

THE CORPORATION OF THE TOWN OF DEEP RIVER

**COUNCIL MEETING
Wednesday, February 2, 2011 at 7:00 p.m.**

AGENDA

1. CALL TO ORDER

2. DECLARATION OF PECUNIARY INTEREST

3. APPROVAL/ALTERATION OF MEETING AGENDA

4. DELEGATIONS AND PRESENTATIONS

4.1 Marina Dredging – Geo Dredging & Dewatering Solutions Inc.

5. MINUTES OF PREVIOUS COUNCIL MEETING

5.1 January 19, 2011 – Council Meeting

BE IT RESOLVED THAT the minutes of the Council Meeting of January 19, 2011, as printed and circulated to all members of Council, be approved.

6. REPORTS

6.1 A/O List Review

6.2 2011SC001INF – Alcohol Policy

7. BY-LAWS

8. ISSUE REPORTS & RECOMMENDATIONS FROM COMMITTEE OF THE WHOLE

8.1 2011ML001ISS – Performance Review Policy

9. MOTIONS GIVEN PRIOR NOTICE

10. NEW BUSINESS & NOTICES OF MOTION

10.1 Notice of Motion – Mayor Thompson

BE IT RESOLVED THAT the lobby of the Town Hall remain open from 8:00 a.m. to 10:00 p.m., 365 days a year.

11. CORRESPONDENCE

11.1 Invitation to attend Deep River Science Academy 25th Anniversary

11.2 Winter Warmth Program – Enbridge Gas Distribution

11.3 Deep River Potter's Guild – Philip Chester

11.4 Request for Donation – Renfrew County Seniors Games

BE IT RESOLVED THAT the Council of the Corporation of the Town of Deep River approve a donation in the amount of \$_____ to the Renfrew County Seniors Games.

12. OTHER BUSINESS & INFORMATION ITEMS

13. CLOSED SESSION

14. CONFIRMATORY BY-LAW

14.1 By-law No. 06-2011

BE IT RESOLVED THAT the following by-law be read a first and second time;

By-law No. 06-2011 – A by-law to confirm the proceedings of the Council of the Corporation of the Town of Deep River at the meeting held on February 2, 2011.

BE IT RESOLVED THAT the following by-law be read a third time, signed by the Mayor and the Clerk and the Seal of the Corporation be affixed thereto;

By-law No. 06-2011 – A by-law to confirm the proceedings of the Council of the Corporation of the Town of Deep River at the meeting held on February 2, 2011.

15. ADJOURNMENT

BE IT RESOLVED THAT Council hereby adjourns the meeting at _____ p.m.

Please note that submissions received by the Town of Deep River from the public, either orally or in writing, may become part of the record at a public Council meeting.

Confirmation
of
copy
Feb 2nd



Geo-Dredging and Dewatering Inc.

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Good Business, Good Science, Engineered For Industries Working With Water

Shelly Cull
The Corporation of the Town of Deep River
Recreation Department
100 Deep River Rd
P.O Box 400
Deep River, ON
K0J 1P0

December 8, 2010

Objective: Budgetary Costing For Geo-Dredging and Dewatering Solutions Inc. to utilize the Geotube® dewatering technology for sediment removal and dewatering from the Deep River Marina.

Shelly,

Here is the budgetary costing for Geo-Dredging and Dewatering Solutions services using the Geotube® technology. Cost is provided by Bone Dry Ton, as the volume of the lagoon is unknown at this time.

A maximum of 10,000 cubic meters were reported to Geo-Dredging and Dewatering Solutions. We have provided a number of scenarios as a starting point for discussions in regards to the overall project. We have used the data that was produced from the samples produced at our recent site visit.

- From the provided samples we did 2 per cent solids test
- The first showed 190,000 mg/L or 19 per cent solid.
- The second was 313,000 mg/L or 31.3 per cent solid

In an attempt to replicate real time pumping we diluted the first sample 1 part sample to 3 part clear river water and got 53,800 mg/L or 5.38 per cent solid. This sample was used on the RDT test.

A number of tests were performed to ascertain achievable per cent solids with in the Geotube® using the GDT bag after 2 hours we achieved 52.3% solids after 3 days 65% and after 1 month 67.1 percent solid. Based on our experiences these would be the absolute minimum standard we would expect to see in a full scale dredging project.

On the diluted sample we achieved 39.6% solid using our RDT test after 3 days dewatering.

The effluent from the RDT test was sent for TSS analysis and showed at 250 mg/L

Scenario 1)

Project Parameters

- Removal of 3000 cubic meters
- Minimum expected dewatered percent solids: 65%
- Estimated dewatered volume: 1081m³
- We have assumed 550 gallons per minute pumping rate from the Marina

Scenario 2)

Project Parameters

- Removal of 6500 cubic meters
- Minimum expected dewatered percent solids: 65%
- Estimated dewatered volume: 2342m³
- We have assumed 550 gallons per minute pumping rate from the Marina

Scenario 3)

Project Parameters

- Removal of 10,000 cubic meters
- Minimum expected dewatered percent solids: 65%
- Estimated dewatered volume: 3603 m³
- We have assumed 550 gallons per minute pumping rate from the Marina

Requested Goods and Services Not Provided by Geo-Dredging and Dewatering Solutions Inc.

- Removal and disposal of solids from the Geotube® unit
- All permits although we will supply all regulatory bodies with any information they require

Goods and Services Offered by Geo-Dredging and Dewatering Solutions Inc.

- Mobilization and demobilization of our team and equipment
- Geotube® bags, including transport to the site
- Construction of lay down area
- Geo-membrane, Non-Woven Material and Geo-Grid required for lay down area
- Manpower, including lodging and meals
- Dewatering quality control
- Sludge pumping from the lagoon

Dewatering Cell Construction

The maximum floor size of the lay down area of the dewatering cell will measure 65' wide x 325' long.

The site must be removed of all obstructions that could damage the Geotube® containers.

The sub-grade of the dewatering cell will be constructed of sand and compacted to ensure stability. Our intention would be to use the road leading to the Marina.

Effluent evacuation area will be constructed along one end of the dewatering cell, measuring 60' in length, the same as the dewatering cell. This will allow filtrate to go back into the river.

The dewatering cell will be sloped at approximately 1% to the trenched end of the cell.

An exterior berm must be constructed around the parameter of the dewatering cell, with the exception of the trenched ends and will measure 3' in height to ensure effluent is not discharged to the environment.

After the base of the cell is constructed to the recommended specifications, an impermeable membrane must be installed over the entire floor, berm and trenches of the cell. Lining the floor, berm and trenches of the cell with an impermeable membrane will limit the risk of effluent discharge to the environment.

After the membrane has been installed a non-woven Geotextile will be installed over the floor of the cell to protect the membrane against heavy machine traffic.

A Geo-synthetic grid will then be laid over the non-woven material in order to promote dewatering from the bottom of the Geotube® units.

The Dewatering Cell described above is subject to change based on site specific conditions.

Project Scenario

In all cases a hydraulic dredge will be utilised this will pump sediment from the marina to the Geotube®. Effluent from the Geotube® will be directed back to the Ottawa River. The exact area and flow rates will be determined upon consultation with the various regulatory authorities.

The intention will be to use the road leading to the Marina as the lay-down area. Once pumping has been finished this area will be out of access until the solids are removed by whomever the municipality hires for this work.

Pumping Rate and Onsite Time

Scenario 1: 3,000m³ 19.7 % solids; with assumed 10 percent solids when dredging

We have assumed a pumping rate of 550 Gallons per minute which equates to 5, 12 hour days.

Scenario 2: 6,500m³ at 19.7% solids; with assumed 10 percent solids when dredging

We have assumed a pumping rate of 550 Gallons per minute which equates to 10, 12 hour days.

Scenario 3: 10,000m³ at 19.7% solids; with assumed 10 percent solids when dredging

We have assumed a pumping rate of 550 Gallons per minute which equates to 15, 12 hour days.

Percent Solids

Bench testing performed on the sludge sample showed solids content ranged from 19.7-31.3 per cent solid

Geotube® Costs to Complete Dewatering Project

Scenario 1: 3,000m³ 19.7 % solids; with assumed 10 percent solids when dredging

Description	Quantity	Cost	Comments
Geotube® Units 120' Circ x 100' Long	1	\$12,081	
Estimated shipping charges for all materials		\$2,750	
Mobilization and Demobilization of Team and Equipment		\$18,801	
Total		\$33,632	

Scenario 2: 6,500m³ at 19.7% solids; with assumed 10 percent solids when dredging

Description	Quantity	Cost	Comments
Geotube® Units 120' Circ x 210' Long	1	\$25,371	
Estimated shipping charges for all materials		\$2,750	
Mobilization and Demobilization of Team and Equipment		\$18,801	
Total		\$46,922	

Scenario 3: 10,000m³ at 19.7% solids; with assumed 10 percent solids when dredging

Description	Quantity	Cost	Comments

Geotube® Units 120' Circ x 320' Long	1	\$38,661	
Estimated shipping charges for all materials		\$2,750	
Mobilization and Demobilization of Team and Equipment		\$18,801	
Total		\$60,212	

Site Preparation Costs

Deep River may choose to contract out the dewatering cell construction, should it be required. Alternatively Geo-Dredging and Dewatering Solutions can co-ordinate the construction of the dewatering cell should Deep River desire.

Description	Quantity	Cost	Comments
Geo-membrane	Approx. 36,500sq. ft.	\$14,016	
Geo-Composite Material	3 Rolls	\$10,980	
Lay down Site Construction and Preparation		\$10,750	
Total		\$35,746	

This is the maximum anticipated cost to build the lay-down area. If we do scenarios 1 and 2 the costs will be reduced as a smaller lay-down area will be required. Depending on regulatory requirements we anticipate savings in the overall build as the filtrate from the Geotube® will be directed back to where it came from this will depend on MNR and Fisheries and Oceans requirements. However from a budgetary perspective we have assumed the worst case scenario

Variable Costs to Complete Dewatering Project

Below is the total cost per Bone Dry Metric Ton to complete the project including:

Labor, including lodging and meals
Sludge pumping
Dewatering quality control

Scenario 1: 3,000m³ 19.7 % solids; with assumed 10 percent solids when dredging

Total Bone Dry Tons: 638

Cost: \$28,500

Scenario 2: 6,500m³ at 19.7% solids; with assumed 10 percent solids when dredging

Total Bone Dry Tons: 1,382

Cost: \$57,000

Scenario 3: 10,000m³ at 19.7% solids; with assumed 10 percent solids when dredging

Total Bone Dry Tons: 2,126

Cost: \$85,500

Chemical Conditioning

No Polymers were used in ascertaining the solids samples. Typically better results are attained with the use of a polymer. We are prepared to do some polymer work with the sediment to see what results can be attained. There will be additional costs associated with this and they will depend on the overall scope necessary.

If you have any questions pertaining to this proposal please don not hesitate to contact me.

Yours Sincerely

Kevin Bossy
Geo-Dredging and Dewatering Solutions Inc.

Important Information

The Budgetary Pricing provided in this document was prepared based on the parameters supplied to us. Prices are subject to change depending on final project design.

The Corporation of the Town of Deep River

MINUTES

COUNCIL MEETING

Wednesday, January 19, 2011 at 7:00 p.m.

Present:

Mayor	David Thompson
Deputy Mayor	Mary MacCafferty
Councillors	Daniel Banks
	Christopher Carroll
	Ronald Desrochers
	Terry Myers
	Ruth Syme

Guests: Joe Janota, Jp2g Consultants Inc.
Bill Bishop

Staff: Michelle Larose, CAO/Clerk

1. CALL TO ORDER

Mayor Thompson opened the meeting at 7:05 p.m. and welcomed everyone. He advised Council of the recent passing of Sgt. Ryan Russell who has family ties in Deep River. Councillor Carroll attended the funeral; a letter of sympathy will be sent to Sgt. Russell's family. Mayor Thompson asked for a moment of silence to honour Sgt. Russell.

2. DECLARATION OF PECUNIARY INTEREST

NIL

3. APPROVAL/AMENDMENT OF MEETING AGENDA

Items added to the Agenda:

Item #12.1 North Renfrew Landfill Operations Board – Councillor Myers

Item #12.2 Official Plan Committee – Councillor Banks

Item #12.3 Economic Development Committee & Housing Committee – Councillor Myers

4. DELEGATIONS AND PRESENTATIONS

4.1 Watermain Loop – East End – Joe Janota, Jp2g Consultants Inc.

Mr. Janota provided an overview of the proposed watermain loop for the east end of Deep River near the hospital.

RESOLUTION # 2011-16

MOVED BY: Councillor Desrochers

SECONDED BY: Councillor Myers

BE IT RESOLVED THAT Council authorize the CAO/Clerk to apply for funding to the Ontario Small Waterworks Assistance Program for the provisions of extending the dead end watermain loop at the Deep River and District Hospital.

CARRIED

4.2 Waterfront Revitalization – Bill Bishop

Mr. Bishop provided an overview of the next phase of the waterfront project. A meeting will be called for the Riverbank Committee in the very near future.

5. MINUTES OF PREVIOUS COUNCIL MEETING

5.1 January 12, 2011 – Council Meeting

RESOLUTION # 2011-17

MOVED BY: Councillor Desrochers

SECONDED BY: Councillor Myers

BE IT RESOLVED THAT the minutes of the Council Meeting of January 12, 2011, as printed and circulated to all members of Council, be approved.

CARRIED

5.2 January 12, 2011 – Committee of the Whole Meeting

RESOLUTION # 2011-18

MOVED BY: Councillor Myers

SECONDED BY: Councillor Desrochers

BE IT RESOLVED THAT the minutes of the Committee of the Whole Meeting of January 12, 2011, as printed and circulated to all members of Council, be approved.

CARRIED

6. REPORTS

6.1 A/O List Review

The list was reviewed and no changes were made.

6.2 2011ML001INF – Review of Business Plan

Michelle Larose, CAO/Clerk, provided an overview of her report.

6.3 2011ML002INF – Election Accessibility Report

Michelle Larose, CAO/Clerk, provided an overview of her report.

6.4 2011ML003INF – Fire Department Staffing Complement

Michelle Larose, CAO/Clerk, provided an overview of her report.

RESOLUTION # 2011-19

MOVED BY: Councillor Carroll

SECONDED BY: Councillor Myers

BE IT RESOLVED THAT Council form an Ad Hoc Committee for the purposes of proposing recommendations to Council with reference to the fire department services to be provided in the Town of Deep River.

CARRIED

Council broke for a short recess at 8:34 p.m.

Council reconvened at 8:50 p.m.

RESOLUTION # 2011-20

MOVED BY: Deputy Mayor MacCafferty
SECONDED BY: Councillor Banks

BE IT RESOLVED THAT Council appoint Councillor Chris Carroll and Councillor Ruth Syme to the Ad Hoc Fire Fighting Services Committee.

CARRIED

7. BY-LAWS

Item #7.1, By-law No. 04-2011, was deferred to later in the meeting following Item #13, Closed Session.

8. ISSUE REPORTS & RECOMMENDATIONS FROM COMMITTEE OF THE WHOLE

NIL

9. MOTIONS GIVEN PRIOR NOTICE

NIL

10. NEW BUSINESS & NOTICES OF MOTION

Mayor's Report

Mayor Thompson provided an update from the recent County Development and Property Committee meeting. Mayor Thompson advised he will be attending the Social Services Committee on January 20, 2011. He further noted he had to decline the appointment to the Ottawa Valley Tourist Association due to the meetings being held on the third Wednesday of each month, the same night as the Town council meeting. Mayor Thompson advised that he and Deputy Mayor MacCafferty will be attending the Canadian Nuclear Association Conference in Ottawa in February 2011.

Councillor Carroll advised that Councillor Banks is the new chair of the Official Plan Committee.

11. CORRESPONDENCE

11.1 Invitation to attend 2-1-1 Official Launch – Renfrew County United Way

The correspondence was received as an information item.

11.2 Invitation to participate in PITCH-IN Week 2011 – PITCH-IN Ontario

The correspondence was received as an information item.

11.3 Alternate Appointment – Environmental Stewardship Council

RESOLUTION # 2011-21

MOVED BY: Councillor Myers
SECONDED BY: Councillor Desrochers

BE IT RESOLVED THAT Councillor Syme be appointed as Mayor David Thompson's alternate to represent the Corporation of the Town of Deep River on the Environmental Stewardship Council.

CARRIED

12. OTHER BUSINESS & INFORMATION ITEMS

12.1 North Renfrew Landfill Operations Board – Councillor Myers

Councillor Myers advised the first meeting of the North Renfrew Landfill Operations Board (NRLOB) was held on December 20, 2010. Councillor Myers spoke regarding Item #9 (d) of the draft NRLOB minutes, *Reminder for Towns to revisit the Towns' apportionment of costs once in each term of Municipal Councils*. He commented that both municipalities benefit from Deep River having the Miller site open because it adds to Baggs' sites life, noting 10 years is worth about \$1 million. Direction was given to discuss cost sharing with Laurentian Hills for the consultants work and application to change the Certificate of Approval for the expansion to the Miller site.

12.2 Official Plan Committee – Councillor Banks

Councillor Banks advised the Official Plan Committee met on January 17, 2011. Discussions took place regarding the possibility of incorporating a Community Improvement Plan as part of the Official Plan. The terms of reference for the committee were prepared in draft form.

12.3 Economic Development Committee & Housing Committee – Councillor Myers

Councillor Myers advised the Economic Development Committee will be meeting on January 25, 2011 and the Housing Committee will be meeting on January 26, 2011.

13. CLOSED SESSION

RESOLUTION # 2011-22

MOVED BY: Councillor Syme
SECONDED BY: Councillor Desrochers

WHEREAS the Municipal Act states that a meeting or part of a meeting may be closed to the public if the subject matter being considered is permitted under Section 239 (2);

AND WHEREAS Council deems it advisable to hold a closed session meeting under Section 239 (2) (d) of the Municipal Act;

NOW THEREFORE BE IT RESOLVED that the next part of this meeting be closed to discuss an item regarding labour relations:

1. Approve minutes; and
2. CUPE contract.

CARRIED

Council went into closed session at 9:20 p.m.
Council reconvened to open session at 9:53 p.m.

Business Arising from Closed Session

The purpose of the closed session was to approve the minutes of the closed session on November 17, 2010 and to discuss the CUPE Local 740 collective agreement. Mayor Thompson advised the collective agreement will provide for a 2% wage increase per year for a three year term.

7.1 By-law No. 04-2011

RESOLUTION # 2011-23

MOVED BY: Councillor Myers
SECONDED BY: Councillor Desrochers

BE IT RESOLVED THAT the following by-law be read a first and second time;

By-law No. 04-2011 – A by-law to authorize the municipality to enter into a collective agreement and letter of understanding with the Canadian Union of Public Employees.

CARRIED

RESOLUTION # 2011-24

MOVED BY: Councillor Myers
SECONDED BY: Councillor Desrochers

BE IT RESOLVED THAT the following by-law be read a third time, signed by the Mayor and the Clerk and the Seal of the Corporation be affixed thereto;

By-law No. 04-2011 – A by-law to authorize the municipality to enter into a collective agreement and letter of understanding with the Canadian Union of Public Employees.

CARRIED

14. CONFIRMATORY BY-LAW

14.1 By-law No. 05-2011

RESOLUTION # 2011-25

MOVED BY: Councillor Desrochers
SECONDED BY: Councillor Syme

BE IT RESOLVED THAT the following by-law be read a first and second time;

By-law No. 05-2011 – A by-law to confirm the proceedings of the Council of the Corporation of the Town of Deep River at the meeting held on January 19, 2011.

CARRIED

RESOLUTION # 2011-26

MOVED BY: Councillor Syme
SECONDED BY: Councillor Banks

BE IT RESOLVED THAT the following by-law be read a third time, signed by the Mayor and the Clerk and the Seal of the Corporation be affixed thereto;

By-law No. 05-2011 – A by-law to confirm the proceedings of the Council of the Corporation of the Town of Deep River at the meeting held on January 19, 2011.

CARRIED

15. ADJOURNMENT

RESOLUTION # 2011-27

MOVED BY: Councillor Myers

SECONDED BY: Councillor Desrochers

BE IT RESOLVED THAT Council hereby adjourns the meeting at 10:03 p.m.

CARRIED

Mayor David Thompson

CAO/Clerk – Michelle Larose

February 2011

Meeting	Date	Assigned To	Issue	Action Required	Assigned
Regular	02/02/2011	Manager of Recreation	Alcohol Policy	Information Report	
			Geo Dredging & Dewatering Solutions Inc.	Presentation	24/01/2011
		CAO/Clerk	Performance Review Policy	Issue Report	
Committee of the Whole	09/02/2011	Senior Staff	Department Reports	Monthly Report	01/01/2011
		Planning & Development Dir.	Site Plan Agreement - Wazzy's Fries	Information Report	06/01/2011
		CAO/Clerk	Procedural By-law Review	Issue Report	
			Municipal Insurance Policy - Bill Riley, MIS	Presentation	10/01/2011
			Insurance Services		
Regular	16/02/2011	Planning & Development Dir.	Zoning By-law Revisions	Information Report	06/01/2011

Other Important Dates

TBD East End Lands Management Advisory Committee - Snowmobile Agreement/Cross-County Ski-Club Agreement
 TBD Sludge Haulage

March 2011

Meeting	Date	Assigned To	Issue	Action Required	Assigned
Regular	02/03/2011		Family Enrichment Network regarding early learning	Presentation	24/01/2011
Committee of the Whole	09/03/2011	Senior Staff	Deep River Childcare Centre Department Reports	Presentation Monthly Report	28/01/2011 01/01/2011
Regular	16/03/2011	Treasurer	Water/Sewer Rate Report	Issue Report	

Other Important Dates

TBD East End Lands Management Advisory Committee - Snowmobile Agreement/Cross-County Ski-Club Agreement
 TBD Sludge Haulage



THE CORPORATION OF THE TOWN OF DEEP RIVER
INFORMATION REPORT

SUBJECT: Municipal Alcohol Policy		REPORT NUMBER 2011SC001 INF	
File Storage:		PAGE 1 of 2	
PREPARED BY: Shelly Cull, Recreation Manager		REVISION DATE:	
MANAGER SIGNATURE:		FOR CONSIDERATION OPEN SESSION <input type="checkbox"/> CLOSED SESSION <input type="checkbox"/>	
REFERRED TO: Council			
ATTACHMENTS: Draft Copy of the Municipal Alcohol Policy for Deep River			

BACKGROUND:

A Municipal Alcohol Policy should be developed for the Town of Deep River. An alcohol policy will be an effective management practice at social events held in municipal owned facilities.

A policy such as this will provide operational procedures for those holding events in municipally owned facilities. The policy will ensure that events where alcohol use is permitted will be supervised and operated properly.

A Municipal Alcohol Policy has been being looked at since 1999 when we had a Recreation Committee. The policy did not proceed anywhere at that time. A more in depth policy was once again brought forth to Council in 2009. The policy went through many discussions with the past Council and the main issues that arose from the draft were adapted to this draft that is sitting before you.

The Municipal policy was drafted with assistance by the "The Municipal Alcohol Policy Guide" developed by the Centre for Addiction and Mental Health and Ontario Recreation Facilities Association. The policy gains its information from the Liquor License Act and the Alcohol and Gaming Commission of Ontario Special Occasion Permit and with research from ten other municipalities /cities in Ontario. The ten other communities followed the guide as well to fit the needs of their community using all the required mandates from the Alcohol and Gaming Commission and Liquor License Act.

COMMENTARY:

In this draft copy I have color coded the requirements of the policy so that it is visible to Council and the public of where the information comes from.

Green- Municipal House Policies

Red- Liquor License Act and Alcohol and Gaming Commission of Ontario Special Occasion Permit

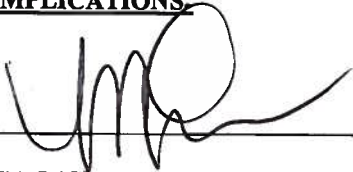
Yellow- Alcohol and Gaming Commissions of Ontario- House Policy Practices

FINANCIAL IMPLICATIONS:

If this Policy was to be put in place signage for the arena hall would be the only financial implications. At the present time I do not have a cost amount of all the signage. This will be determined once a policy is in place and measurements and location of the signs are allocated.

ACCESSIBILITY IMPLICATIONS:

REVIEWED BY:



CAO/Clerk

DATE:

Jan 31 / 11

COMMENTS: -

Table of Contents

Goal of the Municipal Alcohol Policy & Policy Objectives.....	1
Facilities Eligible for Alcohol Use Events.....	2
Facilities and Outdoor Area Not Eligible for Alcohol Use.....	3
Management Practices: Before the Event.....	4
Event Management Practices.....	5 & 6
Outdoor Licensed Bar Areas.....	7
Volunteer Job Descriptions & Responsibilities.....	8
Required Ratio of Event Workers.....	9
Prevention Strategies.....	10 & 11
Signs.....	12 & 13
Enforcement Procedures & Penalties.....	14
Long-term Penalties & Under age Youth.....	15
Policy Support & Policy Monitoring & Review.....	16

Appendices:

Designated Area for Alcohol Use at Grouse Park Map.....	A
Complaint Information.....	B
Rental/Use of Municipal Facilities Agreement form.....	C
Event Summary Report Form.....	D

DRAFT COPY

The Corporation of the Town of Deep River MUNICIPAL ALCOHOL POLICY

The policy complies with the Ontario Liquor Licence Act.

Goal of the Municipal Alcohol Policy

The Municipality of Deep River wishes:

1. To ensure there are effective management practices at social events held in municipally owned facilities where alcohol use is permitted.
2. To reduce alcohol-related problems at these social events
3. To protect the municipality, its staff, community organizations, volunteers and participants from contributing to a problem, which then could result in a lawsuit.

Policy Objectives

1. To provide operational procedures for those holding events in municipally owned facilities where alcohol use is permitted.
2. To comply with the provincial Liquor Licence Act
3. To ensure that events where alcohol use is permitted are properly supervised and operated.
4. To support the decision of abstainers not to drink alcohol
5. To encourage and support the responsible use of alcohol as part of a social function rather than the reason for it.
6. To provide a balance of “wet” and “dry” facilities and events to ensure that all community members have access to safe and enjoyable recreation activities.
7. To equip staff and volunteer with skills they need to manage events and enforce the policy by offering policy orientation.

Facilities Eligible for Alcohol Use Events

1. The Deep River Arena Community Hall.
2. The arena floor (when used as a hall "i.e. no ice")
3. Only the designated area of Grouse Park, as indicated on Appendix No.1 designated as a suitable location for the use of outdoor Special Occasion Permit site.
4. W.B Lewis Public Library (Program Room Only) A No Sale Special Occasion Permit Only
5. Other areas of facilities that are eligible for a special occasion permit from the Liquor License Board of Ontario may be approved on an individual basis - based on their merit and compliance with the regulations outlined in this policy.

Facilities and Outdoor Areas Not Eligible for Alcohol Use

A) Deep River Arena

1. Entrance lobby
2. Bleachers
3. Dressing rooms
4. Dressing room hallway

B) Deep River Community Pool

C) Marina

D) Parks – all municipally owned parks, beaches and green spaces not specifically designated as eligible for alcohol use

E) Other Areas- all other municipally-owned facilities and buildings not specifically designated as eligible for alcohol use

Events Not Eligible for Alcohol Use

1. “Family Day Events”
2. All youth events and all minor sports events, including banquets, are designated as events not suitable for alcohol use.

Management Practices: Before the Event

A. Permit Holder Responsibilities

1. The permit holder/designate must get the appropriate Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO) and must show proof of this to the municipal representative at least five (5) days before the event.
2. Renters must show a municipal representative that they understand the policy and their obligations and that they intend to comply with its regulations by signing the rental agreement. Failure to do so will result in the application being denied, even if a Special Occasion Permit has been obtained from the AGCO.
3. The permit holder must provide a list of event workers, who have attended an approved server training course, to the municipal representative at least two weeks before the event. This applies whether alcohol will be sold or provided at no charge.

Smart Serve Training is available on-line. You complete a test and if you were successful a certification card is mailed to your home. If you have questions or require information regarding the on-line course (and Smart Serve Training Kits) call Smart Serve Ontario, toll-free at 1-877-620-6082 or visit their website at www.smartserve.ca or call 1-416-695-8737

4. Before the event begins, the permit holder and recreation staff must ensure the physical setting is safe for drinkers and non-drinkers.
5. The permit holder/ or designate must agree to attend the event and be responsible for making decisions about the operation of the event based on the Municipal Alcohol Policy and the Liquor Licence Act of Ontario
6. The municipality will notify the permit holder at the time of the booking if the event should require the presence of at least two (2) police officers or licensed security personnel, which to be paid for by the sponsoring group or individual (i.e. The Permit Holder)
7. The permit holder must provide proof of general liability insurance (\$1 million minimum) to the municipal representative at least 14 days before the event.

Event Management Practices

1. At least one municipal representative with authority to demand correction of policy infractions or to shut down an event on behalf of the municipality will periodically monitor each event.
2. Event staff who are (bartenders, servers, door monitors) must be server-trained, and the people must be of legal drinking age or older. The event staff must be server trained even if alcohol is free of charge.
3. To help control the event, floor supervisors must monitor the activity area and all exits and be available to ticket sellers if they need to help to manage a person who is refused a sale.
4. The number of ticket seller staff must meet the required Ratio of Event Workers to Number of Participants. (See chart on page nine)
5. Patrons must purchase drink tickets from a designated ticket seller to a maximum of four (4) tickets or drinks per purchase per person. Ticket Sales will end at 12:30 a.m.
6. The permit holder/ or designate is responsible for the event and therefore must not drink alcohol while event is in progress.
7. The permit holder/ or designate must attend the event and be responsible for making decisions about the operation of the event based on the Municipal Alcohol Policy and the Liquor Licence Act of Ontario.
8. The permit holder/ or designate and event staff must intervene if patrons begin to engage in risky or inappropriate activities that could harm themselves or others.
9. The permit holder/ or designate, event staff or municipal representative must notify the police if they observe signs that a situation is getting out of control.
10. All event staff must be sober and drink no alcohol while the event is in progress. (Workers may only drink alcohol if they have completed their shift and their work responsibilities have ended for the entire event)

11. Persons under the legal drinking age shall be admitted to social events where alcohol is sold or served until 8:00 pm on the evening of the event. Except in the case of a family occasion, such as a wedding or an anniversary, persons under the legal drinking age can be present during the whole duration of the event. Government-issued photo ID is required (e.g. driver's licence, passport, etc)
12. Event staff are required to check the identification of all participants at masquerade events.
13. There must be no "last call" When entertainers/DJs arrive, they must be informed that there is to be no "last call."
14. All entertainment must be completed by 1:00 a.m. and the lights turned on.
15. The bar will close as specified on the Special Occasion Permit and will reopen. Events under a permanent licence normally close at 1:00 a.m.
16. Facilities must be vacated by 1:45 a.m. (Liquor Licence Act of Ontario)
17. The permit holder/ or designate must complete an event summary report form for each event at the end of the event and return it to the designated municipal representative the next working day after the event.

OUTDOOR LICENCED BAR AREAS

Outdoor licensed bar events must be clearly defined and separated from unlicensed areas by a physical barrier with a minimum height of 4 ft.

The Special Occasion Permit holder is responsible for cleaning-up the outdoor beverage area at the end of the event. A security deposit must accompany the rental agreement in case a major clean-up or repairs are required after the event, in the amount of \$200.00.

The Town of Deep River may also require that entrances to licenced bar areas be supervised by police officers or professional security staff, at the permit holder's expense.

The permit holder of an outdoor event must, at least twenty days prior to the event, give written notice of the event to the municipality, the police, fire and public health department.

If the permit holder intends to erect any structure which will require stakes or similar to be put into the ground, the permit holder will notify the Recreation Department at the time of booking the area/facility, due to electrical, telephone, and water lines below the ground, and obtain the approval of the Recreation Department. If it is determined that a hydro locate is required, the permit holder will request it through the Recreation Department at least two weeks prior to the event.

Volunteer Job Descriptions and Responsibilities

Permit Holder/Designate: Signs the alcohol permit, is the general manager of the event and assumes responsibility for the operation of the event. She or he must attend the event, ensure that adequate server-trained staff are available, co-ordinate and help staff, ask for help from security if necessary.

Bartenders: Accept tickets for the purchase of alcohol drinks, serve drinks, monitor for intoxication, refuse service when patrons appears to be intoxicated or near intoxication and offer no-alcohol substitute.

Floor Supervisor/Monitor: Chats with participants, monitors patron behavior, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated persons, monitors all entrances/exits to make sure alcohol remains within the licensed area, suggests safe transportation alternatives.

Door Supervisors/Monitor: Checks identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, recommends safe transportation options.

Ticket Seller: Sells alcohol tickets to a maximum of 4 per purchase, monitors for intoxication, refuses sale to patrons at or near intoxication, refunds tickets on request.

Special Security: Patrols the room, scans for potential trouble, and notifies event staff and permit holder of potential incidents, helps event staff in handling disturbances.

Minimum Required Ratio of Event Workers

Number of Participants	Bartenders	Floor Supervisors	Door Supervisors	Ticket Seller
Under 25	1	0	0	0
25-50	1	0	0	1
51-100	2	1	1	1
101-226	2	2	2	2
226-300	3	2	2	2
301-400	3	3	3	3
401-500	4	4	4	3
501-750	4	4	4	3
751-1300	4	4	4	3
Outdoor Functions over 1300	5	4	2 per exits	4

Event staff workers are a team. This provides support for all members and ensures that any potential problems are quickly identified and dealt with.

The bartender will check identification when the participation number is 25 or less.

The ticket seller/bartender will check identification when the participation number is 25-50 individuals.

Prevention Strategies

Safe Transportation Options

Before being granted municipal facility rental privileges for licensed functions, permit holders shall be required to show that a safe transportation strategy will be implemented, which will include the following:

Designated Driver:

- Designated driver program to be advertised at event and
- Identified designated drivers (wearing button or other means of identification) receive free no-alcohol drinks (such as coffee, pop, juice)

Alternative Transportation Options:

- Have a sponsor drive intoxicated participant home and/or
- Call a friend, relative, or taxi to help intoxicated driver and/or
- If necessary, warn impaired driver and call police

Providing low Alcohol and non Alcohol Drinks

- No-alcohol drinks must be available at no charge or at a cost much lower than that of drinks containing alcohol.
- Where wine is provided with a meal, a no-alcohol substitute, such as ginger ale or sparkling fruit juice, must be provided to ensure that children and abstainers are included in toasting celebrants.
- In order to be eligible to rent a municipal facility, the permit holder must demonstrate to the satisfaction of the department that they will supply a reasonable amount of low alcohol beverages.

Redeeming Unused Tickets

Unused tickets will be redeemed for cash on demand until closing time, up to a maximum of four (4) tickets per person.

Safe Beverage Containers

Keep all bottles within the bar area, serve all glass bottled drinks in disposable paper or plastic containers.

If the facility is being booked for a sit down event that will be serving wine, wine bottles will be allowed to be placed on the tables. (i.e: weddings, banquet dinners, anniversary , wine tasting events)

No Excessive Drinking Activities

Practices that encourage increased consumption (i.e. oversize drinks, double shots, pitchers of beer, drinking contests, or volume discounts) are not permitted.

Alcohol Advertising

In all municipal facilities where children and youth are allowed entry, advertising and posters that promote alcohol products or brand names are to be kept in the licensed area and must be approved from the Recreation Manager during the time of the booking. Advertising for a licensed event shall be in compliance with section 87, R.R.O. 1990, Regulation 719 of the Liquor Licence Act.

Providing Food

An adequate supply of food must be available to persons attending the event. (Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.)

Signs

The following signs shall be prominently and permanently displayed by the municipality in designated facilities.

A) **Statement of Intoxication**

The following statement will appear on a wall sign placed in the bar areas and at the entrance.

“The Town of Deep River strives to provide recreation facilities for the enjoyment of all members of the community.”

“Servers are required by law not to serve anyone who is or appears to be intoxicated or to serve anyone to the point of intoxication.”

“Low-alcohol beverages, coffee, soft drinks, and food items are available.”

B) **Sober Driver Spot Check**

A wall sign is to be located at the main exits.

“The Deep River Police Services thanks you for helping to reduce impaired driving everywhere. We look forward to personally thanking you at one of our roadside spot checks for leaving this event as a **Sober Driver**.”

C) **Accountability**

The permit holder will post a sign at main exits and in bar areas stating the name of the sponsor, the event licence holder, and the address and telephone number of the Deep River Police. A blank sign format shall be provided to the sponsor by the municipality.

D) **No “Last Call”:**

A sign will be located at the entrance to the halls in facilities designated as eligible for a Special Occasion Permit, indicating that there will be no last call before the closing of the bar.

E) Alcohol-free Areas:

Problem areas in municipal facilities and parks, except those designated as eligible for licensed alcohol events, will be clearly posted.

F) PROOF OF AGE:

Signs must be posted near entrances and in bar areas designated as eligible for alcohol use which read:

“You must be 19 years or older to consume alcohol at a Special Occasion Permit event. The only acceptable proof of age is government-issued photo identification.”

G) "No Alcohol Beverages Beyond This Point":

A sign must be posted at all entrances and exits from areas approved for Special Occasion Permit or licensed functions.

H) Alcohol Ticket Sales

A sign must be posted at the alcohol ticket sales table outlining the regulations.

I) Fetal Alcohol Syndrome

A sign is to be displayed in all areas where alcohol is served in order to inform participants about the risks of fetal alcohol syndrome.

“Warning: Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.”

Enforcement Procedures and Penalties

Permit holders and rental groups who fail to comply with the Town of Deep River Municipal Alcohol Policy shall be subject to the following consequences:

Immediate Procedures

1. When the permit holder, despite requests, does not correct MAP infractions, the municipal representative must close down the event.
2. Should a group be found to be **consuming or have consumed alcohol in restricted areas**, the authorities must be called.
3. The Municipal staff must report any infraction of this policy to the police.

Short-term Procedures

1. All reported infraction will be reviewed with the Recreation Department and the Police.
2. The recreation manager or a municipal representative will send a registered letter describing the problem(warning) to the permit holder, informing the group that their rental privileges for the next scheduled rental or event have been revoked.
3. The group/team's rental privileges for the next scheduled rental or event (alcohol or no alcohol) will be revoked.
4. Future rental privileges to penalized groups will depend on their convincing the Recreation Department that they will follow all policy regulations at future functions.

Long-term Penalties

1. When a permit holder, team or group contravenes the MAP a second time following a warning, the permit holder and sponsoring group will not be allowed to rent municipally owned facilities for a minimum period of one year.
2. Should a permit holder, team or group contravene the municipality's MAP a third time, they will be permanently barred from renting municipally owned facilities unless the decision is overturned through appeal to council.
3. Events workers who contravene the municipality's MAP will be removed from the server-trained workers' list for a period of one year.
4. Should an event worker contravene the MAP a second time, she or he will be permanently barred from working at events held in Deep River's facilities.

Underage Youth

Where underage youth are found to have consumed or to be consuming alcohol at licensed or non licensed events, the authorities (police) must be called.

Policy Support

After adopting the policy, the recreation department will orient all municipal staff and community user groups to the policy requirements and promote the policy to the community at large.

Policy Monitoring and Review

The policy shall be reviewed annually, based on information by the Recreation department staff, other interested parties, or changes in the laws.

Scale
1" to 80 ft

LOT-9
GROUSE
PARK

Field #2
230 by 350 ft
Soccer Pitch
210 by 330 ft

Field #1
230 by 350 ft
Soccer Pitch
210 by 330 ft

18.5

$B6^{\circ} 15' 50'' W$
235

BASE LINE

$25^{\circ} 18' 49''$
325

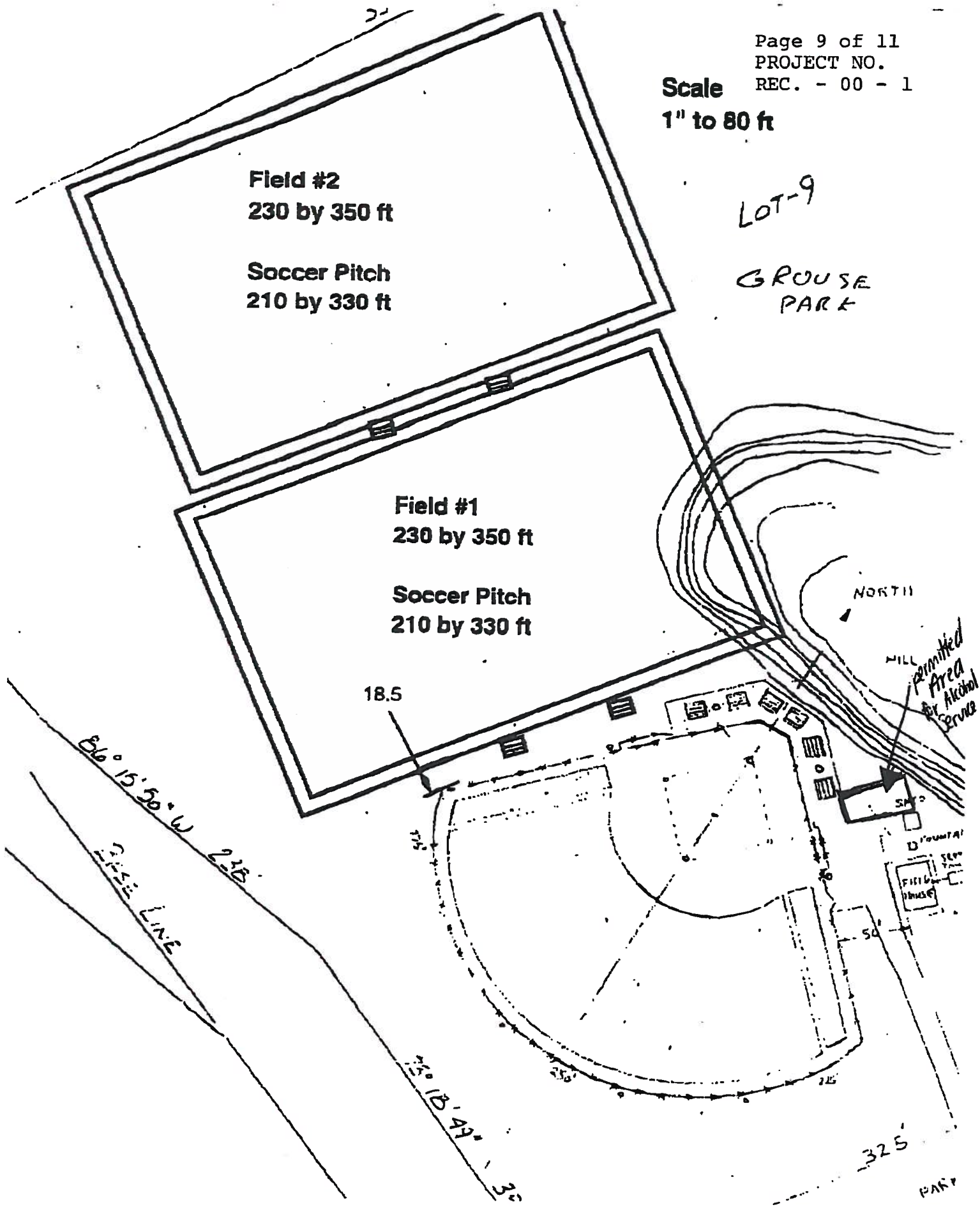
NORTH

MILL
permitted
Area
for Alcohol
Service

DISCOUNT
FIELD
HOUSE

325

PARK





The Corporation of the Town of Deep River

If you have a complaint regarding this event please contact the appropriate contact number below.

Name of Permit Holder and rental group: _____

Deep River Police Services: 613 584-3500

Deep River Fire Department: 613-584-2000 ext 120

The Corporation of the Town of Deep River Municipal Office: 613 584-2000

Alcohol and Gaming Commission of Ontario: 1-800-522-2876



The Corporation of the Town of Deep River

If you have a complaint regarding this event please contact the appropriate contact number below.

Name of Permit Holder and rental group: _____

Deep River Police Services: 613 584-3500

Deep River Fire Department: 613-584-2000 ext 120

The Corporation of the Town of Deep River Municipal Office: 613 584-2000

Alcohol and Gaming Commission of Ontario: 1-800-522-2876

THE CORPORATION OF THE TOWN OF DEEP RIVER



P.O. BOX 400 • 100 DEEP RIVER ROAD • DEEP RIVER, ONTARIO K0J 1P0
Telephone: (613) 584-2000 • www.deepriver.ca • Fax: (613) 584-3237

Rental / Use of Municipal Facilities

I have received and reviewed a copy of the Municipal Alcohol Policy for the rental/use of municipal facilities when applying for a special occasion permit.

I understand that I must comply with the Policy regulations and the Liquor Licence Act of Ontario.

I understand that if I, or any other individual at the event, fail(s) to follow the Municipal Alcohol Policy regulations, appropriate action will be taken. This may include eviction and revoking of the Special Occasion Permit or the notification of the local authorities.

I understand I may be held liable, pending the circumstances, for injuries and damages arising from failure to comply with the Liquor Licence Act of Ontario or by not maintaining a safe activity area.

Rental Group Name

Rental Group Representative

Recreation Manager

Date

THE CORPORATION OF THE TOWN OF DEEP RIVER



P.O. BOX 400 • 100 DEEP RIVER ROAD • DEEP RIVER, ONTARIO K0J 1P0
Telephone: (613) 584-2000 • www.deepriver.ca • Fax: (613) 584-3237

Event Summary Report Form

Date of Event: _____

Facility: _____

Event: _____

Event Organizer(s): _____

(Group/Permit Holder) _____

No disturbances occurred OR complete the following

1. Describe what happened. (Please be as detailed as possible)

2. How was the disturbance/incident handled?

3. If the police were called: Name of Police Officer: _____

Contact Information: _____

4. How do you think this incident could have been avoided?

Signature

Date



THE CORPORATION OF THE TOWN OF DEEP RIVER

ISSUE REPORT

SUBJECT: Employee Performance Appraisal Policy		REPORT NUMBER 2011ML001ISS
File Storage: U:/mlarose/Issue Reports/Administration/2011/201ML001ISS Employee Performance Appraisal Policy		PAGE 1 of 2
PREPARED BY: Michelle Larose	REVISION DATE: January 31, 2011	
MANAGER SIGNATURE:	FOR CONSIDERATION OPEN SESSION X CLOSED SESSION <input type="checkbox"/>	
REFERRED TO: COUNCIL		
ATTACHMENTS: H03-2 Draft Performance Appraisal Policy H03-2 Previous Performance Evaluation Policy – dated November 6, 1991		

BACKGROUND:

The current Performance Evaluation Policy dated November 6, 1991 is a policy that applies to department heads and supervisors in the employ of the Town of Deep River. This policy requires updating as the contents of the policy are no longer applicable.

ISSUES AND OPTIONS:

A policy exists but only to establish the guidelines for the evaluation of department heads and supervisors. There is a need to have guidelines for the evaluation of all personnel within the auspices of the Town of Deep River.

Attached to this report, is a revised policy H03-2 Employee Performance Appraisal Policy that encompasses all municipal employees. The policy outlines the procedure and evaluation criteria to be used for the appraisal.

Schedule "A" – Employee's Input to Performance and Development

This provides the ability for the Employee to provide input into the evaluation process

Schedule "B" – Performance and Development Review

The schedule is the performance report that is completed by the Department Head and discussed with the employee during the performance review process.

SUBJECT: Employee Performance Appraisal Policy	REPORT NUMBER 2011ML001ISS
File Storage: U:/mlarose/Issue Reports/Administration/2011/201ML001ISS Employee Performance Appraisal Policy	PAGE 2 of 2

FINANCIAL IMPLICATIONS:

There is a financial implication in that By-law 38-2010 provides for increases to the salaries of senior staff. The amounts are determinable only upon performing evaluations for senior staff or at Council's discretion in the case of the CAO/Clerk.

Additional financial implications would be realized should there be a requirement for further training in order to provide assistance for an employee to learn and understand the duties of their position.

ACCESSIBILITY IMPLICATIONS:

N/A

RECOMMENDATION:

This report has been provided in draft form to allow for Council's review and provide comment or amendments. Once the policy has been approved in draft, it will be presented to Council for formal approval.

Policies and Procedures			
Department	Town of Deep River	Issued	November 6, 1991
Section	Human Resources	Effective:	
Subject:	H03-2 Employee Performance Appraisal Policy	Page:	Page 1 of 4
Approved by:	Municipal Council	Replaced:	February 2, 2011

Scope

Performance appraisals will be conducted annually for all Employees of the Town of Deep River.

The purpose of the employee's performance appraisal is to evaluate their performance relative to their duties and responsibilities. Job descriptions for each position are outlined in the job description manual and By-law 24-2010 for senior staff.

In addition to their specific performance, the following will be evaluated:

1. If necessary, outline any areas requiring improvement or development;
2. Assess the suitability of the employee for additional responsibilities; and
3. Determine, relative to mutually agreed goals and objectives established in the previous performance review period, whether or not these goals and objectives have been achieved. For Senior Management, this may mean a change in remuneration as per By-law 38-2010. Note: The salary for senior management may be adjusted from time to time as per the noted by-law and is not subject to annual performance appraisals only.

Privacy

An individual's right to privacy shall be respected in proceedings under this policy. All documents produced in the performance appraisal procedure shall be sealed in an envelope and for the CAO/Clerk, signed by the Mayor; for Senior Management Staff, signed by the CAO/Clerk and for Staff, signed by the Department Head. Each respective performance appraisal shall be filed in the employee's personnel file.

Procedure

Evaluations shall be conducted as follows:

Senior Management:

1. Employee performance appraisals shall be given once a year and will occur in the month of May each year.
2. The CAO/Clerk's evaluation shall be performed by the Mayor and Deputy-Mayor.
3. Senior Management (Treasurer, Director of Public Works, Manager of Planning and Development, Chief Building Official, Deputy Clerk, Manager of Recreation and Fire Chief) evaluations shall be performed by the CAO/Clerk.

Policies and Procedures			
Department	Town of Deep River	Issued	November 6, 1991
Section	Human Resources	Effective:	
Subject:	H03-2 Employee Performance Appraisal Policy	Page:	Page 2 of 4
Approved by:	Municipal Council	Replaced:	February 2, 2011

Municipal Staff:

1. Employee performance appraisals shall be given once a year and will occur in the month of May each year.
2. All municipal staff evaluations shall be performed by their respective department heads.

New Employees/ Probationary Employees:

1. Newly hired employees shall have periodic evaluations by their respective Department Head and such evaluations shall be placed in the employees personnel file. These evaluations are necessary for the purpose of guiding the employee as they transition in their position with the Municipality.
2. Once the employee has successfully completed the probationary period, annual evaluations shall be conducted in accordance with the policy.

Performance Review:

1. Should an employee's performance be subject to a review in which improvement is required, a monthly evaluation shall take place to ensure that the employee is aware of the status of their progress.

Evaluation

The evaluation shall be conducted using the forms attached to this policy:

Schedule "A" – Employee's Input to Performance and Development Review

Schedule "B" – Performance and Development Review

Notes for Council/ CAO/Clerk/ Department Head:

1. Within two weeks prior to the review period, the employee is to complete the Employee's Input to Performance and Development Review and submit the document to their Department Head. During the month of May, the Department Head shall arrange a meeting with the employee to complete the Performance Evaluation and Overall Performance sections of the form.

Policies and Procedures			
Department	Town of Deep River	Issued	November 6, 1991
Section	Human Resources	Effective:	
Subject:	H03-2 Employee Performance Appraisal Policy	Page:	Page 3 of 4
Approved by:	Municipal Council	Replaced:	February 2, 2011

2. The meeting should be conducted in a private meeting area. At this meeting, you and the employee should discuss and finalize the Performance Evaluation and the Overall Performance Rating. In determining the Overall Performance Rating, the following criteria will be used:

(1) Unsatisfactory: This category is used for individuals who do not succeed in discharging the majority of the responsibilities of their jobs. Standards/Goals are or normally met and/or satisfactory work is only achieved after significant involvement by a higher authority.

(2) Developmental/ Needs Improvement:

Performance which falls short of being satisfactory in that a majority but not all position responsibilities are achieved. Requires more supervision than would normally be expected and standards/goals are only accomplished with a considerable amount of supervisory input. New employees may fall into this category as they lack the experience and knowledge to perform at a fully satisfactory level.

(3) Meets Expectations:

Performance which indicates a command of all position responsibilities. Normal situations and problems are dealt with properly and competently. This category consists of those who are performing satisfactorily according to the job specification. The majority of individuals will qualify for this rating.

(4) Exceeds Expectations:

The contribution of the individual is usually beyond that expected. The individual accomplishes all assigned position responsibilities and contributes more than the job strictly requires. Judgment is sound and unusual problems are handled competently. Improvement in the areas of responsibilities is strived for and initiative is regularly displayed. This category normally consists of those who are demonstrating signs of exceptional performance but who have yet to reach that stage of development, perhaps because of inexperience. It also consists of experienced individuals who consistently make an important contribution but whose performance falls just short of exceptional.

Policies and Procedures			
Department	Town of Deep River	Issued	November 6, 1991
Section	Human Resources	Effective:	
Subject:	H03-2 Employee Performance Appraisal Policy	Page:	Page 4 of 4
Approved by:	Municipal Council	Replaced:	February 2, 2011

(5) Superior:

This category is reserved for those employees whose performance is consistently excellent. The employee accomplishes all assigned position responsibilities and consistently displays sound judgment. He/she can be significant contribution to the organization far beyond the requirements of the particular position. This probably occurs due to the employee's ability to be innovative and to take initiative. Because of these exceptional characteristics, very few individuals will qualify for this rating.

3. After the Performance Evaluation and the Overall Performance Rating have been completed, you and the employee will sign the form and the employee should be given opportunity to make whatever comments he or she wishes. You will then provide the employee with a photocopy and forward the original of the completed forms to the CAO/Clerk – Administration Department.
4. As performance review is a continuing process, you must now set new performance standards/goals and review the major job responsibilities for the next period.

SCHEDULE "A" to H03-2 Employee Performance Appraisal Policy

THE CORPORATION OF THE TOWN OF DEEP RIVER

EMPLOYEE'S INPUT TO PERFORMANCE AND DEVELOPMENT REVIEW

Date: _____

Employee's Name: _____

Supervisor's/Department Head's Name: _____

Work Location: _____

PERFORMANCE

Your input is important in assisting your supervisor in carrying out an effective performance review. Please provide your comments below.

1. The primary role of my job is:

2. The area(s) in which I feel that I have improved over the past year are:

3. The area(s) in which my supervisor/department head can further assist me in my job are:

4. Factors that I wish to have considered in the assessment of my performance over the past year.

DEVELOPMENT

Personal development reflects the initiatives that an employee chooses to take, and those that the company may take, to enhance personal growth, job satisfaction and productivity. Initiatives can include increased responsibilities, career path changes, training, but a major part of personal development reflects personal growth within the job. To assist us in understanding your personal development interests and objective, please provide your comments below.

1. My career/Job interests are:

⇒ Short Term

⇒ Long Term

2. The following event(s) over the past year have contributed to my personal development:

3. The following experiences, projects, training etc. would be helpful in furthering my development in my current job:

4. I would like the company to consider the following actions to help further my career development:

5. Steps that I am taking or considering in furthering my career:

6. **Personal and/or other circumstance that I would like considered with regard to my career and personal development are:**

Date Completed: _____

Signature: _____

DRAFT

SCHEDULE "B" to H03-2 Employee Performance Appraisal Policy

**THE CORPORATION OF THE
TOWN OF DEEP RIVER**

PERFORMANCE AND DEVELOPMENT REVIEW

EMPLOYEE IDENTIFICATION DATA:

Name (Surname, First and Middle initial)		Review Period	
		From:	To:
Position Classification:		Position Title:	
Office:	Location:		
Supervisor's/Department Head's Name and Title:			

I. PERFORMANCE EVALUATION (This section provides feed-back to the employee on his/her performance)

1. KNOWLEDGE, SKILLS AND ABILITIES: RATING _____ (1-5)

Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.

REMARKS: _____

2. QUALITY OF WORK: RATING: _____ (1-5)

Does the employee complete assignments meeting quality standards? Consider accuracy, neatness, thoroughness and adherence to standards and safety rules.

REMARKS: _____

3. QUANTITY OF WORK: RATING _____ (1-5)

Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules?

REMARKS: _____

4. INITIATIVE/MOTIVATION: RATING: _____ (1-5)

Ability to originate or develop ideas and initiate action: energy, enthusiasm and responsibility displayed in the handling of duties.

REMARKS: _____

5. PLANNING/ORGANIZING: RATING: _____ (1-5)

Ability to set priorities and targets, arrange own activities, effective use of available resources.

REMARKS: _____

6. COMMUNICATION: RATING: _____ (1-5)

Skills (writing, speaking) required conveying information and expressing ideas in a clear and concise manner. Skills (listening) required taking directions and considering views of others.

REMARKS: _____

7. INTERPERSONAL RELATIONS: RATING: _____ (1-5)

Ability to co-operate with and maintain effective working relationships; deal effectively with situations which involve attitudes, opinions and feelings of others.

REMARKS: _____

8. ADAPTABILITY: RATING: (1-5)

Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?

REMARKS: _____

9. JUDGEMENT/DECISIVENESS: RATING: _____ (1-5)

Skill in reaching sound conclusions based on information available; readiness to make decisions and implement action.

REMARKS: _____

10. ATTENDANCE: RATING _____ (1-5)

Consider the number of days sick leave used during the period of review, the number of occurrences, and whether these were in conjunction with a weekend and/or statutory holiday.

REMARKS: _____

11. PUNCTUALITY: RATING _____ (1-5)

Consider adherence to designated hours of work.

REMARKS: _____

NOTE: Complete the following **ONLY** if appropriate.

IN WHAT AREAS CAN THE EMPLOYEE IMPROVE PERFORMANCE WEAKNESSES?

Comment on specific skills and areas of responsibility that require improvement.

II SUPERVISORY FACTORS – (Complete this section only if the Employee is in a supervisory role)

1. LEADERSHIP: RATING _____ (1-5)

Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.

REMARKS: _____

2. DELEGATION: RATING _____ (1-5)

How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?

REMARKS: _____

3. PLANNING AND ORGANIZING: RATING: _____ (1-5)

Consider how well the employee plans and organizes work; coordinates with others, and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.

REMARKS: _____

4. ADMINISTRATION: RATING: _____ (1-5)

How well does the employee perform day-to-day administrative tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?

REMARKS: _____

5. PERSONNEL MANAGEMENT: RATING: _____ (1-5)

Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?

REMARKS: _____

OVERALL PERFORMANCE RATING: (Consider all aspects of employee's performance during this review period. Refer to "Notes Council/ CAO/Clerk/ Department Head" on Page 2 of the Employee Performance Appraisal Policy (H03-2), for the definition of each performance rating.)

REMARKS: _____

Unsatisfactory	Developmental Needs Improvements	Meets Expectations	Exceeds Expectations	Superior
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III CERTIFICATION

SUPERVISOR/DEPARTMENT HEAD	
Supervisor's/Department Head's Signature	Date

IV TO THE EMPLOYEE:

I have been advised of my performance ratings. I have read and discussed the contents of this review with my supervisor.

This confirms that I agree with the evaluation:

Signature: _____ Date: _____

This confirms that I do not agree with the evaluation:

Signature: _____ Date: _____

My comments are as follows (optional) (attach additional sheet(s) if necessary):

The Corporation of the Town of Deep River

STATEMENT OF POLICY

(Schedule 'A' to By-law No. 6-88)

Title: **Performance Evaluation**

Page 1 of 5

Number: **H03-2**

Effective Date: November 6, 1991

By-law Number 72-91

Application: This policy applies to department heads and supervisors in the employ of the Town of Deep River.

1. Policy Statement

Performance appraisals will be conducted annually for Department Heads and Senior Supervisors to:

- 1.1 evaluate the employee's performance relative to the duties and responsibilities of the position outlined in the job description as approved by Council and attached in pages JD1 to JD39;
- 1.2 if necessary, outline any areas requiring improvement or development;
- 1.3 assess the suitability of the employee for additional responsibilities; and,
- 1.4 determine, relative to mutually agreed goals and objectives established in the previous performance review period, the employee's eligibility for a performance award.

2. Privacy

An individual's right to privacy shall be respected in proceedings under this policy. All documents produced in the performance appraisal procedure shall be sealed in an envelope and

- 2.1 for department heads, signed by the Mayor; and,
- 2.2 for senior supervisors signed by the department head;

and stored in the appraised employee's personnel file.

3. **Implementation**

3.1 Training

Prior to the commencement of the following prescribed procedures; that is, before April 1992, all affected staff members and members of Council involved in the performance evaluation process will attend a training session to be arranged by Council and conducted by the County of Renfrew Personnel Department.

3.2 Review

After the completion of one year of operation of this policy; that is, in October 1992, this policy and the procedures hereunder shall be reviewed by Council with input from the affected staff members.

4. **Procedure - Department Heads**

4.1 The composition of the Management Review Committee for each Department Head is as follows: (* indicates Chairperson)

4.1.1. **Clerk-Treasurer Co-ordinator**

- 4.1.1.1 Chairperson of Finance & General Gov.
- 4.1.1.2 Chairperson of Planning
- 4.1.1.3 Chairperson of Labour
- 4.1.1.4 Mayor *

4.1.2. **Superintendent of Public Works**

- 4.1.2.1 Chairperson of Physical Environment*
- 4.1.2.2 Chairperson of Labour
- 4.1.2.3 Mayor

4.1.3 **Fire Chief**

- 4.1.3.1 Chairperson of Public Concerns*
- 4.1.3.2 Chairperson of Labour
- 4.1.3.3 Mayor

4.1.4 Recreation Director

4.1.4.1 Chairperson of Municipal Recreation Committee*

4.1.4.2 Chairperson of Labour

4.1.4.3 Mayor

4.1.5 **Economic Development Director**

4.1.5.1 Chairperson of Area Ec. Development Committee.*

4.1.5.2 Chairperson of Labour

4.1.5.3 Mayor

4.2 The following procedural steps comprise the review:

- 4.2.1 **Step (1)** The Mayor will hand out forms to both the Department Head and the designated chairperson of the Management Review Committee by April 15 each year.
- 4.2.2 **Step (2)** The Mayor shall ensure that both the Department Head and the appropriate Chairperson have completed the task of completing pages 1, 2, 3 and 5 by May 1 each year.
- 4.2.3 **Step (3)** The Mayor shall ensure the designated Management Review Committee shall meet to produce a composite copy of the review form taking information from the Department Head's completed form and the designated Chairman of the Management Review Committee's completed form using pages 1,2,3 and 5. The designated Management Review Committee shall at this time fill at the top of page 4. This to be completed by May 15.
- 4.2.4 **Step (4)** The Mayor shall ensure that a meeting between an appropriate member of the Review Committee and the Department Head has taken place before June 1. At that meeting the composite form will be presented to the Department Head, and the rationale for statements on the form explained. A discussion on the goals shall also be part of this meeting. The Department Head then has one week following the meeting to convey his comments to the Review Committee by completing the bottom of page 4 (employee comments)
- 4.2.5 **Step (5)** If the form is not "signed off" by the Department Head after the meeting referred to in Step 4, the Management Review Committee shall request a meeting with the Department Head for further consideration.

- 4.2.6 **Step (6)** All completed forms shall be sent to the Labour Committee by the Mayor prior to June 15 each year for updating the Senior Staff Salary By-law.

5. **Procedure - Supervisors**

- 5.1 The undernoted are the Supervisors:

- 5.1.1 **Deputy Clerk-Treasurer**
- 5.1.2 **Public Works Foreman**
- 5.1.3 **Water Plant Supervisor**
- 5.1.4 **Arena Manager**
- 5.1.5 **Pool Manager**

- 5.2 The following is a list of steps that should be taken to ensure that the supervisors' performance reviews can be completed by June 1 each year.

- 5.2.1 **Step (1)** Hand out forms (Town of Deep River Appraisal Form) to both the Department Head and the Senior Supervisor member by April 1 each year.
- 5.2.2 **Step (2)** The Department Head shall ensure that both the Department Head and the Senior Supervisor have completed the task of completing pages 1,2,3 & 5 by April 15 each year.
- 5.2.3 **Step (3)** The Department Head shall produce a composite copy of the review form taking information from the Department Head's completed form and the employee's completed form using pages 1,2,3, & 5. The Department Head shall, at this time, fill out the top of Page 4 by May 1 each year.
- 5.2.4 **Step (4)** The Department Head shall ensure that a meeting date between the department head and the senior staff member has been arranged. The composite form shall be released to the senior staff member two days prior to the date of the meeting for the completion of the bottom of page four. The meeting shall take place prior to May 15 each year.

- 5.2.5 **Step (5)** If the Senior Supervisor does not sign off the form within one week after the meeting, the Mayor shall be informed in writing of the fact. The Department Head shall endeavour to resolve the situation by June 1. If the form is still unsigned at June 1 the form remains unsigned and is forwarded to the Labour Committee.
- 5.2.6 **Step (6)** All completed forms (signed and unsigned) shall be sent to the Labour Committee who will prepare for Council the salary recommendations to be included in the Senior Staff Salary By-law.

NAME: _____ APPRAISAL DATE: _____

DEPARTMENT: _____ JOB TITLE: _____

HIRE DATE: _____ POSITION DATE: _____

PERIOD COVERED: FROM _____ TO: _____

Listed below are a number of job performance factors which must be met to insure competent performance. Considering the specific accountabilities contained in the job description, along with the goals and objectives jointly established at the beginning of the Performance Period, assess each factor. Your constructive comments for each factor will form the basis for the Performance Appraisal Summary.

1) QUALITY AND QUANTITY OF WORK: Considers quality and quantity on an individual and department/corporate basis.

Comments: _____

2) ORGANIZATIONAL ABILITY: Considers self-discipline in organizing and balancing special projects, assignments and specific objectives against daily work requirements and costs. Considers also the results attained.

Comments: _____

3) DELEGATION OF AUTHORITY: Considers proper and timely delegation of significant tasks and duties to proper subordinates possessing authority to act. Is over delegation or lack of delegation apparent?

Comments: _____

4) **PLANNING & INITIATIVE:** Establishes realistic goals/objectives for self and staff. Recognizes need for improvement in department or section and develops plan of action. Positive to change.

Comments: _____

5) **PROBLEM SOLVING SKILLS:** Systematically determines, collects and organizes required information to solve problem or complete task. Analyzes objectively, formulates/applies solution.

Comments: _____

6) **JUDGEMENT:** Exercises good judgement in all aspects of duties relating to department and corporate operations. Makes timely, clear decisions and remains objective and flexible in communications and budgetary control matters.

Comments: _____

7) **RESULTS:** Considers overall accomplishments of both major and minor objectives from a personal, departmental and corporate standpoint. Are the results in balance with energy, time and resources expended?

Comments: _____

8) **LEADERSHIP:** Possesses self confidence, poise, conviction. Gives clear direction to staff and backs them up. Defines expectations and standards for performance. Is clearly in control. Has gained respect of staff and peers (or other departments) through action and deed.

Comments: _____

9) **COMMUNICATIONS:**
Gives direction to staff effectively. Expresses self clearly and succinctly, verbally and in writing. Listens and expresses point of view in appropriate forums.

Comments: _____

10) **INTERPERSONAL RELATIONS:** Relates in a positive and productive way to people in other disciplines and to peers. Listens and seeks to understand different viewpoints. Reacts positively to constructive criticism. Negotiates workable compromises.

Comments: _____

11) **TECHNICAL KNOWLEDGE:** Demonstrates technical knowledge and has ability to supervise in all areas. Continually looking for improved methods, standards and results.

Comments: _____

PERFORMANCE APPRAISAL SUMMARY:

OVERALL EVALUATION:

Unsatisfactory Meets Most Requirements Fully Meets
Requirements Exceeds Requirements Outstanding
Performance Award: Recommended Not Recommended

Appraised By: _____

(Name)

(Title)

Appraisers _____

(Signature)

EMPLOYEE COMMENTS:

This appraisal has been discussed with me by the rating appraisor. I have participated in the setting of goals and objectives for the next performance period.

(Date)

(Employee Signature)

SETTING OF GOALS AND OBJECTIVES

FOR PERIOD FROM _____ TO _____ This section is designed to establish a professional and organizational development plan, with clearly stated goals supported by realistic and measurable objectives. These must be jointly established and agreed upon.

SET GOALS AND OBJECTIVES AT BEGINNING OF PERFORMANCE PERIOD

GOALS: Some goals may have an achievement date within the period for the Performance Appraisal. Other goals will be of a continuing nature and should be identified as such.

Individual	Achievement Date
or	or
Departmental	Continuing

OBJECTIVES: These objectives should have the effect of enhancing strengths, minimizing weaknesses and contributing to the achievement of Individual and Departmental Goals. Deadlines within the period for the Performance Appraisal should be established. Criteria should be identified to help signal that an objective has been met. Criteria are indicators, conditions or measurements.

Criteria	Deadline
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Tuesday, January 18th, 2011

His Worship David Thompson
Mayor of Deep River
P.O. Box 400
Deep River, Ontario
K0J 1P0

Dear Mr. Mayor,

On Saturday, May 14th, 2011, the Deep River Science Academy (DRSA) will be hosting a day-long event to celebrate its 25th Anniversary. This is a significant milestone in the life of our organization and we would be honoured to have you attend. We also ask that you participate as an official dignitary during the opening ceremony with words of welcome on behalf of the Town of Deep River, for those in attendance.

The DRSA was started in 1987 by scientists working at the Chalk River Laboratories, the major research and development campus of Atomic Energy of Canada Limited (AECL), and the Petawawa National Forestry Institute. Realizing that high school students receive a limited exposure to science research in their classrooms, the founders created the DRSA to give students a hands-on experience with real life science. The DRSA mandate is threefold: to help young people make well-informed career choices among the scientific and engineering disciplines, to create enthusiasm for careers in science and engineering, and to foster personal intellectual confidence in science knowledge and use.

For six weeks in the summer, high school students from across Canada come to the Deep River Science Academy to participate in this unique program. Five days a week, they work alongside professional scientists and their university student assistants, learning proper procedures and performing actual research. For the rest of the week, the students live together, participating in camp life and taking field trips throughout the Ottawa Valley. It is a wonderful enrichment experience in experiential science education, social development and confidence building as well as the opportunity to make lifelong friendships from across Canada.

The DRSA has had a distinct impact on the lives of its alumni and associates, many of whom will be returning to reconnect with their colleagues. We hope that you can join us in celebrating our Silver Anniversary in Deep River, Ontario. I will be providing an itinerary for all of our guests. Please R.S.V.P. to me at (613) 584-4541 or tanya.wright@drsa.ca.

Yours sincerely,

Tanya Wright
Outreach Administrator
Events Manager



500 Consumers Road
North York, ON M2J 1P8
PO Box 650
Scarborough ON M1K 5E3

Manny Sousa
Manager, Community and Municipal Relations
Tel 416 495 5790
Fax 416 495 5519
Email manny.sousa@enbridge.com

JAN 25 2011

January 18, 2011

Mayor Dave Thompson
100 Deep River Road
Deep River, ON K0J 1P0

Dear Mayor Thompson:

Enbridge Gas Distribution is proud to support the Winter Warmth program for the seventh consecutive year.

Starting December 1, 2010, Winter Warmth financial assistance will be available to low-income families and individuals living at or below the poverty line who are finding it difficult to pay their heating bills this winter season.

The Winter Warmth program is delivered through a network of local agencies, and centrally administered in your area by the Salvation Army. In the past five years, over 85 households in Renfrew County have received financial assistance to help pay their natural gas bills.

The Winter Warmth program started in 2004 as a pilot project by Enbridge and the United Way. We anticipate that over 2,000 households will receive funding through Winter Warmth for this winter season alone. During the 2009/2010 winter season, Enbridge Gas Distribution was able to assist over 1,400 families and individuals with their natural gas bill.

Celebrating over 160 years of service, Enbridge Gas Distribution has a long-standing history of community involvement in programs that help build sustainable communities across our service areas. The Winter Warmth program helps low-income households who are having financial difficulties paying their natural gas bill will stay warm and safe during the cold winter months.

Enclosed are copies of our Winter Warmth brochure and poster. Information is also available at www.enbridgegas.com/winterwarmth. For details about this program or to request more brochures please call the Salvation Army at 613-735-5601.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Manny Sousa', written over a horizontal line.

Manny Sousa
Manager, Community and Municipal Relations
Enbridge Gas Distribution Inc.

Where to apply for Winter Warmth assistance

Ajax-Pickering-Uxbridge
Community Development
Council Durham
(905) 686-2661

**Barrie & Greater
Simcoe County**
Simcoe County Alliance to End
Homelessness/United Way
(705) 726-2301 ext. 30

Bruce Grey
United Way of Bruce Grey
(519) 376-1560

City of the Kawartha Lakes
A Place Called Home
(705) 328-0905 ext. 223

Dufferin County
Community Living Dufferin
(519) 941-8971

Lanark County
The Mills Community
Support Corporation
(613) 256-1031 ext. 24

Leeds and Grenville
1,000 Islands Credit
Counselling
(613) 498-2111 ext. 234

**Niagara Falls and
Greater Fort Erie**
Project S.H.A.R.E.
(905) 357-5121 ext. 30

**Northumberland County
(Campbellford only)**
The Help Centre
1-888-698-3382

Oshawa-Whitby-Clarington
Community Development
Council Durham
(905) 686-2661

Ottawa
The Salvation Army Ottawa
Booth Centre
(613) 241-1573 ext. 257

Peel Region
Dixie Bloor
Neighbourhood Centre
(905) 629-1873

Peterborough & District
Community Counselling/
Housing Resource Centre
(705) 743-2272

Prescott & Russell
United Counties of
Prescott & Russell
(613) 675-4642 ext. 6102

Renfrew County
The Salvation Army
(613) 735-5601

St. Catharines & District
Community Care of
St. Catharines and Thorold
(905) 685-1349

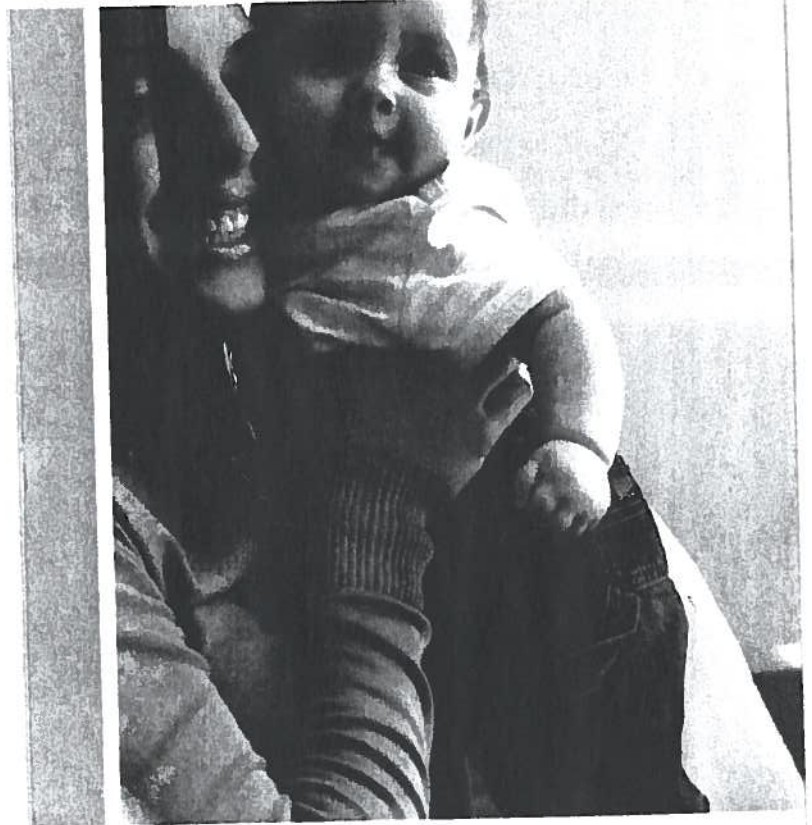
Toronto
Neighbourhood
Information Post
(416) 924-2543

Welland
The Hope Centre
(905) 788-0744

York Region
Canadian Mental Health
Association - York Region
(905) 841-3977 ext. 4240
1-866-345-0224 (Toll-Free)

Need Help with your Heating Bill?

Ask about Winter Warmth



WINTER
Warmth 

WINTER
Warmth 

 ENBRIDGE

 uniongas

In partnership
with
 United Way

 ENBRIDGE

 United Way

EN 170-631 REV NOV 2010

Winter Warmth



For when life turns up the heat

The struggle to meet all of your financial commitments can sometimes mean that you find yourself a little short when the time comes to pay your natural gas bill. If you've recently had difficulty paying, or are concerned about making your next payment, Winter Warmth may be able to help.

Winter Warmth is coordinated and delivered to customers by United Way through a network of community agencies within Enbridge Gas Distribution's service area.

In your time of need, we can help

Winter Warmth is designed for low-income families and individuals living at/or below the poverty line. Each Winter Warmth season the approved households receive an annual one time grant.

Upon successful completion of the application process, the funds will be credited to your heating bill. It's peace of mind during the long winter season – and it can go a long way to getting your energy bill back under control.

Who qualifies for Winter Warmth?

Availability of funding from Winter Warmth is limited to individuals from low-income households that satisfy at least one or more of the following conditions:

- Have energy bills that are currently in arrears;
- Have recently received a disconnection notice;
- Are experiencing personal circumstances that make it difficult to pay their current energy bill.



JAN 25 2011

Box 2034

Deep River

January 23, 2011

Deep River Town Council

Deep River, Ontario

Dear Council Members:

As a concerned citizen, I would like to ask that the following statement be read at the next council meeting.

I am a former member of the Deep River Potter's Guild. Last January the purported DRPG executive revoked my membership for no reason other than than I questioned the undemocratic way in which they conducted their affairs. I followed all the rules of the guild. I find it disturbing that this group can make such exclusive proprietary decisions by arbitrarily deciding who will be a member and who will not. I was told by the executive at their AGM that the DRPG is a "private club".

Occupying a space in the Community Centre is a privilege, not the right, of the Deep River Potter's Guild. Due to the fact that there has been so much negativity generated by the DRPG in the past, (this most recent dispute dates back to September, 2009), and that the lease is up for renewal, I wonder how this group can continue to occupy such a privileged position? As a taxpayer and a retired teacher in this community, I would like to know how my access to facilities in the Community Centre can be denied? This is an ethical question and a matter of principle because what happened to me could happen to anyone.

Thank you for your thoughtful consideration of this letter.

Sincerely,

Philip Chester

cc: Council
CAO
Recreation Manager

JAN 28 2011



Renfrew County 55+ Games

“DISTRICT 5”

2011 HOST TOWN – BARRY’S BAY

10 Golden Pine Lane, Box 231
GOLDEN LAKE, ON. K0J 1X0

January 24, 2011

Mayor David Thompson
Town of Deep River
100 Deep River Road
Deep River, ON. K0J 1P0

Dear Mayor Thompson:

We are writing to request your support for a very worthwhile community project.

Every year we have Senior Games for the 55 plus adults in our County and we are very honoured to say that BARRY’S BAY in The Township of Madawaska Valley is the host for 2011. The games have become one of the most popular in the Province. There are 41 districts in Ontario and Renfrew County is District 5. Participants from all over our County will be participating.

Our mission and goal is to continue providing 55 plus adults with the opportunity to increase their physical, mental well-being and interaction through participation in Summer and Winter Games.

Hosting these games takes time, effort and money to provide our seniors with the best possible participation and venues and we are asking for your financial support to deliver these games.

If you decide to make a donation to the Games, cheques can be made out to the Renfrew County Seniors Games and mailed to the address above.

We thank you for taking time to read our letter and considering our request. However, should you require any further information or have any questions, please do not hesitate to contact the undersigned Stephanie Atkinson at 613-625-2910 or email: stephanie1938@gmail.com.

Yours sincerely,

A handwritten signature in purple ink that reads 'Stephanie Atkinson'.

Stephanie Atkinson
Chairperson
Renfrew County Seniors Games 2011 Barry’s Bay.