1. Call Meeting to Order / Roll Call

2. Declaration of Pecuniary Interest and the General Nature Thereof

3. Approval of Agenda
   3.1 Approval of Agenda

4. Adoption of Minutes
   4.1 Adoption of Minutes

5. Petitions and Delegations
   5.1 By-Law # 2019-29; Being a By-Law to deem certain lots to no longer be registered lots on a plan of subdivision
   5.2 Delegation request from the Pride and Booster Committee regarding the security requirements for the annual Smooth Truck Fest
   5.3 Delegation request by Mrs. Leslie Gagnon regarding the proposed housing development

6. Business Arising From Minutes

7. Mayor's Report

8. Reports from Committees and Municipal Officers
   8.1 Connecting Links 2019-2020 Program - Letter from the Ministry of Transportation
   8.2 SRFEDC Request - Insurance Cost Financial Assistance

9. Correspondence
10. **Resolutions**

10.1 2019 Health & Safety Policy Statement

11. **By-Laws**

11.1 By-Law #2019-15; Being a By-Law to adopt a Code of Conduct for members of Council, Committees and Local Boards

11.2 By-Law #2019-16; Being a By-Law to adopt a Council-Staff relation policy

11.3 By-Law #2019-18; Being a By-Law to adopt a policy for the protection and enhancement of the tree canopy and natural vegetation

11.4 By-Law #2019-17; Being a By-Law to adopt a pregnancy and parental leave of Council Policy

12. **Other Business**

12.1 6th Street Water Discoloration Issue

12.2 Internet Expanded Options for Smooth Rock Falls - Exolink Project

12.3 Senior Housing Project Status Update

12.4 MoCreebec Eeyoud’s pursuit of a community-site

13. **Announcements**

14. **Closed Session**

14.1. **Move into Closed**

14.1.1. Council move into Closed Session

14.2. **Adoption of Closed Session Minutes**

14.3. **A proposed or pending acquisition or disposition of land by the municipality or local board as per section 239 (2) (c) of the Municipal Act 2001.**

14.4. **Meeting Reconvene**
14.4.1. Council meeting reconvene

14.5. Report from Closed Session

15. Adjournment

15.1 Adjournment
Town of Smooth Rock Falls

File No: Item No: AIR - 1171 Staff Responsible: Veronique Dion
Prepared For: Council
Agenda Date: 06 Aug 2019

RE: Adoption of Minutes

DESCRIPTION
Adoption of Minutes

RECOMMENDATION
the minutes of the July 2nd, 2019 Regular Council meeting be adopted as circulated.

| Department Manager: |
| Finance Manager: |
| City Manager: |

CAO RECOMMENDATION: ___X___ YES _____ NO

Comments:
added to agenda

Luc Denault
Chief Administrative Officer
### Roll Call

<table>
<thead>
<tr>
<th>Roll Call</th>
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<td>Council</td>
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<td>Mayor</td>
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<td>Daniel Arseneault</td>
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<td>Staff</td>
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<td>Véronique Dion</td>
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<td>Treasurer</td>
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<td>Yvan Marchand</td>
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<td>Public Works/Fire Chief</td>
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<td>Kevin Lebarron</td>
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<td>Ec. Dev. Officer/Rec</td>
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<td>Shannon Michaud</td>
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<td>Ec. Dev. Officer/By-Law</td>
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### Declaration of Pecuniary Interests

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<th>Who</th>
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### Meeting Minutes

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Discussion Points Issue Raised Decisions Made</th>
<th>Action Item</th>
<th>Owner</th>
<th>Due Date</th>
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<tr>
<td>3.</td>
<td>Approval of Agenda</td>
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<td>Resolution #2019-335</td>
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<td>Moved By: Sue Perras</td>
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<td>Seconded By: Patrick Roberts</td>
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<td><strong>BE IT RESOLVED THAT</strong> the agenda be adopted as circulated</td>
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<td>Adoption of Minutes</td>
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<td><strong>BE IT RESOLVED THAT</strong> the Regular Council minutes of June 17, 2019 be adopted as circulated.</td>
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<td>Petitions and Delegations</td>
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<td>5.1</td>
<td>2018 Consolidated Financial Statements Presentation</td>
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<td>Resolution #2019-337</td>
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| Moved By: Sue Perras  
Seconded By: Patrick Roberts | |
| **BE IT RESOLVED THAT** the 2018 draft Consolidated Financial Statements be adopted as amended in the following manner.  
- General surplus amount of $47,851 be transferred to general reserves.  
**AND FURTHER THAT** Council directs KPMG to finalize the 2018 Consolidated Financial Statements to reflect the above noted change.  
**AND FURTHER THAT** Council appoints KPMG as the Town of Smooth Rock Falls auditors for the December 31, 2019 year-end. | **CARRIED** |
| 6. | Business Arising From Minutes |
| 7. | Mayor's Report |
| | A Thank You letter from Elisabeth Dupuis was read for the bursary received from the Town. |
| 8. | Reports from Committees and Municipal Officers |
| 8.1 | Liz McCafferty & Splash Pad Grand Opening |
| Resolution #2019-338 | |
| Moved By: Sue Perras  
Seconded By: Marc Blais | |
| **BE IT RESOLVED THAT** council accepts the update provided and directs administration to organize a BBQ for the grand opening on July 26th, 2019. | **CARRIED** |
| 8.2 | Minutes from External Boards and Committees |
| Resolution #2019-339 | |
| Moved By: Sue Perras  
Seconded By: Marc Blais | |
| **BE IT RESOLVED THAT** the minutes of the April 10th Police Services Board meeting and the minutes of the Board of Health of the Porcupine Health Unit be received. | **CARRIED** |
| 8.3 | Senior Housing Public Consultation |
| Resolution #2019-340 | |
| Moved By: Patrick Roberts  
Seconded By: Marc Blais | |
<table>
<thead>
<tr>
<th>9. Correspondence</th>
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<tr>
<td>9.1 Japanese Lilac Donation in Memory of Brian McCafferty</td>
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<td><strong>Resolution #2019-341</strong></td>
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<td>Moved By: Marc Blais</td>
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<td>Seconded By: Patrick Roberts</td>
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<td><strong>BE IT RESOLVED THAT</strong> council accepts the information received.</td>
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<td>9.2 Letter from &quot;Clinique Juridique Grand-Nord Legal Clinic&quot;</td>
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<td><strong>Resolution #2019-342</strong></td>
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<td><strong>BE IT RESOLVED THAT</strong> that the information be received.</td>
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<td>AMO Delegation requests</td>
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<td><strong>Resolution #2019-343</strong></td>
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<td>Moved By: Marc Blais</td>
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<td>Seconded By: Patrick Roberts</td>
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<td><strong>BE IT RESOLVED THAT</strong> Council directs the CAO to submit delegation request for the following Ministries for the AMO Annual Conference: MMAH MNDM OMAFRA</td>
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<td><strong>CARRIED</strong></td>
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| 10. Resolutions |  |
| 11. By-Laws |  |
| 11.1 By-Law #2019-27; Being a by-law to adopt a splash pad policy |  |
| **Resolution #2019-344** |  |
| Moved By: Patrick Roberts |  |
| Seconded By: Marc Blais |  |
| **BE IT RESOLVED THAT** By-Law #2019-27; |  |
Being a by-law to adopt a splash pad policy be given a first and second and a third and final reading this 2nd day of July, 2019.

CARRIED

12. Other Business

12.1 SRF Homeboni Replica

Resolution #2019-345

Moved By: Sue Perras
Seconded By: Marc Blais

BE IT RESOLVED THAT the information be received.
AND FURTHER THAT Council directs Administration to obtain pricing on the creation of a model Homebonie.

CARRIED

13. Announcements

- Shannon Michaud informed Council that she has submitted her final paper for her Economic Development course.
- The Public Works Superintendent provided Council an update on the current projects.
- Councillor Roberts informed staff of some road condition issues on 2nd Avenue.
- Councillor Perras extended Council’s appreciation to Public Works for the great work done on multiple projects.
- The CAO informed Council of the exolink invitation to the Jul 16. meeting in Moonbeam.

14. Closed Session

15. Adjournment

Resolution #2019-345

Moved By: Marc Blais

BE IT RESOLVED THAT this meeting adjourn at 6:52p.m.

CARRIED

APPROVED

Mayor

Clerk
RE: By-Law # 2019-29; Being a By-Law to deem certain lots to no longer be registered lots on a plan of subdivision

DESCRIPTION
By-Law # 2019-29; Being a By-Law to deem certain lots to no longer be registered lots on a plan of subdivision

RECOMMENDATION
By-Law # 2019-29; Being a By-Law to deem certain lots to no longer be registered lots on a plan of subdivision be given a first and second and a third and final reading this 6th day of August, 2019.

SUMMARY
As per attached.

J.L Richards has identified 2 processes that may be used for the purpose of the Loubert application. 1. a deeming process which has been prepared and presented on this agenda, and, 2. a minor variance process. Please note that a Minor Variance is a planning process that requires a notice, a public hearing and an appeal period which extends the application process by a minimum of 30 days.
CAO RECOMMENDATION:  __X__ YES _____ NO

Comments:
That the information be added to the agenda for council review, assessment and decision.

Luc Denault
Chief Administrative Officer
WHEREAS authority is given to Council by Section 50(4) of the Planning Act, as amended, to pass this By-law to designate any plan of subdivision or part thereof that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purpose of subdivision control;

AND WHEREAS the lands described below are currently lots within a registered plan of subdivision;

AND WHEREAS Plan No. M161C was registered more than eight years ago;

NOW THEREFORE the Council of the Corporation of the Towns of Smooth Rock Falls enacts as follows:

1. That the following lots are hereby deemed not to be separate lots within a registered plan of subdivision for the purpose of subsection 50(3) of the Planning Act, as amended:
   - LT 105 PL M161C; PCL 6806 SEC NEC SRO; PIN 651970162; 63 Second Avenue, Smooth Rock Falls; and
   - LT 107 PL M161C; PCL 7174 SEC NEC SRO; PIN 651970164; 67 Second Avenue, Smooth Rock Falls

2. That this By-law shall come into full force and effect on the date it is passed by the Council of the Corporation of the Town of Smooth Rock Falls, subject to the provisions of subsection 50(27) of the Planning Act.

3. That this By-law be registered in the Registry Office.

READ this FIRST and SECOND time this 6th day of August, 2019.

________________________________
MAYOR – Michel Arseneault

________________________________
CLERK – Véronique Dion

READ a THIRD and final time this 6th day of August, 2019.

________________________________
MAYOR – Michel Arseneault

________________________________
CLERK – Véronique Dion
TOWN OF SMOOTH ROCK FALLS
DEEMING BY-LAW
Application Form

Introduction: The council of a local municipality may by-law deem any plan of subdivision, or part thereof, that has been registered for eight years or more not to be a registered plan of subdivision. An owner may request such a by-law be passed in order to treat multiple lots under identical ownership as one building lot.

This form must be completed and accompanied with the required fee prior to consideration by Council or a Committee of Council. The purpose of these guidelines is to assist persons in completing the application form. Should you require clarification on any matter covered by this application form, please contact the Municipal Office.

Application Fees: Each application must be accompanied by the application fee (deposit) of $1,000, payable to the Town of Smooth Rock Falls. This fee shall be considered a deposit, which is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If the total costs incurred by the municipality should exceed the amount of the application fee, the applicant shall pay the outstanding balance before the municipality finalizes the approval.

Authorization: If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application (see page 3).

Application Processing: Upon receipt of an application, the required fee and other information as may be required, Council will determine whether there is sufficient merit in processing the application further. The Deeming By-law will be presented to Council for consideration. The owner(s) of land to which the By-law applies will be provided notice of passing of the By-law.

Further Information: Ms. Veronique Dion
Municipal Clerk / Greffière
Town of / Ville de Smooth Rock Falls
142 First Avenue, P.O. Box 249
Smooth Rock Falls, ON P0L 2B0
O: 705.338.2717 ext. 7
M: 705.338.7102
F: 705.338.2594
E: vdlion@townsrf.ca

Fees: $1,000 (Deposit)

Copies: One (1) copy of this application, including the drawing and other information as may be specified, shall be required.
TOWN OF SMOOTH ROCK FALLS
DEEMING BY-LAW APPLICATION FORM

1. APPLICANT INFORMATION
   a) Registered Owner(s): Larry Laubert
      Address: 163 2nd Ave.
      e-mail address: larry.laubert@hotmail.com.
   b) Phone: Home 705 338 2906 Work Fax

   If the application will be represented, prepared or submitted by someone other than the registered owner(s) please specify:
   c) Authorized Agent(s): 
      Address: 
      e-mail address: 
   d) Phone: Home Work Fax

   NOTE: Unless otherwise requested, all communication will be sent to the agent, if any.

2. LEGAL DESCRIPTION OF THE PROPERTIES:
   Municipal Addresses: 163 2nd Ave.
   Lot: _______ Concession: _______ Township: _______ Registered Plan No.: 0-1161C
   Date Plan of Subdivision Registered (must be for 8 years or more): Feb 24 1983
   Parts/Lots/Blocks: 
   Parcels: 105-107

3. OFFICIAL PLAN DESIGNATION: Residential

4. ZONING: R-1

5. EXISTING AND PROPOSED USE OF LAND:
   Existing Use of the Land: Residential
   Proposed Use of the Land: Residential

6. REASON FOR REQUESTING THE PROPOSED DEEMING BY-LAW:
   Shed (same look as garage) 12x20 to be built to hold equipment & furniture that is on properties in the summer

7. SKETCH: A sketch or survey showing the following should be included with the application:
   ☑ Applicant’s/Owner’s total holdings of land in the subject area
   ☑ Clear indication of the lands which are the subject of the requested By-law
   ☑ The location, size, and use of all existing buildings or structures on the subject lands

Town of Smooth Rock Falls May 2018 Page 2 of 3
TOWN OF SMOOTH ROCK FALLS

DEEMING BY-LAW APPLICATION FORM

AFFIDAVIT:
I (we) Harry Johnson of the town of Smooth Rock Falls (municipality), District of Cochrane solemnly declare that all the statements contained in this application are true, and I (we) make solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the Town of Smooth Rock Falls (municipality), in the District of Cochrane this 07 day of July, 2019

Signature of Owner

Signature of Commissioner

VÉRÔNİQUE DIION
a commissioner etc., Province of Ontario for the Town of Smooth Rock Falls

AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER:
(If affidavit is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below must be completed.)

I (we) __________________________________ of the __________________ (municipality), District of _________________ do hereby authorize __________________________________ to act as my agent in this application.

Signature of Owner(s) ____________________________ Date ____________

APPLICATION AND FEE OF $ __________ RECEIVED BY THE MUNICIPALITY:

Signature of Employee ____________________________ Date ____________

Town of Smooth Rock Falls May 2018 Page 3 of 3
PLAN OF SURVEY
LOT 105
PLAN M-161-C
TOWN OF
SMOOTH ROCK FALLS
DISTRICT OF COCHRANE
TALSON RODY, OLS, 1992
SCALE 1:500

METRIC - DISTANCES SHOWN HEREIN ARE IN METRES
AND CAN BE CONVERTED TO FEET BY DIVIDING BY .3048.

BEARINGS ARE ASTRONOMIC AS DETERMINED FROM THE
SOUTH LIMIT OF SECOND AVENUE
HAVING A BEARING OF N 89° 57' E AS SHOWN ON PLAN M-161-C.

UNLESS OTHERWISE SHOWN ALL BUILDING DIMENSIONS
AND TIES ARE TO THE OUTER FACE OF FOUNDATION.

LEGEND
□ - - - - - DENOTES SURVEY MONUMENT FOUND
□ - - - - - " SURVEY MONUMENT PLANTED
RY - - - - " T.E. RODY LIMITED FILES
x - - - - " FENCE
P - - - - " PLAN M-161-C
NEC - - - - " DENOTES NORTH EAST COCHRANE

SURVEYOR’S CERTIFICATE
I CERTIFY THAT THE FIELD SURVEY
REPRESENTED BY THIS PLAN WAS COMPLETED

TALSON RODY
ONTARIO LAND SURVEYOR

© T.E. RODY LIMITED 1992
T.E. RODY LIMITED
ONTARIO LAND SURVEYORS
COCHRANE, ONTARIO
FILE: 5939 R.B.
MEMORANDUM

To: Veronique Dion, CMO
Municipal Clerk, Town of Smooth Rock Falls

From: Sarah Vereault, Planner, MCIP, RPP

Re: Application for Deeming By-law
63 and 67 Second Avenue (Applicants: Larry and Joanne Loubert)

Date: REVISED July 30, 2019
Original July 12, 2019
JLR No.: 26775-010
CC: Luc Denault, CAO
Town of Smooth Rock Falls

PROPERTY DESCRIPTION
The properties are described as Part of Lot 24, Concession IX, Kendrey Township; Lots 105 and 107, Plan M161C; 63 and 67 Second Avenue, Town of Smooth Rock Falls.

APPLICATION
The applicant has applied for a Deeming By-law to be able to consolidate two adjacent lots under the same ownership for use as a single lot for an existing residential dwelling and accessory structures.

RECOMMENDATION
Either of the following options may be followed by Council; JLR is able to support either path:

1) Pass a Deeming By-law to deem the two adjacent lots as not being part of a registered plan of subdivision, allowing them to be consolidated; or alternatively

2) Process the request as an application for Minor Variance to permit a garage without a main use, but preserving the two (2) lots separately.

BACKGROUND
The subject lands are located at 63 and 67 Second Avenue and consist of two lots, where the application for a deeming by-law will result in the lots being consolidated as one parcel, preventing the lots from being conveyed separately without a future consent to sever.

The property at 63 Second Avenue already contains a dwelling and garage. The applicant would like to build a storage shed on the abutting property under the same ownership at 67 Second Avenue. The owner has applied for a deeming by-law to deem the two adjacent lots as not being part of a registered plan of subdivision. If approved, once the by-law is then registered, and the owner may apply to Land Registry to consolidate the lots. This would combine both lots as one to be used for the current residential use and proposed accessory use.

Each individual lot has +/- 17.7 metres of frontage on Second Avenue and +/- 42.3 metres of depth, with an area of 748 square metres. Therefore, if approved and consolidated the resultant lot would have a frontage of +/- 35.4 metres frontage, 42.3 metres depth, and an area of 1,496 square metres.

We have no concerns with the application for a deeming by-law from a planning perspective, as outlined in the analysis below.
Further to the submission of the application, there has been a question regarding the implications of permitting the consolidation. The consolidation of the two lots will result in the loss of one potential serviced lot for residential development. The concern is with the potential for this to lead to a loss of developable lots in the Town. Each planning application is reviewed on its own merits, an understanding of the conditions surrounding the request, and applicable policy. While there is no precedent, as the conditions are always unique, we have considered this concern and noted an alternative option to facilitate the proposed building plans.

OPTIONS

The following options are available to facilitate the proposed development, both of which are legitimate planning processes.

1) Deeming By-law to deem the two adjacent lots as not being part of a registered plan of subdivision, allowing them to be consolidated; or alternatively

2) Process the request as an application for Minor Variance to permit a garage on a lot without a main use. This would then preserve the two (2) lots separately. A condition of approval should include the requirement that should the lot be sold, the Town shall approve an undertaking that commits the purchaser to build a dwelling in conformity with the by-law. If the proposed development is not in conformity, the proposal will need to come to Council for review.

Each of these proposed means to achieve the final objective of the applicant can be supported from a Land Use perspective. Council needs to be satisfied that the interests of the municipality are properly represented in terms of the balance between the availability of serviced lots for development and the use of a lot for only an accessory purpose. Both concerns are valid and JLR has no opinion as to which is the better means of achieving what the owner is requesting.

ANALYSIS

1) DEEMING BY-LAW

Planning Act, RSO. 1990, as amended

Section 50(4) of the Planning Act provides that: "The council of a local municipality may by by-law designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of subsection (3)."

The deeming by-law removes the lots from the plan of subdivision, and allows for individual lots to be merged together. Without a deeming by-law, the lots would not be able to be consolidated in this manner. A landowner may make an application for a deeming by-law, and Council makes its decision. There is no notice, public hearing, timing for decision, or appeal rights for a deeming by-law application set out in the Act.

Town of Smooth Rock Falls Official Plan (2015)

The subject lands are in the Residential designation, within the Urban Settlement Area, which allows for a variety of housing types and encourages variety in size, design, tenure, accessibility, and affordability to meet the housing needs of the Planning Area. The existing and proposed uses are permitted in the Residential Area.

Town of Smooth Rock Falls Zoning By-law 16-04

The Subject lands are zoned Residential First Density (R1) Zone which permits the existing single detached dwelling and proposed accessory use. The resulting lot, once consolidated, will need to be used in accordance with the R1 provisions.

We have no Planning Act concerns with a Deeming By-law to consolidate two adjacent lots under the same ownership for use as a single lot for an existing residential dwelling and accessory structures.
2) MINOR VARIANCE

The applicant may re-submit an application for Minor Variance, or the Town may consider a change in the application and process the request.

Town of Smooth Rock Falls Official Plan (2015)

The subject lands are in the Residential designation, within the Urban Settlement Area, which allows for a variety of housing types and encourages variety in size, design, tenure, accessibility, and affordability to meet the housing needs of the Planning Area. The existing and proposed uses are permitted in the Residential Area.

Town of Smooth Rock Falls Zoning By-law 16-04

The Subject lands are zoned Residential First Density (R1) Zone which permits the existing single detached dwelling and accessory uses. However, Section 3.1 a) of the By-law indicates that: "Where this By-law permits an accessory use, such use shall only be permitted provided the main use is already in existence on the lot."

Typically, stand-alone accessory uses are discouraged where there is not a primary use as there is no guarantee that a primary use will be built. In addition, there may be a lack of ownership and upkeep of standalone accessory buildings. In this case, the primary residential use is on the adjacent lot, providing incentive to maintain the accessory use and lot in good order.

A variance to Section 3.1 a) to permit an accessory use without a main use can be recommended for approval, subject to including the condition that requires that the Town approves any future sale of the lot where the accessory building is located to ensure that it is not sold and continue to be used solely for the accessory purposes (ensuring that the proposed use of the lot conforms to the by-law).

This approach to approve the project via a minor variance would then preserve the two (2) lots separately, and address the Town’s concerns over the future use of the lands.

NEXT STEPS

Council should make a decision to either:

1) Pass the Deeming By-law

Following Council’s decision, notice is given to the owner of the lands. The Town registers the By-law at the land registry office and provides the landowner with a certified copy of the By-law. The landowner (through a lawyer/solicitor or Ontario Land Surveyor) can apply to Land Registry to consolidate the lots. The deeming by-law is not effective until the by-law has been registered at the land registry office. Finally, the landowner should inform the Municipal Property Assessment Corporation (MPAC) to consolidate the parcels (to get one (1) tax roll number), thus the Municipal system will be consistent with the Land Registry system.

2) Process a Minor Variance application

As noted above, should Council want to maintain the lot fabric as is, but permit the applicant to construct the accessory structure on owned lands adjacent to the dwelling, a Minor Variance application would be appropriate. The applicant will need to re-submit an application for Minor Variance. An application for Minor Variance will need to be reviewed, and a public hearing (with notice) scheduled for the Committee of Adjustment to review and decide on the application. Following the decision, there is an appeal period.
Should you have any questions regarding the above, or if additional information is required, please contact the undersigned.

J.L. RICHARDS & ASSOCIATES LIMITED

Prepared by: Sarah Vereault, MCIP, RPP
Planner

Reviewed by: Tim F. Chadder, MCIP, RPP
Associate, Chief Planner
RE: Delegation request from the Pride and Booster Committee regarding the security requirements for the annual Smooth Truck Fest

DESCRIPTION
Delegation request from the Pride and Booster Committee regarding the security requirements for the annual Smooth Truck Fest

RECOMMENDATION
Council receive the information presented by the Pride and Booster Committee.

FINANCIAL IMPLICATIONS
The Treasurer reports that the financial contribution to the SRFEDC for 2019 includes an annual cash contribution to the SRFEDC was $44,336. The total estimated annual contribution to the SRFEDC is $80,000 and includes the cash contribution, in kind for office space and utilities and Smooth Truck Fest (labour, arena and equipment). In addition, the Town provides an annual repayable advance in the amount of $30,000 to the Pride and Booster.

CAO RECOMMENDATION:  ___X__ YES ______ NO
Comments:
added to agenda

Luc Denault
Chief Administrative Officer
Delegation, Petition or Presentation Request Form

Meeting date requested: August 6th  Alternate Date: Sept 3
(meetings are typically held every first and third Monday of the month)

Subject: Smooth Truck Fest

Delegate Information

Group or Organisation represented (if any): Pride’s Booster Committee

Name of delegates: Gratien Bernier, Elianne & Andre Bernier
Denise Pelletier, Francois Pelchat, Cassandra Bernier
Guillaume Labonte, Ineeta Breton

Address: 142 1st Ave, Box 249
Smooth Rock Falls, ON

Email: srode@on.sympatico.ca  Contact #: (705) 338 - 7093

Have you contacted Town Staff regarding the matter of interest  □ Yes □ No

If yes, who did you talk with?
(it may be determined that your request may be dealt with, or, require a preliminary meeting with Town administration prior to presenting to Council. Administration will be in contact with you if this is the case)

Please state the purpose of the delegation: To discuss Smooth Truck Fest  (security, responsibility) Board members want to speak with municipality

Desired Action of Council: ________________________________

__________________________  ____________________  __________________
Name of person completing this form  Signature  Date

Personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of providing correspondence relating to matters before Council. Please note that all meetings are open to the public except where permitted to be closed under legislated authority.
Pride & Booster Presentation to Mayor and Council August 6th, 2019

Security Plan for 2019

The Pride & Booster Committee would like to thank the Municipality for its continued support and investment in the annual Smooth Truck Fest.

2006 - 2018 Smooth Truck Fest Report

<table>
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<tr>
<th>YEAR</th>
<th>REVENUES</th>
<th>EXPENSES</th>
<th>PROFIT/LOSS</th>
<th>GRANT</th>
<th>TEMPT GRANT (Marketing)</th>
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American Woman
Bayou Boys (CCR Tribute) Michelle Wright/Hotel California
Default
Mari/With the Beatles
State of Shock
Martin Deschamps
Theory of a Deadman
Hedley
Simple Plan
Marianas Trench
Illusionist-Aaron Paterson, French Comedian-Michael Rancourt, Body Groove, Absolute Leppard, Yvan Petta

* Figures 2006-2017 based on past Smooth Truck Fest Excel Financial Reports given to committee

The Committee has made the following changes to the festival to help increase revenue:

- Allow minors with their parents at each venue
- Affordable All Access Pass of $50. (Savings of $45/person.)
- Allow kids 12 and under free entry for each venue location and charge kids 13 years and over
- Hire Racetrack Performers to encourage past patrons to come again. (Part of Celebrate ON)
- Hire a Children's Performer to entertain kids during races.
- Bring back Aaron Paterson- Illusionist as an extra day to the festival and license the evening.
- Have a Show'n'Shine at the arena during the evening entertainment to add programs that will attract patrons to the venue.
- Tried to reduce costs, like security, to help lower expenses.

After meeting with Robert Duguay, AGCO Liquor Inspector and A/Staff Sergeant Greg Delguidice on July 24th to discuss the security plan, it was highly suggested that we increase security NOT reduce it.
The liquor license was not issued until the revisions were made and the inspector felt that the public’s safety standards were being met. The revisions were made and can be seen below:

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<td>2- Campsite 4- Arena</td>
<td></td>
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<tr>
<td></td>
<td>4- Golf Course 4- Arena</td>
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<td></td>
<td>On Friday, August 2 the OPP suggested more security for the campsite. The quote here does not represent this new request.</td>
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Total Expected Security Costs for 2019: **EXCLUDING ADDITIONAL CAMP SITE SECURITY** $24,696.41 28,678.81

Cost of prizes for Race Winners: $28,750.00

As you are aware, the Smooth Truck Fest is the only annual tourist festival in Smooth Rock Falls that generates a large economic and social impact in the community. It also brings exposure for the community. This being said, the Pride & Booster Committee would like to request that the $30,000.00 loan given for the Smooth Truck Fest 2019 be a forgivable loan.
**RE: Delegation request by Mrs. Leslie Gagnon regarding the proposed housing development**

**DESCRIPTION**
Delegation request by Mrs. Leslie Gagnon regarding the proposed housing development

**RECOMMENDATION**
The information provided by Mrs. Gagnon be received.

**SUMMARY**
Mrs. Gagnon has requested a delegation with council to address a proposed project to construct a residential housing development unit for the purpose of resale which the Town is currently reviewing to undertake on a municipaly owned, fully serviced, vacant lot located at 186 Cloutierville Road. Mrs. Gagnon has expressed her concerns in this regards and has provided administration with several concern forms which have been addressed by administration. Mrs. Gagnon has met with Mayor and administration with regards to the residential housing development being proposed by the town.

Administration undertakes as part of the Annual Budget process a discussion with council on items council would like to see take place for the upcoming budget process. This process usually starts in October of the previous to upcoming budget year. Administration, through its Annual Business Plan and Budget process with Council, included at council request the residential housing project as part of the items council would like to consider in the budget exercise. The budget exercise went thorough several council meetings discussion before arriving at a final budget and plan. The residential housing project was approved as part of the Annual Budget process understanding it had several other steps to go through before receiving council final approval to move forward or not. Of the required actions items, selection of a site for the initial residential development home is to be reviewed. Of the 2 sites administration was asked to review, one was land owned by the town that was serviced and the other was a site on land recently purchased by the town on 8th Crescent. Administration received
direction to proceed to the next steps of review for 186 Cloutierville Road and also advance a review to have 8th Crescent ready for development in the future. The next step for the residential development option on Cloutierville Road included that administration bring all relevant information to council in order for council to make a decision to advance or not with the project; only then would administration receive final direction. This step was started as per council direction, however it has been paused at the Mayor request pending receiving the information under Mrs. Gagnon delegation request. The attached financial information is a copy of what was presented to council in multiple open council meeting sessions during the budget process. Please note that this is an estimate for budget and direction purposes and is not a final approval to advance the project. As noted in the previous paragraphs, this project continues to go through to the several levels of assessment before council provides a final decision as to advance or not the project.

Department Manager:

Finance Manager:

City Manager:

CAO RECOMMENDATION:  _X_ YES _____ NO

Comments:
That the item be added to the agenda for council information.

Luc Denault
Chief Administrative Officer
Delegation, Petition or
Presentation Request Form

Meeting date requested: July 15, 2019  Alternate Date: __________
(meetings are typically held every first and third Monday of the month)

Subject: Proposed Fish Farm. Proposed cost to taxpayers $292,096.00

Delegate Information

Group or Organisation represented (if any): Leslie Garmo

Name of delegates: ________________

Address: 190 Clutterville Road
Smooth Rock Falls

Email: lesliegarmo29@gmail.com  Contact #: (705) 238 - 7357

Have you contacted Town Staff regarding the matter of interest  □ Yes □ No

If yes, who did you talk with? Mrs. Diana CA. Mayor

(it may be determined that your request may be dealt with, or, require a preliminary meeting with Town administration prior to presenting to Council. Administration will be in contact with you if this is the case)

Please state the purpose of the delegation: That the taxpayers were unaware of this. No information prior to the community being sold to this store.

Desired Action of Council: That council cease spending on set modules

From surveys, engineering costs or any other activities related to this until a meeting is done with the taxpayers Aug 7th, that information be sent to all taxpayers and a survey be conducted to which taxpayers can voice if they see a need for this home.

Leslie Garmo  signature  July 8, 2019

Name of person completing this form  Signature  Date

Personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of providing correspondence relating to matters before Council.
Please note that all meetings are open to the public except where permitted to be closed under legislated authority.
Petition: To Stop Modular Home

We demand that any proposed spending of our tax dollars on a single dwelling home be first brought to the taxpayers in the way of a newsletter and meeting with the general public along with a survey of the taxpayers to see if the project will be beneficial to the people of the town.

That the town cease spending anymore monies on info site surveys, engineering costs and any other costs or activities related to the single dwelling modular home. This single dwelling home would cost the taxpayers of Smooth Rock Falls an excess of over $290,000.00.

The town of Smooth Rock Falls is in the process of having a modular home placed on a property in the town. The cost of this home is over $290,000.00, without any projected buyer. They have no information as to build layout, how long the home will take to sell, or how long it may sit empty. Who will pay for the heat, hydro, insurance and general upkeep? The building price of $290,000.00 is an approximate value, but they are uncertain at what price they plan to sell this home. To make a profit it would need to sell for approximately $330,000.00. It is general consensus that no one will pay $330,000.00 for a home in Smooth Rock Falls.

<table>
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<tr>
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<th>Signature</th>
<th>Address</th>
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<tr>
<td>ECONOMIC DEVELOPMENT</td>
<td>Housing project - 1 modular home</td>
<td>Estimated</td>
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RE: Connecting Links 2019-2020 Program - Letter from the Ministry of Transportation

DESCRIPTION
Connecting Links 2019-2020 Program - Letter from the Ministry of Transportation

RECOMMENDATION
BE IT RESOLVED THAT Council accepts the letter from the Ministry of Transportation regarding the Connecting Links 2019-2020 Program.

SUMMARY
An application was submitted on May 30, 2019 to the Ministry of Transportation through the 2019-2020 Connecting Links Program for the Resurfacing of Fifth Street (Hwy 634 N), From Ross Road to Hwy 11, 3.16 km. See attached letter for funding decision.

CAO RECOMMENDATION:  __X__ YES _____ NO

Comments:
July 16, 2019

His Worship Michel Arsenault
Mayor
Town of Smooth Rock Falls
PO Box 249
142 First Avenue
Smooth Rock Falls, ON P0L 2B0

Dear Mayor Arsenault:

Thank you for your application to the Ministry of Transportation’s 2019-20 Connecting Links Program.

We received 53 submissions this year, and all were carefully reviewed by the ministry. Unfortunately, your project was not selected for funding in 2019-20. We encourage you to contact Trevor Bartraw, Regional Operations Officer in our Operations Office at 1 (705) 471-8348 to discuss your submission and the reason for this decision.

The ministry recognizes the importance of investing in Connecting Link infrastructure. I encourage your municipality to submit a project(s) for the 2020-21 Connecting Links Program, which will be open for applications later this year.

Thank you again for your interest in the program.

Sincerely,

Eric Doidge
Regional Director

c. Luc Denault, CAO – Town of Smooth Rock Falls
RE: SRFEDC Request - Insurance Cost Financial Assistance

DESCRIPTION
SRFEDC Request - Insurance Cost Financial Assistance

RECOMMENDATION
BE IT RESOLVED THAT the letter from the Smooth Rock Falls Economic Development Corporation (SRFEDC) be received.

AND FURTHER THAT Council reviews the request from the SRFEDC and provide direction to administration.

SUMMARY
A letter from the SRFEDC (attached to this report) dated June 12, 2019, requesting financial assistance for the SRFEDC insurance coverage cost was sent to the attention of the Mayor and Councilors.

FINANCIAL IMPLICATIONS
Coverage for the SRFEDC was previously included in the Town of SRF policy for approximately $2,400 which was covered by the Town. The current price of the policy for the SRFEDC is $4,803.84 which is approximately $2,400 more than what the Town previously covered.

Total annual contribution to the SRFEDC:

For 2019, the annual cash contribution to the SRFEDC was $44,336. The total estimated annual contribution to the SRFEDC is $80,000 and includes the cash contribution, in kind for office space and utilities and Smooth Truck Fest (labour, arena and equipment). In addition, the Town provides an annual repayable advance in the amount of $30,000 to the Pride and Booster.
<table>
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<th>Department Manager:</th>
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<tbody>
<tr>
<td>Finance Manager:</td>
</tr>
<tr>
<td>City Manager:</td>
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CAO RECOMMENDATION:  ___X___ YES _____ NO

Comments:

Luc Denault  
Chief Administrative Officer
Smooth Rock Falls Economic Development Corporation
142 First Avenue, P.O. Box 249, Smooth Rock Falls, Ontario, P0L 2B0
705-338-2036 or 705-338-7093 (cell)
E-Mail: srfedc@ntl.sympatico.ca

June 12, 2019

Mayor and Councilors
/o Luc Denault
Box 249
Smooth Rock Falls, ON
P0L 2B0

Dear Mayor Michel and Councilors,

The SRFEDC would like to thank the Town for providing direction on securing the insurance policy under our own organization. We now have our own insurance policy in place under BMT Insurance & Financial Services as of May 6, 2019.

In the revised-budget proposal we sent March 30th, 2019 the figures do not reflect an insurance expense because it was not an expense we anticipated. For this reason, we would like to ask you to consider covering some or a portion of this expense. The total insurance coverage for SRFEDC totals $4,803.84.

Please find the insurance coverage invoice for your reference and thank you for your consideration.

Thank you again,

[Signature]

Robert Blanchette
Chairman, SRFEDC
**INVOICE NO. 106383**

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Invoice Balance: $2,437.56
Account Balance: $4,803.84
### Invoice Details

**INVOICE NO. 106381**

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**Invoice Balance:**

$1,054.80

**Account Balance:**

$4,603.84

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**SMOOTH ROCK FALLS ECONOMI**

**DEVELOPMENT CORPORATION**

**142 FIRST AVE, BOX 249**

**SMOOTH ROCK FALLS, ON P0L 2B0**

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*Note: The above details are extracted from the invoice.*
**INVOICE NO. 106382**

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Amount Due: $4,803.84
RE: 2019 Health & Safety Policy Statement

DESCRIPTION
2019 Health & Safety Policy Statement

RECOMMENDATION
THAT Council approves the 2019 Health & Safety Policy Statement as presented, and authorizes the Mayor and Chief Administrative Officer to sign the statement and post it in all Town buildings.

SUMMARY
The Occupational Health & Safety Act requires every employer to prepare and review annually a written health & safety policy, and to post a copy of that policy in the workplace. Attached is the 2019 Health & Safety Policy Statement, the wording of the statement has remained the same over the years.

| Department Manager: |
| Finance Manager: |
| City Manager: |

CAO RECOMMENDATION:  __X__ YES _____ NO

Comments:
Luc Denault
Chief Administrative Officer
The council of the Corporation of the Town of Smooth Rock Falls is dedicated to the health and safety of its employees. The protection of Town of Smooth Rock Falls employees from injury is a major continuing objective.

All management staff and employees have a personal responsibility to work safely and to contribute to the achievement of a high level of health and safety within the community.

Council is committed to the health and safety of all employees and will provide professional opinions and guidelines on occupational health and safety issues related to working in a safe and predictable manner in accordance with the following objectives:

(a) Ensure that healthy and safe working conditions, practices and procedures are established and followed by employees;
(b) Ensure that all employees receive necessary training and knowledge to enable them to safely perform the work to which they have been assigned;
(c) Identify and address potential health hazards to prevent occupational illness/injury.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of the Town of Smooth Rock Falls operations. Excellence in health and safety performance is achieved through the active support and participation of all employees.

___________________________________ July 17th, 2019 __________________________________
Michel Arseneault– Mayor Luc Denault– CAO
Town of Smooth Rock Falls

RE: By-Law #2019-15; Being a By-Law to adopt a Code of Conduct for members of Council, Committees and Local Boards

DESCRIPTION
By-Law #2019-15; Being a By-Law to adopt a Code of Conduct for members of Council, Committees and Local Boards

RECOMMENDATION
By-Law #2019-15; Being a By-Law to adopt a Code of Conduct for members of Council, Committees and Local Boards be given a first and second and a third and final reading and hereby passed this 6th day of May, 2019.

CAO RECOMMENDATION: __X__ YES _____ NO

Comments:
be added to agenda
WHEREAS the Municipal Act 2001, S.O. 2001, c 25, Section 11, as amended, authorizes municipalities to pass by-laws regarding accountability and transparency of the municipality and its operations; and

WHEREAS Section 223.2 (1) of the Municipal Act authorizes municipality to establish codes of conduct for members of Council, Committees and Volunteers which become mandatory on March 1, 2019; and

WHEREAS Section 223.3 authorizes the municipality to appoint an integrity commissioner who is responsible for the application of the Code of Conduct; and

WHEREAS the Council of the Corporation of the Municipality of the Town of Smooth Rock Falls deems it expedient and necessary to establish a Code of Conduct for Council, Committees and Volunteers;

NOW THEREFORE the Council of the Corporation of the Town of Smooth Rock Falls hereby enacts as follows:

1. That the Council Code of Conduct, attached to and forming part of this bylaw as Schedule "A", is hereby established and adopted.
2. That this By-law shall come into force and take effect upon being passed by Council.

READ this FIRST and SECOND time this 6th day of August, 2019.

________________________________
MAYOR – Michel Arseneault

________________________________
CLERK – Véronique Dion

READ a THIRD and final time this 6th day of August, 2019.

________________________________
MAYOR – Michel Arseneault

________________________________
CLERK – Véronique Dion
Important Disclaimer: this protocol complies with the relevant provisions of the Municipal Act, 2001, SO 2001, c 25 (the “Act”). If you have any questions or concerns about this protocol or how to implement it, please contact Wishart Law Firm LLP. Wishart Law Firm LLP is not responsible for the results of any edit to this protocol other than as expressly authorized or directed by Wishart Law Firm LLP.

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Code of Conduct
Version 2.00 (August 6, 2018)
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**Code of Conduct**  
*Version 2.00 (August 6, 2018)*
1. Principles Upon Which This Code is Based

1.1 A municipality is a responsible level of government. Improving the quality of municipal governance and administration can best be achieved by encouraging high standards of conduct on the part of all Members. In particular, the public is entitled to expect the highest standards of conduct from the Members of its local government. In turn, adherence to these standards will protect and promote the Municipality’s reputation and integrity.

1.2 Key statements of principle that underline this Code of Conduct are as follows:

a) Council, and its Members are the leaders of the Municipality both inside and outside its geographic boundaries. Especially in an age of social media and electronic messaging, strong positive management of the reputation of the Municipality is needed. The statements and behavior of Council affect the Municipality’s reputation as a place to live and do business. Conflict and inappropriate conduct among Members, staff, officers and members of the public, adversely affects the Municipality’s reputation and is to be avoided. Put differently, Council has a strong role to protect and promote the Municipality and its reputation as an excellent place to live, work and do business;

b) Members must serve and be seen to serve their constituents in a conscientious and diligent manner;

c) Members must be committed to performing their functions with integrity, avoiding the improper use of the influence of their office, and conflicts of interest, both real and perceived;

d) Members are expected to conduct themselves and perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;

e) Members must recognize and act upon the principle that democracy is best achieved when the operation of government is as transparent and accountable to the Public as possible;

f) Members shall seek to serve the public interest by upholding both the letter and spirit of the laws of Parliament and the Ontario Legislature, as well as the laws and policies adopted by the Municipal Council;
Members must not use the status of their position to inappropriately influence the decision of another individual or body. For example, to obtain a personal advantage for the Member, the Member’s parents, children, spouse, staff, friends, associates, business or otherwise; or to disadvantage another party.

Members shall be respectful of the role of staff to provide advice with political neutrality and objectivity and without undue influence from a Member or Members.

2. Application of this Code

2.1 This Code of Conduct applies to every Member.

3. Definitions

3.1 In this Code of Conduct:

a) “Benefit” means preferential treatment, privileged access, favours or other advantage including, but not necessarily limited to, invitations to sporting, cultural or social events, access to discounts and loyalty programs and promises of a new employment.

b) “Ceremonial Gift” means official gifts provided as part of the culture or practices of communities or government within Canada or internationally, which although they may be given to a Member, are accepted by a Member on behalf of a municipality and become the property of a municipality.

c) “Child” means a child born within or outside marriage and includes any adopted child, step child, foster child and a person whom a Member has a demonstrated settled intention to treat as a child of his or her family;

d) “Confidential Information” means any information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing, or has decided to refuse to disclose, under the Municipal Freedom of Information and Protection of Privacy Act or any other law. Confidential Information also includes information of a corporate, commercial, scientific or technical nature received in confidence from third parties; personal information; information that is subject to solicitor-client privilege; information that concerns any confidential matters pertaining to personnel, labour relations, litigation, property acquisition, the security of the property of the Municipality or a Local
Board; and any other information lawfully determined by the Council to be confidential, or required to remain or be kept confidential by legislation or order.

e) “Council” means the Council of the Town of Smooth Rock Falls.

f) “Gift” means free or discounted items or services and any item or service that would, viewed in light of all the circumstances, be regarded as a gift by a reasonable Person not including Ceremonial Gifts.

g) “Hospitality” means the friendly reception and entertainment of guests, which may range from light refreshments at a meeting to expensive restaurant meals and sponsored travel or accommodation.

h) “In-camera meeting” means a meeting, or part of a meeting, closed to the public pursuant to section 239 of the Municipal Act, 2001.

i) “Information” includes a record or document written or otherwise;

j) “Integrity Commissioner” means the Person appointed by by-law in accordance with section 223.3 of the Municipal Act, 2001 and who is responsible for performing, in an independent manner, the functions assigned by the Municipality with respect to the application of the Code of Conduct for Members.

k) “Local Board” means, for the purpose of this Code of Conduct, a local board other than:

   i. A society as defined in subsection 2(1) of the Child, Youth and Family Services Act, 2017;

   ii. A board of health as defined in subsection 1(1) of the Health Protection and Promotion Act;

   iii. A committee of management established under the Long-Term Care Homes Act, 2007;

   iv. A police services board established under the Police Services Act and/or the Police Services Act, 2018;

   v. A board as defined in section 1 of the Public Libraries Act; and

   vi. A corporation established in accordance with section 203 of the Municipal Act, 2001;
l) “Member” means a member of Council, which shall include the Mayor/Reeve, members of Committees and members of Local Boards, unless, with respect to members of Local Boards, the context requires otherwise, and shall not include staff or ratepayers.

m) “Officer(s)” means a person who holds a position of responsibility with definite rights and duties prescribed by statute or by-law.

n) “Parent” means a person who has demonstrated a settled intention to treat a child as a part of his or her family whether or not that person is the natural parent of the child;

o) “Person” includes a corporation, partnership, association and any other entity, as the context allows; and

p) “Spouse” means an individual to whom an individual is married or with whom an individual is living in a conjugal relationship outside marriage.

q) “Transparency” means that the municipality actively encourages and fosters stakeholder participation and openness in its decision-making processes. It means that the municipality’s decision-making process is open and clear to the public.

4. Compliance with Declaration of Office

4.1 Every Member shall act in accordance with his or her declaration of office sworn pursuant to section 262 of the Municipal Act, 2001. A copy of the Declaration of Office is attached as Schedule “A”.

5. Adherence to Council Policies and Procedures

5.1 Every Member shall observe and comply with every provision of this Code of Conduct, as well as all other policies and procedures adopted or established by Council.

6. Conduct at Meetings

6.1 Every Member shall conduct himself or herself properly and in a civil and respectful manner at meetings, and in accordance with the provisions of the Procedural By-law, this Code of Conduct, and other applicable law.

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Code of Conduct
Version 2.00 (August 6, 2018)
6.2 Members will respect the decision-making process. Members will attempt to accurately and adequately communicate the attitudes and decisions of Council, even if they disagree with a majority decision of Council.

6.3 Members shall strive to attend all Council Meetings. Any Member who is unable to attend a Council Meeting shall advise the clerk of their absence as soon as is reasonably possible.

7. Conduct Respecting Others

7.1 Every Member has the duty and responsibility to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation, and to ensure that the municipal work environment is free from discrimination and harassment. The Member shall be familiar with, and comply with, the Municipality's Workplace Anti-Violence, Harassment and Sexual Harassment Policy.

7.2 A Member shall not use indecent, abusive or insulting words, tone or expressions toward any other Member, any municipal staff or any member of the public.

7.3 A Member shall not speak in a manner that is discriminatory to any individual, based on any protected grounds. Protected grounds include: citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, family status, marital status, sexual orientation, gender identity, and gender expression.\textsuperscript{1}

8. Conduct Respecting Staff and Officers

8.1 Under the direction of the senior administrative staff, and in accordance with the decisions of Council, staff and Officers are required to serve the municipal corporation as a whole. Every Member shall be respectful of the role of staff and Officers to provide advice based on political neutrality and objectivity and without undue influence from any Member or group of Members. Accordingly, no Member shall maliciously or falsely injure or impugn the professional or ethical reputation of any staff person or Officer.

8.2 Members shall acknowledge and respect the fact that staff carry out directions of Council, through senior staff, including but not limited to the treasurer, clerk, director of public works, and administer the policies of the Municipality. No Member shall perform, direct or attempt to undermine the duties of any staff person or Officer except in accordance with the Municipality’s procedural by-law.

\textsuperscript{1}See Human Rights Code, R.S.O. 1990, c.H.19
8.3 Every Member shall show respect for staff and Officers, and for their professional capacities and responsibilities.

8.4 No Member shall direct, instruct or compel any staff member or Officer to engage in partisan political activities or subject any staff member or Officer to threat or discrimination for refusing to engage in any such activity.

8.5 No Member shall use or attempt to further his or her authority or influence by intimidating, threatening, coercing, commanding or improperly influencing any staff person or Officer or interfering with that person’s duties, including the duty to disclose improper activity.

9. Gifts, Benefits and Hospitality

9.1 For the purposes of this Code, Gifts, Benefits and Hospitality provided, with a Member’s knowledge, to that Member’s spouse, child or parent, or to his or her staff, that is connected directly or indirectly to the performance of the Member’s duties, are deemed Gifts, Benefits and Hospitality provided to that Member.

9.2 No Member shall accept Gifts, Benefits and Hospitality connected directly or indirectly with the performance of his or her duties, unless permitted under one or more of the exceptions listed below:

9.3 Each of the following is recognized as an exception:

a) compensation authorized by law;

b) Gifts, Benefits and Hospitality of the kind that normally accompanies the responsibilities of office and is received as an incident of protocol or social obligation;

c) a political contribution otherwise authorized and reported as required by law, in the case of a Member running for office;

d) services provided without compensation by a Person volunteering their time in a function that would not normally be provided for compensation;

e) a suitable memento of a function honouring the Member;
f) food, lodging, transportation or entertainment lawfully provided by any Provincial, regional or local government or board or political subdivisions of any of them, by the Federal government, a foreign government, or by those organizing a conference, seminar or event where the Member is speaking or attending in an official capacity;

g) food and beverage consumed at a banquet reception or similar event, if:
   i. attendance by the Member is for a legitimate municipal purpose;
   ii. the Person extending the invitation, or a representative of the organization holding the event, is in attendance; and
   iii. the value is reasonable;

h) communications to the office of a Member, even if such communication would, in the ordinary course, require a subscription; and

i) a sponsorship or donation for a community event organized or run by a Member, or a third party on behalf of a Member, subject to the limitations set out in any applicable municipal policy.

9.4 Except for exception 9.3 (c) (political contributions allowable by law), these exceptions do not apply where Gifts, Benefits and Hospitality are provided by a lobbyist or a lobbyist’s client or employer. In this provision, a lobbyist is an individual, organization or business who or that:

a) lobbies, or causes the lobbying of, any public office holder of the Municipality, the municipal council or corporation or a Local Board;

b) the Member knows is attempting or intending to lobby the Member or any of the public, Persons or bodies listed in paragraph (a); or

c) is maintaining an active lobbyist registration with the Municipality, whether or not with respect to any specific or current subject matter.

9.5 The exceptions in section 9.3 do not apply to a gift from an anonymous sender. No Member shall accept a gift from an anonymous sender. Where a Member receives a gift from an anonymous sender, the Member will turn the gift in to the Clerk who will donate the gift to a charity/organization on the Municipality’s approved donation list.

Code of Conduct
Version 2.00 (August 6, 2018)
9.6 In the case of any of the recognized exceptions in sections 9.3 (b), (e), (f), (h) and (i), to enhance transparency and accountability with respect to Gifts, Benefits and Hospitality, if the value of the Gift, Benefit or Hospitality is over $300, or if the total value of Gifts, Benefits and Hospitality received from any one source during the course of a calendar year exceeds $300, the Member shall file, within 30 days of receipt, or of reaching the annual limit, a disclosure statement with the Municipality or with its Integrity Commissioner.

9.7 The disclosure statement must set out:

a) the nature of all Gifts, Benefits, and Hospitality;

b) its source and date of receipt;

c) the circumstances under which it was given and received;

d) its estimated value or, if determinable, its exact value;

e) what the recipient intends to do with any gift; and

f) whether any gift will at some point be provided to the Municipality.

9.8 Every disclosure statement filed under this Code shall be made a public record and posted in a place available for public review.

9.9 Upon receiving a disclosure statement, the Municipality or the Integrity Commissioner, as the case may be, shall examine, or in the case of the Municipality, appoint a Person to examine, the disclosure statement to ascertain whether the receipt of any Gifts, Benefits, or Hospitality, in his or her opinion, acting reasonably, contravenes this Code. Making such determination shall include providing the Member an opportunity to provide an explanation as to why receipt of any Gift, Benefit or Hospitality at issue does not contravene this Code.

9.10 Should a determination be made that receipt of any Gift, Benefit or Hospitality contravenes this Code, the Member shall be directed to promptly return, dispose of, or reimburse the person giving the Gift, Benefit or Hospitality, for the full value thereof, as applicable or remit the value of any gift or benefit already consumed to the Municipality.
10. Confidential Information

10.1 No Member shall disclose, release, sell or publish by any means directly or indirectly, to any person or to the public, any Confidential Information acquired by virtue of his or her office, in any form including, but not limited to, written notes, reports, oral and video recording, pictures, electronic correspondence, and any form of social media except when required or authorized by Council or otherwise by law to do so.

10.2 No Member shall use Confidential Information for personal or private gain or benefit, or to disadvantage any other person or body.

10.3 Unless required by law, no Member shall disclose the substance of deliberations of meetings held in-camera and that are authorized to be held in-camera under the Municipal Act, 2001 or any other legislation unless or until Council discloses such information at a meeting that is open to the public or otherwise releases such information to the public.

10.4 Without limiting the generality of the foregoing, no Member shall, without lawful authority, disclose or make personal use of any of the following types of Confidential Information:

a) Information concerning litigation, negotiation or personnel or labour matters;

b) Information the publication of which may infringe on the rights of any person (e.g. source of a complaint where the identity of a complainant is given in confidence);

c) Price schedules in any contract, tender or proposal document while such remains Confidential Information;

d) Information deemed to be “personal information” under the Municipal Freedom of Information and Protection of Privacy Act; and

e) Any other information or statistical data required by law not to be released.

10.5 No Member shall obtain access, or attempt to gain access, to Confidential Information in the custody of the Municipality, Local Board or Committee except to the extent that such access is necessary for the performance of his or her duties and such access is not prohibited by Council or otherwise by law.
11. **Use of Municipal Property, Services and Other Resources**

11.1 No Member shall use, or permit the use of, municipal equipment, land, facilities, supplies, services, staff or other resource, including any municipally-owned information, website, or funds allocated for Member expenses, for any purpose or activity other than the lawful business of the municipal corporation. No Member shall seek or acquire any personal financial gain from the use or sale of Confidential Information, or of any municipally-owned intellectual property including any invention, creative writing or drawing, computer program, technical innovation, or any other information or item capable of being patented or copyrighted, for which property remains exclusively that of the Municipality.

12. **Conduct of Election Campaign**

12.1 Every Member shall comply with all applicable requirements of the *Municipal Elections Act, 1996* and with the Municipality’s municipal or board resources rules and procedures established pursuant to section 88.18 of the *Municipal Elections Act, 1996*.

12.2 No Member shall use Confidential Information, facilities, equipment, supplies, services, or other resources of the Municipality, including any Member newsletter or website linked through the Municipality’s website, for any election campaign or campaign-related activity. No Member shall undertake campaign-related activities on municipal property during regular working hours unless authorized by the Municipality.

12.3 No Member shall use the services of any person for election-related purposes during hours in which that person receives any compensation from the Municipality.

13. **No Improper Use of Influence**

13.1 No Member shall use the influence of his or her office for any purpose other than for the lawful exercise of his or her official duties and for municipal purposes.

13.2 No Member shall use his or her office or position to influence or attempt to influence the decision of any other person, for the Member’s private advantage, the private advantage of the Member’s parent, child, spouse, staff member, friend or associate, business or otherwise or the disadvantage of others. No Member shall attempt to secure preferential treatment beyond activities in which Members normally engage on behalf of their constituents as part of their official duties. No Member shall hold out the
prospect or promise of future advantage through the Member’s supposed influence within Council in return for any action or inaction.

13.3 For the purposes of this provision “private advantage” does not include a matter:

a) That is an interest in common with electors generally as defined in the *Municipal Conflict of Interest Act*;

b) that affects a Member, his or her parents/children or spouse, staff, friends or associates, business or otherwise, as one of a broad class of persons; or

c) that concerns the remuneration or benefits of a Member.

13.4 This provision does not prevent a Member from requesting that Council grant a lawful exemption from a policy.

14. **Non-Compliance with this Code of Conduct – Sanctions**

14.1 A Member found by the Integrity Commissioner to have contravened any provision of this Code, may be subject to one or more of the following consequences imposed by Council as referred to in the following:

a) a reprimand;

b) suspension of the remuneration paid to the Member in respect of his or her services as a Member of the Council or Local Board, for a period of up to 90 days;

c) Other penalties, including, but not necessarily limited to:

   i. Removal from membership of a Committee or Local Board;

   ii. Removal as Chair of a Committee or Local Board;

   iii. Require repayment or reimbursement of moneys received;

   iv. Return of property or reimbursement of its value;

   v. A request for an apology;

   vi. Revocation of travel or another budget;

   vii. Request for resignation; and
viii. Trespass order restricting access except for Council Meetings.

15. **No Reprisal or Obstruction in the Application or Enforcement of this Code**

15.1 Every Member must respect the integrity of the Code of Conduct and inquiries and investigations conducted under it and shall co-operate in every way possible in securing compliance with its application and endorsement. Any reprisal or threat of reprisal against a complainant or any other person for providing relevant information to the Integrity Commissioner or any other person is prohibited. It is also a violation of the Code of Conduct to obstruct the Integrity Commissioner or any other municipal official involved in applying or furthering the objectives or requirements of this Code, in the carrying out of such responsibilities or pursuing any such objective.

15.2 Every Member shall cooperate with the Integrity Commissioner if the Integrity Commissioner conducts an inquiry concerning an alleged contravention of this Code.

16. **Statutes and Policies Regulating the Conduct of Members**

16.1 In addition to this Code of Conduct, the following Ontario legislation also governs the conduct of Members:

   a) the *Municipal Act, 2001* as amended;
   b) the *Municipal Conflict of Interest Act*;
   c) the *Municipal Elections Act, 1996*;
   d) the *Municipal Freedom of Information and Protection of Privacy Act*;
   e) the *Ontario Human Rights Code*; and,
   f) the *Occupational Health and Safety Act*.

16.2 The following policies govern the conduct of Members:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Date</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace Harassment Policy</td>
<td>August 3, 2010</td>
<td>2010-19</td>
</tr>
<tr>
<td>Workplace Violence Policy</td>
<td>August 3, 2010</td>
<td>2010-19</td>
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<tr>
<td>By-Law Enforcement Policy</td>
<td>November 21, 2016</td>
<td>2016-338</td>
</tr>
<tr>
<td>Media Protocol</td>
<td>2018</td>
<td></td>
</tr>
</tbody>
</table>

*Code of Conduct*

*Version 2.00 (August 6, 2018)*
16.3 The Criminal Code also governs the conduct of Members.

16.4 A Member may become disqualified and lose his or her seat by operation of law, including being convicted of an offence under the Criminal Code or being found to have failed to comply with the Municipal Conflict of Interest Act, whether or not the conduct in question involves contravention of this Code of Conduct. In the case of any inconsistency between this Code and a Federal or Provincial statute or regulation the statute or regulation shall prevail. Should any provision of the Code become or be determined to be invalid, illegal or unenforceable, it shall be considered separate and several from the agreement and the remaining provisions shall remain in force.

17. Complaints Alleging Violation of This Code

17.1 Where a Member, a municipal employee, Officer, or a member of the public has reasonable grounds to believe that a Member(s) has contravened this Code, a complaint may be submitted to the Clerk’s Department in the prescribed form which will be forwarded to the Municipality's Integrity Commissioner who will process it in accordance with the Integrity Commissioner Inquiry Protocol attached hereto as Schedule “B”. The Complaint may also be submitted directly to the Integrity Commissioner in the event that such office is readily accessible.

17.3 Where a Member is found not to have contravened this Code, the Municipality is authorized to protect that Member against costs or expenses incurred by the Member as a result of the complaint proceedings.

Code of Conduct
Version 2.00 (August 6, 2018)
DECLARATION OF OFFICE
(Section 232 of the Municipal Act, 2001)

I, ____________________________, having been elected or appointed to the office of ____________________________, in the municipality of ____________________________, do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.

2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.

3. I will disclose any pecuniary interest, direct or indirect, in accordance with the Municipal Conflict of Interest Act.

4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me ____________________________,
at the ____________________________,
on ____________________________,
20______

________________________________________________________________________

signature of declarant

Commissioner for taking Affidavits
RE: By-Law #2019-16; Being a By-Law to adopt a Council-Staff relation policy

DESCRIPTION
By-Law #2019-16; Being a By-Law to adopt a Council-Staff relation policy

RECOMMENDATION
By-Law #2019-16; Being a By-Law to adopt a Council-Staff relation policy be given a first and second and a third and final reading and hereby passed this 6th day of May, 2019.

Department Manager:

Finance Manager:

City Manager:

CAO RECOMMENDATION:  _X_ YES _____ NO

Comments:
added to agenda
CORPORATION OF THE TOWN OF SMOOTH ROCK FALLS

BY-LAW #2019-16

BEING A BY-LAW TO ADOPT A COUNCIL-STAFF RELATION POLICY

WHEREAS, Subsection 270(1) of the Municipal Act, Chapter C.25, R.S.O. 2001, as amended, requires municipalities to adopt and maintain a policy with respect to relationship between members of council and the officers and employees of the municipality by March 1, 2019;

AND WHEREAS, the Council of the Corporation of the Municipality of West Grey deems it expedient to adopt the aforementioned policy;

NOW THEREFORE, the Council of the Corporation of the Town of Smooth Rock Falls enacts as follows:

1. The “Council-Staff Relations Policy” is hereby adopted as set out in Schedule “A” attached hereto and forming part of this By-law.

2. This By-Law shall come into force and effect on the date of final passing thereof.

READ this FIRST and SECOND time this 6th day of August, 2019.

________________________________
MAYOR – Michel Arseneault

________________________________
CLERK – Véronique Dion

READ a THIRD and final time this 6th day of August, 2019.

________________________________
MAYOR – Michel Arseneault

________________________________
CLERK – Véronique Dion
Important Disclaimer: this protocol complies with the relevant provisions of the Municipal Act, 2001, SO 2001, c 25 (the “Act”). If you have any questions or concerns about this policy or how to implement it, please contact Wishart Law Firm LLP. Wishart Law Firm LLP is not responsible for the results of any edit to this policy other than as expressly authorized or directed by Wishart Law Firm LLP.

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1. Introduction
As of March 1, 2019, amendments to section 270 of the Municipal Act, 2001 will require the Municipality to adopt and maintain a policy with respect to the relationship between Members of Council and the Officers and Staff of the Municipality.

The Municipality has proactively adopted this Council-Staff Relations Policy to ensure that the Municipality will be in full compliance with the above-noted amendments upon their coming into force.

2. Scope and Intent
This Policy shall apply to all Municipal Staff, Officers and Members of Council.

The intent of this Policy is to ensure that the relationship between Members of Council and the Officers and Staff of the Municipality is co-operative and supportive with a clear understanding of the respective roles and responsibilities.

3. Definitions

“Member(s) of Council” means a member or members of the municipal council of Town of Smooth Rock Falls.

“Municipality” means the Town of Smooth Rock Falls.

“Officer(s)” means a person who holds a position of responsibility with definite rights and duties prescribed by statute or by-law.

“Staff” means any of the following:
i. A person, not including Members of Council, who performs work for the municipality for wages;
ii. A person who supplies services to the Municipality for wages;
iii. Such other persons as may be prescribed who perform work or supply services to the municipality for no monetary compensation.
4. Clarifying Roles

Role of Council:
  • Policy Focus:
    o Represent the Municipality, provide direction and create policy.

Role of Senior Management:
  • Direction Focus:
    o Liaison between Council and Staff, direct implementation of Council’s policies, hire and develop a team of competent Staff.

Role of Staff and other Officers:
  • Implementation Focus:
    o Research policy and programs, give best professional advice, implement decisions of Council, fulfill statutory duties, follow direction of Chief Administrative Officer generally see to the operation of the municipal organization.

5. Guiding Principles

1. Members of Council are Public Figures, not Staff and Officers.
   Once a matter is proposed or decided, Staff should only comment on matters of fact or history in discussing issues with the public and the media. Dealing with the media is generally part of an elected representative’s job.

2. All Members of Council are Equal
   Regardless of how they interrelate with Members, Staff and Officers must avoid favouritism and the appearance of favouritism. Differences in experience and abilities amongst Members of Council are irrelevant – they all must be treated equally.

3. Respect the Chain of Command
   Members of Council must understand they have no individual capacity to direct Staff to perform, or not perform functions or duties. The CAO is responsible for Staff and Officers - Members of Council who need to engage with Staff and Officers must do so through the CAO. This would include both in person, verbal, written and electronic messages.

4. Make Good Use of Staff’s Time
   Members of Council should use the resources of Staff and Officers judiciously. Members should be conscientious when asking for reports resulting from an unhappy public delegation.
5. **Council Time is Valuable**

Members should not allow presentations by Staff or Officers to consume all of the time they have to debate various issues. Such presentations should, to the extent possible, be concise. Members of Council should understand they can take any one or more of the following actions where appropriate:

- Pass on an audio-visual presentation;
- Urge Staff or Officers to be more concise;
- Require multiple public delegations with essentially the same point to select a spokesperson, or to impose a limited speaking time, or to provide information in advance or in written form; and/or
- Enact ‘curfew’ procedures for Council deliberations.

6. **Represent the Whole Community**

Members, together with the Municipality’s Staff and Officers, work for the public good. Decision making by Members should be based on complete information and unbiased recommendations from Staff and Officers. Members should, in addition to such information and recommendations, rely on their own judgment and show leadership in their decision making.

7. **Control Anger**

Members of Council should avoid the temptation to play up divisions or conflicts. Staff and Officers shall not be targets of derisive/vexatious comments/behaviour/conduct. The public expects Members to do the job that they have been elected to do. The public expects Staff and Officers to do the job that they have been hired to do. Comments on Staff and Officer performance shall be directed through the appropriate confidential performance reviews.

8. **Politics or Management – Not Both**

Council provides direction, Staff and Officers give professional advice and implement Council’s directives. Members of Council are not elected to be technical experts nor to act in their professional capacities. Likewise, Staff and Officers are not politicians. Advice comes from Staff, policy and service delivery decisions are made by Council.

9. **A Formal Relationship**
Staff and Officers shall treat Council as a collective decision-making body. Staff and Officers shall not communicate directly with individual Members on municipal business, rather they must communicate on such matters through the CAO. Information from the CAO shall be communicated to all Members. Staff and Officers shall stay out of political lobbying.

10. Professionalism
Members of Council, Staff and Officers must treat each other with professionalism. When Council requests that Staff and Officers appear before Council, they must comply and be prepared for any questions Council has. Advance notice of questions to Staff provides an opportunity for Staff to provide quality reports and advice.

11. Respect
Members, Staff and Officers shall work hard at fostering a climate of mutual respect. Each must be respectful of others’ intelligence and professional duties. Members, Staff and Officers must understand that they all face different, often unique, challenges and recognize their overarching goal is to serve the best interests of the Municipality.

6. Complaints
The Municipal Clerk shall be responsible for receiving complaints and/or concerns related to this Policy. Upon receipt of a complaint and/or concern, the Clerk shall notify:
   a. In the case of Staff and Officers other than the CAO, the CAO;
   b. In the case of the CAO, Council; or
   c. In the case of a Member, the Integrity Commissioner.

Handling of complaints shall be done in the manner set out in the applicable Code of Conduct or policy.

Where there is a discrepancy between this Policy and the applicable Code of Conduct of Conduct, the applicable Code of Conduct prevails.
RE: By-Law #2019-18; Being a By-Law to adopt a policy for the protection and enhancement of the tree canopy and natural vegetation

DESCRIPTION
By-Law #2019-18; Being a By-Law to adopt a policy for the protection and enhancement of the tree canopy and natural vegetation

RECOMMENDATION
By-Law #2019-18; Being a By-Law to adopt a policy for the protection and enhancement of the tree canopy and natural vegetation be given a first and second and a third and final reading and hereby passed this 6th day of May, 2019

CAO RECOMMENDATION:  __X__ YES _____ NO

Comments:
be added to agenda
WHEREAS the Municipal Act, 2001, S.O. 2001, c.25 provides that every municipality shall establish policies with respect to the manner in which it will protect and enhance the tree canopy and natural vegetation in the municipality;

NOW THEREFORE the Council of the Corporation of the Town of Smooth Rock Falls hereby enacts as follows:

1. That the Council of the Corporation of the Town of Smooth Rock Falls adopt the Tree Canopy and Natural vegetation policy attached hereto as "Schedule A" to this by-law;
2. That all by-laws or parts thereof and all or any resolutions of Council contrary to or inconsistent with this by-law are hereby repealed.
3. That this by-law shall come into force and take effect immediately upon the passing thereof.

READ this FIRST and SECOND time this 6th day of August, 2019.

________________________________
MAYOR – Michel Arseneault

________________________________
CLERK – Véronique Dion

READ a THIRD and final time this 6th day of August, 2019.

________________________________
MAYOR – Michel Arseneault

________________________________
CLERK – Véronique Dion
**Important Disclaimer:** this policy complies with the relevant provisions of the *Municipal Act, 2001*, SO 2001, c 25 (the "Act"). If you have any questions or concerns about this policy or how to implement it, please contact Wishart Law Firm LLP. Wishart Law Firm LLP is not responsible for the results of any edit to this policy other than as expressly authorized or directed by Wishart Law Firm LLP.

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A licence is, however, given by Wishart Law Firm LLP to any municipality that has purchased a copy of this work to print, copy, save, or post on its official website for its own use only and such municipality may not repurpose or resell the work in any way.

**Funding for this policy has been provided by Expertise for Municipalities (E4m)**
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1. Background

Section 270(1)(7) of the *Municipal Act, 2001, SO 2001, c 25* requires the Town of Smooth Rock Falls (the “Town”) to adopt and maintain a policy setting out the manner in which the Town will protect and enhance the tree canopy and natural vegetation in the Town.

2. Recognition of resource abundance and commercial use

Being in rural or northern Ontario, the Town has an abundance of trees and natural vegetation. These resources play a vital role in supporting and sustaining local commercial uses including, but not limited to, pulp and paper, forestry, wood fibre and wood processing. Whether for individuals harvesting firewood or large scale industrial facilities, the Town recognizes the need to protect and enhance its trees and natural vegetation while at the same time ensuring they continue to be available for vital economic development.

3. Application

This policy applies to all properties and development, on public and private lands, within the Town. It is a resource which can be referred to and utilized as establishing guiding principles for residential, commercial and public purposes.

4. Definitions

“Natural vegetation” means the native plant life that grows naturally without human intervention in a geographic region.

“Shoreline buffer” means a treed or vegetated strip of land that borders a creek, river or lake.

“Tree canopy” means the layer of tree leaves, branches and stems that cover the ground when viewed from above.

5. Purposes

- To recognize the benefits to the Town from protecting and enhancing its tree canopy and natural vegetation.
- To promote understanding and appreciation of the Town’s tree canopy and natural vegetation.
- To support a robust tree canopy and high quality natural vegetation in the Town and their contribution to sustainable development.
• To promote biodiversity in the Town.
• To reflect and promote awareness of current and future environmental qualities, issues and benefits.
• To confirm the importance of the wood/fibre industry in the local economy.

6. Planning
When development is considered, the Town will apply creative approaches to planning to protect and enhance its tree canopy and natural vegetation so as to ensure the Town’s amenity values and identity is enhanced as it grows.

7. Education and Advice
The Town will promote understanding of the benefits of protecting and enhancing its tree canopy and natural vegetation by promoting community education programs and working with developers and community organizations.

8. Tree Canopy and Natural Vegetation Benefits
There are many benefits the Town stands to gain from protecting and enhancing its tree canopy and natural vegetation, including:

• **Reduced heating/cooling costs**: trees and natural vegetation shield against wind and snow and can also insulate buildings in the winter reducing heating costs. Canopy shade can also reduce cooling costs.

• **Increased property value**: studies have shown general increases of up to 37% in residential property values associated with the presence of trees and natural vegetation on a property.

• **Improved quality of life**: time spent in greenspace improves mental health and well-being across numerous dimensions from stress reduction to physical activity.

• **Better economy**: trees and natural vegetation are a key driver of the local economy and play an important role in economic development.

• **Provide wildlife habitat**: trees and natural vegetation create an ecosystem to provide habitat and food for birds, mammals and insects.

• **Better air quality**: trees and natural vegetation filter out many common airborne pollutants.
• **Carbon sequestration**: trees can mitigate carbon emissions and help fight climate change.

• **More privacy**: trees and vegetation provide a natural barrier that obstruct views and dampen sound between properties.

• **Stormwater management**: trees and natural vegetation alter and slow the path of rainfall, recharge groundwater, reduce surface water contaminants and can prevent erosion along slopes.

9. **The Value of Shoreline Vegetation and Buffers**

Trees and natural vegetation along or adjacent to a shoreline help to stabilize shorelines and protect water quality. For instance, the roots of trees prevent erosion by keeping soil in place, while natural vegetation slows the velocity of rainfall resulting in reduced off-site movement of soil particles. Further, shoreline vegetation traps sediments and pollution, which helps to keep water clean and prevent algal blooms, excessive weed growth and loss of fish habitat.
Where the land use adjacent to a waterbody is residential, the Ontario Ministry of Natural Resources and Forestry recommends a minimum shoreline buffer width of 15 metres for water quality protection around lakes and rivers supporting warm water aquatic species and a minimum shoreline buffer width of 30 metres where the waterbody supports cold water aquatic species.

Studies have shown that a range of buffer widths can be effective in promoting buffer functions such as removing sediments, nutrients and metals. Generally speaking the consensus in these studies is that under most conditions, buffer widths should be a minimum of 15 to 30 metres and variable width buffers may be more effective at addressing site-specific conditions. Variable width buffers can, however, be more costly to implement.

With this in mind, the Town’s Official Plan requires all buildings, structures and tile fields be set back at least 30 metres from the high water mark of lakes and rivers. This is buttressed by other set back requirements set out in the Town’s Zoning By-law.
10. **Disclaimer, References and Relevant Legislation**

This policy does not take precedence over any by-laws, resolutions, plans or agreements of the Town.

When reviewing this policy reference may be made to:

- *Municipal Act, 2001*
- *Planning Act*
- Official Plan
- Zoning By-law
- Provincial Policy Statement
- Ministry of Natural Resources and Forestry Natural Heritage Reference Manual

11. **Review**

This policy shall be reviewed each term of Council or as required to legislative changes.
RE: By-Law #2019-17; Being a By-Law to adopt a pregnancy and parental leave of Council Policy

DESCRIPTION
By-Law #2019-17; Being a By-Law to adopt a pregnancy and parental leave of Council Policy

RECOMMENDATION
By-Law #2019-17; Being a By-Law to adopt a pregnancy and parental leave of Council Policy be given a first and second and a third and final reading and hereby passed this 6th day of May, 2019

CAO RECOMMENDATION:  _X_ YES _____ NO
Comments:
be added to agenda
WHEREAS section 5(1) of the Municipal Act, 2001, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS section 5(3) of the Municipal Act, 2001, states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS section 270 (1) of the Municipal Act, 2001, as amended, provides that a municipality shall adopt and maintain policies with respect to pregnancy leaves and parental leaves of members of council;

NOW THEREFORE the Council of the Corporation of the Town of Smooth Rock Falls hereby enacts as follows:

1. That the Council of the Corporation of the Town of Smooth Rock Falls adopt the Pregnancy and Parental Leave of Members of Council Policy attached hereto as "Schedule A" to this by-law;
2. That all by-laws or parts thereof and all or any resolutions of Council contrary to or inconsistent with this by-law are hereby repealed.
3. That this by-law shall come into force and take effect immediately upon the passing thereof.

READ this FIRST and SECOND time this 6th day of August, 2019.

________________________________
MAYOR – Michel Arseneault

________________________________
CLERK – Véronique Dion

READ a THIRD and final time this 6th day of August, 2019.

________________________________
MAYOR – Michel Arseneault

________________________________
CLERK – Véronique Dion
**Important Disclaimer:** this policy complies with the relevant provisions of the *Municipal Act, 2001*, SO 2001, c 25 (the “Act”). Wishart Law Firm LLP recommends that legal advice be sought by the Integrity Commissioner or anyone acting under his or her authority in responding to an application or conducting an inquiry pursuant to this policy. If you have any questions or concerns about this protocol or how to implement this policy, please contact Wishart Law Firm LLP. Wishart Law Firm LLP is not responsible for the results of any edit to this policy other than as expressly authorized or directed by Wishart Law Firm LLP.

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**Funding for this policy has been provided by Expertise for Municipalities (E4m)**
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1. Purpose
Section 270(1)(8) of the *Municipal Act, 2001*, SO 2001, c 25 requires the Town of Smooth Rock Falls to adopt and maintain a policy with respect to pregnancy leaves and parental leaves of members of council.

2. Definitions

“Council” means the Town’s Council.

“Member” means a member of the Town's Council.

“Town” means the Town of Smooth Rock Falls.

“Pregnancy and/or Parental Leave” means the absence of a Member as a result of the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member.

3. Notice of Pregnancy and/or Parental Leave
To the extent circumstances so permit, a Member shall provide written notice to the Town’s Chief Administrative Officer at least 8 weeks before the plan to begin Pregnancy and/or Parental Leave.

It is understood that a Member may not be capable of submitting such notice within the 8 week period set out above or at any time before beginning Pregnancy and/or Parental Leave. A Member shall, nevertheless, act in good faith in providing written notice to the Town’s Chief Administrative Officer as far in advance of beginning Pregnancy and/or Parental leave as is reasonably possible.

4. Member’s office not to become vacant
If a Member is absent from the meetings of council as a result of Pregnancy and/or Parental Leave, the office of the member shall not become vacant if the member’s absence is:

(a) for 20 consecutive weeks or less; or
(b) authorized by council to exceed 20 consecutive weeks.
5. Accommodation

The Town shall accommodate a Member's Pregnancy and/or Parental Leave by doing all of the following:

1. Ensuring the Member continues to receive a copy of council packages and other relevant communications;
2. Ensuring the Member continues to receive all remuneration and benefits to which the Member is entitled;
3. Continuing to pay all the Member’s Municipal benefit premiums.
4. Permitting the Member to have access to all equipment supplied to a regular member including but not limited to access to information technology equipment, account access and elected officials staff support;
5. Permitting the Member to attend meetings of Council and/or committees in person or by any other means permitted by the Act if the member chooses to do so.

6. Loss of quorum

In the unlikely event that quorum is lost as a result of one or more Members being on Pregnancy and/or Parental Leave, Council shall make an application to a Judge of the Ontario Superior Court of Justice for an order authorizing the remaining Members to form a quorum.

7. Temporary appointments

Council shall make temporary appointments to fill any vacancies to committees, boards, or other bodies that the Member is a member of as an appointee of Council or local board which result from the Member being on Pregnancy and/or Parental Leave.

Notwithstanding, at any point in time during a Member’s Pregnancy and/or Parental Leave, the Member can provide written notice to the Town’s Chief Administrative Officer of their intent to lift any of the Council approved temporary appointments and resume their participation. The Member shall inform the Town’s Chief Administrative Officer, with proper notice, of any changes regarding their return date.

For clarity, upon the Member resuming participation, the Member will be expected to attend all meetings that would otherwise be attended by the Council approved temporary appointments.
8. Expectation upon Expiry of Pregnancy and/or Parental Leave

It is expected that upon returning from Pregnancy and/or Parental Leave a Member will resume:

(a) all appointments that have been temporarily filled by Council under this policy; and
(b) attending the meetings of Council in person or by any other means permitted by the Act.

For clarity, if after returning from Pregnancy and/or Parental Leave the Member is absent from the meetings of Council for three successive months without being on Pregnancy and/or Parental Leave or being authorized to do so by a resolution of Council the Member’s office shall become vacant. In such circumstances Council shall at its next meeting declare the office to be vacant, except if the vacancy occurs as a result of the Member’s death, in which case Council may make the declaration at either of its next two meetings. (See Act s.259(1)(c) and s. 262(1)).

9. Compliance

In the event of policy violation, the Town’s integrity commissioner may investigate and determine appropriate corrective action.

10. References and Relevant Legislation

When reviewing this policy reference may be made to:

- *Municipal Act, 2001*
- Staff-Council Relations Policy
- Integrity Commissioner Protocol
- Code of Conduct

11. Review

This policy shall be reviewed each term of Council or as required to legislative changes.
RE: 6th Street Water Discoloration Issue

DESCRIPTION
6th Street Water Discoloration Issue

RECOMMENDATION
Council accepts the report as attached for information and as will be presented by OCWA;
and that council further provides direction to administration to authorize the necessary work and than any cost over the current budget be taken from reserves as recommended by the treasurer.

SUMMARY
See attached OCWA Report

Department Manager:

Finance Manager:

City Manager:

CAO RECOMMENDATION:  __X__ YES _____ NO

Comments:
Hi Luc,

Over the past few months, some water discoloration was observed by residents located on 6th Street. This issue coincides with the distribution work that was completed last year on Ross Rd. We started to get formal complaints back in September 2018. Major complaints are yellow water due to iron coming out of solution and brown water issue due to iron formation on the interior wall of the cast iron distribution pipe.

OCWA operators have been working diligently to resolve these water complaints and re-assuring the residents on their water quality. We have been addressing each water complaint in a timely manner by flushing the distribution system in the affected area. Since the influx of complaints dated from July 9th thru July 11th, 2019; we are flushing the distribution system bi-weekly, Monday and Friday mornings.

Our continual efforts include:

- Keep producing high quality safe drinking water to all residents of Smooth Rock Falls.
- Keep monitoring the quality of the distribution system via weekly water testing’s.
- By-weekly flushing and monitoring the water quality, communicate our results immediately to the client.
- Together, we’ve improved our communications, complaints tracking and resolution policy.
- Communication letters were hand delivered to all residents on 6th Street. Some one on one communication did occur with a few residents that were home at the time, re-assuring them on their water quality and advising them on future work.
- Increase the pH level of the water within the distribution system. This will form a coating on the existing cast iron pipe. We should see a reduce number of complaints being issued and noticeable better results during the bi-weekly flushing exercise.
• Encourage any complaints from residents, verbal complaints communicated to us will be communicated back to the client, for tracking and resolution purposes. This can also be beneficial when funding is available, for larger projects.

The next step(s) in our systematic approach would be to complete a swabbing project in the affected sector. This includes:

• Ensuring that all valves are functional, distribution and hydrant valves.
• Un-operable valves must cleaned out and activated prior to.
• Swabbing involves passing thru a foam plug, from one hydrant to another, this will remove any debris/accumulation formation within the distribution pipe.
• The swabbing crew will help us determine and recommend the best direction of flow, ensuring a continual flow on 6th Street.

All of this work comes with an additional cost. The forecasted cost to complete this project is around $25500, for your consideration and council approval.

This will show our continual progression in trying to resolve the water discoloration issue on 6th Street. Hope this report is satisfactory and meets your needs. Please don’t hesitate to communicate back to me if you have any question(s) and concern(s). Thanks again for choosing OCWA as your service provider.

Claude Rancourt
SENIOR OPERATIONS MANAGER
Ontario Clean Water Agency - Northeastern Ontario Hub - Hearst Group
1215 Edward St. - Box 2560 - Hearst - Ontario - P0L1N0
Tel: 705-362-8481 - Cell: 705-362-2197- Fax: 705-362-4684 - crancourt@ocwa.com
RE: Internet Expanded Options for Smooth Rock Falls - Exolink Project

DESCRIPTION
Internet Expanded Options for Smooth Rock Falls - Exolink Project

RECOMMENDATION
Council accepts the updated information on Exolink intended Internet Service provision within a specified region that includes Smooth Rock Falls as well.

SUMMARY
Exolink in 2019 approached a region consisting of several municipalities to offer internet services. They provided a high level overview of the services and area of coverage, including the proposed funding approach that included several provincial and federal funding applications as part of the process. Town of SRF has provided its support for the project along with other implicated municipalities. Moonbeam has accepted to be the lead applicant on any funding applications on behalf of Exolink.

We have recently been informed that Exolink application to the province is advancing to the second stage. They will now be submitting to stage 2 of funding application process along with a full business plan. Installing new infrastructure from Kap to SRF in 2019, and Kap and other areas in 2020. The project remains dependent on government support.

PURPOSE
Update council

Department Manager:
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**CAO RECOMMENDATION:**  __X__ YES _____ NO

Comments:

Luc Denault  
Chief Administrative Officer
Town of Smooth Rock Falls

File No: Item No: AIR - 1175
Agenda Date: 06 Aug 2019

Staff Responsible: Luc Denault
Prepared For: Council

RE: Senior Housing Project Status Update

DESCRIPTION
Senior Housing Project Status Update

RECOMMENDATION
Council accepts the update report for discussion and direction to administration and senior committee

SUMMARY
- Town instituted a senior housing project as per 2014 Approved 20 Year Plan.
- The Plan identified starting the senior project within a 5-year period from the acceptance of the 20-year plan in September of 2014.
- A senior committee consisting of council members, community representatives and administration was put in place 2016.
- A series of activities have been undertaken such as the establishment of a committee reporting to council, release of an RFP to complete needs assessment as required by funding agencies as well as the completion of developing the business plan model and other.
- In 2018, the council went to a private sector RFP. Submissions were received from the private sector; however, the effort did not materialize with any definite final outcome as a result of several factors, the main being the unavailability of government funding for affordable senior housing at the time.
- After a review by the senior committee and supported by council, the town embarked in re establishing the completion of needs assessment to submit an application to CMHC new funding stream for affordable senior housing in 2019.
- This resulted in CGV approaching the town offering its expertise in submitting projects under the Co-Investment funding program, this including the needs assessment, financial modeling of the housing project, submission of application to CMHC (includes all levels of the application Phase 1, Phase 2 and follow ups) and eventual construction should the project be approved by council understanding the appropriate funding is in place.
• Letter of Intent (LOI) between CGV and Town was entered into to achieve the above objective.
• The Town in conjunction with CGV is working to complete the necessary steps and action to submit an application to CMHC in Q 4 of 2019.
• As the above steps advance further, the Town will be holding a Public Meeting as part of the process.

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CAO RECOMMENDATION:  __X__ YES _____ NO

Comments:

Luc Denault
Chief Administrative Officer
RE: MoCreebec Eeyoud’s pursuit of a community-site

DESCRIPTION
MoCreebec Eeyoud’s pursuit of a community-site

RECOMMENDATION
Council accepts MoCreebec Eeyoud’s pursuit of a community-site Briefing Note as attached for information purposes, discussion and direction to administration.

SUMMARY
As reported in the June 17, 2019 council meeting, Chief Allan Joly has reached out to Mayor Arseneault asking him as the leader whether the Town of Smooth Rock Falls is open to receive MoCreebec as a Community (MoCreebec) within the boundaries of Smooth Rock Falls. At the time, Chief Allan Jolly explained that they are at the very preliminary stages of reviewing options. Of the options being looked is a location located on a major highway with access to land.

Based on this information, Council requested administration to seek further information, including a brief and inquire with the community if they would be interested in meeting with council.

A detailed Brief was submitted by MoCreebec Eeyoud’s (See attached document for further details)

PURPOSE
Update council and seek additional direction
Department Manager: 

Finance Manager: 

City Manager: 

CAO RECOMMENDATION:  __X__ YES _____ NO

Comments:

Luc Denault
Chief Administrative Officer
BRIEFING NOTE TO THE TOWN OF SMOOTH ROCK FALLS

2019:10:08-01

PURPOSE

Briefing Note aims to inform Mayor and Council of the Town of Smooth Rock Falls about status of MoCreebec Eeyoud’s pursuit of a community-site in conjunction with Federal government negotiations. Briefing Note serves to outline the objectives behind the desire to pursue dialogue and consultation with the Town of Smooth Rock Falls on community-site options for the MoCreebec Eeyoud community.

BACKGROUND

The MoCreebec Eeyoud community is in the process of preparing to launch a formal negotiation process with the Federal and Provincial governments on resolving the MoCreebec Eeyoud issue. Negotiations would be supported by the Grand Council of the Crees of Eeyou Istchee (GCCEI). Thus far, one exploratory table has been convened in Moose Factory to discuss options and next step for a formal negotiating table.

The following are some historical highlights about the MoCreebec Eeyoud community:

- 1975 – James Bay and Northern Quebec Agreement (JBNQA) signed with GCCEI. The JBNQA is a territorial agreement (Quebec jurisdiction) that excludes the MoCreebec Eeyoud, who have lived for many generations in Ontario. JBNQA viewed by MoCreebec Eeyoud as their Treaty;
- 1980 – MoCreebec Association is created as the first form of self-determination and community organization;
- 1981 – MoCreebec Association and the GCCEI meet with Federal government representatives to raise issue of which regional offices (Quebec or Ontario) would provide programs for MoCreebec members;
- 1985 – The Dennault Report is tabled by the Federal government and outlines the governments understanding of the outstanding MoCreebec issues. The report proposes solutions but these were not readily accepted at the time by the MoCreebec Association because they meant severing the community from its ties to the JBNQA (i.e. Treaty);
- 1987 – The Price Report is tabled as a follow-up to the Dennault Report and as a result of a request by the MoCreebec Eeyoud community to further study the governments understanding of the issues and the options being proposed;
- 1987 – Consult ’87 process is undertaken and the results of the consultation reported on as the first comprehensive community planning process undertaken by the community;
- 1993 – MoCreebec Association completes the development of its own Constitutional Framework and the Constitution is ratified on June 6, 1993. MoCreebec Association changes its name to the MoCreebec Council of the Cree Nation;
- 2014 – The MoCreebec Council of the Cree Nation takes further steps to improve its decision-making processes and enacts a Bylaw to flush out the Constitutional Framework. The Council acquires the legal name of the MoCreebec Eeyoud;
• 2015 – The MoCreebec Eeyoud Council meets for first time with representatives of the GCCEI, the Federal and Provincial governments in an effort to establish exploratory talks;
• 2016 – The MoCreebec Eeyoud holds its first ever vote for Chief and Deputy Chief and begins process of gaining support from GGCEI to be recognized as 11th Cree Community;
• 2017 – The MoCreebec Eeyoud is recognized by the GGCEI as the 11th Cree Community of the Eeyou Istchee; and,
• 2018 – MoCreebec Eeyoud’s priorities and concerns are included in 2018 Report of the Cree Naskapi Commission and submitted to the Federal government for tabling in the House of Commons and Senate of Canada.

The above timeline shows the progression of actions and decisions taken to get to the options and opportunities currently facing the MoCreebec Eeyoud. This history is important to understand in order to appreciate the MoCreebec Eeyoud’s continued efforts to seek a land-base in Ontario for its members as a solution to the long-standing challenges that arose from MoCreebec Eeyoud not being included in its Treaty (i.e. JBNQA), nor being included in any other form of local governance that sufficiently recognized its unique place and status as Indigenous peoples.

CURRENT SITUATION

The MoCreebec Eeyoud Council is currently undertaking a process of review and consultation to develop at least two options for future community sites. These options will eventually be presented to the membership for vote under a referendum process. The Council is currently entertaining two sites and hopes to develop some high-level feasibility work relating to both. The two options can loosely be referred to as (A) the Smooth Rock Falls option and (B) the Town of Moosonee option. Each site option present unique opportunities and challenges. The MoCreebec Eeyoud Council has a desire to understand the main issues and the feasibility of each of the aforementioned options in order to engage the community in an internal consultation process and ultimately conduct a members’ referendum. The information garnered through this process of review and consultation will ultimately be shared with the membership in a condensed format to enable the membership to vote in the near future.

The Town of Moosonee has provided initial high-level support to the MoCreebec Eeyoud Council to pursue a review process and to partner on feasibility studies to look at the option of a new community site within the town’s boundaries. The support has been provided in the form of a Town Council Motion.

The MoCreebec Eeyoud Council is therefore conducting internal and external consultations. The following timeline includes the steps the MoCreebec Eeyoud anticipates undertaking over the next few months:

**TIMELINE FOR INTERNAL AND EXTERNAL CONSULTATION AND DECISION-MAKING**

- Preliminary Vote (survey) by the Membership of the MoCreebec Eeyoud community on the preference for a new community located near the Town of Smooth Rock Falls or the Town of Moosonee (vote or survey to be completed and counted in early August);
Special Meetings of the Membership (three) to be held to discuss the two main options in further detail as the MoCreebec Eeyoud Council discusses these options further with the two respective Town Councils and acquires more information about site feasibility (meetings to be held between September 2019 and March 2020);

Meetings with Town Councils of Smooth Rock Falls and Moosonee to discuss options and specific site locations within their jurisdictions. Desire is to hold three such meetings with each Town Council over the same period that the Special Meetings of the Membership are taking place (timeline between August 2019 and April 2020); and,

Conduct a final membership vote (i.e. referendum) on which option to pursue with greatest focus during negotiations with the Federal and Provincial governments (referendum to be held in first or second quarter of 2020).

The following are the main objectives of the MoCreebec Eeyoud Council for discussions and consultations with the Town of Smooth Rock Falls:

- Identify the current needs, opportunities and challenges facing the Town of Smooth Rock Falls and gain a better appreciation for how MoCreebec Eeyoud’s re-settlement might (positively or negatively) contribute to alleviating or accelerating those needs, opportunities and challenges;
- Share with the Town of Smooth Rock Falls the MoCreebec Eeyoud community’s current needs, opportunities and challenges and gain a better appreciation for how MoCreebec Eeyoud’s re-settlement might (positively or negatively) contribute to alleviating or accelerating those needs, opportunities and challenges;
- Identify the ability of MoCreebec Eeyoud members to continue pursuing traditional harvesting practices in the Smooth Rock Falls area and the impact this might have on the commercial and or recreational hunting and fishing practices of current Smooth Rock Falls residents;
- Identify potential for shared infrastructure development and public services, e.g. sewage, power generation, water treatment and waste management, etc.;
- Understand how receptive the current residents of Smooth Rock Falls would be to having an Indigenous community located nearby and potentially sharing resources (water, forestry and public infrastructure);
- Understand the training, employment and business opportunities that might be possible for the MoCreebec Eeyoud membership in the Smooth Rock Falls area and how the increased population might also benefit local businesses in Smooth Rock Falls (e.g. mechanics and trades people who could be employed in building the new community); and,
- Ultimately obtain a Town Council resolution or motion in support of pursuing the option of the MoCreebec Eeyoud Community potentially relocating within the current boundaries of the Town of Smooth Rock Falls.
RECOMMENDATIONS

The MoCreebec Eeyoud Council therefore recommends that the Town of Smooth Rock Falls and the MoCreebec Eeyoud Council engage in a process of dialogue and consultation to pursue the objectives mentioned above and to jointly identify any other objectives worth reviewing and pursuing together. The process of dialogue and consultation would initially span from August 2019 to April 2020 and would be extended as needed and as a result of the referendum vote by the membership of the MoCreebec Eeyoud.

NEXT STEPS

- Arrange for an initial August 2019 meeting between members of the MoCreebec Eeyoud Council and the Town Council of Smooth Rock Falls;
- Confirm the points of contact for liaison purposes between the two communities; and,
- Draft a motion or resolution to be tabled by the Town of Smooth Rock Fall to establish high-level support for the process of dialogue, consultation and feasibility work on the potential relocation of the MoCreebec Eeyoud community within the Town of Smooth Rock Falls boundaries.