



AGENDA / ORDRE DU JOUR
COMBINED COUNCIL MEETING / RÉUNION COMBINÉE DU CONSEIL

Wednesday, June 6, 2017 at 6pm / mercredi le 6 juin 2017 à 18h
Council Chambers / Salle du conseil

1. **Call to Order and Roll Call / Ouverture de la réunion et présence**
2. **Adoption of Agenda / Adoption de l'ordre du jour (*and Additions if applicable*)**
3. **Disclosure of Pecuniary Interest / Déclarations d'intérêts pécuniaires**
4. **Delegations / Délégations (NIL)**
5. **Resolution to resolve into Committee**

COMMITTEE OF THE WHOLE / COMITÉ PLÉNIER

6. **Reports and Items for Consideration / Rapports et sujets pour considération**
 - 6.1 **General Government / Gouvernement général**
 - 6.1.1 Report - Canada Day Event **p.3**
 - 6.1.2 Report - Fitness Centre Update **p.4**
 - 6.1.3 Resolution to pass a By-law to authorize a Funding Agreement for the transfer of Main **p.7** Streets Revitalization Initiatives funds from Association of Municipalities of Ontario (AMO)
-deadline to provide required documentation is June 20, 2018
 - 6.2 **Finance / Finances (NIL)**
 - 6.3 **Public Works & Environment Services / Travaux public et services de l'environnement (NIL)**
 - 6.4 **Community Services / Services communautaires**
 - 6.4.1 Report - French River Public Library Board by Councillor Pageau **p.26**
 - 6.5 **Emergency Services and Public Safety / Services d'urgence et sécurité publique (NIL)**
 - 6.6 **Development & Planning / Développement et planification**
 - 6.6.1 Presentation of the Draft Building By-law (to standardize for Shared Building Department) **p.27** and the new Fee Schedule (By-law to be adopted June 20, 2018)
 - 6.7 **Correspondence / Correspondance (NIL)**

REGULAR MEETING / RÉUNION RÉGULIÈRE

7. **Verbal Motion to return into the Regular Meeting / Motion verbale pour retourner en réunion régulière**
8. **Consideration of the adoption of recommendations from Committee of the Whole / Résolutions pour adopter les procédures du Conseil en comité**
9. **Consent Agenda / Ordre du jour regroupé**
 - 9.1 **Adoption of Minutes / Procès-verbaux adoptés**
 - 9.1.1 Regular Council Meeting held May 16, 2018 p.46
 - 9.2 **Receipt of Minutes / Procès-verbaux reçus (NIL)**
 - 9.3 **Items for Consideration or Information / Items pour consideration ou information**
 - 9.3.1 Report - Monthly Disbursements -April 2018 (under separate cover)
 - 9.3.2 Resolution to declare the Family Ball Tournament hosted by Club Richelieu Rivière des Français being held August 10-12, 2018 as a community event of municipal significance p.53
 - 9.3.3 Resolution to declare the Canada Day Event being held July 1, 2018 as a community event of municipal significance
 - 9.3.4 Resolution to approve the annual financial contribution of \$150 towards the 2018 École St. Antoine 8th Grade Graduation (prizes for students) p.55
 - 9.4 **By-laws / Règlements**
 - 9.4.1 2018-34 Member Agreement with reThink Green (*from May 16th meeting*) p.56
10. **Notices of Motion / Avis de motion**
 - 10.1 Disbursement Reports p.57
Motion submitted by Councillor Malcolm Lamothe
11. **Announcement and Inquiries / Annonce et questions**
12. **Closed Session / Session à huis clos**
 - under section 239 (2) (a) "the security of the property of the municipality or local board" with respect to an update on the terms of the Agreements with the French River Rapids
 - under section 239 (2) (c) "proposed or pending acquisition or disposition of land" with respect to a proposed land acquisition
 - under section 239 (2) (d) "labour relations or employee negotiations" with respect to a performance evaluation of a senior employee
13. **Adjournment / Ajournement**

Resolution to adopt Confirmation By-law / Résolution pour adopter le règlement de confirmation
Resolution to adjourn / Résolution d'ajournement



Municipality of French River

Report of the Administration Department For Council

RE: Canada Day Celebration 2018

OBJECTIVE: To provide Council with information on Canada Day Festivities

BACKGROUND:

In recent years, the Municipality has organized Canada Day Festivities by engaging the local community groups and organizations. In 2017 Canada Day was held in Alban and had a Kid Zone for youth, BBQ run by the Aide aux Séniors group, followed by Fireworks in the evening. This year's festivities will be on Sunday July 1st, 2018 at the Noëlville Community Center.

SUMMARY:

Festivities will start at 1:30pm with the Flag Raising Ceremony and will end with Fireworks at dusk.

Events this year:

- Flag Raising Ceremony & Anthem
- BBQ (Organized by: Aide aux seniors, proceeds help support Seniors and their Support Groups)
- Kids Activities (Bouncy Castle, Mega Slide, Chip Shot, Bubble Soccer, Candy Tent)
- Vendor Tables
- Bar (Organized by: Carol Rochon, Proceeds Donated to the French River Children's Club)
- Talent Show
- Fireworks

BUDGET/LEGAL IMPLICATIONS:

Council Budget:	\$5,000
Heritage Fund, Canada Day Grant Funding	\$4,000
Lions Club Donation for Kid Zone Activities	\$1,000
Total budget for Canada Day Festivities	\$10,000

ATTACHMENTS:

Canada Day Schedule, Bubble Soccer Registration, Call for Volunteers, Canada Day Support Flyer

Respectfully submitted:

Carlie Zwiars
Executive Assistant
Administration
Date: May 29, 2018

Approved:

Marc Gagnon
Chief Administrative Officer



Municipality of French River

Report of the Administration Department For Consideration by Council

RE: Community Fitness Centre Upgrades and Information

OBJECTIVE: To provide Council with information on the Community Fitness Centre Equipment, Lease and changes in personnel

BACKGROUND:

In 2010, the Municipality partnered with the Conseil scolaire public du district du Grant Nord de l'Ontario (School Board) in a collaborative working Committee to operate a Fitness Centre for the community.

The Municipality currently works with Fit Check Group in Sturgeon to assist us in our regular maintenance and repairs to the equipment, he also makes recommendations as to when and what equipment should be replaced.

The membership fees help support the purchase of new equipment repairs to broken equipment, as well as cleaning and maintaining the facility, and the School Board helps with the key fob security system, and facilities operation.

The Municipality retains 10% of the total profit from the memberships for the management and administration cost for memberships and the management of the equipment within the facility.

The Municipality had originally purchased equipment for the gym when it first opened and it included:

- 2 Treadmills (Purchased in 2012)
- 1 Elliptical (Purchased in 2012)
- 1 Bike (Purchased in 2011)
- 1 Rowing Machine (Purchased in 2011)
- Multi Operational Weight machine (Purchased in 2012)
- Free Weights (Replaced in 2015)

The Fitness Center has recently had some significant upgrades done by the School Board this year such as the Key Fob System for un-interrupted access to the building, as well as installed new black rubber flooring so that the weights and equipment don't damage the floor, as well as to minimize the risk of slips and falls, the flooring also provide increased support for members working out on the floor. These two issues were causing frustrations with the members and have since been rectified.

The School Board has also hired an Institutional Development Officer to help local communities better utilize the unused space in the schools for local communities. Such projects involve our Fitness Center, Walking group, Quilting Group, and most recently the usage of the school's Green House for our Community Groups involved in Horticulture.

Last year the Municipality finished paying its loan to the school board for the development of the Fitness Center facility.

When the Fitness Center started there was an agreement made between the Municipality and the School Board which is coming due in 2019, The Committee is currently reviewing the agreement with the School Board as well as the Principal of the High school and will be bringing the agreement for information to Council once it is ready.

ANALYSIS:

The current equipment is 10 years old or older in some cases and costing more money to repair and maintain. It was advised to us by our Consultant at Fit Check that we start purchasing new industrial equipment with a Manufactures Warranty for the cardio machinery and eventually the large weight machines. Our historical Financial Position for the Fitness Center is as follows:

Year	Balance Carried Over	Memberships Purchased	Total Expenses	Year End Balance
2014	\$ 6,870.35	\$ 11,949.22	\$ 5,680.53	\$ 13,139.04
2015	\$ 13,139.04	\$ 8,825.84	\$ 11,614.21	\$ 10,350.67
2016	\$ 10,350.67	\$ 10,397.88	\$ 4,709.87	\$ 16,038.68
2017	\$ 16,038.68	\$ 9,477.04	\$ 14,942.68	\$ 8,943.71
2018	\$ 8,943.71	\$ 3,927.50	\$ 4,194.69	\$ 8,676.52
Total		\$ 51,447.83	\$ 41,141.98	

Our Fitness Center consultant recommends that we replace both Treadmills with two new industrial models, and that we replace the Elliptical, and Rowing machine with a new Elliptical and a Stair Master. The older equipment would be sold off as surplus equipment.

The Vendor provided to us by our Consultant had also offered to supply us with a new press bar and bench with the upgraded equipment purchase free of charge, originally a \$500 value.

BUDGET/LEGAL IMPLICATIONS:

Because there are limited funds currently in the account, the working Committee is recommending the equipment be acquired over 5 years and paid for on a monthly basis, monthly charges would be \$353.57. Below is a chart with the financial obligations over the next 5 years.

Year	Year End Balance	Memberships Purchased	Equipment Upgrades	Operating Expenses	Total Expenses
<i>5y ave</i>	\$ 11,068.49	\$ 8,483.50	\$ 4,242.84	\$ 4,070.73	\$ 8,228.40
2019	\$ 9,500.00	\$ 8,500.00	\$ 4,242.84	\$ 4,070.73	\$ 8,313.57
2020	\$ 9,500.00	\$ 8,500.00	\$ 4,242.84	\$ 4,070.73	\$ 8,313.57
2021	\$ 9,500.00	\$ 8,500.00	\$ 4,242.84	\$ 4,070.73	\$ 8,313.57
2022	\$ 9,500.00	\$ 8,500.00	\$ 4,242.84	\$ 4,070.73	\$ 8,313.57
2023	\$ 9,500.00	\$ 8,500.00	\$ 4,242.84	\$ 4,070.73	\$ 8,313.57
Total	\$ 55,000.00	\$ 42,500.00	\$ 21,214.20	\$ 20,353.65	\$ 41,567.85

After the new equipment is brought in the cost should increase slightly for the membership fees because of the recent upgrades. To date the fees have remained the same since 2014 and are as follows:

	Regular Pricing	Price with HST
1 Week	\$10	\$11.30
1 Month	\$30	\$33.90
3 Months	\$75	\$84.75
6 Months	\$150	\$169.50
1 Year	\$240	\$271.20

The committee is suggesting that the Pricing increases by approximately 10% every 4 years beginning January 2019 so that the equipment can continue to be maintained and or replaced.

The Pricing would change to:

Membership	2018 Pricing	10% Increase	10% Increase/HST	
1 Week	\$10	\$11.00	\$12.43	
1 Month	\$30	\$33.00	\$37.29	
3 Months	\$75	\$90.00	\$107.70	*17% increase @ 3 months, incentive pricing starts at 6 months.
*6 Months	\$150	\$165.00	\$186.45	
1 Year	\$240	\$264.00	\$298.32	

INTERDEPARTMENTAL IMPACTS:

Administration

LINKS TO STRATEGIC PLANS:

- Promote a full complement of health services.

CONCLUSION/RECOMMENDATIONS:

A five (5) year term Lease Agreement is recommended with Stak Fitness for the Purchase of:

- (2) New Treadmills (\$3,975 ea.)
- New Elliptical (\$3,875 ea.)
- New Stair Master (\$5,100 ea.)

The total for the purchase is \$19,899.30 but over 5 years with interest is \$21,588.85

A By-law to authorize the Lease Agreement will be brought to Council at the Meeting held June 20th, 2018.

Respectfully submitted:

Approved:

Carlie Zwiers
Executive Assistant
Administrative
Date: June 1, 2018

Marc Gagnon
Chief Administrative Officer



Municipality of French River

Report of the Administration Department For Consideration by Council

RE: AMO Mainstreet Revitalization Funding

OBJECTIVE: To provide Council with information on AMO's funding provided to support Main Street Revitalization activities that support and benefit small businesses.

BACKGROUND:

The Municipality received information regarding AMO's funding for Mainstreet Revitalization Funding. AMO has agreed to administer funding on behalf of OMAFRA to lower and single tier municipalities.

As of April 1st, Municipalities can invest in revitalization activities that will support small businesses through activities undertaken to revitalize main streets. The work can be identified through Community Improvement Plans (CIP) or physical infrastructure priorities identified through municipal land use planning.

ANALYSIS:

Eligible projects include any construction, renewal, renovation or redevelopment, or material enhancement in:

- Existing CIP
 - o Façade improvements
 - o Affordable housing
 - o Space conversion for residential and commercial uses
 - o Structural improvements to meet Building Codes
 - o Improvement of Community Energy Efficiency
 - o Accessibility Enhancements
- Strategic Municipal Infrastructure (Signage, Streetscaping, Market Plan Implementation)

Mainstreet funding cannot be used to create a Community Improvement Plan, however, a municipality can create a CIP using other recourses and then use Main street funding to implement financial incentives under the new CIP by March 31st 2020.

The Funding can be used with other funding sources up to 100% of the available funding through this Fund. If another program has restrictions on the use of funds we have to adhere to them. The program also encourages collaboration with other partners such as municipalities and other strategic partners.

BUDGET/LEGAL IMPLICATIONS:

Eligible Funding:

- Cost directly incurred on or after April 1st up to March 31st, 2020 for construction, renewal, or material enhancement activities.
 - o Projects downtown or main street areas

Ineligible Costs:

- Cost incurred prior to April 1st 2018 or after March 31st 2020
- Costs associated with infrastructure works such as; highways, regional or local airports, and brownfield redevelopment
- Costs of infrastructure that doesn't improve energy efficiency
- Costs of infrastructure works outside of main street areas as identified by the land use planning policy.
- Leasing equipment, salaries, administrative and/or regular operation costs
- Purchase of land
- Routine maintenance and repair costs
- Development of a Community Improvement Plan

INTERDEPARTMENTAL IMPACTS:

Administration time for Reporting: Just like the Gas tax fund, reporting is to be done upfront before anticipated projects and once annually on projects until the funds are spent.

Treasury: Ideally these reports are to be sent in by June 20th to receive funding, this funding is to be kept in a separate account until it is used.

To receive funding the Municipality has to E-sign the electronic Funding Agreement and pass a by-law authorizing the municipality to enter into the agreement.

LINKS TO STRATEGIC PLANS:

- Provide beautiful places for the community to gather.

CONCLUSION/RECOMMENDATIONS:

Staff recommends that Council adopt the By-law to authorize the Agreement with AMO for Mainstreet Revitalization Funding at the Meeting held June 6, 2018.

ATTACHMENTS:

- Information relating to the Funding
- By-law authorizing the Funding Agreement

Respectfully submitted:

Approved:

Carlie Zwiars
Executive Assistant
Administration
May 31, 2018

Marc Gagnon
Chief Administrative Officer

From: AMO President
To: [Melanie Bouffard](#)
Subject: Main Street Revitalization Initiative – Transfer of Funds and Update on Project Eligibility
Date: May 29, 2018 8:00:59 PM
Attachments: [MainStreetFundingGuideAccessibleMayUpdate.pdf](#)

As a follow up to our Main Street Revitalization Fund communications in March, this email provides important information about the transfer of funds to municipalities and further information regarding project eligibility.

Transfer of funds

AMO will undertake an initial transfer of funds on June 29, 2018 to municipalities who have provided AMO with the following required documentation by June 20, 2018:

- Confirmation of signatures (e.g. e-signature) on Municipal Funding Agreement (MFA);
- Municipal by-law authorizing the municipality to enter into the MFA;
- Certificate of Insurance confirming compliance with Section 9.1 of the MFA; and
- Communication Report confirming project details per Schedule D, Section 1 of the MFA.

Note: AMO recommends that project details be identified at the same time council deals with the by-law to enter into the agreement. Should your municipality not have identified projects at this time, please send a Communication Report using the template provided in Schedule D stating that no projects have been identified and provide details as soon as your municipality determines its priority projects.

Use of funds

Once funds have been received, municipalities must deposit funds into a dedicated reserve fund or other distinct interest bearing account until funds are used, per Section 6.6 of the MFA.

Further information regarding project eligibility

AMO is providing new information on project eligibility in the attached guide to the municipal funding agreement (see p. 6). This information provides further interpretation on project eligibility in the absence of a Community Improvement Plan, a discernible “main street” area, or in the case of very limited commercial activity in the community. All other eligibility details detailed in the MFA remain the same.

All information about the Main Street Revitalization Initiative can be found on AMO’s website: <https://www.amo.on.ca/MainStreetRevitalizationInitiative>.

AMO Contact: Adam Garcia, Program Analyst, Main Streets
agarcia@amo.on.ca, 416.971.9856 x 356

ONTARIO'S

MAIN STREET

REVITALIZATION INITIATIVE



GUIDE TO THE MUNICIPAL FUNDING AGREEMENT

CONTACT: mainstreets@amo.on.ca
200 University Avenue, Suite 801
Toronto, ON., M5H 3C6
P: 416.971.9856

MARCH 2018

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06_ New information added - May 2018

12_ Appendices

MUNICIPAL CHECKLIST

Immediate Action	Where is More Info	When
Pass Municipal By-Law Authorizing MFA	See Appendix A for a sample	As soon as possible
E-sign MFA and electronically submit to AMO E-mail (mainstreets@amo.on.ca) the Authorizing By-law to AMO	See page 9 for more information	As soon as possible
2018 Project notification for communications purposes to AMO	See page 10 for details on what is required	As soon as possible
Longer Term Action	Where is More Info	When
Annual and Results Report	See page 10 for details on what is required	By May 15th of every year (until funds are spent)

INTRODUCTION

The Main Street Revitalization Initiative is a \$26 million fund to help municipal governments undertake main street revitalization activities that support and benefit small businesses. AMO has agreed to administer the funding on behalf of the Ministry of Agriculture, Food and Rural Affairs (OMAFRA). AMO signed the Agreement with OMAFRA on March 12, 2018. The Agreement's effective date is April 1, 2018.

All lower and single tier municipal governments are eligible for the allocation based funding. The formula for the funding was established by OMAFRA without the need for an application or matching funding. It empowers municipalities to make investment decisions within the program's parameters.

What is eligible?

As of April 1, 2018, municipal governments can invest in revitalization activities that will support small businesses through activities undertaken to revitalize main streets. The work can be identified as priority through an existing Community Improvement Plan or municipal physical infrastructure priorities identified through other municipal land use planning document for the municipality's main street that involves the construction, renewal, renovation or redevelopment, or material enhancement in each of the following categories:

Implementation of priority financial incentives in existing Community Improvement Plans such as:

- a. Commercial building façade improvements;
- b. Preservation and adaptive reuse of heritage and industrial buildings;
- c. Provision of affordable housing;
- d. Space conversion for residential and commercial uses;
- e. Structural improvements to buildings (e.g. Building Code upgrades);
- f. Improvement of community energy efficiency; and
- g. Accessibility enhancements.

Funding of strategic municipal physical infrastructure such as:

- a. Signage – wayfinding/directional, and gateway;
- b. Streetscaping and landscape improvements – lighting, banners, murals, street furniture, interpretive elements, public art, urban forestation, accessibility, telecommunications/broadband equipment, parking, active transportation infrastructure (e.g. bike racks/storage, cycling lanes and paths) and pedestrian walkways/trails; and
- c. Marketing plan implementation – business attraction and promotion activities, special events.

Municipalities can identify projects in one or both categories.

What types of costs are eligible?

Eligible Costs

- Costs directly and reasonably incurred on or after April 1, 2018 up to and including March 31, 2020 for construction, renewal, or material enhancement activities funded under existing Community Improvement Plan financial incentive programs; and/or,
- Costs directly and reasonably incurred on or after April 1, 2018 up to and including March 31, 2020 for construction, renewal or material enhancement activities funded under the Municipal Physical Infrastructure category, including projects in downtown or main street areas, as defined through an existing Community Improvement Plan or other municipal land use planning policy that will support the success of small businesses in main street areas.

Ineligible Costs

- Costs incurred prior to April 1, 2018 or after March 31, 2020;
- Any costs associated with providing any Reports to AMO;
- Any costs associated with lobbying Ontario, including other Ministries, agencies and organizations of the Government of Ontario;
- Costs for infrastructure works in the following categories: highways, short-sea shipping, short-line rail, regional or local airports, and brownfield redevelopment;
- Costs of infrastructure works that does not improve energy efficiency, accessibility, aesthetics or marketability of small business within a main street area;
- Costs of infrastructure works outside of main street areas, as defined through an existing Community Improvement Plan or other municipal land use planning policy;
- The cost of leasing of equipment, any overhead costs, including salaries and other employment benefits of any employees, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with eligible costs above;
- Taxes, to which the municipality is eligible for a tax rebate;
- Purchase of land or any interest therein, and related costs; and,
- Routine repair and maintenance costs.

Would the development of a Community Improvement Plan be eligible?

No. The program is focused on implementation of existing Community Improvement Plans or priorities through other existing municipal land use planning policies. Municipalities that do not have a Community Improvement Plan can implement eligible priority projects through the official plan, economic development strategy, downtown revitalization plan or another related plan in support of the municipal main street.

Further interpretation of eligibility

A number of small municipalities have asked for additional discussion on project eligibility and some examples of projects that might be eligible in the absence of a Community Improvement Plan (CIP), a discernible “main street” area or in the case of very limited commercial activity in the community.

Main Street projects must be consistent with the [requirements](#) set out in the transfer payment agreement (TPA). The following discussion is intended to reflect a broader interpretation of the rules to assist municipal staff and councils in the deliberations in selecting appropriate projects that comply with the TPA.

Ultimately, the purpose of the program is to support revitalization, economic activity and enterprises in the municipality. All Main Street projects should support this purpose. While there is room for interpretation consistent with the program objectives, municipal staff and Councils should take note of the TPA provisions excluding certain types of costs (i.e., projects and expenditures) which are [categorically ineligible](#).

Here are some ideas that may be helpful.

In municipalities where there is no defined main street (or your main street is a provincial highway), the funding should be used within any built-up area, defined through municipal planning policy (e.g., hamlets, villages).

Main Street funding cannot be used to create a Community Improvement Plan (CIP). However, a municipality can create a CIP using other resources and then use Main Street funding to implement financial incentives under the new CIP (by March 31, 2020).

The Main Street funding cannot be used to create a strategic marketing plan. However, the funding can be used for activities related to implementing part of a strategic marketing plan. For example: some costs for a one-time festival in the municipality that is intended to attract visitors or to otherwise generate economic activity could be eligible. Alternately, tangible capital assets purchased (e.g., lights, staging, fencing, signage, banners) to support an annual gathering or festival in accordance with a strategic marketing plan or similar approved plan could be eligible. Any marketing or promotional activity as part of a strategic marketing plan could be eligible.

Under the category of Municipal Physical Infrastructure, there is considerable scope for creative project ideas. Here are some project ideas that might be considered:

- The development of a centrally located space that can be used for rotating commercial activity, such as a farmers’ market, seasonal craft market, flea market, or pop-up retail, etc.
- Equipping a key location (e.g., dockside, parking lot, picnic area, trail head) with electricity, lighting, etc., to support visiting food truck, commercial stalls, etc.
- Beautification, landscaping, tree planting or murals etc., within the planned, built-up area of the community with no defined “Main Street”.
- Improvements to public spaces and buildings (exclusive of routine repair and maintenance) that enhance the aesthetic appeal of the community, including public spaces associated with municipal buildings, community centres, church properties, historic cemetery etc.

- Renewal or restoration of an historic or heritage site, monument or public space owned by the municipality.
- Wayfinding signage throughout the municipality that highlights locations of interest e.g., historic sites, farm stands, boat lunches etc.
- Accessibility or other improvements to a playground, community centre or other places where people gather.
- Creating a gateway to the community including features such as signage, lighting, benches, local information, etc.
- Creating facilities (or events) that make your community a destination for cyclists, hikers, snowmobilers, boaters, rowers, skaters, skateboarders, artists, hobbyists, crafts people, etc.

In the case of all of the above examples, the purpose of the expenditure of Main Street funding should be to create an environment that will benefit small business activity in the community or support the attraction of economic activity (e.g., tourism).

When does the money have to be spent?

Municipalities have to March 31, 2020 to spend the funds on an eligible project. During this time, municipalities must earn interest on the Funds so that they have more for the project later.

What about the municipal share of a project that will receive funding from another revenue source or program?

Municipalities can fund 100% of total project costs with Main Street dollars. If another program has restrictions on the use of funds, they must be adhered to.

If you are using multiple sources of funding, the project also has to be eligible under the terms and conditions of these multiple programs.

What if our municipality wants to partner on a project?

The Main Street Agreement encourages collaboration, building of partnerships and strategic alliances when working on eligible projects.

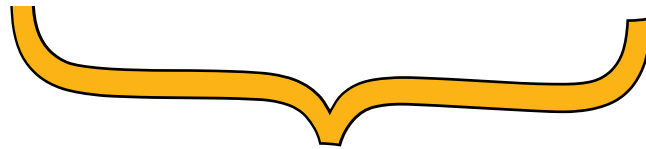
If a municipality is transferring funds to another municipality, it must be done via by-law. The

municipality transferring funds is responsible for reporting on the transfer in annual reporting. The municipality receiving Main Street Funds is responsible for reporting that the Funds were received and is responsible for all other reporting requirements, including project details and spending.

If a municipality is transferring funds to a non-municipal entity, such as a for-profit company, council will have to endorse the project through a grant agreement. Under this situation, municipalities are still responsible for meeting all the requirements of the Agreement related to the use of the transferred Main Street Funds, including all reporting.

What is the allocation formula?

$$\text{Municipal Allocation} = \text{Base Funding} + \text{Small Community Adjustment} + \text{Per Capita Allocation}$$



Base Funding is the amount distributed equally among all eligible municipalities

Small Community Adjustment is the amount distributed equally among municipalities with a population less than 25,000

Per Capita Allocation is a per capita amount based on 2016 population, as outlined in the 2016 Census of Population

Total funding, less administrative costs, is allocated as follows across the three components:

- Base Funding: 50% of total funding;
- Small Community Adjustment: 11.5% of total funding;
- Per Capita Component: 38.5% of total funding.

Once a municipal government has fully executed an Agreement with AMO and provide the appropriate information for the transfer of the funds, the one time allocation will be paid out.

How much of the funding is AMO using for administration?

AMO will need just 6% of the \$26 million to deliver this program to all eligible municipalities and report in aggregate to OMAFRA as required by the Agreement.

What reporting is required of municipalities?

Building on the success of the risk management framework established under the federal Gas Tax Agreement, municipalities only need to report initial upfront anticipated projects for 2018 and then once annually on projects until all the funds are spent.

Remind me how the audit framework works?

Municipalities will not have to complete audits. Instead the program will use a risk based approach that recognizes municipalities as a mature and accountable order of government. In this approach, the municipal contact for the Main Street Municipal Funding Agreement will be the Treasurer, no exceptions. In addition, AMO will audit approximately 10% of municipalities annually to provide assurance to Ontario on municipal compliance.

Is there an agreement municipalities have to sign?

Yes. AMO is using the a digital platform provided by its partner, Solutions Notarius Inc., to sign the Municipal Funding Agreement (MFA). A municipality must electronically sign (e-sign) the MFA with AMO to receive funding. Please have the appropriate signing officers e-sign the MFA. The municipal by-law authorizing the municipality to enter into the agreement can be emailed to AMO at mainstreets@amo.on.ca. See Appendix A for a sample by-law.

Appendix B includes a cross-reference between the MFA with the OMAFRA-AMO Agreement.

What is e-signing?

An e-signature is a signature that can be applied in a document by a signer electronically. AMO uses Notarius' Consigno Cloud software to sign documents electronically.

The municipal signing officer will receive a signature request to the MFA by email from AMO. They will be asked to open a link to a signing session in that email. The Consigno Cloud software certifies a signer's identity with two-factor authentication. The signing officer will be asked to provide a second authentication credential (e.g. an answer to a security question, like an online money transfer) before they can access the document. Once they are able to access the document, they will be asked to fill-in specific fields prior to finally signing off on the MFA. AMO will then be notified that the document has been signed and staff will review to ensure the document is complete before AMO e-signs the MFA. A final, signed copy of the MFA will then be provided to the municipality and to AMO electronically for record keeping.

Signing officers to the MFA are not required to subscribe or install any software on their computer to sign the document. Documents can be signed on a mobile device or on a desktop computer. For further details on the e-signing requirement, please refer to the process document.

What else is required of municipalities?

There are a number of requirements both now and over the life of the Agreement.

As soon as possible, notification to AMO of the types of projects council wishes to undertake in 2018 is required.

As well there is annual reporting and results reporting similar to what municipalities already do under the federal Gas Tax Agreement through AMO's website. These reports will be due to AMO by May 15, 2019 and every year thereafter until the funds are spent.

What is results reporting?

The results report will demonstrate how the funding has been invested in a community to support revitalization within main street areas:

Community Improvement Plan Eligible Projects

- Number of small businesses supported;
- Total value of physical improvements;
- Total Main Street Funds provided;
- Total Municipal investment; and,
- Total private investment.

Municipal Physical Infrastructure Eligible Projects

- Total value of physical improvements;
- Total Main Street Funds provided; and
- Total municipal investment.

More details are in Schedule D of the MFA.

Are there communication requirements?

Yes. Municipal governments will be expected to acknowledge funding of projects by the Province by inviting the Province to participate in media events or announcements related to projects funded under the Main Street Revitalization Initiative.

More details are in Section 3 of the MFA.

Can we sell the asset?

Assets purchased or constructed using Main Street funds must be for public use and benefit. If a municipality wishes to dispose of assets prior to March 31, 2021 and it is valued at more than \$50,000 at the time of disposal the written consent of the province is required.

APPENDIX A

Sample Municipal By-Law

WHEREAS the Municipality wishes to enter into an Agreement in order to participate in Ontario's Main Streets Revitalization Initiative;

AND WHEREAS the Municipality acknowledges that Funds received through the Agreement must be invested in an interest bearing reserve account until the earliest of expenditure or March 31, 2020;

Now THEREFORE, the Council of the [MUNICIPAL NAME], a municipal corporation pursuant to the Municipal Act, 2001;

ENACTS AS FOLLOWS

That the Mayor/Reeve/Regional Chair/Warden and [SIGNING AUTHORITY, i.e. Clerk] are hereby authorized to execute this Municipal Funding Agreement for the transfer of Main Streets Revitalization Initiatives funds between the Association of Municipalities of Ontario and [MUNICIPAL NAME] as in Schedule A attached hereto.

Schedule A shall form part of this by-law.

APPENDIX B

Cross-Reference Table Between MFA and OMAFRA-AMO Agreement

13

Guide to the Municipal Funding Agreement / march 2018

Municipal Funding Agreement (MFA) Provision

OMAFRA-AMO Agreement Provision

Section 1 - Definitions and Interpretation	Schedule A Article 1
Section 1.1 Definitions	Schedule A Article A1.2
Section 1.2 Interpretation	Schedule A Article A1.1
Section 2 - Term of Agreement	Schedule A Article A3
Section 2.1 Term	Schedule A Article A3.1
Section 2.2 Amendment	Section 3.1
Section 2.3 Notice	Schedule A Article A12
Section 3 - Recipient Requirements	Schedule A Article A5, A8
Section 3.1 Communications	Schedule B Article B1.7
Section 3.2 Contracts	Schedule A Article A5.2
Section 4 - Eligible Projects	Schedule D Article D2.1
Section 4.1 Eligible Projects	Schedule D Article D2.1 5 and 6
Section 4.2 Recipient Fully Responsible	Schedule A Article A4.4
Section 5 - Eligible Costs	Schedule D Article D3.1
Section 5.1 Eligible Costs	Schedule D Article D3.1
Section 5.2 Discretion of Ontario	Schedule D Article D2.1
Section 5.3 Unspent Funds	Schedule A Article A15
Section 5.4 Reasonable Access	Schedule A Article A7
Section 5.5 Retention Receipts	Schedule A Article A7
Section 6 - Funds	Schedule C Activity 1
Section 6.1 Allocation of Funds	Schedule C Activity 1
Section 6.2 Transfer of Funds to a Municipality	AMO Provision
Section 6.3 Transfer of Funds to a non-municipal entity	AMO Provision
Section 6.4 Use of Funds	Schedule D Article D2.1
Section 6.5 Payout of Funds	AMO Provision
Section 6.6 Use of Funds	Schedule A Article A4.6
Section 6.7 Funds Advanced	Schedule A Article A17
Section 6.8 Expenditure of Funds	Schedule B Article B1.2
Section 6.9 GST & HST	Schedule A Article A4.10
Section 6.10 Limit of Ontario's Financial Commitments	Schedule A Article A4.2
Section 6.11 Stacking	AMO Provision
Section 6.12 Insufficient funds provided by Ontario	AMO Provision
Section 7 - Reporting Requirements	Schedule F

Section 7.1 Communication Report	Schedule F
Section 7.2 Annual Report	Schedule F
Section 7.3 Results Report	Schedule F
Section 8 – Records and Audit	Schedule A Article A7
Section 8.1 Accounting Principles	Schedule A Article A1.1, A7.2
Section 8.2 Separate Records	Schedule A Article A7.2
Section 8.3 External Auditor	Schedule A Article A7.3
Section 9 – Insurance and Indemnity	Schedule A Article A11
Section 9.1 Insurance	Schedule A Article A11
Section 9.2 Certificates of Insurance	Schedule A Article A11.2
Section 9.3 AMO not liable	AMO Provision
Section 9.4 Recipient to Compensate Ontario	Schedule A Article A11
Section 9.5 Recipient to Indemnify AMO	AMO Provision
Section 10 – Disposal	Schedule A Article A5.3
Section 10.1 Disposal	Schedule A Article A5.3 and Schedule B Article B1.5
Section 11 – Default and Termination	Schedule A Article A14
Section 11.1 Event of Default	Schedule A Article A14.1
Section 11.2 Waiver	AMO Provision
Section 11.3 Remedies of Default	Schedule A Article A14.3
Section 11.4 Repayment of Funds	Schedule A Article A14.2
Section 12 – Conflict of Interest	Schedule A Article A6
Section 12.1 No conflict of interest	Schedule A Article A6.2
Section 13 – Notice	Standard Provision
Section 13.1 Notice	Standard Provision
Section 13.2 Representatives	Standard Provision
Section 13.3 Addresses for Notice	Standard Provision
Section 14 - Miscellaneous	Various sections listed in detail below
Section 14.1 Counterpart Signature	Section 2.1
Section 14.2 Severability	Schedule A Article A20
Section 14.3 Waiver	Schedule A Article A21
Section 14.4 Governing Law	Schedule A Article A24
Section 14.5 Survival	Schedule A Article A30
Section 14.6 AMO, Ontario and Recipient independent	Schedule A Article A22
Section 14.7 No Authority to Represent	AMO Provision
Section 14.8 Debts Due to AMO	Schedule A Article A15, A17.2
Section 14.9 Priority	Schedule A Article A1.3
Section 15 – Schedules	Standard Provision
Section 16 – Signatures	Standard Provision
Schedule A – Municipal Allocation	Schedule C Activity 1
Schedule B – Eligible Projects	Schedule D Article D2.1 5 and 6
Schedule C – Eligible and Ineligible Costs	Schedule D Article D3.1
Schedule D – Reporting	Schedule F

Main Streets Revitalization Initiative is funded by the Ontario Ministry of Agriculture, Food and Rural Affairs



THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2018-33

BEING A BY-LAW TO AUTHORIZE A FUNDING AGREEMENT WITH AMO
(Ontario's Main Street Revitalization Initiative)

WHEREAS the Municipality wishes to enter into an Agreement in order to participate in Ontario's Main Streets Revitalization Initiative;

AND WHEREAS the Municipality acknowledges that Funds received through the Agreement must be invested in an interest bearing reserve account until the earliest of expenditure or March 31, 2020;

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

- 1) THAT the Mayor and Clerk are hereby authorized to execute this Municipal Funding Agreement for the transfer of Main Streets Revitalization Initiatives funds between the Association of Municipalities of Ontario (AMO) and the Municipality of French River as in Schedule 'A' attached hereto forming part of this By-law.
- 2) THAT this By-law shall come into force and take effect on the day it is passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 6th DAY OF JUNE, 2018.**

MAYOR

CLERK

Library Board Report

Making the Library a program centre

At its April meeting of the Library Board, it was approved that with some reconfiguration of the Noelville Branch, it would be possible to turn the Library into a programming and welcome centre for our municipality. This will involve making adjustments to the space it currently occupies and purchasing some furnishings to house the new space. The process has already started by weeding the collection and sending the extra books to the Alban branch. As well, where they have multiple copies of books (fiction and non-fiction/adult and children), they are being made available for sale at the Noelville Branch. Completion is expected in June.

Grants

The Library received a substantial Ontario Sport and Recreation Communities Local/Regional Stream Grant in the amount of \$43,647. This grant is to be used from now until June 2019 and allows the Library to offer both children and senior programs. The Library also received funding the Summer Experience Program for a junior library clerk for summer of 2018 as well as funding from Canada Summer Job to hire a student to assist in the children's programs. These three positions will allow the Library's summer programming to go ahead for 2018.

Summer programs

Both the baseball/softball and soccer programs have begun and will run for a six-week period. These programs are coordinated by volunteer coaches and the Library.

The Library will offer activities/programs from Tuesdays to Thursdays in July and August. July's line up comprises: bowling, cooking with Chris, scavenger hunt and splash pad day, a visit to the art gallery, BBQ with the EMS, firefighters and OPP; and a trip to Sudbury to take in a movie and play at Kupp's. Other exciting activities include Tree Trekking in Huntsville; a visit to the Canadian Forces Museum of Aerospace Defence in North Bay; a game of floor hockey where youth between the ages of 11 and 15 will take on the Municipality's OPP, EMS and Firefighters. Most programs are offered to children ages five and up. A nominal fee ranging from \$5 to \$35 will be charged to cover the cost of material, lunches and transportation. All children from the municipality and beyond are welcome.

Respectfully submitted,
Gisele Pageau
Councillor



Municipality of French River

Report of the Building Controls Department For Consideration by Council

RE: BY-LAW RESPECTING CONSTRUCTION, DEMOLITION AND CHANGE OF USE PERMITS AND INSPECTIONS

OBJECTIVE: To inform Council on the revised Building Permit By-law to standardize for Shared By-law Department

BACKGROUND:

The Staff of the Sudbury East Building By-law Services Department (SEBBS) has been tasked with creating uniform fees for building permits across its member Municipalities for 2018.

ANALYSIS:

All municipalities' current fees were compared to each other, and to the fees of West Nipissing and Sudbury to help determine fair prices for the building permit fees being charged.

The Comparison of building permit fees chart attached as Appendix 'A' illustrates this research and comparison.

The revised Draft Building Permit By-law is attached as Appendix 'B'.

There will be a slight increase in fees in the French River. These fees will still be in line with those being charged in neighbouring municipalities helping the department move closer to being revenue neutral.

As for the body of the bylaw, the changes to the bylaw are highlighted in the attached draft copy. One area of improvement is the addition of instances where the CBO or designate can require a lot grading/ drainage plan where required, helping to mitigate issues where the development of a certain property may cause drainage issues on adjoining properties.

BUDGET/LEGAL IMPLICATIONS: n/a

INTERDEPARTMENTAL IMPACTS: n/a

LINKS TO STRATEGIC PLANS:

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

CONCLUSION/RECOMMENDATIONS:

It is recommended that Council adopts the new Building By-law as presented.

ATTACHMENTS:

Appendix 'A' - Comparison of building permit fees

Appendix 'B' - Draft Building Permit By-law

Respectfully Submitted by:

Approved:

Alain McCann, Chief Building Official
Building Controls Department
Date: May 31, 2018

Marc Gagnon
Chief Administrative Officer

Appendix 'A'
Comparison of Building Permit Fees

	SEBBS Proposed New Fees	West Nipissing Current (for comparison)	Sudbury Current (for comparison)	Markstay Warren Current	Markstay Warren Difference	French River Current	French River Difference	Killarney Current	Killarney Difference	St.-Charles Current	St.-Charles Difference
House (1200 sq ft) (6 plumbing drains)	\$1,800.00	\$1,121.00	\$1618.00	\$982.50	\$817.50	\$1,434.00	\$366.00	\$1,810.00	-\$10.00	\$1,810.00	-\$10.00
Detached Garage (480 sq ft)	\$264.00	\$281.00	\$262.08	\$223.10	\$40.90	\$115.20	\$148.80	\$208.00	\$56.00	\$208.00	\$56.00
Shed (120 sq ft)	\$116.00	\$119.00	\$159.38	\$80.00	\$36.00	\$80.00	\$36.00	\$74.00	\$42.00	\$74.00	\$42.00
Deck (120 sq ft)	\$110.00	\$119.00	\$133.68	\$80.00	\$30.00	\$80.00	\$30.00	\$74.00	\$36.00	\$74.00	\$36.00
Addition with plumbing (120 sq ft) (3 plumbing drains)	\$234.00	\$170.60	\$229.98	\$164.25	\$69.75	\$210.20	\$23.80	\$208.00	\$26.00	\$208.00	\$26.00
Addition no plumbing (120 sq ft)	\$210.00	\$170.60	\$229.98	\$89.25	\$120.75	\$115.20	\$94.80	\$196.00	\$14.00	\$196.00	\$14.00

THE CORPORATION OF THE MUNICIPALITY OF *

BY-LAW 2018-**

BEING A BY-LAW RESPECTING CONSTRUCTION, DEMOLITION
AND CHANGE OF USE PERMITS AND INSPECTIONS

WHEREAS Section 7 of the of the Building Code Act 1992 S.O. 1992, c 23 as amended empowers Council to pass certain by-laws respecting construction, demolition and change of use permits and inspections

NOW THEREFORE the Council of the Corporation of the Municipality of _____ enacts as follows:

1. DEFINITIONS:

In this by-law:

1.01 “**Act**” means the Building Code Act, 1992 S.O. 1992 c. 23 as amended;

1.02 “**Architect**” means a holder of a license, a certificate of practice, or a temporary license under the Architects Act;

1.03 “**As constructed plans**” means as constructed plans as defined in the Ontario Building Code (OBC) as amended;

1.04 “**BCIN**” means a Building Code Identification Number;

1.05 “**Building**” means a building as defined in Section 1(1) of the Act;

1.06 “**Building Code**” means the regulations made under Section 34 of the Act;

1.07 “**Building Inspector (Inspector)**” means the Building Inspector appointed by Council for the purposes of enforcement of the OBC and the Act;

1.08 “**Chief Building Official (CBO)**” means the Chief Building Official or his or her designate appointed by Council for the purposes of enforcement of the Ontario Building Code and the Building Code Act;

1.09 “**Construct**” means construct as defined in Section 1(1) of the Act and “**construction**” has a corresponding meaning;

1.10 “**Construction cost**” means the cost of construction including materials, labour and profit but not including land;

1.11 “**Council**” means the elected Council of the Corporation of the Municipality of _____;

- 1.12** “**Demolish**” means to do anything in the removal of a building or any material part thereof as defined in subsection 1.(1) of the Act and “demolition” has a corresponding meaning;
- 1.13** “**Designer**” means a professional with a valid BCIN number other than a professional engineer or architect who engages in design activities;
- 1.14** “**Municipality**” shall mean the Corporation of the Municipality of _____;
**replaces old definition of Corporation*
- 1.15** “**OBC**” mean the Ontario Building Code;
- 1.16** “**Permit**” means written permission or the written authorization from the Chief Building Official or Building Inspector to perform work regulated by this by-law and the Act and the OBC or to occupy a building or part thereof prior to its completion or to change the use of a building or part thereof, as regulated by the Act and the OBC;
- 1.17** “**Plumbing**” means plumbing as defined by Section 1(1) of the Act;
- 1.18** “**Professional Engineer**” means a person who holds a license or temporary license under the Professional Engineer’s Act;
- 1.19** “**Regulation**” means the regulations made under the Act;
- 1.20** “**Registered Code Agency (RCA)**” means a registered code agency as defined in the Act;

Terms not defined in this by-law shall have the meanings ascribed to them in the Act or Building Code.

2. PERMITS REQUIRED

- 2.01** No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued by the Chief Building Official.
- 2.02** Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be set out in **Schedule “A”** of this by-law.

3. GENERAL REQUIREMENTS FOR A PERMIT

- 3.01** To obtain a permit, the owner or agent authorized in writing by the owner shall file an application in writing by completing a prescribed form available at the offices of the Municipality, from the Municipal Website, or from the OBC Website.
- 3.02** Every application shall be submitted to the CBO and shall:
- a. Identify and describe in detail the work and occupancy to be covered by the permit for which application is made,
 - b. describe the land on which the work is to be done, by a description that will readily identify and locate the building (see **Schedule “B” Site Plan**),
 - c. include complete plans and specifications as described in this by-law and show the occupancy of all parts of the building (see **Schedule “B” Required Plans**)

- d. state the valuation of the proposed work including materials and labour and be accompanied by the required fee,
- e. state the names, addresses, telephone numbers and email addresses of the owner, architect or engineer where applicable, or other designers or constructors,
- f. be accompanied, where applicable, by a written acknowledgement of the owner that he or she has retained an architect or professional engineer to carry out the field review of the construction wherein required by the Building Code.
- g. be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application,

**Section 3.03 replaces Section 5 of current by-law*

3.03 The following specific application for a permit shall be submitted to the CBO and contain the following information:

- 1) Where the application is made for a **construction or demolition permit** under subsection 8(1) of the Act, the application shall:
 - Use the provincially prescribed application form “Application for a Permit to Construct or Demolish”, and
 - Include complete plans and specifications, documents and other information as required in this by-law and under the authority of the Act
 - in the case of a demolition permit, the Chief Building Official may require that the applicant fence the demolition site to his or her satisfaction during the demolition process

- 2) Where application is made for a **change of use permit** under subsection 10(1) of the Act, the application shall:
 - Use the provincially prescribed form, “Application for a Permit to Construct or Demolish”, and
 - Describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
 - Identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made in **Schedule “B”**;
 - Include complete plans and specifications (outlined in **Schedule “B”**) showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the OBC.

- 3) Where application is made for a **conditional permit** under subsection 8(3) of the Act, the application shall:
 - Use the provincially prescribed form, “Application for a Permit to Construct or Demolish”, and
 - Include complete plans and specifications, documents and other information as required in the by-law (**Schedule “B”**) and under the authority of the Act,
 - State in writing the reasons why the applicant believes unreasonable delays in construction would occur if a conditional permit is not granted,
 - State in writing the necessary approvals which must be obtained in respect for the proposed building and the time in which such approvals will be obtained; and
 - State in writing the time in which plans and specification of the complete building will be filed with the CBO.
 - Complete and sign a Conditional Building Permit Agreement

- 4) Where an application proposes **an alternative solution** on a plan, specification, document or other information to use an equivalent material, system or building design for which authorization under the Act is requested, the following information shall be provided:
- Use the provincially prescribed application form Application for use of an Alternative Solution which will contain a description of the proposed material, system or building design for which authorization is requested any applicable provisions of the OBC, and evidence that the proposed material, system or building design will provide the level of performance required by the OBC.

4. CONDITIONAL PERMITS

- 4.01** When, to expedite work, a permit for a portion of a building project is desired prior to the issuance of a permit for the whole project, application shall be made for that portion of the work desired, together with sufficient information relative to the whole of the work proposed. The CBO may, at his or her discretion and under conditions set by the CBO issue such a permit. All permit fees must be paid prior to the start of any work. Where a conditional permit is issued for part of a building or project, this shall not be construed to authorize construction beyond the plans for which approval was given, nor will that approval necessarily be granted for the entire building or project.
- 4.02** The Chief Building Official shall not, by reason of issuance of a Conditional Permit be under any obligation to grant any further Permits.
- 4.03** The CBO is hereby authorized to enter into one or more agreements for the issuance of a Conditional Permit as authorized in the Act.

5. ABANDONED APPLICATIONS

- 5.01** An application for a permit is considered to have been abandoned by the applicant where:
- a. the application is incomplete and remains incomplete six months after it was submitted; or
 - b. the application is complete, a Permit is available to be issued, and six months have elapsed from the date upon which the Municipality made notification of the Permit availability of the Applicant.

6. FORMS

- 6.01** All required forms shall ~~be set out in Schedule D~~ will be made available at the Municipal Office and on the Municipal Website at www.frenchriver.ca. Provincially prescribed forms can also be downloaded from www.mah.gov.on.ca .

7. AS CONSTRUCTED PLANS

- 7.01** The CBO may require that a set of plans of a building or a class of buildings as constructed be filed with the Building Department on completion of construction under such conditions as may be prescribed by the OBC.

8. LOT GRADING

8.01 Upon request for a building permit, the property owner(s) shall provide a plan for dealing with the surface and sub-surface drainage. The Municipality may order an Impact Report from its Drainage Superintendent (appointed under the Drainage Act as amended) at the expense of the property owner(s) except where:

- a) the total area (footprint) to be occupied by the buildings and paved areas does not exceed 10% of the area of the property for which the building permit is to be issued unless requested by the CBO, or;
- b) at the discretion of the CBO it is determined that the changes proposed by the building activity would have limited to no impact on neighbouring lands.

See **Schedule “C”** for Lot Grading Policy.

9. PAYMENT OF FEES

9.01 Fees for a required permit shall be set out in **Schedule “A”** of this by-law and are due and payable before a permit issued.

9.02 Where the fees for an application for a construction or demolition permit issued under subsection 8(1) of the Act or a conditional permit under subsection 8(3) of the Act are based on floor area, it shall mean the total floor space of all storeys above grade (or below grade for an underground home) measured as the horizontal distance between the exterior walls of the building.

9.03 Where due to the type of work proposed, the floor area cannot be calculated, fees for permits issued for an application to construct or demolish under 8(1) of the Act or conditional permits under subsection 8(3) of the Act shall be based on the cost of valuation of the proposed work. Such cost of valuation shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services but not including the cost of land.

9.04 The CBO may place his or her own valuation on the cost of the proposed work for the purpose of establishing the permit fees, and where disputed by the applicant, the applicant shall pay the required fee under protest and in writing, indicate his or her intention of submitting an audited statement of the actual costs within 6 months of the completion of the project, and where the audited costs are determined to be less than the valuation, the CBO shall issue a refund for the difference.

9.05 In the case of abandonment of all or a portion of the work, or the non-commencement of any project, the CBO shall determine the amount of the refund of paid permit fees that may be returned to the applicant, if any, in accordance with **Schedule “A”**, attached to and forming part of this by-law.

10. REFUND OF FEES

10.01 Refunds of fees shall be issued according to prescribed circumstances and that the rate as outlined in **Schedule “A”** of this by-law and as determined by the CBO. Prescribed circumstances will be the withdrawal of an application, abandonment of a project of all or portion of the work, or non-commencement of any project or material change to plans resulting in a reduction of fees.

11. BUILDING WITHOUT A PERMIT

11.01 Where any person constructs or causes construction, demolishes or causes the demolition of a building without a permit issued hereunder, the owner shall pay an additional administration fee equal to twice the value of the fee applicable under **Schedule “A”** or \$250 whichever is greater.

12. CHANGE TO A PERMIT AFTER IT IS ISSUED

12.01 After the issuance of a permit under the Act, notice of any changes to a plan, specification, document or other information on the basis of which the permit was issued, must be given in writing to the CBO together with the details of such change which is not to be made without his or her written authorization. The CBO will determine if such change will result in an increase in permit or a refund of fees as per **Schedule “A”** of this by-law.

13. TRANSFER OF PERMITS

13.01 A Transfer of Permit is permitted when ownership of a property changes, and requires the written authorization of the CBO. Fees regarding transfers will be determined as per **Schedule “A”** of this by-law. The new owner assumes all obligations off the building permit in respect to, but not limited to required notices, filing any changes and other information as may be requested by the CBO and any other information or documents as may be required by the Act and the OBC.

14. PERMIT LIMITATIONS REVOCATION OF PERMITS RENEWAL AND EXTENSION

14.01 A permit issued for new building, including additions, shall expire after two (2) years from the date of issuance. One-month before expiry of the permit, the CBO is to perform an inspection and list all outstanding work orders. If the project is not completed by expiry date, the applicant must apply for a one (1) year extension permit as outlined in **Schedule “A”** attached and forming part of this by-law. The fee for a one (1) year extension permit is as set out in **Schedule “A”**. At the expiry of the one (1) year extension, the CBO is to perform the final inspection.

14.02 A permit issued for accessory buildings, repairs or renovations shall expire one (1) year from the date of issuance or may be extended at the CBO’s discretion with the purchase of an extension permit as outlined in **Schedule “A”**.

15. NOTICE OF READINESS FOR INSPECTION

- 15.01** A person to whom a permit is issued is required to give notice of readiness for inspection to the CBO or RCA at different stages of construction as required by this by-law and under the authority of the Act.
- 15.02** Notice may be given by personal contact, telephone, or email. If notice is given by or email, the onus is on the persons to whom the permit is issued to provide proof that notice was given.

16. INSPECTION

- 16.01** Following the notice of readiness for inspection, the CBO and any appointed Inspector shall undertake a site inspection ~~at least 2 business days~~ within the time prescribed by the OBC. Any additional notice as prescribed in this by-law shall be subject to the same prescribed time.

17. CODE OF CONDUCT

**Schedule D replaces Schedule E of current by-law, no change in code*

- 17.01** The Municipality maintains this code of conduct in accordance with the provisions of the Act. Building Officials undertake building certification functions that ensure the quality, structural integrity and safety of buildings. Building Officials are exposed to potential conflicts of interest because of the special powers conferred on them. The conduct and behaviour of the Municipality's Building Officials reflects the Municipality's commitment to the highest standards of professionalism, technical competence, skill, honesty, fairness and independence. Building Officials observe both the letter and spirit of this code of conduct as it pertains to situations that bear on their responsibilities. This code is outlined in **Schedule "D"**.

18. VALIDITY

- 18.01** If an article of this by-Law is for any reason held to be invalid, the remaining articles shall remain in effect until repealed.
- 18.02** Where a provision of this by-Law conflicts with the provision of another by-law in force within the Municipality, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.

19. TITLE

- 19.01** This By-law shall be referred to the "**Building By-law**".

20. ENACTMENT

- 20.01** That By-law 2009-19 and any other by-laws inconsistent with this by-law are hereby repealed.
- 20.02** This by-law comes into force and effect on the date of its passing and enactment.
- 20.03** The attached Schedule "A", "B", "C" & "D" shall form part of this By-law.

READ A FIRST AND SECOND TIME THIS _____st DAY OF _____, 2018.

MAYOR

CLERK

READ A THIRD TIME AND FINALLY PASSED THIS _____st DAY OF _____, 2018.

MAYOR

CLERK

SCHEDULE “A” of BY-LAW 2018-**
FEES AND REFUNDS

**New fee structure*

Classes of permits:

- Building permit – required under subsection 8(1) of the Act. Includes plumbing, farm buildings, heating, ventilation and air conditioning permits.
- Demolition permits – required under subsection 8(1)
- Change of use permit – required under subsection 10(1) of the Act
- Conditional permit – authorized under subsection 8(3)

Permit fees:

Construction Cost (CC) shall be calculated by the following formula:

$$SI \times A = CC$$

SI = cost per square foot of construction as determined by Service Index in Table 1

A = total area calculated in square feet (sq ft)

Total Construction Cost (TCC) shall be the total of all Construction Costs (CC) calculated for the proposed permit.

Permit fees shall be calculated using the following formula:

$$[(TCC / 1000) \times \text{Rate}] + \text{Administrative Fee}$$

TCC = Total Value of Construction calculated in Table 1

Rate = \$10.00

Administration Fee shall equal:


\$80.00 for TCC of equal to or less than \$5000 or;

\$120.00 for TCC of more than \$5000

The minimum fee for a permit shall be \$100.

Note: where the actual construction cost, as declared by the applicant, exceeds the above formula, the actual construction cost shall be used to calculate the permit fee.

Table 1

FLOOR AREA AND COST ESTIMATION SHEET - PERMIT #		DATE:	
ALL FEES PAYABLE TO THE MUNICIPALITY OF :			
Structure Type	Area (A)	Service Index (SI) (Cost/Sq.Ft)	Construction Cost (CC)
RESIDENTIAL BUILDINGS			
One story dwellings		x \$120 =	
Second storey or more & additions		x \$75 =	
Unfinished cottages and cabins		x \$80 =	
Finished cottages and cabins		x \$100 =	
Finished basement		x \$30 =	
Plumbing (added to Service Index)		x \$20 =	
Renovations		Estimated Cost (labour, materials, profits) =	
Garages, storage buildings, sheds & boathouses		x \$30 =	
Carports & boatports, decks, balconies		x \$25 =	
Covered Porches and Sunrooms and Solariums		x \$70 =	
Attached garages		x \$40 =	
COMMERCIAL BUILDINGS			
Office space, showrooms, etc		x \$125 =	
Restaurants		x \$150 =	
Accessory buildings		x \$40 =	
INSTITUTIONAL BUILDINGS			
Contract price or greater of		x \$100 =	
FARM BUILDINGS			
Finished building containing plumbing		x 25 =	
No Floor		x \$10 =	
Concrete floor		x \$15 =	
OTHER STRUCTURES			
Swimming pools (inground or permanent structure)		x \$15 =	
Solar panels and installation of towers		\$200	
Woodstoves		\$100	
OTHER			
Temporary buildings		\$50 =	
Change of use permit: as per construction cost if building permit is required. If no construction required, cost is Administration cost of \$80.00 plus fee for site inspection(s) required			
Mileage charge or \$0.55 per kilometre for site inspections with a minimum charge of \$10.00 per permit for mileage			
Extra site inspection or reinspection fee		x \$80 =	
Research Fee		\$25 per hour plus copies @\$0.25/copy	
Extension, renewal or transfer of a permit		\$90 =	
TOTAL COST OF CONSTRUCTION (TCC)			
Building Fee = (TCC/1000) x \$10.00			
DEMOLITIONS (Per Building)			
Building < or = 538 sq ft		\$80 =	
Building > 538 sq ft and < 6400 sq ft		\$100 =	
 <p>SUDBURY EAST BUILDING and By-Law Services <small>Services des bâtiments et application des règlements MUNICIPAUX DE SUDBURY EAST</small></p>		FEES	
		Building Fee:	
		Demolition Fee:	
		Admin Fee (\$80 <or = \$5000 TCC/ \$120 > \$5000 TCC) :	
		(min fee \$100) TOTAL*:	
*Total fee will be doubled or \$250 will be charged (whichever is higher), if building or demo is commenced prior to the issuance of a Building Permit.			

Re-Inspection Fee:

When the Inspector or CBO has been notified that any construction, plumbing or installation is ready for inspection and same is not ready when the building official attends to inspect same, or if the installation or construction fails to conform to the requirements to which same is obliged by-law to conform (OBC and Municipal by-laws), a re-inspection fee for each additional required inspection may be payable by the persons to whom the permit has been issued. This fee is payable at the municipal office and must be paid before any further inspections can be done.

Water Access or Remote Access

If the construction site is water access only, the owner or permit holder will provide safe and adequate transportation as his or her expense from landing to construction site for the building official or inspector to perform all required inspections. In the event that the owner or permit holder is unable to provide transportation, he or she will be responsible for additional costs for the building official to provide his or her own transportation.

If special equipment (i.e. boat, ATV, snow machine, etc.) is required to access the construction site, extra charges as determined by the CBO will apply and will be added to the permit fee.

Refunds: *the following replaces Schedule C of current by-law*

Application filed and accepted, no processing or review of plans	80% refund
Application filed, plans reviewed and permit issued or refused	75% refund

Refund is less \$50.00 for each inspection performed and mileage charge of \$0.55 per kilometer for site inspection with a minimum charge of \$15.00 per permit for mileage.

Material change to plans which would have been reduced initial permit fee: new calculation as per Section 2 and refund will be made for the difference less Administration Cost.

Note: Notwithstanding above:

- 1) No refund shall be made or an amount of \$50.00 or less
- 2) The fees that may be refunded shall be a percentage of the fees payable as outlined in this schedule
- 3) All refunds shall be approved by the CBO.
- 4) No refund shall be made in the event a permit is revoked, or where construction is substantially suspended or discontinued for more than a year or if the building permit file is closed and a final inspection was not requested.

SCHEDULE “B” of BY-LAW 2018-
SITE PLAN AND REQUIRED PLANS**

**Schedule replaces Section 6 of current by-law*

Site Plan

Site plans shall be in reference to an up-to-date survey and when required to demonstrate compliance with the Act, a copy of the survey shall be submitted to the CBO unless this requirement is waived where the CBO is able, without having an up-to-date survey, to determine whether the proposed work conforms to the Act, the Regulation and any other applicable law, include Municipal Zoning By-law(s).

A complete Site Plan shall show:

- 1) Lot size and the dimensions of property lines and setbacks to any existing or proposed buildings **and septic systems,**
- 2) Existing and finished ground levels or grades,
- 3) **Drainage patterns,**
- 4) Existing rights of way, easements and municipal services and
- 5) **Proposed fire access routes and existing fire hydrant locations**

Required Plans

Each application shall be accompanied by two (2) complete sets of building plans and specifications unless otherwise specified by the CBO or the Building Inspector. These plans may include the following: **the following replaces Schedule B of current by-law*

- 1) Site Plan
- 2) Floor plans
- 3) **Energy efficiency plan**
- 4) Foundation plans
- 5) Framing plans
- 6) Roof plans (**truss plans can be submitted at framing inspection**)
- 7) **Reflected Ceiling plans**
- 8) Sections and details
- 9) Building elevations
- 10) Heating, ventilation and **air conditioning drawings (HVAC plans)**
- 11) **Plumbing drawing**
- 12) **Fire alarm and sprinkler plan**
- 13) **Drainage plan/ Lot grading**

Sufficient information and detail shall be submitted with each application for a permit to enable the CBO or the Building Inspector to determine if the proposed work will conform with the Act and the OBC and any other applicable law. **The CBO may waive the requirements of some of the documents or request additional information and or documents if circumstances warrant.**

Building plans shall be legible and drawn on paper, cloth or other durable material.

Architectural or Engineered Drawings shall show the designers and/or firms Building Code Identification Number (BCIN).

SCHEDULE “C” of BY-LAW 2018-**
LOT GRADING POLICY

**New Schedule*

- 1. Request for Building Permit:** Upon request for a building permit, the property owner(s) shall provide a plan for dealing with the surface and sub-surface drainage. The CBO may order an Impact Report from its Drainage Superintendent (appointed under the *Drainage Act* as amended) at the expense of the property owner(s) except where:
 - a) the total area (footprint) to be occupied by the buildings and paved areas does not exceed 10% of the area of the property for which the building permit is to be issued unless requested by the CBO, or;
 - b) at the discretion of the CBO it is determined that the changes proposed by the building activity would have limited to no impact on neighbouring lands.
- 2. Deposits:** The Municipality will require one or more deposits for the property owner for estimated costs to the Municipality of the Drainage Superintendents’ Report and anticipated legal or other professional costs pertaining to the processing of the request and implementing the permission if applicable.
- 3. Utility Lines:** For all requests it will be the responsibility of the property owner to obtain location of and approval from all utilities (phone cables, hydro cables, gas pipelines, etc.)
- 4.** If the Drainage Superintendent believes that the flow of drainage water from the outlet will not cause water problems for Municipal property or property of other private property owners, the permission will be given subject to the following conditions:
 - a) if the water outlets onto adjacent lands, the property owner(s), at the property owner(s) expense, must enter into a mutual drain agreement with the affected landowner(s) and the Municipality under Section 2 of the Drainage Act in a form and on terms satisfactory to the Municipality, which must be registered on title;
 - b) the agreement will provide that the outlet must be installed by and at the expense of the property owner(s) to the satisfaction of the Municipality;
 - c) the agreement must require that the property owner(s) be responsible for the costs of all future maintenance on the outlet should the property owner believe that clean out maintenance is required for the satisfactory functioning of the outlet going forward. Any maintenance must be done in a manner and by parties approved by the Municipality. For clarity, the Municipality will not pay out public funds for the satisfactory operation of the private drain outlets;
 - d) the property owner(s) will be responsible for the expense of maintenance in the event that the Municipality determines in its discretion that maintenance work on an outlet ditch is necessary due to silt or other material deposits as a result of the outlet.

5. If the Drainage Superintendent is of the opinion that the flow of water from the outlet may cause water problems for Municipal property but not another third party private property, the permission will be given if the problems can, in the opinion of the Municipality, be reasonably overcome at the expense of the property owner and as described and provided for in an agreement between the Municipality and the property owners(s) satisfactory to the Municipality which will also include terms similar to the agreement described in paragraph 4.
6. If the Drainage Superintendent is of the opinion that the flow of water from the outlet may cause water problems for the Municipality and/or private property owners, or that several downstream property owners may be affected, the permission will be given only if;
 - a) the property owner(s) proceed to petition for an outlet under Section 4 of the Drainage Act as amended, or;
 - b) in the event that the outlet involves a road crossing by the private drainage system to an outlet onto private or other property, the Municipality may also petition under Section 4 of the Drainage Act as amended.
7. **Vacant Lots:** All changes in ground elevation of vacant lots must be approved by the Drainage Superintendent or the Chief Building Official. Failure to do so may result in denial of building permits.

SCHEDULE “D” of BY-LAW 2018-**
CODE OF CONDUCT

The purpose of this code of conduct is:

- 1) To promote appropriate standards of behaviour by Building Officials in the exercise of their powers and performance of their duties;
- 2) To prevent practices which may constitute an abuse of power, and
- 3) To promote appropriate standards of honesty and integrity.

Standards of Conduct and Professionalism in addition to any Policy and with respect to any Code of Ethics and Conduct apply to all municipal staff, the Municipality’s Building Officials shall undertake at all times to:

1. Act in the public interest, particularly with regards to the safety of building works and structures;
2. Maintain their knowledge and understanding of the best current building practice, the building laws and regulations relevant to their building certifying functions;
3. Commit themselves to a process of continuous education to constantly be aware of developments in building design, practice and the law relevant to their duties;
4. Comply with the provisions of the Act, OBC and any other Act of Law that regulates or governs Building Officials or their functions;
5. Avoid situations where there may be, or where there may reasonably appear to be, a conflict between their duties to their clients, their profession, their peers and the public at large and their personal interests;
6. Not act beyond their level of competence or outside their area of expertise;
7. Apply all relevant building laws, regulations and standards strictly and without favor and independent of the influence of interested parties;
8. Perform their inspections and certifying duties impartially and in accordance with the highest professional standards;
9. Not divulge any confidential or sensitive information or material, that they become privy to in the performance of their duties, except in accordance with laws governing freedom of information and protection of privacy;
10. To avoid any conduct that could bring Building Officials or the Municipality into disrepute;
11. Extend professional courtesy to all;
12. Accept responsibility of the conduct of their subordinate employees;
13. Maintain current accreditation to perform the functions assigned to them;
14. Take all reasonable steps to ascertain and document all available facts relevant to the performance of their duties; and
15. Exemplify compliance with all regulations and standards that govern building construction, health and safety or other matters related to their status as a Building Official.

Guideline for responding to Misconduct Allegations:

The Act provides that the performance of Building Officials will be measured against this code of conduct. In response to any allegation of a breach of this code, the CBO shall direct an investigation and where appropriate, recommend disciplinary action against any Building Official who fails to comply with the code of conduct. Where the allegation is against the CBO, the CAO of that Municipality, or the CAO of the lead Municipality in the event that the Building Services are a part of a Shared Service Agreement, will direct the investigation and make such recommendation as are reasonable.

In determining the appropriate discipline, the CBO or CAO will have to regard the relevance of the conduct to the officials' powers and responsibilities as well as the severity of any misconduct.

Disciplinary Action arising from violation of this code of conduct is the responsibility of the Municipality's administration and is subject to relevant collective agreements, employment laws and standards.



Municipality of French River

MINUTES OF THE REGULAR COUNCIL MEETING held in the Council Chambers Wednesday, May 16, 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
Tom Ng, Treasurer/Tax Collector
Robert Martin, Parks, Recreation & Facilities Manager
Carlie Zwiers, Executive Assistant

Guests:

Roxanne Gervais, CPA, CA, Partner - Collins Barrow
Marc Belanger, CPA, CA, Senior Manager
5 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 Ron Garbutt and Seconded By Gisele Pageau

Resol. 2018- 113

BE IT RESOLVED THAT the agenda be approved as distributed.

Carried

3. Disclosure of Pecuniary Interest

None declared.

4. Delegations

4.1 Presentation of the 2017 Annual Financial Report by Collins Barrow

Roxanne Gervais and Marc Belanger of Collins Barrow presented the Financial Statements dated December 31, 2017.

Resolution to approve the audited 2017 Financial Statements

Moved By Mike Bigras and Seconded By Dean Wenborne

Resol. 2018- 114

BE IT RESOLVED THAT Council approves the audited Financial Statements prepared by Collins Barrow Chartered Accountants for the year ending December 31, 2017.

Carried

Council agreed to move up the closed session in the agenda.

9. Closed Session

Moved By Mike Bigras and Seconded By Gisele Pageau

Resol. 2018- 115

BE IT RESOLVED THAT the meeting be closed as authorized in the Municipal Act pursuant to Section 239 (a) "the security of the property of the municipality or local board" with respect to an update on the terms of the Agreements with the French River Rapids.

Carried

Moved By Gisele Pageau and Seconded By Dean Wenborne

Resol. 2018- 117

BE IT RESOLVED THAT the open session reconvenes at 8:01 .m.

Carried

As a result of the Closed Session, the Chair reported that Council is reviewing the agreements with the French River Rapids.

5. Reports and Items for Consideration

5.1 General Government

5.1.1 Resolution to become a member of Green Economy North

Moved By Mike Bigras and Seconded By Gisele Pageau

Resol. 2018- 118

WHEREAS Green Economy North presented Council with an overview of their membership program; and

WHEREAS the membership includes benefits such as the following:

- 1) complete energy consumption and GHG Emissions Audit
- 2) facility thermal and electrical energy assessments
- 3) action planning, project identification and implementation support

4) sustainability team development, workshops and training

THEREFORE BE IT RESOLVED THAT Council approves to become a member of Green Economy North for a cost of \$2,000 per year.

Carried

5.2 Finance

5.3 Public Works & Environment Services

5.3.1 Resolution to award the Contract for Winter Operations

Moved By Dean Wenborne and Seconded By Ron Garbutt

Resol. 2018- 119

BE IT RESOLVED THAT Council awards the Winter Operations Contract to B. Thomas Bulldozing Inc. for a term of three years and that the agreement be drawn and brought to Council for adoption.

Carried

5.3.2 Resolution to award the Contract for on Dokis Reserve Rd

Moved By Gisele Pageau and Seconded By Dean Wenborne

Resol. 2018- 120

BE IT RESOLVED THAT Council awards the Capital Road Work Contract on Dokis Reserve Rd to Bayview Excavating Ltd. for an amount of \$ 87,973.84 plus applicable taxes.

Carried

5.4 Community Services

5.4.1 Resolution to approve a financial donation in honour of the Proclamation of June as Seniors' Month

Moved By Gisele Pageau and Seconded By Mike Bigras

Resol. 2018- 121

WHEREAS Seniors' Month is an annual province-wide celebration; and

WHEREAS seniors have contributed and continue to contribute immensely to the life and vibrancy of the Municipality of French River; and

WHEREAS the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the Municipality of French River; and

WHEREAS the Municipality of French River wishes to participate in the June 13th luncheon honouring our municipality's seniors.

THEREFORE BE IT RESOLVED that Council agrees to donate \$150 to Village des aînés et des amies des aînés towards their luncheon and that Members of Council participates in the event.

Carried

5.5 Emergency Services and Public Safety

5.6 Development & Planning

5.7 Correspondence

5.7.1 Resolution to authorize the annual donation to École St-Antoine

Moved By Mike Bigras and Seconded By Ron Garbutt

Resol. 2018- 122

BE IT RESOLVED THAT Council authorizes the annual donation of \$250 to École St-Antoine to assist in the costs of student year-end activities which in return they will organize a waste pick-up in surrounding streets being held June 1st, 2018.

Carried

6. Consent Agenda

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

Moved By Mike Bigras and Seconded By Dean Wenborne

Resol. 2018- 123

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

Carried

Items 6.4.1 and 6.4.2 were taken out of the Consent Agenda to allow debate.

6.1 Adoption of Minutes

Moved By Mike Bigras and Seconded By Dean Wenborne

Resol. 2018- 124

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

Combined Council Meeting of held May 2, 2018

Carried

6.2 Receipt of Minutes

6.3 Items for Consideration or Information

6.3.1 Resolution to approve the 2018 student bursary for the École secondaire de la Rivière-des-Français

Moved By Mike Bigras and Seconded By Dean Wenborne

Resol. 2018- 125

BE IT RESOLVED THAT Council agrees to contribute \$500.00 to École
secondaire de la Rivière-des-Français towards a student bursary for the
year 2018.

Carried

6.4 By-laws

6.4.1 Property Standards By-law

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

6.4.2 Clean Yard By-law

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

6.4.3 Agreement with Economic Partners Sudbury East/West Nipissing Inc. for a Sudbury East Region Economic Development Officer

Moved By Mike Bigras and Seconded By Dean Wenborne

Resol. 2018- 126

BE IT RESOLVED THAT By-law 2018-30, being a by-law to authorize
an Agreement with Economic Partners Sudbury East/West Nipissing Inc.
for a Sudbury East Region Economic Development Officer be read a first,
second and third time and finally passed.

Carried

6.4.4 Land Lease Agreement with MTO - Communication Antenna

Moved By Mike Bigras and Seconded By Dean Wenborne

Resol. 2018- 127

BE IT RESOLVED THAT By-law 2018-31, being a by-law to authorize
a Land Lease Agreement with the Minister of Transportation
(Communication Antenna Site) be read a first, second and third time and
finally passed.

Carried

6.4.5 Third Reading of Engineer's Report By-law (Hwy 607, Dupuis & Timony Drain)

Moved By Mike Bigras and Seconded By Dean Wenborne

Resol. 2018- 128

BE IT RESOLVED THAT By-law 2018-08, being a by-law to provide for Drainage Works and updates to the Schedules of Assessments for the Dupuis Drain, Highway 607 Drain and Timony Drain in the Municipality of French River be read a third time and finally passed.

Carried

Items separated from the Consent Agenda to allow debate

6.4.1 Property Standards By-law

The By-law adoption was not tabled to allow more time for the Shared By-law Department to seek feedback for all other Municipalities to ensure a standard and uniform by-law across its member municipalities; it will be placed on the June 20th Meeting Agenda.

6.4.2 Clean Yard By-law

The By-law adoption was not tabled to allow more time for the Shared By-law Department to seek feedback for all other Municipalities to ensure a standard and uniform by-law across its member municipalities; it will be placed on the June 20th Meeting Agenda.

7. Notices of Motion

8. Announcement and Inquiries

9. Closed Session

***Item was moved up following the Delegation.**

10. Adjournment

Moved By Gisele Pageau and Seconded By Ron Garbutt

Resol. 2018- 129

BE IT RESOLVED THAT By-law 2018-32, 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 May 16, 2018 be read a first, second and third time and finally passed.

Carried

Moved By Mike Bigras and Seconded By Dean Wenborne

Resol. 2018- 130

BE IT RESOLVED THAT the meeting be adjourned at 8:17 p.m.

Carried

MAYOR

CLERK



RECEIVED

MAY 23 2018

MUNICIPALITY OF FRENCH RIVER

Club Richelieu Rivière des Français
P.O. Box 10 Noëlville, Ontario
POM 2N0

May 22, 2018

The Municipality of French River
17 Dollard Street, P.O. Box 156
Noëlville Ontario POM 2N0

Attention: Mr. Claude Bouffard (mayor)

Dear Mr. Mayor,

On August 10-11-12, 2018, the Club Richelieu will be holding its Family Ball Tournament. This event attracts 4,000 to 5,000 thousand persons in the community. We would like, as the organizer, ask that the Family Ball Tournament be declared as a community event.

There will be some hot meals available along with the consumption of alcohol. The executive of the Club Richelieu and its members, in addition of qualified security personnel, will see to this that the regulations are respected.

The profits will be used for the communal needs as it is in the clubs' mandate in helping the community as well as its youth.

For more information, please do not hesitate to communicate.

Yours truly,

Carl Bisailon
Tel. (705) 806-1980



Club Richelieu Rivière des Français
C.P. 10, Noëlville, Ontario
P0M 2N0

RECEIVED

MAY 23 2018

MUNICIPALITY OF FRENCH RIVER

Le 22 mai, 2018

Municipalité de la Rivière des Français
17 rue Dollard, C.P. 156
Noëlville Ontario P0M 2N0

Attention : M. Claude Bouffard (maire)

Cher monsieur le maire,

Les 10, 11, 12 août 2018, se tiendra le tournoi de balle des familles organisé par le Club Richelieu. Cet événement attire 4,000 à 5,000 mille personnes dans la communauté. Nous voulons donc, comme organisateur, faire demande de déclarer le tournoi de balle un événement communautaire.

Il y aura des repas chauds disponibles et la consommation d'alcool. L'exécutif du Club Richelieu et ses membres, en plus de personnels de sécurité qualifiée, verront à ce que les règlements soient respectés.

Les profits seront utilisés pour les besoins communautaires car c'est dans le mandat du club d'aider la communauté de même que ses jeunes.

Pour plus d'information, n'hésitez pas communiquer.

Bien à vous,

Carl Bisailon
Tel. (705) 806-1980



RECEIVED

MAY 25 2018

MUNICIPALITY OF FRENCH RIVER

École St Antoine
20 rue St Antoine

Téléphone: (705) 898-2205 Télécopieur: (705) 898-2016

Gisèle Lamy - directrice

le 24 mai 2018

Municipalité de la Rivière des Français
44 rue St-Christophe
Noëlville, ON
POM 2N0

Cher M. Bouffard,

La fin de l'année scolaire approche à grands pas et nous nous préparons à dire au revoir à nos élèves de la 8^e année qui se dirigent vers le palier secondaire. Nous organisons une fête des finissants pour ces élèves qui aura lieu le **21 juin 2018 à 17h30 au restaurant Countryside Motor Inn**. C'est notre tradition, lors de cette soirée, de remettre des prix pour honorer les élèves qui ont su démontrer un effort constant et qui étaient persévérant tout au long de l'année.

C'est pour cette raison que nous désirons faire appel à votre générosité en vous demandant une contribution monétaire. Nous aimerions également vous inviter à la cérémonie des finissants afin que vous ou un représentant puissiez remettre le prix à l'élève méritant. Auriez-vous l'obligeance de communiquer avec l'école en composant le 705-898-2205, le plus tôt possible afin de nous indiquer votre intérêt à contribuer et confirmer votre présence.

Nous vous remercions de l'attention que vous porterez à cette demande.

Veillez agréer l'expression de mes sentiments distingués.


Directrice

THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER

BY-LAW 2018-34

BEING A BY-LAW TO AUTHORIZE A GREEN ECONOMY NORTH / SMART GREEN COMMUNITIES MEMBER AGREEMENT WITH RETHINK GREEN

WHEREAS the Council of the Municipality of French River deems it desirable to execute Green Economy North / Smart Green Communities Member Agreement with reThink Green to become a Member of the program;

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

- 1) That the Mayor and Clerk are authorized to execute the Member Agreement with reThink Green to become a Member of the Green Economy North / Smart Green Communities program.
- 2) The attached Agreement 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 6th DAY OF JUNE, 2018.**

MAYOR

CLERK



Corporation of the Municipality of French River
 Corporation de la Municipalité de la Rivière des Français
 P.O. Box/C.P. 156, 44 rue St. Christophe Street
 Noëlville, Ontario
 POM 2NO

RESOLUTION

MOVED BY: _____ NO: 2018 - _____

SECONDED BY: _____ DATE: _____

NOTICE OF MOTION

WHEREAS as per Section 224. of the Municipal Act, it is the role of council,

- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality;

AND WHEREAS the current disbursement report doesn't identify the budget accounts for the listed disbursements;

AND WHEREAS credit cards purchases are grouped under one entry leaving it unclear as to who, where the purchase was made and from which budget account it was drawn;

AND WHEREAS it is incumbent upon Council to oversee the budget;

THEREFORE BE IT RESOLVED THAT Council agrees that a Detailed Trial Balance Report be presented to Council monthly that include each budget account, the current balance, the current list of expenditures, the supplier and the amount incurred.

AND FURTHER THAT Council agrees that the Budget Policy be amended to add the new reporting requirement at Item 4.5.

CARRIED DEFEATED

CHAIR'S SIGNATURE

	Division Vote				
	FOR	AGAINST		FOR	AGAINST
MAYOR Claude Bouffard	<input type="checkbox"/>	<input type="checkbox"/>	COUNCILLOR Gisèle Pageau	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR Michel Bigras	<input type="checkbox"/>	<input type="checkbox"/>	COUNCILLOR Denny Sharp	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR Ron Garbutt	<input type="checkbox"/>	<input type="checkbox"/>	COUNCILLOR Dean Wenborne	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR Malcolm Lamothe	<input type="checkbox"/>	<input type="checkbox"/>			

Disclosure of Pecuniary Interest

Name: _____ Name: _____

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