



Municipality of French River / Municipalité de la Rivière des Français

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

Wednesday, October 17, 2018 at 6pm / mercredi le 17 octobre 2018 à 18h
Council Chambers / Salle du conseil

- 1. Call to Order and Roll Call / Ouverture de la réunion et présence**
- 2. Adoption of Agenda / Adoption de l'ordre du jour (*and Additions if applicable*)**
- 3. Disclosure of Pecuniary Interest / Déclarations d'intérêts pécuniaires**
- 4. Delegations / Délégations (NIL)**
- 5. Reports and Items for Consideration / Rapports et sujets pour considération**
 - 5.1 General Government / Gouvernement général**
 - 5.1.1** Presentation and consideration of the Draft Council Code of Conduct by **p.3**
Tony Fleming, C.S., Integrity Commissioner (*via Skype*)
 - 5.1.2** Resolution to adopt By-law 2018-53 to adopt the Council Code of Conduct
 - 5.1.3** Quarter Report - Clerk's Department **p.28**
 - 5.2 Finance / Finances (NIL)**
 - 5.3 Public Works & Environment Services / Travaux public et services de l'environnement**
 - 5.3.1** Resolution to award the Contract for Drilling and Repair of Monitoring Wells at the **p.32**
Noëlville Landfill Site
 - 5.4 Community Services / Services communautaires**
 - 5.4.1** Quarter Report - Parks, Recreation & Facilities Department **p.33**
 - 5.5 Emergency Services and Public Safety / Services d'urgence et sécurité publique**
 - 5.5.1** Report - Manitoulin-Sudbury District Services Board by Councillor Wenborne **p.35**
 - 5.5.2** Quarter Report - Fire Department **p.37**
 - 5.6 Development & Planning / Développement et planification**
 - 5.6.1** Quarter Report - Building Controls / Municipal Law Enforcement **p.41**
 - 5.7 Correspondence / Correspondance (NIL)**
- 6. Consent Agenda / Ordre du jour regroupé**
 - 6.1 Adoption of Minutes / Procès-verbaux adoptés**
 - 6.1.1** Combined Council Meeting held October 3, 2018 **p.49**
 - 6.1.2** Closed Council Minutes held October 3, 2018
 - 6.2 Receipt of Minutes / Procès-verbaux reçus**
 - 6.2.1** Sudbury & District Board of Health held September 20, 2018 **p.57**

- 6.3 Items for Consideration or Information / Items pour consideration ou information**
- 6.3.1** Resolution to approve a Grants and Subsidy Application from French River Children's Christmas Party Committee for a hall rental fee rebate for their annual Children's Christmas Party and Parade at the Noëlville Community Centre on December 1, 2018
- 6.3.2** Resolution to approve a Grants and Subsidy Application from Paroisse Notre Dame de Lourdes for a hall rental fee rebate for a Parish Bingo to raise funds for the church and rectory on December 2, 2018
- 6.4 By-laws / Règlements**
- 6.4.1** 2018-52 Funding Amending Agreement - New Building Canada Fund - Small Communities Fund, to extend the project completion date **p.64**
- 7. Notices of Motion / Avis de motion**
- 8. Announcement and Inquiries / Annonce et questions**
- 9. Closed Session / Session à huis clos**
- 10. Adjournment / Ajournement**
Resolution to adopt Confirmation By-law
Resolution to adjourn

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2018-53

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

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

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

1. That Council adopts the Council Code of Conduct for the Municipality of French River identified as Schedule "A" attached hereto and forming part of this by-law.
2. That the Council Code of Conduct shall apply to all Members of Council, including the Head of Council. This Code of Conduct also applies equally to all Members of Boards and Committees of the Municipality, whether or not a Member of that Board or Committee is also a Member of Council.
3. That Members of Council, Committee Members, and Board Members of the Municipality of French River shall acknowledge their receipt and understanding of the Council Code of Conduct by signing and dating the Acknowledgement of Understanding and Compliance form.
4. That any amendments to the Council Code of Conduct shall be acknowledged by Members of Council, Committee and Board Members of the Municipality of French River, by re-signing and dating the Acknowledgement of Understanding and Compliance Form.
5. That this Council Code of Conduct shall apply to all future Members of Council, Members of Committees, and Board Members of the Municipality of French River.
6. That a vote of two-thirds of all Council Members be required to amend or repeal this by-law.
7. That this by-law shall come into full force and effect upon its passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 17th DAY OF OCTOBER 2018.**

MAYOR

CLERK

Schedule 'A' - By-law 2018-53
Code of Conduct for Members of Council, Committees and Local Boards
of the Municipality of French River ("Members")

1. Purpose and Policy Statement

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

~~Attaining an elected position within the community is a privilege which carries significant responsibilities and obligations.~~ Members are held to a high standard as leaders of the community and they are expected to become well informed on all aspects of municipal governance, administration, planning and operations and to carry out their duties in a fair, impartial, transparent and professional manner. A Code of Conduct aims to ensure public trust and confidence in the Municipality's decision making and operations. Adherence to these standards will protect and maintain the Municipality's reputation and integrity of its decision making process. In addition, it is meant to assist Members in understanding the standards of conduct that are expected of them so that they may fulfill their duty to act honestly and with care and diligence.

2. Purpose

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

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

2. Statutory Provisions Regarding Conduct

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

- a) The Municipal Act
- b) The Municipal Conflict of Interest Act (MCIA)
- c) The Municipal Elections Act (MEA)
- d) The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- e) The Ontario Human Rights Code (OHRC)
- f) The Provincial Offences Act (POA)
- g) The Criminal Code of Canada (CCC)
- h) The Occupational Health and Safety Act (OHSA)

- i) The Accessibility for Ontarians with Disabilities Act (AODA)

3. Application

This Code of Conduct applies to all Members of Council, including the Head of Council. It also applies equally to all Members of Boards and Committees of the Municipality, whether or not a Member of that Board or Committee is also a Member of Council.

4. General Principles and Values

Members shall:

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

5. Definitions

In this Code of Conduct, the following terms have the meanings set out below:

- a) **“Chief Administrative Officer” or “CAO”** shall mean the employee who is responsible for exercising general control or management of the administration and affairs of the Municipality and other duties as directed by Council.
- b) **“Child”** includes a child born within or outside of marriage and includes an adopted child and a person to whom the Member has demonstrated a settled intention to treat as a child of his or her family.
- c) **“Closed/In-Camera Meeting”** means any meeting of Council, Committee of the Whole, Standing Committee or Board that is closed to the public in accordance with the *Municipal Act*.
- d) **“Confidential Information”** includes information in the possession of, or received in confidence by the Municipality, that the Municipality is prohibited from disclosing, that the Municipality is required to refuse to disclose, or that the Municipality chooses not to disclose, under MFIPPA, or other legislation or policy of the Municipality. Without limiting the generality of the foregoing, Confidential Information also includes all information concerning matters dealt with at Closed/In-Camera Meetings, information that is marked as "confidential", information obtained by the Member by virtue of their position as a Member that is not in the public domain, or information that is otherwise determined to be confidential by the Chief Administrative Officer, Clerk or as specifically declared by Council.
- e) **“Council”** means the Council of the Municipality of French River.

- f) **“Ethically”** means behaving in a manner characterized by honesty, fairness and equality in interpersonal relationships and with respect for the dignity and rights of other people.
- g) **“Family Member”** includes:
 - i. A Spouse of the Member;
 - ii. A Child of the Member;
 - iii. A Parent of the Member;
 - iv. A Sibling of the Member, whether by birth, marriage or adoption;
 - v. A Grandchild, grandparent, aunt, uncle, niece or nephew of the Member;
 - vi. A Parent-in-law of the Member; and
 - vii. Any person who lives with the Member on a permanent basis.
- h) **“Gift”** means any cash or monetary equivalent, fee, object of value, service, personal benefit or advantage, favour, travel and accommodation or entertainment. A gift does not include remuneration.
- i) **“Harassment”** includes, but is not limited to, engaging in a course of vexatious or unwanted comment or conduct that is known or ought reasonably to be known to be unwanted and includes Sexual Harassment as defined in the *Occupational Health and Safety Act*.
- j) **“Member”** includes an elected member of the Municipal Council and all members of Boards and Committees of the Municipality.
- k) **“Municipality”** means the Municipality of French River.
- l) **“Parent”** includes those persons who demonstrated a settled intention to treat as a child the Member, whether or not the Member is their natural child.
- m) **“Spouse”** means a person to whom the Member is married or with whom the Member is living in a conjugal relationship outside of marriage.
- n) **“Staff”** includes anyone employed by the Municipality, including full-time, part-time, temporary, casual or seasonal Staff, contract Staff, students and volunteers. In accordance with the *Municipal Act*, Council Members are not considered employees of the Municipality.

6. Standards of Behaviour and Conduct

6.1 General Conduct

Members shall:

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

person's race, ancestry, creed, gender, sexual orientation, age, colour, marital status, or disability;

~~e)–~~

~~f)–~~

5.2 Conduct Respecting Staff

Members will:

~~g) a) — Be respectful of staff;~~

~~h) b) — Acknowledge that only Council as a whole has the capacity to direct Staff including the Chief Administrative Officer CAO;~~

~~g) —~~

~~e) — Recognize that the Chief Administrative Officer is the only staff person directly reporting to Council and that all other staff members are under the supervision of the CAO, not of Council or any Member. Members will direct any concerns respecting staff through the Chief Administrative Officer; and~~

~~d) — Refrain from publicly criticizing individual members of staff in any way that questions their professional reputation, competence or credibility.~~

Members will not:

~~Attack the professional or ethical reputation of staff;~~

~~Threaten staff; or~~

~~Otherwise interfere with staff's performance of their duties.~~

6.2 Confidentiality and Use of Information

a) All information, including documentation or deliberations received, reviewed or taken Closed/In-Camera Meetings is considered Confidential Information, except as otherwise directed by Council;

b) All information circulated in Closed/In-Camera Meetings whether or not it is marked confidential and/or privileged, shall be returned to the Clerk for destruction;

c) Members shall not disclose or release by any means to any member of the public either in verbal or written form any Confidential Information acquired by virtue of their office, except when required by law or when authorized by Council or the CAO;

d) Members shall keep all information that is circulated to Members confidential. Any documentation marked Confidential Information shall be kept securely until no longer required in the course of Municipal business and shall at that time be destroyed by the Member or returned to the office of the CAO for destruction;

e) Requests for information should be referred to the Clerk to be addressed in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*;

f) Members will not use information gained in the execution of their duties that is not available to the general public for any purpose other than as directed by Council;

g) Members shall not access or attempt to gain access to Confidential Information in the

custody of the Municipality unless authorized by Council or the CAO;

- h) The obligation to keep information Confidential applies even if the Member ceases to be a Member for any reason.

6.3 Conduct at Meetings

Every Member shall conduct themselves with decorum and professionalism at all Council, Committee, Board and other meetings in accordance with the provisions of the applicable Procedure By-law, this code, and other applicable law.

6.4 Conduct at Public Events

Members may be requested to make public presentations outside of Council, Committee, Board and other meetings or to attend public events as representatives of the Municipality. At any such event, every Member shall conduct themselves with dignity and decorum, in a manner befitting of a representative of the Municipality.

6.5 Conflict of Interest

- 6.5.1 Members must be familiar with and comply with the *Municipal Conflict of Interest Act*, as amended. It is the responsibility of each Member, not Staff, to determine whether they have a direct or indirect pecuniary interest with respect to matters arising before Council, a Board or Committee. Each Member shall determine whether he or she has a direct or indirect pecuniary interest and shall at all times comply with the *Municipal Conflict of Interest Act*.
- 6.5.2 For purposes of this Code of Conduct, a pecuniary interest, direct or indirect, of a Family Member of the Member shall be deemed to also be the personal/pecuniary interest of the Member. All Members shall declare a conflict of interest where they or their Family Member has a pecuniary interest in a matter and shall take all of the actions prescribed in the *Municipal Conflict of Interest Act* as if the Act applied to that interest.
- 6.5.3 In addition to pecuniary interests, Members must perform their duties impartially, such that an objective, reasonable observer would conclude that the Member is exercising their duties objectively and without undue influence. Each Member shall govern their actions using the following as a guide:
- a) in making decisions, always place the interests of the taxpayers and the Municipality first and, in particular, place those interests before your personal interests and the interests of other Members, staff, friends, business colleagues or Family Members;
 - b) interpret the phrase "conflict of interest" broadly and with the objective of making decisions impartially and objectively;
 - c) if there is doubt about whether or not a conflict exists, seek the advice of the Integrity Commissioner or legal counsel;
 - d) do not make decisions that create an obligation to any other person who will benefit from the decision;

- e) do not make decisions or attempt to influence any other person for the purpose of benefitting yourself, other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals;
- f) do not put yourself in the position where a decision would give preferential treatment to other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals; and
- g) do not promise or hold out the prospect of future advantage through your influence in return for a personal benefit or a benefit to another Member, Staff, friends, business colleagues or Family Members;

6.5.4 Direct or indirect personal interests do not include:

- a) a benefit that is of general application across the Municipality;
- b) a benefit that affects a Member or his or her Family Members, friends or business colleagues as one of a broad class of persons; or
- c) the remuneration of Council, a Member or benefits available to Council or Members.

6.5.5 Every Member has the following obligations:

- a) To make reasonable inquiries when there is reason to believe that a conflict of interest may exist;
- b) To make Council or the Board or Committee aware of the potential conflict of interest and where appropriate declare the interest;
- c) To refuse to participate in the discussion of Council, the Board or Committee and to not vote on the matter or seek to influence the vote of any other Member where a conflict of interest exists;
- d) To refuse to be involved in any way in the matter once the conflict is identified, including without limitation participating in meetings, facilitating meetings or introductions to Staff or Members or providing advice to any person that would materially advance the matter; and
- e) If the matter which creates the conflict of interest is discussed during a Closed/In-Camera Meeting, the Member may not attend that portion of the closed session where that matter is discussed.

6.5.6 Members shall not borrow money from any person who regularly does business with the Municipality unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

6.5.7 Members shall not act as a paid agent before Council or its committees, agencies or boards.

6.6 Gifts, Hospitality & Other Benefits

6.6.1 The objective of these policies is to ensure that Members make decisions based on impartial and objective assessments of each situation free from the

influence of gifts, favours, hospitality or entertainment.

6.6.2 Any stipend paid to a Member is intended to fully remunerate the Member for their service to the Municipality.

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

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

6.6.3 Members are prohibited from soliciting, accepting, offering or agreeing to accept any gifts, commissions, hospitality, rewards, advantages or benefits of any kind, personally or through a Family Member or associate (business or otherwise), that is connected directly or indirectly with the performance of duties of office or could reasonably be construed as being given in anticipation of future, or recognition of past, special consideration by the Member.

6.6.4 This policy does not preclude Members from accepting:

- a) Token gifts, souvenirs, mementoes or hospitality received in recognition for service on a committee, for speaking at an event or for representing the Municipality at an event;
- b) Political contributions that are otherwise offered accepted and reported in accordance with applicable law.
- c) Food and beverages at meetings, banquets, receptions, ceremonies or similar events.
- d) Food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or by local government boards or commissions;
- e) A stipend from a board or commission that the Member serves on as a result of an appointment by Council;
- f) Reimbursement of reasonable expenses incurred in the performance of office;
- g) Reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;
- h) Gifts of a nominal value that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of the office; and

- i) Services provided without compensation by persons volunteering their time for election campaign, provided the services are properly valued in accordance with the *Municipal Elections Act*.

6.6.5 Where it is not possible to decline unauthorized gifts, hospitality or other benefit, Members shall report the matter to the CAO. The gift shall become the property of the Municipality, and the CAO may require that the gift be retained by the Municipality or be disposed of for charitable purposes in the CAO's sole discretion.

6.6.6 Members who have accepted a Gift in accordance with section 6.6.4 shall file a disclosure statement citing the nature of the Gift and the section 6.6.4 exception with the Clerk within 30 days of receipt. The disclosure shall also contain details of the circumstances in which the Gift was received, and the estimated value. The Clerk will report to Council on an annual basis a summary of Gifts received and the nature of the exceptions.

~~Members may accept tokens, mementoes, souvenirs, or such gifts or benefits up to and including a value of \$50.00 that are received as a result of the responsibilities of the office; all items received with a greater value shall be declined or be considered the property of the Municipality. To enhance transparency and accountability, Members shall file a disclosure statement of these exceptions with the Clerk within 30 days indicating the nature of the gift, benefit or hospitality, its source and date of receipt, the circumstances under which it was received and the estimated value. On an annual basis, the Clerk will report the exceptions to Council.~~

6.7 Interaction with Staff

6.7.1 Members shall not:

- a) publicly criticize or threaten Staff in any way that questions their professional reputation, competence or credibility;
- b) interfere with Staff or the CAO's performance of their duties;
- c) compel Staff to engage in partisan political activities or be subjected to threats of discrimination for refusing to engage in such activities; or
- d) use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Staff member with the intent of interfering with Staff duties.

6.7.2 Operational inquiries and complaints received from the public shall be addressed by Members as follows:

- a) Members who are approached by the public with inquiries/complaints regarding operational matters should encourage the party to contact the appropriate department for review/resolution;
- b) where the member of the public is reluctant to contact the department directly, the Member should take the person's name, phone number and details of the

inquiry/complaint and advise them that the matter will be referred to the CAO for review/resolution;

- c) members of the public should be encouraged to provide their issue/matters of concern in writing to the appropriate department;
- d) where the inquiry/complaint is not resolved to the satisfaction of the member of the public, the Member shall refer the member of the public to the Municipality's complaint policy for any further action, or place the matter on an agenda to be dealt with by Council or the appropriate Committee.

6.7.3 Members shall recognize and respect that many members of Staff are bound by professional associations to a code of ethics and professional conduct and that they provide their reports and recommendations objectively, in the best interests of the Municipality and within the requirements of their profession.

6.7.4 Council, acting as a whole, can dictate, through the CAO, that Staff perform such duties as are necessary for the efficient management of the affairs of the community, and/or research such matters as the Council deems necessary. Individual Council members do not have authority to direct Staff.

6.7.5 Board and Committee Members do not have the authority to direct Staff, with the limited exception of any Staff member assigned by Council to that Board or Committee. Ultimately, Council retains the discretion to assign, remove and direct Staff who provide assistance to any Board or Committee.

6.7.6 The role of the CAO and Department Heads is to direct the day to day management of the Municipality and assign duties to the Staff placed under their supervision. To encourage the efficient management of the Municipality, individual Members must be cognizant of that fact and comply with the following:

- a) Members will respect and adhere to the policies set by Council, and will under no circumstances take it upon themselves, individually, to circumvent established policies.
- b) Council, as a body, and Members, as individuals, will liaise with the CAO, Department Heads, or Supervisors only. This requirement is not designed to interfere with the normal flow of information with those Staff members (Administrative Assistants, Clerk, Committee Secretaries) who have been assigned the responsibility of providing information to Members such as meeting times, copies of documents, information on standard operating procedures, etc.
- c) Questions or issues surrounding operational concerns or complaints, excluding the basic issues covered in s. 6.7.2 above, should be directed to the Department Head or Supervisor.
- d) Members who still have concerns about operational issues, after addressing them with the Department Head or Supervisor, should raise these concerns with the CAO.
- e) Members who still have concerns about operational issues after addressing them with the Chief Administrative Officer should raise these concerns at the appropriate Committee.

- f) Should information be required by individual Council Members, a request must be made of the appropriate Department Head who will then decide which Staff member will obtain the data. In the extended absence of the Department Head, or in the case of an urgent matter where the Department Head or Supervisor is not available, inquiries should be directed through the CAO.
- g) Council Members should respect the fact that Staff are busy and should not engage them in conversations, emails or phone calls that may take an excessive amount of time or otherwise divert Staff from their duties.

6.8 Expenses

- 6.8.1 Members are required to adhere to any relevant policies, procedures and guidelines with respect to any expenses included in the budget (such as, but not limited to: mileage reimbursement, conference and seminar attendance, and corporate promotional products).
- 6.8.2 Falsifying of receipts or signatures by a Member is a serious breach of this Code of Conduct and the Criminal Code of Canada and could lead to prosecution.

6.9 Use of Municipal Property and Resources

- 6.9.1 Members may only use municipal property, equipment, services or supplies of consequence for purposes associated with the discharge of official duties or associated community activities to the extent such resources are not otherwise available to the general public.
- 6.9.2 Members will comply with corporate policies related to the use of municipal assets, including but not limited to municipal vehicles, municipally owned computers, internet and email.
- 6.9.3 Members will not seek or gain personal benefit from municipal services, or from the use of municipally developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the Municipality.

6.9.1 Media and Public Communications

- 6.9.1.1 Information related to decision and resolutions of Council, a Board or Committee, as the case may be, will normally be communicated to the community by the Head of Council (Mayor), the Chair of the Board or Chair of the Committee, as the case may be, or his or her designate.
- 6.9.1.2 Members will accurately communicate the decisions of Council/Committee/Boards, even if they disagree with the majority decision, and by doing so affirm the respect for and integrity in the decision making process of Council, Committees and Boards. A Member may state that he/she did not support the decision, or voted against the decision.

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

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

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

7. Municipal Elections

5.5 Municipal Elections

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

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

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

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

5.6 Confidentiality, Privacy and Use of Information

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

general public for any other purpose.

- ~~g) Members of Council shall not access or attempt to gain access to confidential information in the custody of the Municipality unless it is necessary for the performance of their duties and not prohibited by Council policy.~~

5.7 Personal and Political Interests

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

5.8 Media and Public Communications

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

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

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

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

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

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

86. Complaint Procedure Integrity Commissioner – Advice and Complaint Process

8.1 Advice

8.1.1 Members may request advice or opinions from the Integrity Commissioner with respect to:

- a) The obligations of the Member under the *Municipal Conflict of Interest Act*;
- b) The obligations of the Member under this Code; and
- c) The obligations of the Member under a procedure, rule or policy of the Municipality governing the ethical behavior of the Member.

8.1.2 Every request for advice or opinion shall be submitted in writing to the Clerk, who shall forward the request to the Integrity Commissioner for a response.

8.1.3 The Integrity Commissioner shall not provide to any Member any advice or opinion with respect to the obligations of another Member.

8.1.4 Members shall be mindful of the cost to the Municipality to obtain the advice or opinion of the Integrity Commissioner and shall not abuse this entitlement.

8.1.5 The advice and opinions received by any Member are personal to the Member and are considered confidential. No opinion or advice may be shared by the Integrity Commissioner without the written permission of the Member who requested the opinion or advice. The Member may grant permission to share part of an opinion or advice, but in circumstances where the member shares only a portion of an opinion or advice the Integrity Commissioner may release all or a part of the opinion or advice without the consent of the Member.

8.1.6 Council may require any Member to undertake training with the Integrity Commissioner where Council determines that the Member has requested opinions and advice more frequently than is reasonable in the circumstances. The nature of the training will be to better explain the Member's obligations under this Code of Conduct and the *Municipal Conflict of Interest Act* to enable the Member to govern his or her conduct without seeking advice unnecessarily.

8.2 Role of the Integrity Commissioner

8.2.1 The Integrity Commissioner shall be appointed by By-law of the Municipality.

8.2.2 The Integrity Commissioner shall operate independently of Council in accordance with the authority and powers granted by the *Municipal Act* and the *Public Inquiries Act*.

8.2.3 The Integrity Commissioner may delegate his or her duties and powers to any person, other than a Member. The delegation shall be in writing, shall be disclosed to the Clerk and shall set out the precise delegation, including the duration of the delegation.

8.2.4 Any delegation shall be at the sole discretion of the Integrity Commissioner, provided that the delegate is qualified and capable of independently undertaking the work.

8.2.5 The Integrity Commissioner shall make an assessment prior to undertaking any investigation as to whether the complaint gives rise to the need for another entity to undertake an investigation. In those circumstances where the allegations disclose a

potential Criminal Code offence or the breach of other legislation (other than the *Municipal Conflict of Interest Act*), the Integrity Commissioner shall refer the investigation to the appropriate entity and shall not conduct his or her own investigation unless the entity determines that no investigation is required.

8.2.6 The Integrity Commissioner shall prepare and submit to Council an Annual Report that shall include at a minimum:

- a) A break-down of costs incurred for the following categories of work performed (advice/investigations/dispute resolution/training);
- b) A summary of the nature of requests made and the resolution of the matters, without providing any confidential information in the Report; and
- c) Any recommendations for improvements to this Code or processes or any procedure, rule or policy of the Municipality governing the ethical behavior of the Member.

8.3 Informal Complaint Process

8.3.1 Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying behaviour or an activity that they believe violates this Code of Conduct or sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*. With the consent of both the complaining individual and the Member, the Integrity Commissioner may participate in any informal process. The parties involved are encouraged to take advantage of the Integrity Commissioner's potential role as a mediator/conciliator of issues relating to a complaint. However, the informal process is not a precondition or a prerequisite to pursuing the formal complaint procedure outlined in Section 6.2.

8.3.2 Any individual who has identified or witnessed behavior or activity by a Member that appears to be in contravention of this Code of Conduct or sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* may address their concerns in the following manner and in accordance with section 8.5:

- a) Advise the Member **of their belief** that their behavior or activity contravenes this Code of Conduct or sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*;
- b) Encourage the Member to acknowledge and agree to stop the prohibited behaviour or activity and to avoid future occurrences of the prohibited behaviour or activity;
- c) If applicable, confirm to the Member the satisfaction or dissatisfaction with his or her response to the concern identified;
- d) Keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information, including steps taken to resolve the matter;
- ~~e) e) — Request the Integrity Commissioner to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue;~~
- ~~f)e)f) —~~ If not satisfied with the response received through the informal process, consider the need to pursue the matter in accordance with the formal complaint through the Integrity Commissioner, as outlined in this Code of Conduct.

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

8.4 Formal Complaint Process

8.4.1 Any individual who has identified or witnessed behavior or activity by a Member that they believe is in contravention of this Code of Conduct or sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* may ~~submit~~file a formal complaint to the Clerk of the Municipality in accordance of with the following conditions and section 8.5:

- a) All formal complaints must be made using the prescribed complaint form and shall be dated and signed by the complainant.
- b) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Code of Conduct or sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*, list any witnesses, and include any supporting affidavit that sets out the evidence in support of the complaint. The Integrity Commissioner may request additional information from the complainant or other relevant persons prior to making an assessment.

8.4.2 If the Commissioner has not completed an investigation before nomination day for a regular election, he or she shall terminate the inquiry on that day.

8.4.3 If an inquiry is terminated under section 8.4.2, the Integrity Commissioner shall not commence another inquiry in respect of the matter unless, within six weeks after voting day in a regular election, the person or entity who made the request or the member or former member whose conduct is concerned makes a written request to the Integrity Commissioner that the inquiry be re-commenced.

8.4.4 The following rules apply during the period of time starting on nomination day for a regular election, and ending on voting day in a regular election (the "Election Period"):

- a) There shall be no requests for an inquiry about whether a Member has contravened this Code of Conduct or sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*;
- b) The Commissioner shall not report to Council about whether, in his or her opinion, a Member has contravened this Code of Conduct or sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*; and
- c) Council shall not consider whether to impose any penalties on a Member.

8.4.5 The Clerk shall forward all complaints to the Integrity Commissioner. The Clerk shall also provide notice to Council by way of confidential internal communication that a complaint has been filed, but no details of the complaint shall be provided other than the fact that a complaint has been received, and whether it is a complaint under this Code of Conduct, the *Municipal Conflict of Interest Act* or other policy.

8.4.6 If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation and, where this becomes apparent in the course of an investigation, shall terminate the investigation. The Integrity Commissioner shall communicate this position in writing to the complainant and the Member identified in the complaint.

8.4.7 Any person who has reasonable grounds to believe that a Member has breached this Code of Conduct may proceed with a complaint and request an investigation. Complaints must be submitted within ninety (90) days after the alleged violation occurred or the alleged violation came to the attention of the complainant. No complaint may be filed under any circumstances where the alleged violation occurred more than six (6) months prior to the complaint being filed.

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

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

8.5 Complaints Under the Municipal Conflict of Interest Act

8.5.1 Complaints under sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* may only be submitted on or after March 1, 2019 by an elector as defined in section 1 of the *Municipal Conflict of Interest Act*, or a person demonstrably acting in the public interest, by filing the complaint with the Clerk the prescribed form.

8.5.2 No complaint under section 8.5.1 may be submitted more than six (6) weeks after the complainant became aware of the alleged contravention.

8.5.3 A complaint under sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* may only be submitted in accordance with this section and section 8.4 above.

8.5.4 In the event that a complainant becomes aware of the alleged contravention within the period of time starting six (6) weeks before nomination day in an election year, the complainant may submit a complaint within six (6) weeks after the day after voting day, provided that the complainant includes in their written request for an investigation a statutory declaration attesting to the fact that the complainant became aware of the contravention not more than six (6) weeks before the date of the request, or in the case

where a complainant became aware of the alleged contravention prior to nomination day, a declaration that the facts were not known to the complainant more than six (6) weeks prior to nomination day.

8.5.5 Where an investigation has not been completed before nomination day in an election year, the Integrity Commissioner shall terminate the investigation on that day.

8.5.6 An investigation terminated pursuant to subsection 8.5.5 shall not be recommenced unless the person who made the request, or the Member whose conduct is at issue, applies in writing to the Integrity Commissioner to re-commence the investigation within six (6) weeks after voting day.

8.5.7 The Integrity Commissioner shall complete the investigation within 180 days of receipt of the complaint, unless the investigation is terminated in accordance with subsection 8.5.5.

8.5.8 The Integrity Commissioner may, after completing an investigation, apply to a judge in accordance with the *Municipal Conflict of Interest Act* for a determination under the Act. Prior to making an application to court, the Integrity Commissioner shall present to Council a request to make the application and allow Council to provide recommendations to the Integrity Commissioner as to whether such an application should be made. The Integrity Commissioner is not bound by the advice or recommendation of Council and shall refer the matter to a judge in his or her sole discretion.

86.63 Complaints Outside Integrity Commissioner Jurisdiction

If the complaint is not, on its face, a complaint with respect to non-compliance with this Code of Conduct or the *Municipal Conflict of Interest Act* or the complaint is covered by other legislation or complaint procedure under another policy, the Integrity Commissioner shall refer the complaint to the appropriate entity for investigation, advise the complainant in writing, suspend the investigation until after the matter has been finally disposed of, and report the suspension of the investigation to Council.
~~If the complaint is not, on its face, a complaint with respect to non-compliance with the Code of Conduct or the complaint is covered by other legislation or complaint procedure under another Council policy, the Integrity Commissioner shall advise the complainant in writing as follows:~~

Criminal Matter

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

Municipal Conflict of Interest Act

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

Municipal Freedom of Information and Protection of Privacy Act

~~If the complaint is more appropriately addressed under the Municipal Freedom of Information and Protection of Privacy Act, the complainant shall be advised that the matter must be referred to the~~

Clerk for Access and Privacy review or to the office of the Information and Privacy Commissioner.

Other Policy Applies

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

Lack of Jurisdiction

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

Matter Already Pending

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

6.4 Refusal to Conduct Investigation

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

8.7 6.5 Opportunities for Resolution

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

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

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

8.86.6 Investigation

- 8.8.1 If a complaint has been identified as being within the Integrity Commissioner's jurisdiction and not rejected under Section 6.3 the Commissioner shall investigate in accordance with this Code or the *Municipal Conflict of Interest Act*, the Integrity Commissioner shall commence an investigation.:

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

8.8.3 The Integrity Commissioner shall provide a copy of the complaint and any supporting materials to the Member whose conduct is in question with a request that ~~any written~~ response to the allegation(s) be provided in writing to the Integrity Commissioner within ~~then~~fourteen (104) days.

8.8.4 The Integrity Commissioner shall provide a copy of ~~any~~the response from the Member provided to the ~~Member~~ to the complainant with a request for any response to be provided in writing to the Integrity Commissioner ~~written reply~~ within ~~ten~~fourteen (104) days.

8.8.5 The Integrity Commissioner shall provide a copy of any response provided by the complainant to the Member with a request for any response to be provided in writing to the Integrity Commissioner within ten (10) days.

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

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

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

8.8.8 Reasonable extensions to the above time lines ~~may~~ean be granted by the ~~CAO or by Council.~~Integrity Commissioner.

8.96.7 Final Report

- a) The Integrity Commissioner shall report to Council, the Complainant and the Member generally no later than 90 days after the official receipt of the complaint (180 days in the case of a compliant under the Municipal Conflict of Interest Act).; If the investigation process takes more than 90 days (180 days in the case of a compliant under the Municipal Conflict of Interest Act), the Integrity Commissioner shall provide an interim report and must advise ~~the parties~~Council of the date the report will be available.
- b) If during the investigation process, the complaint is ~~withdrawn, sustained or~~ resolved, the Integrity Commissioner shall report to Council outlining the findings, the terms of any resolution and any recommended action within thirty (30) days.
- c) If the report of the Integrity Commissioner finds that a breach of the Code has occurred, the Integrity Commissioner shall report his or her findings to Council, including a recommendation

as to the imposition of a penalty ~~and/or action as set out in Section 6.10 or sanction.~~

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

~~d)e) Where a Member has sought and followed advice from the Integrity Commissioner and is subsequently the subject of a complaint, the Integrity Commissioner may refer to the earlier advice and, provided that the facts as set out in the earlier advice are still applicable, determine in a summary manner that there has been no breach of this Code of Conduct or the *Municipal Conflict of Interest Act.*~~

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

~~f) —~~

~~6.8 No Complaint Prior to Municipal Election~~

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

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

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

~~f) —~~

8.9.1 6.9 Confidentiality of Complaint Documents

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

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

~~e) The Clerk shall ensure confidentiality is maintained during and after the Integrity Commissioner's investigation, with the limited exception of the Integrity Commissioner's Report, which shall be made public as directed by Council.~~

~~d)c) —~~

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

8.9.26.10 Breach of Policy / Penalties Enforcement and Sanctions

~~8.9.2.1 Members of Council are expected to adhere to the provisions of the Code of Conduct. Every Member shall comply with this Code of Conduct and sections 5.1 and 5.2 the *Municipal Conflict of Interest Act*. Breaches may be investigated by the Integrity Commissioner in accordance with this Code, the *Municipal Act* and the *Municipal Conflict of Interest Act*, and Council shall determine whether to impose any penalty or sanction on a Member found to have breached any provision of this Code of Conduct or sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*.~~

~~8.9.2.2 Every Member shall cooperate with an investigation carried out by the Integrity Commissioner.~~

~~8.9.2.3 Council may impose either of the following penalties on a Member if the Integrity Commissioner reports to the municipality that, in his or her opinion, the Member has contravened this Council Code of Conduct: The *Municipal Act* authorizes Council to impose one or more of the penalties listed below, if so desired, on a Member that has contravened this Code of Conduct or sections 5.1 or 5.2 of the *Municipal Conflict of Interest Act*:~~

~~1.—~~

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

~~8.9.2.4 The Integrity Commissioner may also recommend that Council impose one of the following additional actions:~~

- a) Written or verbal public apology;
- b) Removal from membership of a Committee or Board.
- c) Removal as Chair of a Committee or Board.
- d) Ask the Member to repay or reimburse the compensation received.
- e) Ask the Member to return property or reimburse for the value of it.
- f) Any other fair and reasonable sanction given the circumstances.

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

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

6.11 Integrity Commissioner Annual Reporting to the Municipality

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

9.6.12 Acknowledgement of Understanding and Compliance with this Code of Conduct

The undersigned Member of Council, Committee, and/or Board of the Municipality of French River hereby acknowledges receipt of a copy of the Council Code of Conduct By-law No. 2018-53 and agrees to abide by its contents. The Member also acknowledges this form will be kept on file with the Municipality of French River, and a copy of this signed form was retained by the Member themselves.

Printed Name of Member

Signature of Member

Date

Signature of Clerk or designate (as witness)

Code of Conduct Formal Complaint Form and Affidavit

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

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

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

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

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

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

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

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

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

Signature (to be witnessed by Commissioner)

A Commissioner, etc.

Municipal Conflict of Interest Act Complaint Form and Affidavit

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

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

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

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

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

_____ has contravened section(s) _____ (specify section(s)) of the
Municipal Conflict of Interest Act -i.e. section 5, 5.1 and/or 5.2). The particulars are as follows: (Please
 provide information such as date, time and location of conduct, names of all persons involved,
 including witnesses, and information as to how they can be reached. Attach additional pages if
 necessary.):

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

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

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

Signature (to be witnessed by Commissioner)

A Commissioner, etc.



Municipality of French River

Report CL-16-2018
of the Clerk's Department
For Consideration by Council

RE: Clerk's Department 2018 Third Quarter Report

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

BACKGROUND:

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

ANALYSIS:

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

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

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

Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

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

ATTACHMENTS:

- Clerk's Department – 2018 Third Quarter Report

Respectfully submitted:

Approved:

Mélanie Bouffard
Clerk
Date: October 10, 2018

Marc Gagnon
Chief Administrative Officer

Clerk's Department 2018 Third Quarter Report

Meeting Management/Governance

Meeting Type	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Committee of Adjustment (Minor Variance)	0	0	0	1		2
Special Council	2	2	0	1		7
Special Council (Zoning Amendment)	1	1	0	0		4
Combined Council (incl. Committee of the Whole)	4	2	2	1		8
Regular Council	6	3	3	2		11
Open House/Presentation/Town Hall	1	1	0	0		1
Public Works and Environmental Committee	2	1	1	0		2
CARE (Ad hoc Committee Advising on Recycling Ecologically)	1	0	1	0		3
GRAND TOTAL	17	10	7	5		38

Highlights for this Quarter:

- The Third Quarter is consistent with activities in the same period in past years.
- Within this period, the Integrity Commissioner contracted services was awarded, the appointment will commence as of December 1st, 2018.

Municipal Election 2018

Highlights for this Quarter:

- Nomination Day was on July 27th; there were 12 persons who filed their nominations with 3 of them being acclaimed.
- The revision of the Voters' List commenced on September 4th, as of that day there were 3,951 eligible electors; as of the date of the report there were 4,024.
- The Voting Kits were mailed on September 25th to every elector on the Voters' List as of September 13th; all others added following that date were provided with kits from our office, either by mail or in person.
- As of Nomination Day, Council was considered to be in 'lame duck' as it is determined there is the potential that more than three-quarters (75%) of the existing council members will not be returning to office; 1 member is acclaimed and 2 members of the 7 member Council could potentially be re-elected.
- A shared Candidate Information Session was held on July 17th for a presentation by the Ministry of Municipal Affairs; it was a great turnout and surrounding Municipalities attended.
- New Council Term orientation and inaugural process is being planned for.

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

- One Freedom of Information (FOI) request was fully processed within the Quarter pertaining to a request to have access to documents relevant to a property.

Municipal Drains

Highlights for this Quarter:

- There are many issues in numerous drains that results in beaver control and dam removal; consultation with the Drain Superintendent, Public Works and property owners is ongoing for maintenance.

Planning and Development

Application Type	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Minor Variance	2	0	1	1		4
Consent	4	0	2	2		12
Zoning Amendment	0	0	0	0		7
Official Plan Amendment	0	0	0	0		0
Plan of Subdivision	0	0	0	0		0
GRAND TOTAL	6	0	3	3		23

Highlights for this Quarter:

- The activities in the First Quarter are slightly lower within the same period in past years.
- 1 Provisional Consent was issued by the Planning Board.
- 1 Final Consent was issued by the Planning Board.
- 2 Minor Variance were granted.

Cemetery Services

Notre Dame de Lourdes Cemetery	Annual Total 2018	Q1	Q2	Q3	Q4	Total 2017
Columbarium Niche Sale	1	0	0	1		2
Ash Lot Sale	0	0	0	0		0
Regular Lot Sale	2	0	0	2		2
Monument Installation	3	0	2	1		4
Casket Burial	2	0	1	1		1
Cremation Burial	8	0	4	4		8
Entombment in Niche	2	0	0	2		4
St. David Cemetery	Annual Total 2018	Q1	Q2	Q3	Q4	Total 2017
Ash Lot Sale	0	0	0	0		0
Regular Lot Sale	1	0	0	1		3
Monument Installation	7	0	4	3		5
Casket Burial	1	0	1	0		3
Cremation Burial	13	0	6	7		10

Highlights for this Quarter:

- The First Quarter is consistent with activities in the same period in past years.
- Plans for additional cremation plots and a columbarium where ongoing during this quarter.
- The purchase of a Columbarium unit for the St. David Cemetery was approved in July, the required survey of the new additional ash lots and location of the unit is ongoing and the approval process to the Bereavement Authority of Ontario will be carried out in the next quarter. If weather permits this fall, the concrete foundation will be installed.

Customer Service

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

*Official Complaints are now tracked on the By-law Enforcement Report

Communication (other) *enquiries, request for service...	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Municipal Drains	0	0	0	0		5
Roads (general summer maintenance)	21	0	7	14		21
Roads (general winter maintenance)	22	20	2	0		15
Brushing/Tree Removal	13	0	1	12		0
Ditching	0	0	0	0		2
Grading	23	0	6	17		22
Snowplowing	1	0	1	0		7
Streetlights	4	3	1	0		3
Waste Management	19	10	0	9		26
Facilities	1	0	0	1		0
Cemeteries	0	0	0	0		0
Culverts	12	3	2	7		8
Flood Control	6	0	1	5		10
Signs	11	0	3	8		0
GRAND TOTAL	133	36	24	73		119

Highlights for this Quarter:

- All items have been resolved at the point of service or shortly after.



Municipality of French River
Report to Council
by the Public Works & Environmental Department

RE: Tender Results Landfill monitoring wells

OBJECTIVE: To award the Tender for the Landfill Monitoring Wells

BACKGROUND:

GHD has recommended and recently confirmed by the Ministry of the Environment and Climate Change (MOECC) letter dated December 13th, 2017, that several additional overburden monitoring locations are required to adequately monitor groundwater quality at the Site at the Noëlville Landfill site.

ANALYSIS:

The Request for Tender #2018-022 was issued on September 26th, 2018 with a deadline of October 10th, 2018 for installation and repairs of the Monitoring wells at the Noëlville Landfill site. The tenders were opened by staff on October 10th, 2018.

The following chart is an analysis of the total costs excluding HST for the recommended award of the contract.

Name of Contractor	Total cost	Requirements Met
Walker Drilling Ltd.	\$55,584	Yes

BUDGET/LEGAL IMPLICATIONS: Included in the SCF budget for 2018

INTERDEPARTMENTAL IMPACTS: None.

CONCLUSION/RECOMMENDATIONS: It is recommended that Council award the contract to Walker Drilling Ltd. for the sum of \$55,584 plus applicable HST.

ATTACHMENTS: None

Respectfully submitted:

Approved:

Robert Martin
Acting Director
Public Works And Environmental
Date: October 12 , 2018

Marc Gagnon
Chief Administrative Officer



Municipality of French River

Report PRF 03-2018
Parks, Recreation and Facilities Department
For Consideration by Council

RE: Third Quarter Activity Report

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

BACKGROUND:

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

ANALYSIS:

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

Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

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

ATTACHMENTS:

Parks, Recreation and Facilities Department – 2018 Third Quarter Activity Report

Respectfully submitted:

Robert Martin
Manager
Parks, Recreation & Facilities Department
Date: October 9, 2018

Approved:

Marc Gagnon
Chief Administrative Officer

PARKS, RECREATION AND FACILITIES DEPARTMENT
2018 Third Quarter Report

Item	Q1		Q2		Q3		Q4		2018 total	2017 Q1	2017 Total hours	2016 Total hours	2015 Total hours	2014 Total hours
	Hours	\$	Hours	\$	Hours	\$	Hours	\$						
ICE TIMES	175	13,571	0		36	2695			211	237.5	426.5	336.5	507.5	408
FRENCHRIVER RAPID'S ICE TIME	90	6512	0		47.5	3505			137.5	60	184	136.5	110.5	0
FREE ICE TIMES	22	1592	0		8	590			30	42	81	154	175.5	140
HALL-RENTAL HOURS, PAID NOELVILLE	30	900	1	30	3	2932			33	3 full days	69	62	46	77
HALL-RENTAL HOURS, FREE NOELVILLE	3	30	3	90	0				6	2 hours	29	9	20	132
HALL-RENTAL HOURS, PAID ACC	6	240	26	1,040	15	600			47	2	33	65	32	91
HALL-RENTAL HOURS, FREE ACC	44	1760	36	1,440	10	400			90	94	162	237	196	310

Key Highlights for the Quarter:

- Numerous Burials
- The vertical lift project is complete.
- Noelville Family Ball tournament well attended (100 teams)
- Ice was ready for rentals on August 24th
- Minor hockey as 6 teams this year

MUNICIPALITY OF FRENCH RIVER

REPORT TO MAYOR AND COUNCIL

MSDSSB BOARD MEETING Sept. 27, 2018

The Board received a presentation regarding the enumeration of the homeless people in our catchment area. Most of the people counted were in the Manitoulin area. In Sudbury East four were found and counted. That is not to suggest that there might not be more but bad weather during the count hindered obtaining good results. The largest number of homeless persons were of indigenous background. The full report is quite long with all the background information on how the study was conducted. A very long read!

There was a short presentation to the Board by representatives of a company called Commercial Bioenergy Inc. Quite interesting! The company was given permission to examine the DSSAB Social Housing units to research how their biomass fuels (wood pellets) might be a better heating source. Presently much of the social housing is heated with electricity. Their report will be rather interesting as it will include the work of change overs to accommodate biomass heating.

Paramedic Chief Rob Smith made a good case for acquiring new technologies for the use of the paramedic administration in keeping up with Provincial requirements and today's best practices as they relate to ambulance operations. The costs will be examined at the forthcoming budget deliberations.

The Board received a report from Rob Smith on a relatively new program that has been initiated in Sault St. Marie referred to as a Vulnerable Persons Registry. Essentially, it is a program that as the name suggests would create a list of all the Vulnerable persons in our communities and what their issues are. This would allow all emergency services to be aware of what those issues might be when called upon to respond to a 911 call or any kind of urgent call for help. It has been a great program that is of great assistance to first responders. We will be examining the implementation of such a program in our catchment area.

The Board listened to an extensive report on the social housing buildings owned and operated by the DSSB. The report outlined the current operating costs of the buildings and projected future costs as the buildings age. The report also contained the current

wait-lists of persons that have applied for housing. There are suggestions for disposing of some of the buildings when further costs to keep them are not feasible. In the long run it would be cheaper to build new with all the efficiencies that would come with today's building standards. There is more to come in a more detailed report.

The Board learned that there is a continuing need for more Personal Support Workers and Childhood Educators. The DSSB is working with the City of Greater Sudbury on a program involving Cambrian College and College Boreal to try and train more of both vocations to meet the ever increasing need. A very attractive side effect of training more PSW workers is that many of the trainees are receiving social assistance.

The CAO and the Director of Finance have both put forth their second quarter reports. The reports were approved and are available on line to anyone interested. The CAO's report is extensive and interesting. The bad news is the projected or forecasted year end deficit of \$108,559. This is the municipal share of the deficit.

The TWOMO election is underway. The voting is done by mail and the ballots went out around the first of October. There are 4 candidates running for 3 positions on the Board.

The Board members were advised that after the municipal elections the existing board continues to govern until the 1st of Jan. 2019. there are restrictions of course as we become a Lamé Duck board.

At the AMO conference the CAO and the Board Chair participated in 10 different delegations with Cabinet Ministers and Parliamentary Assistants. The new government made it clear that there would be no new money available and they would be looking at how existing funding could be more advantageously used. This was pretty much expected.

Finally, there is a 100 day review of the social assistance program underway and ending on Nov. 8th. All of the Northern DSSAB's are part of the responses and discussion on this issue.

The draft minutes of the meeting are now available on line for those who wish more detail on any of the foregoing subjects,

Councillor: Dean Wenborne.



Municipality of French River

Report FRFD-03-2018 of the French River Fire Department For Consideration by Council

RE: French River Fire Department Third Quarter Activity Report

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

BACKGROUND:

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

ANALYSIS:

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

Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

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

ATTACHMENTS:

Fire Department – 2018 Third Quarter Report.

Respectfully submitted:

Approved:

Roch Bigras, Fire Chief
French River Fire Department
Date of Meeting: October 17, 2018

Marc Gagnon
Chief Administrative Officer

**Fire Department
2018 Seconded Third Report**

Emergency Type	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Smoke alarms activations	4		1	3		1
Motor vehicle accident	3		1	2		3
Motor vehicle accident (snowmobile)						1
Carbon Monoxide Alarm activation	3	1	2			3
Motor Vehicle Fire	2	2				5
Medical assist	2			2		9
Structure fire	4	2	1	1		3
Fire's Out of Area (Fire Dept didn't Responded)	2		1	1		
False Alarm	4	1	1	2		8
Chimney Fire	1	1				1
Structure fire (West Nipissing & Killarney Agreement area)	1			1		2
Mutual aid response – St-Charles						1
Hydro Pole/wires burning	4			4		7
Grass/Brush fires	21		8	13		4
Burning Complaint	3			3		0
Rescue						1
Garbage Bin Fire						1
Call Cancelled	1		1			
Other (Public Hazard or Perceived Emergency)	3			3		
Assistance to another Agency's (OPP MNR)	1			1		
GRAND TOTAL	59	7	16	36		50

Burning Permits Issued	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Brush Permits	32		28	4		73
Incinerator Permits	10	1	9			14
Land Clearing Permits	13		13			5
GRAND TOTAL	55	1	50	4		92
Equipment Checks (new March 2016)	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Apparatus/small motors/Breathing Apparatus	7	7	7	5		27
GRAND TOTAL	19	7	7	5		27

Inspections/Public Education	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Complaints						2
Requests	1	1	1			0
Follow-up inspections						1
Completed inspections			2			1
Education Material Provided –						0
Education Material Provided –						1
Public Education – 911 day – Library -others	8	1	5	2		5

Fire Department 2018 Third Quarter Report

Training Sessions	Annual Total 2018	Q1	Q2	Q3	Q4	2017 Total
Self-Contained Breathing Apparatus	1		1			5
Ice and Water Rescue						3
Vehicle Extrication	2		2			1
First Aid Training						2
Fire Preventions – Enforcement	1		1			1
Fire Extinguishers/Emergency Response	1			1		1
Ladders/Ropes&Knots	4	3		1		1
Tanker Shuttle						1
Communications	1	1				4
Foam Application						2
ATV training/Saw Training	1	1				0
Chimney Fire Response						0
Search and Rescue	1			1		0
Forestry pump training/ High volume pumps	3	1		2		2
Fire Behavior/Breathing Apparatus						0
Pumper Operations	1			1		4
Fire Department Operations	2	1	1			3
Ventilation						0
Pumping Hydraulics (proper pressures)						0
Hose Testing						1
Out Side Training	1			1		4
GRAND TOTAL	19	7	5	7		36

Average Firefighter Response in a 24 Period (@ 24 firefighters)	Q1	Q2	Q3	Q4	2017 Total
0000hrs – 0800hrs	10	11	7.8		11.8
0800hrs – 1600hrs	12	8	8.8		10.0
1600hrs – 2400hrs	10.5	10	8.2		11.3

Percentage of Calls in a 24-Hour period	Q1	Q2	Q3	Q4	2017 Total
0000hrs – 0800hrs	15%	13%	14		9%
0800hrs – 1600hrs	30%	64%	31		47%
1600hrs – 2400hrs	55%	23%	55		44%

Fire Department 2018 Third Quarter Report

Agreements

- Structure Fire on Hartley Bay Rd in the Municipality of Killarney

Recruitment/Retention

- 4 New Recruits 2 at Station 1 (Noelville) and 2 at Station 2 (Alban)

Update Fire Dept.

- **The Ontario Government has revoked the Mandatory Firefighter Certification from the legislation of the Fire Prevention and Protection Act as of October 5, 2018.**

Note:

From July 1 to August 30 Fire Dept. responded to 30 Incident with in 61 days.



Municipality of French River
Building Controls and Bylaw Department
For Consideration by Council

RE: CBO/MLEO Department 3rd Quarter Report

OBJECTIVE: To update Council on the initiatives and activities of the Building Control and Bylaw Department

BACKGROUND:

The quarterly 'activity' report was developed to provide interim updates on activities as an ongoing effort to be able to communicate the activities, initiatives and impact of the Building Controls and Bylaw Services to Council and ratepayers.

ANALYSIS:

The Building Controls Department is responsible for administering and enforcing the Ontario Building Code Act and its Regulations and the Planning Act. This is done through plans examination, issuing the appropriate building permits and conducting site visits at various stages of construction. The Bylaw Service Department upholds the bylaws governing our municipality.

Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

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

Respectfully Submitted by:
Andrea Tarini – Permit Services Clerk/
Inspector

Building Controls Department

Training, Conferences/Meetings, and Highlights for this quarter

- Zone meeting- in Mattawa attended by Permit Services Clerk – Wishart Lawyers By-law presentation
- Minute taking training attended by Permit Services Clerk

Focus

Open Building Permits

- SEBBS is continuing to enter all open and closed permits into CGIS for easier tracking, archiving closed permits, surveys and maps, and most importantly working to ensure that older permits are being closed or extended.

Bylaw updates

SEBBS is providing reviews for the following by-laws:

- Noise
- Sign
- Animal Control
- Pool Enclosure

BUILDING CONTROLS STATISTICS

Item	Q1	Q2	Q3	Q4	2018 Total to date	2017 Total	2016 Total
Applications	16	28	47	-	91	121	139
Permits Issued	13	29	32	-	74	108	122
House Permit - Average working days to issue	3	4	4.5	-	3.8	5	4
Actual House Building Permits issued	11	28	32	-	71	99	111
Small Building - Average working days to issue	4.5	0	0	-	4.5	6.5	8
Actual Small Building Permits issued	2	0	0	-	2	7	8
Large Building - Average working days to issue	0	3	0	-	3	3	0
Actual Large Building Permits issued	0	1	0	-	1	1	0
Complex Building Average working days to issue	0	0	0	-	0	4	8
Actual Complex Building Permits issued	0	0	0	-	0	1	3
Total Inspections	35	59	75	-	169	253	296

- Inspections include, but not limited to, preconstruction site inspection, footings, foundation, drainage/weeping tile, concrete slab, plumbing rough-in, framing, insulation, vapor/air barrier, heating, occupancy, fire protection, final inspection.
- Average working days to issue a building permit are a measure of the service level of the building department. The Ontario Building Code prescribes the maximum time allowable to issue a building permit once the application is complete. House permits are to be issued in 10 business days, Small and Large Buildings are to be issued in 15 business days Complex buildings are to be issued in 30 business days.

French River

Building Permits Issued by Quarter (2018)

Residential Construction				
Types of Permits	1st Quarter Permit Information		2nd Quarter Permit Information	
	Permits Issued	Construction Value	Permits Issued	Construction Value
Addition	0	\$0.00	4	\$207,069.00
Demolish	0	\$0.00	5	\$5,000.00
Install/Erect/Replace	1	\$13,000.00	4	\$30,293.00
New Accessory Structure	4	\$326,190.00	4	\$86,800.00
New Building Construction	3	\$488,220.00	4	\$948,300.00
Renovation/Alter/Repair	3	\$89,850.00	7	\$47,340.00
Total	11	\$917,260.00	28	\$1,324,802.00

Types of Permits	3rd Quarter Permit Information		4th Quarter Permit Information	
	Permits Issued	Construction Value	Permits Issued	Construction Value
Addition	0	\$0.00	0	\$0.00
Demolish	6	\$6,000.00	0	\$0.00
Install/Erect/Replace	3	\$23,800.00	0	\$0.00
New Accessory Structure	11	\$188,615.00	0	\$0.00
New Building Construction	7	\$1,214,002.00	0	\$0.00
Renovation/Alter/Repair	5	\$34,600.00	0	\$0.00
Total	32	\$1,467,017.00	0	\$0.00

French River

Building Permits Issued by Quarter (2018)

Other Construction

Types of Permits	1st Quarter Permit Information		2nd Quarter Permit Information	
	Permits Issued	Construction Value	Permits Issued	Construction Value
Commercial	1	\$23,040.00	0	\$0.00
Industrial	1	\$25,000.00	1	\$290,000.00
Government/Institutional	0	\$0.00	0	\$0.00
Total	2	\$48,040.00	1	\$290,000.00

Types of Permits	3rd Quarter Permit Information		4th Quarter Permit Information	
	Permits Issued	Construction Value	Permits Issued	Construction Value
Commercial	0	\$0.00	0	\$0.00
Industrial	0	\$0.00	0	\$0.00
Government/Institutional	0	\$0.00	0	\$0.00
Total	0	\$0.00	0	\$0.00

French River

Building Permits Issued YTD Comparison (Jan 1, 2018 - Sep 24, 2018)

Residential Construction						
Types of Permits	2018 Permit Information		2017 Permit Information		2016 Permit Information	
	Permits Issued	Construction Value	Permits Issued	Construction Value	Permits Issued	Construction Value
Addition	4	\$207,069.00	5	\$220,960.00	9	\$759,000.00
Demolish	11	\$11,000.00	14	\$14,000.00	22	\$22,000.00
Install/Erect/Replace	8	\$67,093.00	3	\$19,000.00	0	\$0.00
New Accessory Structure	19	\$601,605.00	42	\$924,920.00	30	\$598,000.00
New Building Construction	14	\$2,650,522.00	21	\$5,223,495.00	7	\$1,541,000.00
Renovation/Alter/Repair	15	\$171,790.00	13	\$230,300.00	22	\$319,500.00
Total	71	\$3,709,079.00	98	\$6,632,675.00.00	90	\$3,239,500.00

Other Construction						
Types of Permits	2018 Permit Information		2017 Permit Information		2016 Permit Information	
	Permits Issued	Construction Value	Permits Issued	Construction Value	Permits Issued	Construction Value
Commercial	1	\$23,040.00	3	\$219,150.00	5	\$312,000.00
Industrial	2	\$315,000.00	0	\$0.00	0	\$0.00
Government/Institutional	0	\$0.00	0	\$0.00	2	\$62,000.00
Total	3	\$338,040.00	3	\$219,150.00	7	\$374,000.00

Totals			
Title	2018 Permit Information	2017 Permit Information	2016 Permit Information
Total Construction	\$4,047,119.00	\$6,851,825.00	\$3,613,500.00
Total Building Permit Fees	\$39,059.49	\$58,957.00	\$32,494.00

Shared Service Reporting

This table reports the number of permit that have been issued in each member municipality and the number of building inspections that have occurred.

Permits and Inspections per Municipalities

	French River	Killarney	St. Charles	Markstay-Warren	Total
Permits Issued to Date January 1 - September 24	74	21	32	55	182
Permit Percentage	40.7%	11.5%	17.6%	30.2%	100.0%
Inspections to Date January 1 - September 24	169	80	63	95	407
Inspection Percentage	41.5%	19.7%	15.5%	23.3%	100.0%

Estimated time spent based on permit type**

SEBBS has created a formula for representing the amount of time spent in each municipality based on the types of permits that are received. This information will better compare the building related workload and time spent in each Municipality.

Estimated Time (Hours) based on Permit Type (Jan 1, 2018 - Sept 24, 2018)

Type of Permit	French River	Killarney	St. Charles	Markstay-Warren	Total
New Building Construction	14	4	3	10	31
New Accessory Structure	18	2	9	13	42
New Accessory Structure with Plumbing	0	0	1	0	1
Install/Erect/Replace	8	4	1	4	17
Renovation/Alter/Repair	11	4	6	14	35
Renovation/Alter/Repair with Plumbing	2	0	0	1	3
Demolish	10	3	4	6	23
Addition no Plumbing	4	1	3	2	10
Addition with Plumbing	0	0	0	0	0
Farm Building	2	0	1	0	3
Weeping Tile	2	0	1	1	4
Commercial	3	3	3	4	13
Total Permits	74	21	32	55	182
Total Hours	409.5	147.5	195.5	326.0	1078.5
Percentage	38.0%	13.7%	18.1%	30.2%	100.0%

Each type of permit was given an average amount of time that it would take to review, issue, and inspect. The following chart shows the estimated time that will be spent in each municipality based on the first quarter permit application.

**Estimated Time Spent on Each Permit Type is measured in hours and includes application review, general correspondence, plans examination, issuing permit, footing inspection, foundation inspection, ground work plumbing inspection, framing inspection, rough in plumbing inspection, insulation and vapor barrier inspection, HVAC inspection, occupancy inspection and final inspection as applicable to each permit type.

Hours per Permit

Permit Type	Total Estimated Time Spent on Each Permit Type (hours)
New Building Construction	8
New Accessory Structure no plumbing	3.5
New Accessory Structure with plumbing	4
Install Erect Replace	2.5
Renovation/Alter Repair no plumbing	4
Renovation/Alter Repair with plumbing	4.5
Addition no plumbing	6.5
Addition with plumbing	7.5
Demolish	1.5
Farm Building	3.5
Weeping Tile	2
Commercial	18.5

MUNICIPAL LAW ENFORCEMENT OFFICER REPORT

Training/conferences/certification

The MLEO attended By-law training near Burlington. The training through the MLEO Association Annual Training Seminar. The courses were for Officer Safety and Self Defense, as well as Canine Self Defense.

COMPLAINTS BY CATEGORY:

Complaints <small>*Only formal written and signed complaints are tracked</small>	Q1	Q2	Q3	Q4	Annual 2017 Total
Animal	5	7	4	0	2
Clean Yards	0	0	0	0	1
Drains (maintenance request)	0	2	0	0	0
Ditching	0	0	0	0	1
Facilities	1	0	0	0	2
Grading	0	0	0	0	2
Health and Safety	1	0	0	0	0
Noise	0	5	2	0	1
Property Standards	0	7	6	0	5
Roads (summer/winter maintenance)	1	0	1	0	3
Snow Removal	5	0	0	0	2
Streetlights	0	0	0	0	1
Waste Management/ Facility	0	0	0	0	3
GRAND TOTAL	13	22	13	0	35

MLEO STATS:

Item	Q1	Q2	Q3	Q4	2017 Total	2016 Total	2015 Total	2014 Total
Parking Tickets Issued	0	0	0	0	2	2	14	30
Parking Ticket Payments Received	0	0	0	0	1	1	11	31
By-Law Complaints	11	22	13	0	25	22	32	76
Charges Issued	0	0	0	0	0	0	1	1
Dog Tags Sold	28	9	6	0	41	38	167	68

NOTES:

- Dog tags sold may spike every three years as residents can purchase 3-year licenses the next spike in purchases should be 2019.



Municipality of French River

MINUTES OF THE COMBINED COUNCIL MEETING

held in the Council Chambers
Wednesday, October 3, 2018 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
Roch Bigras, Interim Fire Chief
Carlie Zwiers, Executive Assistant

Guests:

Matthew Dumont, Director of Planning, Sudbury East Planning Board
Neil Fox, Economic Partners Sudbury East-West Nipissing
Sébastien Lagrandeur, Economic Partners Sudbury East-West Nipissing
6 Members of public

1. Call to order and roll call

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

2. Adoption of Agenda (*and Additions if applicable*)

Moved By Denny Sharp and Seconded By Mike Bigras

Resol. 2018- 212

BE IT RESOLVED THAT the following addition to the agenda be approved as presented:

Item 6.7.1 Resolution to approve indoor volleyball (community activity) at the Alban Community Centre at no charge

Carried

Moved By Ron Garbutt and Seconded By Mike Bigras

Resol. 2018- 213

BE IT RESOLVED THAT the agenda be approved as amended.

Carried

3. Disclosure of Pecuniary Interest

None declared.

4. Delegations

4.1 Sudbury East Planning Board

Matthew Dumont, Director of Planning provided information pertaining to the New Official Plan, its development process and the consultation period with the public and stakeholders.

4.2 Economic Partners Sudbury East-West Nipissing

Sébastien Lagrandeur, Regional Economic Development Officer was present to introduce himself and share his goals and objectives in serving the Sudbury East Area.

Neil Fox, General Manager presented information on the upcoming International Plowing Match and Rural Expo being held in Verner September 17-21, 2019.

5. Resolution to resolve into Committee

Moved By Ron Garbutt and Seconded By Malcolm Lamothe

Resol. 2018- 214

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

Carried

COMMITTEE OF THE WHOLE

Councillor Gisèle Pageau chaired the Committee of the Whole meeting.

6. Reports and Items for Consideration

6.1 General Government

6.1.1 2018 Municipal Elections Joint Compliance Audit Committee

Resolution to adopt a By-law to establish the Committee

Moved By Dean Wenborne and Seconded By Ron Garbutt

Resol. 2018- 215

BE IT RESOLVED THAT By-law 2018-47, being a by-law to establish the 2018 Municipal Elections Joint Compliance Audit Committee be read a first, second and third time and finally passed.

Carried

Resolution to appoint a member to the Committee

Moved By Ron Garbutt and Seconded By Dean Wenborne

Resol. 2018- 216

WHEREAS the Municipalities of French River, Killarney, Markstay-Warren, St. Charles and West Nipissing have agreed to establish the 2018 Municipal Elections Joint Compliance Audit Committee;

AND WHEREAS each respective municipality must appoint one (1) volunteer member to the said Committee;

THEREFORE BE IT RESOLVED THAT Council appoints the following volunteer member to the 2018 Municipal Elections Joint Compliance Audit Committee for the Municipalities of French River, Killarney, Markstay-Warren, St. Charles and West Nipissing:

- Peter Williams

Carried

6.2 Finance

6.2.1 Resolution to appoint Signing Authorities

Moved By Mike Bigras and Seconded By Claude Bouffard

Resol. 2018- 217

BE IT RESOLVED THAT Council affirms that the following two members of Council and employees are the signing authorities for the Municipality of French River as of September 19, 2018:

1. Mayor Claude Bouffard
2. Councillor Gisèle Pageau, Deputy Mayor
3. Mélanie Bouffard, Clerk
4. Marc Gagnon, CAO

AND THAT the signing authority for Tom Ng be revoked.

Carried

6.2.2 Update Report - Use of Reserve Funds to pay off Municipal Debt (from Notice of Motion of June 20, 2018)

The CAO presented the report included in the agenda package.

The matter will be brought forward in the next Council Term for discussion and consideration.

6.3 Public Works & Environment Services (NIL)

6.4 Community Services

6.4.1 Announcement of the 2018 Volunteer Appreciation Night being held November 28

The event will be held at the Alban Community Centre.

6.4.2 Resolution to approve the purchase of Locking Stainless Steel Inner Doors for the St. David Cemetery Columbarium Unit

The Clerk presented the report included in the agenda package.

Moved By Mike Bigras and Seconded By Dean Wenborne

Resol. 2018- 218

BE IT RESOLVED THAT Council approves the purchase of Locking Stainless Steel Inner Doors for the 48 Wall Columbarium Unit for an amount of \$30 per unit at an additional total cost of \$1,440 plus applicable taxes.

Carried

6.5 Emergency Services and Public Safety (NIL)

6.6 Development & Planning

6.6.1 Resolution to approve administrative assistance to the Sudbury East Planning Board

The CAO provided additional information on the request.

Moved By Claude Bouffard and Seconded By Mike Bigras

Resol. 2018- 219

WHEREAS the Sudbury East Planning Board has requested administrative assistance;

BE IT RESOLVED THAT Council approves that the Chief Administrative Officer be the point of contact to the Sudbury East Planning Board regarding administrative matters such as scheduling of staff and Human Resources matters.

Carried

6.7 Correspondence

6.7.1 Request from the Sudbury East Community Health Centre to utilize the Alban Community Centre for indoor volleyball (community activity) at no charge

Moved By Malcolm Lamothe and Seconded By Mike Bigras

Resol. 2018- 220

BE IT RESOLVED THAT Council approves the request from the Sudbury East Community Health Centre to utilize the Alban Community Centre for indoor volleyball (community activity) at no charge.

Carried

REGULAR MEETING

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

7. Verbal Motion to return into the Regular Meeting

Moved by: Mike Bigras

Resol. 2018- 221

THAT the Committee rise and report.

8. Consideration of the adoption of recommendations from Committee of the Whole

Moved By Gisele Pageau and Seconded By Malcolm Lamothe

Resol. 2018- 222

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

Carried

9. Consent Agenda

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

Moved By Dean Wenborne and Seconded By Ron Garbutt

Resol. 2018- 223

BE IT RESOLVED THAT Council approves the Items of the Consent Agenda under Sections 9.1, 9.3, 9.4 and receives the Items under Sections 9.2.

Carried

9.1 Adoption of Minutes

Moved By Dean Wenborne and Seconded By Ron Garbutt

Resol. 2018- 224

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

Combined Council Meeting held September 5, 2018

Carried

9.2 Minutes Received

Moved By Dean Wenborne and Seconded By Ron Garbutt

Resol. 2018- 225

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

Sudbury East Planning Board held August 9, 2018

Carried

9.3 Items for Consideration or Information

9.3.1 Grants and Subsidy Application

Moved By Dean Wenborne and Seconded By Ron Garbutt

Resol. 2018- 226

BE IT RESOLVED THAT Council approves a Grants and Subsidy Application from Club Richelieu Rivière-des-Français for a hall rental fee rebate for their Regional Club Meeting and Fundraising event being held on November 8, 2018.

Carried

9.4 By-laws

9.4.1 Winter Road Maintenance Service Agreement

Moved By Dean Wenborne and Seconded By Ron Garbutt

Resol. 2018- 227

BE IT RESOLVED THAT By-law 2018-48, being a by-law to authorize a Winter Road Maintenance Agreement for the seasonal portion of Silv'ry Moon Road be read a first, second and third time and finally passed.

Carried

9.4.2 Winter Road Maintenance Service Agreement

Moved By Dean Wenborne and Seconded By Ron Garbutt

Resol. 2018- 228

BE IT RESOLVED THAT By-law 2018-49, being a by-law to authorize a Winter Road Maintenance Agreement for the private portion of Lafrenière Road be read a first, second and third time and finally passed.

Carried

9.4.3 Winter Road Maintenance Service Agreement

Moved By Dean Wenborne and Seconded By Ron Garbutt

Resol. 2018- 229

BE IT RESOLVED THAT By-law 2018-50, being a by-law to authorize a Winter Road Maintenance Agreement for Amateewakea River Road (private road) be read a first, second and third time and finally passed.

Carried

10. Notices of Motion (NIL)

11. Announcement and Inquiries

The upcoming events were announced:

- Noëlville Parade, Saturday December 1st
- Stuff a cruiser, Saturday, November 3rd from 10am to 2pm
- CP Holiday Train, Friday, November 30th

12. Closed Session

Moved By Dean Wenborne and Seconded By Malcolm Lamothe

Resol. 2018- 230

BE IT RESOLVED THAT the meeting be closed as authorized in the Municipal Act pursuant to Section 239 (2) (d) "labour relations or employee negotiations" with respect to the annual performance evaluation of the Chief Administrative Officer.

Carried

Moved By Mike Bigras and Seconded By ml

Resol. 2018- 232

BE IT RESOLVED THAT the open session reconvenes at 8:37 p.m.

Carried

13. Adjournment

Moved By Ron Garbutt and Seconded By Gisele Pageau

Resol. 2018- 233

BE IT RESOLVED THAT By-law 2018-51, 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 October 3, 2018 be read a first, second and third time and finally passed.

Carried

Moved By Dean Wenborne and Seconded By Malcolm Lamothe

Resol. 2018- 234

BE IT RESOLVED THAT the meeting be adjourned at 8:38 p.m.

Carried

MAYOR

CLERK



UNAPPROVED MINUTES – SIXTH MEETING
BOARD OF HEALTH
PUBLIC HEALTH SUDBURY & DISTRICTS
BOARDROOM, SECOND FLOOR
THURSDAY, SEPTEMBER 20, 2018 – 1:30 P.M.

BOARD MEMBERS PRESENT

Maigan Bailey
Janet Bradley
James Crispo

Jeffery Huska
Robert Kirwan
Monica Loftus

Thoma Crabs
Rita Pilon
Carolyn Thain

BOARD MEMBERS REGRETS

René Lapierre
Paul Myre

Ken Noland
Mark Signoretti

Nicole Sykes

STAFF MEMBERS PRESENT

Sandra Laclé
Stacey Laforest
Rachel Quesnel

France Quirion
Dr. Penny Sutcliffe
Renée St. Onge

Dr. Ariella Zbar

MEDIA PRESENT

Sudbury Star

J. HUSKA PRESIDING

1. CALL TO ORDER

The meeting was called to order at 1:30 p.m.

2. ROLL CALL

3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST

There were no declarations of conflict of interest.

4. DELEGATION/PRESENTATION

i) Public Health Update on Cannabis

– Anik Proulx, Manager, Health Promotion Division

Dr. Sutcliffe indicated that both the Health Promotion and Health Protection staff will have responsibilities as it relates to cannabis; however, today's presentation will focus on health promotion's work as the provincial government has paused relevant legislation and is undergoing a review.

Health Promotion Manager, A. Proulx, was introduced and welcomed to provide the local context, outline health impacts of cannabis use, share legislation to date, and describe public health's approach.

Under the Ontario Public Health Standards, public health has a responsibility to prevent or delay substance use, to use a public health approach to strengthen community capacity and minimize the harms and negative health impacts associated with cannabis consumption, and to work with partners to address the impacts of substance use.

The Board was informed on the difference between recreational and medical cannabis, health effects, statistics of use (for which the data is considered to be underreported since cannabis is an illegal substance). It was noted that evidence shows that cannabis use carries significant health risks, especially for individuals who use it frequently, begin to use it at an early age or both. Regular use of cannabis during adolescence is associated with changes to brain structure and function which may limit a young person's educational, occupational and social potential.

The Ontario Cannabis Act will come into force on October 17, 2018, the same day that cannabis is legalized by the Federal government. The Smoke-Free Ontario Act (SFOA) 2017, to come into force July 1, 2018, was paused by the provincial government to review the new regulations related to vaping. The new SFOA was intended to regulate the smoking and vaping of medical cannabis. The province is also introducing legislation for a private retail model that, if passed, will be launched by April 1, 2019.

The public health approach to the legalization of cannabis has four areas of focus and the Public Health Sudbury & Districts work for each approach was outlined:

- 1) monitoring and surveillance
- 2) health protection
- 3) harm reduction
- 4) health promotion

Questions were entertained. A. Proulx described the health unit's work with community partners, including schools and post-secondary institutions. The use of medicinal versus recreational cannabis was further described. The public health's focus, as it relates to harm reduction and health promotion was clarified. A. Proulx was thanked for her presentation.

5. CONSENT AGENDA

- i) **Minutes of Previous Meeting**
 - a. Fifth Meeting – June 21, 2018

- ii) **Business Arising From Minutes**
- iii) **Report of Standing Committees**
 - a. Board of Health Executive Committee Unapproved Minutes dated July 11, 2018
- iv) **Report of the Medical Officer of Health / Chief Executive Officer**
 - a. MOH/CEO Report, September 2018
- v) **Correspondence**
 - a. Repeal of Section 43 of the Criminal Code Refresh 2017
 - Letter from the Perth Board of Health to the Minister of Justice dated June 14, 2018
 - b. Cannabis Sales Taxation Revenue
 - Letter from the Grey Bruce Health Unit Acting Medical Officer of Health to the Premier-Elect dated June 18, 2018
 - c. Recommendation/Resolution Report – Oral Health Report Update 2018
 - Letter from the Grey Bruce Health Unit Acting Medical Officer of Health to the Windsor-Essex County Health Unit dated June 18, 2018
 - d. Youth Exposure to Smoking in Movies
 - Letter from the Grey Bruce Health Unit Acting Medical Officer of Health to the Ontario Film Review Board dated June 18, 2018
 - e. Cancellation of the Basic Income Research Project
 - Letter from the Public Health Sudbury & Districts Board Chair to the Premier of Ontario dated August 3, 2018
 - Email from the Premier of Ontario to the Public Health Sudbury & Districts Board Chair dated August 7, 2018
 - Letter from the Association of Local Public Health Agencies to the Minister of Children, Community and Social Services dated August 2, 2018
 - Letter from the Simcoe Muskoka Board of Health to the Minister of Children, Community and Social Services dated August 1, 2018
 - Letter from the Peterborough Public Health Board of Health to the Minister of Children, Community and Social Services dated August 3, 2018
 - Letter from the North Bay Parry Sound District Board of Health to the Premier of Ontario and the Minister of Children, Community and Social Services dated August 16, 2018
 - Letter from the Haliburton, Kawartha, Pine Ridge District Board of Health to the Minister of Children, Community and Social Services dated August 17, 2018
 - Letter from the Timiskaming Board of Health to the Premier of Ontario dated August 8, 2018
 - Letter from the Leeds, Grenville and Lanark District Board of Health to the Premier of Ontario dated August 30, 2018
 - Letter from the Huron County Board of Health to the Premier of Ontario dated September 6, 2018

f. Drug Policy Reform

- Letter from the Simcoe Muskoka District Board of Health to the Minister of Health and the Minister of Justice and Attorney General of Canada dated July 10, 2018
- Letters from the Toronto Board of Health to interested parties dated August 1, and August 3, 2018

g. Smoke-Free Ontario Act, 2017

- Letter from the President of the Association of Local Public Health Agencies to the Minister of Health and Long-Term Care dated July 4, 2018
- Letter from the Timiskaming Board of Health to the Minister of Health and Long Term Care dated July 12, 2018
- Letter from the Kingston, Frontenac and Lennox & Addington Board of Health to the Deputy Premier and Minister of Health and Long-Term Care dated July 16, 2018
- Letter from the Premier of Ontario to the Public Health Sudbury & Districts' Board Chair dated July 17, 2018
- Letter from the Windsor-Essex County Board of Health to the Premier of Ontario dated July 19, 2018
- Letter from the Middlesex-London Board of Health to the Minister of Health and Long-Term Care dated July 20, 2018
- Letter from the Chatham-Kent Board of Health to the Premier of Ontario dated July 23, 2018
- Letter from the Association of Local Public Health Agencies President to the Minister of Health and Long-Term Care dated July 24, 2018
- Letter from the Board of Health for the Grey Bruce Health Unit to the Premier of Ontario dated July 27, 2018

h. Supervised Consumption Facilities

- Letter from the Association of Local Public Health Agencies to the Minister of Health and Long-Term Care dated July 27, 2018

i. Health and Physical Education Curriculum

- Letter from the Ontario Physical and Health Education Association President and the Executive Director & CEO to Dr. Sutcliffe dated August 1, 2018

j. Literacy in Ontario Curriculum

- Letter from the Kingston, Frontenac and Lennox & Addington Board of Health to the Provincial Minister of Education/Minister Responsible for Early Years and Child Care dated April 26, 2018
- Letter from the Grey Bruce Health Unit Acting Medical Officer of Health to the Provincial Minister of Education/Minister Responsible for Early Years and Child Care dated June 18, 2018
- Letter from the Peterborough Public Health Board of Health to the Deputy Premier and Minister of Health and Long-Term Care and the Minister of Education dated July 16, 2018

vi) Items of Information

- | | |
|--|---------------------|
| a. Public Health Sudbury & Districts Workplace Health Newsletter, English and French | 2018 Spring/Summer |
| b. alPHa Information Break Newsletter August 31, 2018 | July 24, 2018 |
| c. 2018 alPHa Conference Proceedings, The Changing Face of Public Health | June 10 to 12, 2018 |
| d. The Globe and Mail Article Delving into the health data shows that Canadian kids aren't all right By André Picard | September 4, 2018 |
| e. Public Health must become a priority by Trevor Hancock and Sen. Art Eggleton | September 12, 2018 |

It was clarified that the *Health Matters* municipal election primer will be shared with all municipal candidates of PHSD constituent municipalities. The primer from alPHa and the primer we had developed for the provincial election candidates were used for the development of the municipal primer. The municipal primer will outline PHSD priority public health issues. It will be posted to the PHSD website and promoted through social media.

Board members were pleased with the Chair's letter to the provincial government on Ontario Basic Income Research Project and the Reduction in the Scheduled Social Assistance Rate.

27-18 APPROVAL OF CONSENT AGENDA

MOVED BY PILON – KIRWAN: THAT the Board of Health approve the consent agenda as distributed.

CARRIED

6. NEW BUSINESS

i) Annual Board of Health Self-Evaluation

- 2018 Board Self-Evaluation Questionnaire
(electronic survey is available to Board members in BoardEffect app)

Board members are asked to complete the 2018 Board of Health self-evaluation survey by Tuesday, October 23, 2018. The completion rate for the annual Board of Health member self-evaluation will be included as one of the indicators in the 2018–2022 Accountability Monitoring Plan.

One new survey question that aligns with BOH Manual Policy C-I-14 BOH Self-Evaluation invites comments that would be helpful for the Chair as part of continuous

improvement. The electronic survey can be completed in BoardEffect and responses are anonymous. Reminders will be sent to the Board.

ii) 2018 Annual Service Plan and Budget Submission

- Ministry of Health and Long-Term Care (MOHLTC) Overview and Feedback Slide Deck, August 2018

Dr. Sutcliffe clarified that although there is no action nor decisions related to this agenda item, it has been placed under New Business to recap the background and review the current status of these provincial reporting requirements.

A summary was provided regarding the MOHLTC directions to public health units since the release the first Annual Service Plan and Budget Submission template. The 2018 Annual Service Plan was the first MOHLTC template that required all public health units to describe the complete picture of programs and services being delivered, demonstrate that programs align with community priorities, and demonstrate the use of funding per program and service.

All Boards of Health have received specific feedback on their 2018 Annual Service Plan submission.

The MOHLTC has shared summaries from the 2018 public health unit submissions including total budget and FTEs by Ontario Public Health Standard, total FTEs by job categories, as well as the programs and interventions.

Due to the variation in the 2018 Annual Service Plan submissions, the templates were reviewed in depth and health units are being asked to review proposed changes in the 2019 templates. A draft risk management template to be completed annually by health units was also shared by the MOHLTC for feedback. The MOHLTC template was developed by the same individual with whom we had previously consulted on for risk management. Public Health Sudbury & Districts has a risk management plan in place and is well prepared to report to the Ministry on this topic.

It was concluded that, overall MOHLTC feedback regarding our 2018 Annual Service Plan was positive. A lot of internal program planning work is taking place for the upcoming 2019 Annual Service Plan. There are still unknowns regarding provincial direction on a number of public health files. The Northeast public health units continue to work on the collaboration initiative to look for opportunities to best work collaboratively. Further information will be shared with the Board as this project progresses.

7. ADDENDUM

28-18 ADDENDUM

MOVED BY CRISPO– LOFTUS: THAT this Board of Health deals with the items on the Addendum.

CARRIED

ii) Opioid Overdoses Data

- Statement from the Co-Chairs of the Special Advisory Committee dated September 18, 2018, Public Health Agency of Canada

Data has been released on apparent opioid-related deaths and suspected overdoses in Canada for the first quarter. Locally, work continues to address the opioid crisis through surveillance and working with local community partners and there is a desire to pursue a feasibility study for a supervised injection site or overdose prevention site.

iii) Environmental Public Health Week

- Public Health Sudbury & Districts Poster *Over 100 years of distinction in public health protection*

Board members were informed that Environmental Public Health Week will be celebrated the week of September 24 to 28, 2018. The work of environmental public health practitioners is highlighted in the shared poster that will be made visible in the lobby of 1300 Paris Street next week as well as a new release and social media posts.

8. ANNOUNCEMENTS / ENQUIRIES

The Board Executive Committee will be meeting to review the draft Indigenous Engagement Strategy next Tuesday before it is tabled at the October 18, 2018, Board of Health meeting. Board members are invited to attend the launch of the Public Health Sudbury & Districts Indigenous Engagement Strategy on October 18, 2018, at 3 p.m. in the Ramsey Room. An evening presentation will also be held that evening at 7 p.m. at Laurentian University with special guest Ken Lamoureux and live streamed. An email with the *Save the Date* has been sent to Board members who are asked to RSVP. Meeting requests will also be sent.

A print of 2018 Board of Health group photo was provided to all Board members.

9. ADJOURNMENT

29-18 ADJOURNMENT

MOVED BY LOFTUS – CRISPO: THAT we do now adjourn. Time: 2:16 p.m.

CARRIED

(Chair)

(Secretary)

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2018-52

BEING A BY-LAW TO AMEND BY-LAW 2016-16,
A BY-LAW TO AUTHORIZE A FUNDING AGREEMENT WITH
THE MINISTER OF AGRICULTURE, FOOD AND RURAL AFFAIRS

WHEREAS Council of the Municipality of French River authorized a Funding Agreement on May 9, 2016 with the Ministry of Agriculture, Food and Rural Affairs for funds under the New Building Canada Fund (NBCF) - Small Communities Fund (SCF) for the French River Landfill Rehabilitation and Improvement Project;

AND WHEREAS the Parties wish to amend the Agreement to extend the Project Completion Date to November 30, 2020.

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

- 1) That the Mayor and Chief Administrative Officer are hereby authorized to execute the New Building Canada Fund - Small Communities Fund Amending Agreement #1 with the Minister of Agriculture, Food and Rural Affairs for the French River Landfill Rehabilitation and Improvement Project.
- 2) The attached Amending Agreement #1 shall form part of this By-law.
- 3) That any By-law inconsistent with this By-law is hereby repealed.
- 4) This By-law shall come into force and take effect upon third and final reading.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 17th DAY OF OCTOBER, 2018**

MAYOR

CLERK