers ensure all new social assistance clients apply for OESP.

DSB Waiting list

As of September 30th, the waiting list had an overall decrease of 65 applicants. This is a result of the increase in funding received for the Direct Shelter Subsidy Program, which allowed the DSB to offer additional housing applicants subsidy to assist with costs for their current rental expenses. The breakdown of waiting applicants is as follows:

- 1 Bedroom - 380 decrease of 48 since June 30, 2016
- 2 Bedroom - 55 decrease of 8 since June 30, 2016
- 3 Bedroom - 23 decrease of 7 since June 30, 2016
- 4 Bedroom - 20 decrease of 2 since June 30, 2016

Tenants

During the quarter there were 7 move outs and 9 new move ins. Additionally, 3 tenants were transferred for medical reasons.

Arrears

Rental arrears remained static at 2.67% of rental revenue for the quarter. An integrated approach is used for rent collection in keeping with the eviction prevention process.

Smoke Free Housing

As of the end of the second quarter, 90 of the 288 units are designated as Smoke-free. This represents 31.25% of the full portfolio. Some buildings are attaining 50% or greater smoke-free units, Manitowaning, Arthur Court and 80 Pine Street have achieved this.

Direct Shelter Subsidy Enhancement

With additional funding received from the Social Infrastructure Fund (SIF), the DSB offered additional housing to applicants through the Direct Shelter Subsidy Program with priority being given to applicants in areas where the DSB does not have social housing units. All applicants that are receiving the Direct Shelter Subsidy are deemed housed and removed from the Social Housing waiting list. There are currently 95 active Direct Shelter Subsidy cases as of the end of the quarter.

Transitional Community Support Worker

The partnership between Canadian Mental Health Association Sudbury/Manitoulin and the DSB is up and running in LaCloche-Manitoulin area. The Transitional Community Support Worker has been meeting with tenants in place and through alternative methods to connect and provide essential support services to help support a successful tenancy.

The Transitional Community Support Worker is providing a supporting role with the implementation of the Community Paramedicine Program in the LaCloche and Manitoulin sites. By the end of the third quarter 149 people attended. For the most part, these patients are self-managing their own conditions but the Paramedics have been able to visit several patients in their homes to conduct more detailed assessments including safety audits, which enables them to conduct a "Paramedics Assessing Elders at Risk for Independence Loss (PERIL)" assessment and make connections to further home care if indicated.

An unexpected outcome from the clinics that is a very clear success is approximately 34% of attendees would be considered "house bound" or "shut-ins". This is a very positive outcome from the viewpoint of mental health. There is a strong correlation with mental and physical health and residents are responding well to the program.

Infrastructure & Asset Management (IAM)

Ontario Renovates

There have been a total of six Ontario Renovates projects approved in third quarter for a total of 13 projects approved for 2016. The total cost for the six Ontario Renovates projects was \$90,642 and the total cost for the 13 projects approved so far this year is \$194,684. This amount accounts for 56% of the Ontario Renovates Budget.

There were two additional emergency files that were provided funding through the Revolving Loan Fund to avoid homelessness for a total of 5 for 2016. The total cost for the two emergency files was \$33,032.

The demographics of those assisted through the Ontario Renovates Program were seniors, working poor, and disabled. The distribution of the projects are as follows: Manitoulin 7, LaCloche 6, and Sudbury East 4, and Sudbury North 1.

The first Homeownership project for 2016 has been approved and is currently underway. This project's total cost will amount to \$7,315 provided the sale completes as planned.

Supervisor of Infrastructure & Asset Management

The major construction during the third quarter was the Mindemoya and Warren building roof replacements which were completed without issues. Union gas reimbursed 50% of the energy audit completed at 70 Barber. Hydro One has approved a 50% rebate of the cost of the energy audit that is underway at 17 Stanhope in Warren. The audit will be

completed in the fourth quarter. Investigations were made into the efficiency, reliability and long term viability of the make-up-air systems at 6 buildings. Despite having reached 'end-of-life' and planned for replacement as per the 2010 Building Condition Assessments, results show that with minor changes to timers and bearing maintenance, the life expectancy can be extended for 5 to 10 years.

DSB Staff reached out to the non-profit housing providers and asked for repair requests that meet the guidelines of the Social Housing Improvement Program (SHIP) Program. The demands far exceeded available funding so funds were distributed equitably by area based on the number of units in each area.

Infrastructure Maintenance Repairs and Capital Projects

The major maintenance challenges for the year is the 47 unit turnovers that have required significant custodian and contractor efforts to complete in a timely fashion. There have been 29 unit turnovers completed in 2016 with an average cost of \$5,630.34. There are currently 12 unit turnovers in progress and 6 more unit turnovers planned.

Improvements to the winter maintenance procedures have been implemented, custodians have been trained and additional resources allocated to the buildings. There are also changes to the annual unit life safety inspection program to improve unit condition documentation and communication with the tenant management team. This endeavor is intended to improve tenant stability and housing success over the long term.

Summary

The DSB had a very busy third quarter. If municipal Councils have any questions or would like DSB staff to attend a municipal Council meeting, please feel free to contact me at the address below.

Fern Dominelli

Chief Administrative Officer

Manitoulin-Sudbury District Services Board

Phone: 705-222-7777

E mail: fern.dominelli@msdsb.net

Website: www.msdsb.net

				Manitoulin-Sudbury DSB				
				3rd Quarter Report (unaudited)				
				AS AT 9/30/2016				
	Total Gross Budget				Municipal Share Budget			
	YTD	YTD	OVER(UNDER)	ANNUAL	YTD	MUNICIPAL	MUNICIPAL	Over(Under)
	ACTUAL	BUDGET	BUDGET	BUDGET	MUNICIPAL	SHARE	SHARE	Budget
						Forecast	BUDGET	Forecast
Ontario Works	\$ 5,137,179	\$ 5,060,872	\$ 76,307	\$ 6,760,433	\$ 914,121	\$ 1,275,299	\$ 1,263,817	\$ 11,482
100% Funded	\$ 587,656	\$ 523,690	\$ 63,966	\$ 705,667				
Child Care	\$ 4,248,300	\$ 4,015,997	\$ 232,303	\$ 5,270,074	\$ 487,765	\$ 648,654	\$ 635,539	\$ 13,115
Social Housing	\$ 2,591,534	\$ 2,622,747	\$ (31,213)	\$ 3,436,207	\$ 1,704,544	\$ 2,080,940	\$ 2,253,554	\$ (172,614)
100% Funded	\$ 205,781	\$ 305,016	\$ (99,235)	\$ 406,687				
Paramedic Services	\$ 9,984,364	\$ 10,238,512	\$ (254,148)	\$ 13,461,778	\$ 4,509,036	\$ 6,281,296	\$ 6,326,391	\$ (45,095)
100% Funded	\$ 1,516,125	\$ 1,449,303	\$ 66,822	\$ 1,932,404				
TOTAL EXPENSES	\$ 24,270,937	\$ 24,216,136	\$ 54,801	\$ 31,973,251	\$ 7,615,465	\$ 10,286,189	\$ 10,479,301	\$ (193,112)
Interest Revenue	\$ (61,337)	\$ (74,372.25)	\$ 13,035	\$ (99,163)	\$ (61,337)	\$ (81,782)	\$ (99,163)	\$ 17,381
TOTAL EXPENSES	\$ 24,209,600	\$ 24,141,764	\$ 67,837	\$ 31,874,087	\$ 7,554,128	\$ 10,204,407	\$ 10,380,138	\$ (175,731)

Variance Analysis September 30, 2016		
	NET Municipal Variance	Explanation of Unaudited Municipal Share
YTD Actual to YTD Budget:		
Ontario Works	\$ 11,482	Municipal share of OW allowance is forecasted to be over budget by \$10,803. Municipal share of administration and employment expenses is forecasted to be \$679 overbudget.
Child Care	\$ 13,115	Municipal share of Child Care Resource Centre is over budget by \$27,930; due to Wage Enhancement. Municipal share of administration is forecasted to be under budget by \$14,815.
Social Housing	\$ (172,614)	(\$73,379) + (\$80,449) + (\$18,786) = \$172,614 surplus Federal Funding is (\$73,379) more than budgeted. Direct operated expenses and program support allocation are forecasted to be underspent by (\$80,449). Non-Profit, Rent Supp, and Urban Native expenses are \$18,786 under budget.
Paramedic Services	\$ (45,095)	Paramedic Services is forecasted to be (\$202,244) + \$157,149 = (\$45,095) over budget. The MOHLTC funding is forecasted to be (\$202,244) surplus. All MOHLTC funding has been confirmed. Medic Staffing and Benefits are forecasted to be over budget by \$182,783 due to: - The implementation of enhancements for PRU Lacloche started April 1, 2016; resulting in a forecasted surplus of (\$30,000). - WSIB NEER for 2016 is \$451,256 resulting in WSIB expenses over budget \$418,789 - OMERS is forecasted to be under budget by (\$70,164), due to FT staff off work, & did not contribute to OMERS, so the employer share was saved; - FT & PT wages are forecasted to be under budget by (\$106,516); mainly due to several top rate full time paramedics utilizing STD, LTD or WSIB; - Other related wages are forecast to be under budget by (\$79,863) - Other benefits are forecast to be over budget by \$50,537; due to part time employee percentage in lieu of benefits. Administration Wages and Benefits are forecasted to be (\$53,207) under budget due to Patient Transfer Service coordination and Community Paramedicine. Non Wages are forecasted to be over budget by \$27,573 - Program Support is forecasted to be (\$14,112) under budget - Transportation & Communication is forecasted to be (\$7,392) under budget - Building repairs, maintenance and utilities are (\$12,318) less than budget mainly due to hydro. - Vehicle fuel is currently forecasted to be (\$45,225) under budget. - Vehicle repairs and maintenance is forecasted to be \$98,708 over budget - Supplies are forecasted to be \$7,912 over budget due to the refresh of PAD supplies.
Interest Revenue	\$ 17,381	Interest Revenue on Non Reserve accounts is forecasted to be \$17,381 under budget.
	\$ (175,731)	

November 14, 2016

Mayor and Council
Municipality of French River

Dear Mayor and Council,

RE: Voyageur Cycling Route Update and Route Evaluation Report

On September 22, as part of a four-day Mobile Workshop along the Voyageur Cycling Route, stakeholders joined cyclists on a bike ride through the Municipality of French River. The group was welcomed at the Municipal office by French River municipal staff. The Mobile Workshop absolutely reaffirmed that Northeastern Ontario is not only a great place to cycle with its beautiful natural spaces and quiet country roads, but also a destination abundant in northern hospitality and rich Canadian history.

It is difficult to believe that the concept of building a long-distance cycling route across the region was first introduced less than two years ago. As a small organization with limited resources, Discovery Routes is extremely proud of the progress made to date and can attribute a great deal of our success to the hard work of our project partners. Progress includes the completion of the *Voyageur Cycling Route Feasibility Study and Implementation Plan*, engagement from all 12 municipalities along the route, development of route branding, and successfully obtaining support from the Ontario Trillium Foundation to test ride and evaluate the route in the recent Mobile Workshop. Attached is an Evaluation Report that outlines recommendations that resulted from the Mobile Workshop specific to implementing the cycling route through the Municipality of French River.

Looking ahead to the upcoming year, emphasis will be placed on strengthening the capacity of Discovery Routes to continue in the role of coordinating agency. Our efforts will be focused on launching sections of the Voyageur Cycling Route where it overlaps with the Trans Canada Trail. Collaboratively with our municipal and provincial partners, we will redouble efforts to encourage cycling infrastructure improvements on Voyageur Cycling Route/ Trans Canada Trail designated sections of Highway 17 west of North Bay. Without cycling specific infrastructure, these sections of Highway 17 create a barrier in the connectivity of the Voyageur Cycling Route and Trans Canada Trail.

In order to show your support for the effort to make Northeastern Ontario a destination for cycle tourists, while encouraging local residents to adopt a healthier and more active lifestyle, we ask that Council consider passing a resolution of support that endorses the project.

Should you have any questions regarding the ongoing development of the Voyageur Cycling Route and Trans Canada Trail projects, please do not hesitate to contact me.

Sincerely,



Jennifer McCourt, Executive Director
Discovery Routes Trails Organization

Encl. Voyageur Cycling Route Evaluation Report; Municipality of French River, October 2016
CC Carlie Zwiers



ROUTE EVALUATION REPORT

LOCATION: MUNICIPALITY OF FRENCH RIVER
OCTOBER 2016



Highway 528, French River
part of the Voyageur Cycling Route

Project Lead



Project Partners



Project Supporter



Background

In support of the implementation of the Voyageur Cycling Route, Discovery Routes Trails Organization in partnership with the Voyageur Cycling Route Working Group hosted a Mobile Workshop along the trails and low to moderate volume roadways that make up the route on September 19 - 22, 2016. A group of six experienced cyclists from around the province participated in the four-day ride to:

- Evaluate the cycling route's tourism and recreational potential,
- Experience the current infrastructure of the Voyageur Cycling Route,
- Inventory cycling facilities and amenities along the route, and
- Field test route maps and wayfinding, where applicable

The riders were accompanied daily by local advocates and project proponents who were interested in learning how the Voyageur Cycling Route compares to long-distance cycling routes in other jurisdictions and the benefits of community involvement in cycling. A variety of provincial, regional and local stakeholders participated in the workshop. Provincial representation included the Ministries of Transportation, Northern Development and Mines and Tourism, Culture and Sport. A personalized greeting from the Honorable Eleanor McMahon, Minister of Tourism was played during the workshop. Other stakeholders participating included elected leaders, economic development agencies, tourism development agencies, public health and organizations such as the Great Lakes Waterfront Trail, Ontario Cycling Association and Adventure Cycling. Presentations made during the workshop are available for download at <http://discoveryroutes.ca/mobile-workshop>.

For the purpose of the Mobile Workshop, the 380-km Voyageur Cycling Route was divided into rideable sections ranging from 18 to 30km. Sections where the route follows Highway 17 and no alternative roadway exists were not included as part of the Mobile Workshop due to the high traffic volumes and speeds and the absence of bicycle specific infrastructure.

The four-day route breakdown was as follows:

- Day 1: Mattawa to Eau Claire (22km) and Eau Claire to Bonfield (25km)
- Day 2: Bonfield to Callander (27km) and Callander to North Bay (18km)
- Day 3: Sturgeon Falls to Lavigne (25km) and Lavigne to Monetville (30km)
- Day 4: Monetville to West Arm (30km) and West Arm to Hagar (22km)

A professional photographer was hired to follow the riders each day and capture active images along the route to be used for future marketing. These photos will be available for communities to use to attract cyclists and develop their cycle tourism product.

Evaluation Methodology

The experienced riders that performed the evaluation were from outside the region and therefore unfamiliar with the communities and roadways that form the Voyageur Cycling Route. This was deliberate to ensure a subjective assessment and that observations made by the evaluators were more true to a visiting cyclist unfamiliar with the area.

The route was divided into eight sections ranging in length from 18 to 30km. Each section was evaluated separately under the following categories: overall impressions, strengths and challenges, surface and slope, notable scenery, safety, services and maps/ wayfinding. These evaluation criteria were selected based on a tool used by the Ministry of Transportation to assess candidate routes for the future provincial cycling network.



Day 3 and 4: Municipality of French River

On September 21 and 22, 2016, the Mobile Workshop toured through the Municipality of French River riding approximately 36 kilometers of municipal roads and provincial highways. The route was predetermined as outlined in the 2015 *Voyageur Cycling Route Feasibility Study and Implementation Plan*. Below is a map of the cycling route through the Municipality of French River.



Rider Feedback: French River

- Mashkinonje PP provides a great opportunity to bike and hike with a short walk to a beautiful wetland
- Picnic spot at the narrows would be perfect for swimming, barbeques, rest area
- Guerin Road was short enough gravel section so as not to be a deterrent
- Highway 528 was quiet, nice ride
- Municipal office taps did not accommodate water bottle filling
- Chip stand in Noelville has fabulous fish and chips
- Relatively flat, easy riding with a decent sized shoulder on Highway 64
- Good distances between communities, shoulder on Highway 64 was great
- Beautiful ride, very scenic
- Not too challenging
- Very scenic route, pleasant ride
- History of the region should be emphasized as a point of interest to visiting cyclists
- Bike racks and bike shelters/fix stations could be provided in a central location in Noëlville



Recommendations

The following are recommendations based on the feedback received during the Mobile Workshop and analysis by the Voyageur Cycling Route Working Group. The recommendations have been prioritized into short, medium and long-term objectives that will allow for the first phase of the route to be marketable to the public in 2017. Discovery Routes will continue to work collectively with municipalities and stakeholders through the Voyageur Cycling Route Working Group to achieve the objectives.

Short-term Objectives

1. Implement Voyageur Cycling Route and Trans Canada Trail **wayfinding signage** on the municipal roads through French River
2. Promote the **Ontario By Bike bicycle-friendly business program** to enhance the attraction potential of communities. These businesses as well as other bicycle amenities should be identified on maps, especially those that are present within 5km of the route. A general rule for long-distance cyclists is that they will travel up to 5km off the route for an attraction or amenity.

Mid-term Objectives

3. Continue to support the Voyageur Cycling Route Working Group and Discovery Routes as they work with the MTO to implement **cycling specific infrastructure** as recommended in the *Voyageur Cycling Routes Feasibility Study and Implementation Plan*. Moving toward the objective that will allow the Trans Canada Trail sections of the route to be marketable to the public in 2017, **the highest priority for infrastructure improvement are the sections of Highway 17 between North Bay and Sturgeon Falls, and Highway 17 between Hagar and Coniston**. Without cycling specific infrastructure, these sections of Highway 17 create a barrier in the connectivity of the route due to the high volume of motor vehicle and truck traffic.
4. Develop **secondary bicycling itineraries** to attract cyclists interested in loop rides
5. Consider **hard surfacing Montée Guerin Road** when budgets allow. It should be noted that as part of the developing provincial cycling network, new funding opportunities may become available in the future to ease the burden on already tight municipal budgets. Given that hard surfacing may not be possible in the foreseeable future, it is important that existing **road maintenance practices** be reviewed to take cyclists into consideration.

Long-term Objectives

6. The addition of **paved shoulders** is recommended for Highway 535. Continue to work with the Province to implement paved shoulders as ongoing facility improvements for the Voyageur Cycling Route.





Municipality of French River

MINUTES OF THE REGULAR MEETING OF COUNCIL held in the Council Chambers Wednesday, November 23, 2016 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
Robert Martin, Parks, Recreation & Facilities Manager

Guests:

6 Members of public
Tyler Peters, P.Eng., Project Director, Greenview Environmental Management

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 Gisèle Pageau

Resol. 2016- 367

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 Greenview Environmental Management, Presentation of the Municipal Complex HVAC Study

Mr. Peters presented the Summary Report of the Municipal Complex HVAC Study which included the overview of the existing conditions and deficiencies, an evaluation of the remedial alternatives, the preferred solution and proposed implementation plan.

The preferred alternative proposed was the variable refrigerant flow (VRF) system at a cost of \$400,000; the item will be considered during the 2017 budget deliberations.

Council took a break from 7:00pm until 7:05pm.

5. Management, Committee and Board Reports

5.1 General Government

5.1.1 Action Report - Learn to Fish Program

The CAO presented the report found in the agenda package.

Moved By Michel Bigras and Seconded By Malcolm Lamothe

Resol. 2016- 368

BE IT RESOLVED THAT Council honours the commitment and allocates a financial contribution of up to a maximum of \$6,000 towards the French River Resorts Association Learn to Fish Program.

AND THAT the funds be taken from the 2016 Economic Development Projects Budget.

Carried

5.1.2 Discussion - Presentation of Draft Procedure By-law

In January 2015, Council approved a meeting structure trial period. In June 2016 and following the review period, the Clerk was directed to reflect the meeting structure in the review of the Procedure By-law along with other governance updates for Council's consideration.

The Clerk presented the draft by-law which reflected the combined feedback received from Council Members and staff and other changes to ensure consistency, clarity and correct procedural protocols.

The 1st & 2nd Reading of the By-law will be presented for Council's consideration at the Regular Meeting being held on December 14th, 2016.

The Clerk presented the key highlights of changes to Municipal Legislation released on November 16, 2016 through Bill 68 *Modernizing Ontario's Municipal Legislation Act* which will introduce a series of reforms to the Municipal Act and the Municipal Conflict of Interest Act.

5.2 Finance Department

The Treasurer reported that the total disbursements for the month of August 2016 were in the amount of \$794,891.06 and for the month of September 2016 were in the amount of \$971,798.67.

6. Consent Agenda

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

Moved By Gisèle Pageau and Seconded By Ron Garbutt

Resol. 2016- 369

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 Ron Garbutt

Resol. 2016- 370

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

Regular Council Meeting held November 9, 2016

Carried

6.2 Minutes Received by Resolution

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

6.3.1 Resolution to donate to the Christmas Food Baskets

Moved By Gisèle Pageau and Seconded By Ron Garbutt

Resol. 2016- 371

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

Carried

6.3.2 Resolution to approve a Grants and Subsidy Application

Moved By Gisèle Pageau and Seconded By Ron Garbutt

Resol. 2016- 372

BE IT RESOLVED THAT Council approves the Grant & Subsidy Application for a rebate of \$200 from the hall rental fee at the Noëlville Community Centre received from the French River Rapids for a Holiday Pancake Breakfast being held on December 18, 2016.

Carried

6.4 Correspondence for Council's Information Received by Resolution

6.5 Adoption of By-laws by Resolution

6.5.1 Confirmation By-law

Moved By Gisèle Pageau and Seconded By Ron Garbutt

Resol. 2016- 373

BE IT RESOLVED THAT By-law 2016-67, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of French River at a meeting held on November 23, 2016 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

The CAO informed that the two ROMA Conference Delegation Requests (as requested at the meeting held November 9th) were submitted. The meeting with representatives of the Office of the Federal Minister of Public Works relating to the water levels of the French River was held via teleconference with representatives of the Sturgeon, Nipissing, French River Water Management Committee, Public Works Canada and concerned citizens. A meeting is being sought with the Ontario Provincial Police relating to service levels.

Jules Chartrand, resident of Noëlville, shared his concerns with the high OPP expenses.

11. Closed Session

Councillor Malcolm Lamothe requested that an item be considered by Council to be added to the closed session portion of the agenda; additions to the agenda require Two-Thirds Vote as per the Procedure By-law.

Moved By Malcolm Lamothe and Seconded By Gisèle Pageau

Resol. 2016- 374

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

(b) personal matters that would identify an individual, including municipal employees and (e) litigation or potential litigation, to provide information to Council relating a possible litigation and personal matter.

Councillor Michel Bigras requested a Recorded Vote.

	FOR	AGAINST
COUNCILLOR Michel Bigras		x
COUNCILLOR Ron Garbutt	x	
COUNCILLOR Malcolm Lamothe	x	
COUNCILLOR Gisèle Pageau	x	
COUNCILLOR Denny Sharp		x
COUNCILLOR Dean Wenborne	x	
MAYOR Claude Bouffard		x

Defeated

12. Adjournment

Moved By Ron Garbutt and Seconded By Malcolm Lamothe

Resol. 2016- 375

BE IT RESOLVED THAT the meeting be adjourned at 9:01 p.m.

Carried

MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2016-70

BEING A BY-LAW TO AMEND ZONING BY-LAW 2014-23, AS AMENDED
(Kenneth and Deborah Owen)

WHEREAS By-law 2014-23 Municipality of French River has been passed, being a Zoning By-law to regulate the use of land and the character, location, and use of buildings and structures, Municipality of French River, under the authority of Section 34 of the Planning Act, R.S.O. 1990, Chapter P.13;

AND WHEREAS the Council for the Municipality of French River may amend such By-law in accordance with the provisions of Section 34 of the Planning Act, R.S.O. 1990, Chapter P.13;

AND WHEREAS the Council for the Municipality of French River has received an application to amend such By-law;

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

1. Schedule A-10 (Mason Township) of By-law 2014-23 of the Municipality of French River, as amended, is hereby further amended by changing the 'Rural (RU)' Zone to a 'Waterfront Residential (WR)' Zone and the addition of Special Provision 76 (S76), on Part of Lot 10, Concession 6, in the Township of Mason, now in the Municipality of French River, Territorial District of Sudbury, Parcel 25265 Sudbury East Section, and as shown on Schedule "A-1" affixed hereto.
2. Section 8 of By-law 2014-23 Municipality of French River is hereby amended by the addition of the following Special Provision:
 76. Notwithstanding any provisions to the contrary of Section 7.7 of By-law 2014-23, within the lands zoned Waterfront Residential (WR), described as Part of Lot 10, Concession 6, in the Township of Mason, now in the Municipality of French River, Territorial District of Sudbury, Parcel 25265 Sudbury East Section, the following special provisions shall apply:
 - (i) Regulations:
 - Development and site alteration, including the removal of vegetation is restricted 30.0 metres from the shore allowance of the French River.
 - No removal of vegetation is permitted between May 1st and July 31st
 - Vegetation removal and disturbance outside of the development envelopes should be minimized.

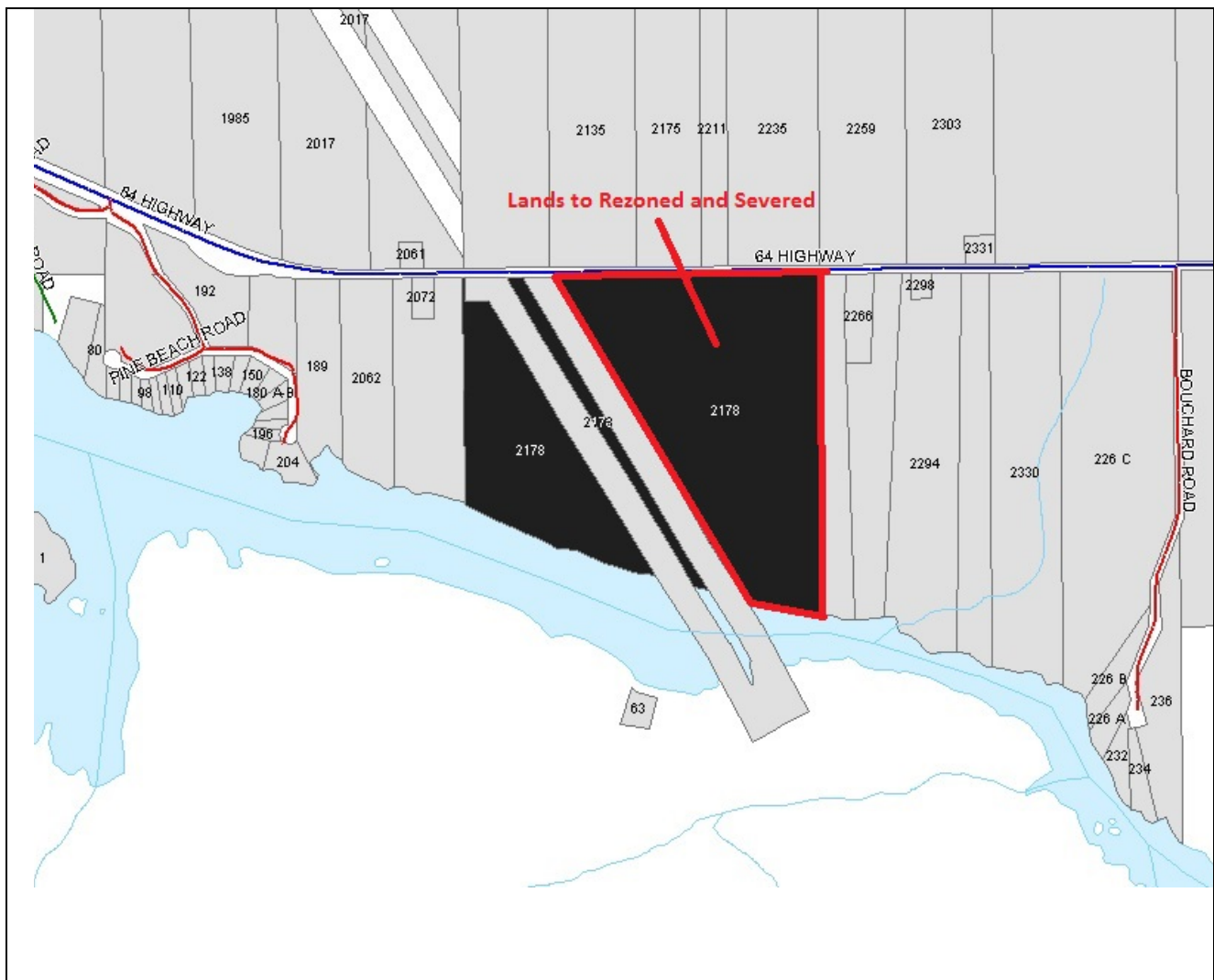
All other provisions of By-law 2014-23 as applicable to the Waterfront Residential Zone (WR) shall apply.

3. Schedule “A-1” is hereby declared to form part of this By-law.
4. This By-law shall take effect on the date of passage and come into force in accordance with Section 34 of the Planning Act, R.S.O. 1990, Chapter P.13.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED ON
THIS 14th DAY OF DECEMBER, 2016.**

MAYOR

CLERK



This is Schedule "A-1" to By-law 2016- of the Municipality of French River, passed this 14th day of December, 2016.

Mayor

Clerk



Lands zoned Waterfront Residential (WR), subject to Special Provision 76 (S76), on Part of Lot 10, Concession 6, in the Township of Mason, now in the Municipality of French River, Territorial District of Sudbury; Parcel 25265 Sudbury East Section.
(Roll No. 5201-030-000-163-00)

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2016-71

BEING A BY-LAW TO AMEND ZONING BY-LAW 2014-23, AS AMENDED
(Blaine and Denise Leduc)

WHEREAS By-law 2014-23 Municipality of French River has been passed, being a Zoning By-law to regulate the use of land and the character, location, and use of buildings and structures, in the Municipality of French River under the authority of Section 34 of the Planning Act, R.S.O. 1990, Chapter P.13;

AND WHEREAS the Council for the Municipality of French River may amend such By-law in accordance with the provisions of Section 39 of the Planning Act, R.S.O. 1990, Chapter P.13;

AND WHEREAS the Council for the Municipality of French River has received an application to amend such By-law;

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

1. Schedule A-9 (Bigwood Township) of By-law 2014-23 Municipality of French River, as amended, is hereby further amended by the addition of Special Provision 44 (S44) to the Waterfront Residential Zone (WR), on Part of Lot 3, Concession 3, in the Township of Bigwood, now in the Municipality of French River, Territorial District of Sudbury, being Lot 4, Plan M-540, Parcel 28819 Sudbury East Section, and as shown on Schedule "A-1" affixed hereto.
2. Section 8 of By-law 2014-23 Municipality of French River is hereby amended by the addition of the following Special Provision:
 44. Notwithstanding any provisions to the contrary of Section 7.7.1 of By-law 2014-23, within the lands zoned Waterfront Residential (WR), described as Part of Lot 3, Concession 3, in the Township of Bigwood, now in the Municipality of French River, Territorial District of Sudbury, being Lot 4, Plan M-540, Parcel 28819 Sudbury East Section, the following special provisions shall apply:
 - (i) Permitted Uses:
 - a garden suite for a period not to exceed three (3) years from the date of the passing of this By-law.

All other provisions of By-law 2014-23 as applicable to the Waterfront Residential Zone (WR) shall apply.

3. Schedule “A-1” is hereby declared to form part of this By-law.
4. This By-law shall take effect on the date of passage and come into force in accordance with Section 39 of the Planning Act, R.S.O. 1990, Chapter P.13.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED ON
THIS 14th DAY OF DECEMBER, 2016.**

MAYOR

CLERK



This is Schedule "A-1" to By-law 2016-___ of the Sudbury East Planning Board Municipality of French River, passed this 14th day of December, 2016.

Chair / Mayor

Secretary-Treasurer / Clerk



Lands zoned Waterfront Residential (WR), subject to Special Provision 44 (S44), on Part of Lot 3, Concession 3, in the Township of Bigwood, now in the Municipality of French River, District of Sudbury; being Lot 4, Plan M-540, Parcel 28819 Sudbury East Section. (Roll No. 5201-040-000-253-00)