

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

**COUNCIL MEETING**

**Wednesday, February 16, 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**
- 5. MINUTES OF PREVIOUS COUNCIL MEETING**

**5.1** February 2, 2011 – Council Meeting

**BE IT RESOLVED THAT** the minutes of the Council Meeting of February 2, 2011, as printed and circulated to all members of Council, be approved.

**5.2** February 9, 2011 – Committee of the Whole

**BE IT RESOLVED THAT** the minutes of the Committee of the Whole Meeting of February 9, 2011, as printed and circulated to all members of Council, be approved.

**6. REPORTS**

**6.1** A/O List Review

**6.2** Review of Procedural By-law (refer to February 9, 2011 Committee of the Whole agenda for copy of draft by-law)

**7. BY-LAWS**

**7.1 By-law No. 07-2011**

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

By-law No. 07-2011 – A By-law to amend By-law 6-88 to adopt the Employee Performance Appraisal Policy for the Town of Deep River.

**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. 07-2011 – A By-law to amend By-law 6-88 to adopt the Employee Performance Appraisal Policy for the Town of Deep River.

**8. ISSUE REPORTS & RECOMMENDATIONS FROM COMMITTEE OF THE WHOLE**

**8.1 Revision to Tim Horton's Site Plan**

**BE IT RESOLVED THAT** Council approve the revision to the original Tim Horton's site plan agreement to include a patio as per the drawing submitted;

**AND FURTHER THAT** Council direct the Manager of Planning and Development to prepare the amendment to the site plan for Council's consideration;

**AND FURTHER THAT** the amendment is conditional upon the sidewalk installation as per the original site plan agreement.

**8.2 Chip Truck Location**

**BE IT RESOLVED THAT** Council direct the Manager of Planning and Development to initiate a lease agreement with the owners of Wazzy's Fries (Tim and Paula Wasmund).

**9. MOTIONS GIVEN PRIOR NOTICE**

**9.1 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.

**10. NEW BUSINESS & NOTICES OF MOTION**

**11. CORRESPONDENCE**

11.1 Thank You – Ivan Saari, Renfrew County District School Board

11.2 Joint Council Meetings – Melinda Reith, United Townships of Head, Clara & Maria

**12. OTHER BUSINESS & INFORMATION ITEMS**

**13. CLOSED SESSION**

**14. CONFIRMATORY BY-LAW**

14.1 By-law No. 08-2011

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

By-law No. 08-2011 – 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 16, 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. 08-2011 – 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 16, 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.**

**The Corporation of the Town of Deep River**

**MINUTES**

**COUNCIL MEETING**

**Wednesday, February 2, 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:** Kevin Bossy, Bishop Water Technologies, Inc.

**Staff:** Michelle Larose, CAO/Clerk  
Shelly Cull, Recreation Manager

**1. CALL TO ORDER**

Mayor Thompson opened the meeting at 7:04 p.m. and welcomed everyone

**2. DECLARATION OF PECUNIARY INTEREST**

NIL

**3. APPROVAL/AMENDMENT OF MEETING AGENDA**

Items added to the Agenda:

Item #12.1 Pembroke and Area Airport Commission Update – Councillor Syme  
Item #12.2 Economic Development Committee Update – Deputy Mayor MacCafferty  
Item #12.3 Riverbank Committee Update – Councillor Desrochers

**4. DELEGATIONS AND PRESENTATIONS**

**4.1** Marina Dredging – Geo Dredging & Dewatering Solutions Inc.

Mr. Kevin Bossy of Bishop Water Technologies, Inc., provided an overview of the marina dredging process and the use of geotube technology.

**5. MINUTES OF PREVIOUS COUNCIL MEETING**

**5.1** January 19, 2011 – Council Meeting

**RESOLUTION # 2011-28**

**MOVED BY:** Councillor Banks

**SECONDED BY:** Councillor Myers

**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.

**CARRIED**

**6. REPORTS**

**6.1** A/O List Review

The list was reviewed and no changes were made.

**6.2** 2011SC001INF – Alcohol Policy

Shelly Cull, Recreation Manager, provided an overview of her report. Council felt more time was required to review the document before a decision is made regarding the policy.

**7. BY-LAWS**

NIL

**8. ISSUE REPORTS & RECOMMENDATIONS FROM COMMITTEE OF THE WHOLE**

**8.1** 2011ML001ISS – Performance Review Policy

Michelle Larose, CAO/Clerk, provided an overview of the draft policy. Direction was given to include the wording under section 3 on page 4 of the policy; **“In the event that the Employee refuses to sign the evaluation form, the Manager will document the refusal on the evaluation form.”** Council recommended the policy be brought back to Council at the February 16, 2011 meeting for formal approval.

**9. MOTIONS GIVEN PRIOR NOTICE**

NIL

**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 25<sup>th</sup> Anniversary**

Mayor Thompson advised he accepted the invitation and will attend the event.

**11.2 Winter Warmth Program – Enbridge Gas Distribution**

Council recommended the information be placed on the municipal website and also be forwarded to North Renfrew Family Services and Deep River Food Bank for their information.

**11.3 Deep River Potter's Guild – Philip Chester**

Mayor Thompson advised he will address Mr. Chester's correspondence during his Mayor's Report. Councillor Myers indicated he will be declaring a conflict of interest when the item is discussed.

**11.4 Request for Donation – Renfrew County Seniors Games**

**RESOLUTION # 2011-29**

**MOVED BY:** Councillor Myers

**SECONDED BY:** Councillor Desrochers

**BE IT RESOLVED THAT** the Council of the Corporation of the Town of Deep River approve a donation in the amount of \$300.00 to the Renfrew County Seniors Games.

**CARRIED**

## 12. OTHER BUSINESS & INFORMATION ITEMS

### 12.1 Pembroke and Area Airport Commission Update – Councillor Syme

Councillor Syme provided an update to Council regarding the Pembroke and Area Airport Commission.

### 12.2 Economic Development Committee Update – Deputy Mayor MacCafferty

Deputy Mayor MacCafferty provided an update to Council regarding the Economic Development Committee.

### 12.3 Riverbank Committee Update – Councillor Desrochers

Councillor Desrochers provided an update to Council regarding the Riverbank Committee.

Deputy Mayor MacCafferty requested an update on the status of the Fire Department. Michelle Larose, CAO/Clerk, advised a recent meeting had been held with the Fire Marshal's Office and that progress is being made.

### **Mayor's Report**

Mayor Thompson advised he attended his first meeting of the County's Social Services Committee recently. He also attended the AECL Community Breakfast Briefing on January 25, 2011 and the County Council meeting on January 26, 2011.

Mayor Thompson met recently with members of the Deep River Community Association to discuss the potential lease renewal.

**At this time Councillor Myers abstained from discussions due to his conflict of interest.**

Mayor Thompson advised the Town's Chief Building Official has been directed to review the building for any issues and that another inspector will be brought in to inspect for fire code hazards.

Mayor Thompson attended the first Police Services Board meeting recently and discussions took place regarding the Town of Laurentian Hills contract with the OPP and the fact that the contract is coming up for renewal. Mayor Thompson asked Council if the Police Services Board could approach the Town of Laurentian Hills to initiate discussions for policing options with the Deep River Police Department. Direction was given to proceed with initial discussions.

Mayor Thompson advised the Renfrew County District School Board has announced it will be selling the Morison School property.

Mayor Thompson noted there had been discussions recently regarding the lack of recycling containers at the local post office. He indicated the removal of the recycling containers was a national directive of Canada Post and not a local issue only; the containers were removed with regards to personal privacy issues.

**13. CLOSED SESSION**

NIL

**14. CONFIRMATORY BY-LAW**

**14.1 By-law No. 06-2011**

**RESOLUTION # 2011-30**

**MOVED BY:** Councillor Desrochers  
**SECONDED BY:** Councillor Banks

**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.

**CARRIED**

**RESOLUTION # 2011-31**

**MOVED BY:** Councillor Desrochers  
**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. 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.

**CARRIED**

Mayor Thompson advised the Heart and Stroke Big Bike Fundraiser will be taking place in Deep River on May 9, 2011. He encouraged members of Council, staff and the community to get involved and raise money for a worthy cause.

**15. ADJOURNMENT**

**RESOLUTION # 2011-32**

**MOVED BY:** Councillor Myers

**SECONDED BY:** Councillor Banks

**BE IT RESOLVED THAT** Council hereby adjourns the meeting at 9:34 p.m.

**CARRIED**

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Mayor David Thompson

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CAO/Clerk – Michelle Larose

**The Corporation of the Town of Deep River**

**MINUTES**

**COMMITTEE OF THE WHOLE**

**Wednesday, February 9, 2011**

**Council Chambers**

**7:00 p.m.**

**Present:**

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

**Absent:**

Councillor Ruth Syme

**Guests:**

Bill Riley, MIS Insurance Services  
Shen Breckon, Tim Horton's

**Staff:**

Michelle Larose, CAO/Clerk  
John Walden, Planning & Development Director  
Dawn Recoskie, Deputy Clerk

**1. CALL TO ORDER**

Mayor Thompson opened the meeting at 7:02 p.m. and welcomed everyone.

The Procedural By-law states that it shall be a member of Council other than the Mayor chairing the Committee of the Whole meeting. Council agreed to allow the Mayor to chair the meeting while the by-law is being reviewed.

**2. DECLARATION OF PECUNIARY INTEREST**

NIL

**3. APPROVAL/AMENDMENT OF MEETING AGENDA**

Michelle Larose, CAO/Clerk, advised the resolutions associated with Items #7.5.2 and #7.5.3 are for information purposes only and will be brought back to the February 16, 2011 Council meeting.

Item #7.5 was moved up on the agenda to be heard after Item #7.1, as Mr. Breckon was in attendance at the meeting. Item #6.1, Fire Marshal Report, was added by Deputy Mayor MacCafferty.

**4. DELEGATIONS AND PRESENTATIONS**

**4.1 Municipal Insurance Policy – Bill Riley, MIS Insurance Services**

Bill Riley provided an overview of the Town of Deep River's insurance coverage and discussed the municipality's level of risk and liability. Mr. Riley recommended the Town implement an Alcohol Policy.

**5. BUSINESS ARISING OUT OF DELEGATIONS**

NIL

**6. REPORTS FROM OTHER SPECIAL PURPOSE BODIES**

**6.1 Fire Marshal Report**

Michelle Larose, CAO/Clerk, advised the Ad Hoc Fire Fighting Services Committee will be meeting next week to discuss the report received from the Fire Marshal's Office.

**7. DISCUSSION ITEMS – STAFF BRIEFING NOTES**

**7.1 Council**

**7.1.1 A/O List**

The Zoning By-law revisions information report was moved from February 16, 2011 to March 2, 2011. The issue regarding a property standards by-law for the municipality was added to the March 9, 2011 agenda. It was discussed the snowmobile agreement/cross-country ski club agreement will be coming back to Council in draft form very soon. The issue regarding sludge haulage will be tasked to the new director of public works.

**7.1.2 Armed Forces Family Recognition Day – Mayor Thompson**

Mayor Thompson made a suggestion to have a day to recognize the armed forces and their families. Committee agreed it would be a good idea and discussions will take place to decide on the type of event.

**7.1.3 Corporate Newsletter – Mayor Thompson**

Mayor Thompson would like to see a corporate newsletter sent out in either the tax billing or water and sewer billings to provide the public with information regarding the municipality.

## **7.5 Planning & Development**

### **7.5.1 Planning & Development Monthly Report**

Planning & Development Director, John Walden, presented the report. Direction was given to mark minutes as “draft” until the minutes have been approved by the corresponding committee. Direction was given to promote the Deep River and District Hospital when Mr. Walden is providing information to outside sources regarding the Town of Deep River.

### **7.5.2 2011JW001ISS – Revision to Tim Horton’s Site Plan**

Planning & Development Director, John Walden, presented the report. Mr. Shen Breckon, local Tim Horton’s franchise owner, was present to answer any questions. Direction was given to present a resolution at the February 16, 2011 Council meeting to recommend the installation of a patio along with the sidewalk as per the original site plan agreement.

### **7.5.3 2011JW002ISS – Chip Truck Location**

Planning & Development Director, John Walden, presented the report. Discussion took place regarding the current location of the chip truck. Some members did not like the location. Discussion also took place regarding the mobility of chip trucks and how they should be mobile vehicles and not left to sit permanently on a site. A resolution will be placed before Council at the February 16, 2011 Council meeting for debate.

**Council broke for a short recess at 8:48 p.m.**

**Council reconvened at 9:02 p.m.**

## **7.2 Administration**

### **7.2.1 Administration Monthly Report**

CAO/Clerk, Michelle Larose, presented the report.

### **7.2.2 2011ML002ISS – Procedural By-law Review**

CAO/Clerk, Michelle Larose, presented the report. Council felt more time was needed to review the document prior to making a decision regarding the proposed by-law.

### **7.3 Recreation**

#### **7.3.1 Recreation Monthly Report**

CAO/Clerk, Michelle Larose, presented the report. It was noted the winter carnival is taking place this weekend, members of Council and the public were encouraged to participate in the events and volunteer their time. Direction was given to have the Recreation Manager provide further recommendations regarding the fees associated with the arena and the pool.

### **7.4 Public Works**

#### **7.4.1 Public Works Monthly Report**

CAO/Clerk, Michelle Larose, presented the report.

### **7.6 Fire Department**

#### **7.6.1 Fire Department Monthly Report**

CAO/Clerk, Michelle Larose, presented the report. Direction was given to have the Fire Chief attend future meetings to explain his monthly report. Direction was given to report back on and explain what the Canadian Tire "Pre-plan" is. Direction was given to report back on the number of overtime hours (83) and explain what the overtime was needed for.

## **8. RECOMMENDATIONS TO COUNCIL**

NIL

## **9. CORRESPONDENCE**

Mayor Thompson advised a letter was received today from the Mount Martin Ski Club requesting financial support regarding their liability insurance fees. A copy of the letter will be provided to each member of Council.

## **10. COUNCILLOR UPDATES**

Councillor Banks advised the Official Plan Committee will be meeting on February 10, 2011.

Councillor Carroll advised the Ad Hoc Fire Services Committee will be meeting next week and the Budget Committee will be meeting on February 28, 2011.

Councillor Myers advised the Housing Committee will be meeting on February 21, 2011.

## **Mayor's Report**

Mayor Thompson acknowledged the hard work of the local Family Health Team and indicated the Town should be proud of the many doctors within the community and their support and staffing of the ER at the Deep River and District Hospital.

Mayor Thompson attended the Development and Property Committee at the County on Tuesday. He noted so far the proposed budget increase for that department is only 0.5%. Mayor Thompson will be attending the Social Services Committee tomorrow. Mayor Thompson attended the Environmental Stewardship Council meeting today in Pembroke.

Mayor Thompson and CAO/Clerk, Michelle Larose, met with Brian McGee, former AECL executive, now with CRNL Partners. He noted Mr. McGee's group will be setting up an office in Deep River soon.

Mayor Thompson wanted the public to be aware of a scam being conducted within the municipality by a fly-by-night organization. The group is conducting high pressure sales to sell people water filtration systems. The Deep River Police Department has been alerted to the situation. He advised residents the Town has safe drinking water and to ignore the high pressure sales pitch.

### **11. CLOSED SESSION**

NIL

### **12. ADJOURNMENT**

#### **RESOLUTION # 2011-33**

**MOVED BY:** Councillor Myers

**SECONDED BY:** Councillor Desrochers

**BE IT RESOLVED THAT** Council hereby adjourns the meeting at 9:50 p.m.

**CARRIED**

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Mayor David Thompson

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CAO/Clerk – Michelle Larose

## February 2011

Meeting	Date	Assigned To	Issue	Action Required	Assigned
Regular	02/02/2011				
		Complete			
Committee of the Whole	09/02/2011				
		Complete			
Regular	16/02/2011	CAO/Clerk	Performance Review Policy	By-law	02/02/2011
		CAO/Clerk	Procedural By-law Review		09/02/2011
		Planning & Development Dir.	Revision to Tim Horton's Site Plan Agreement	Resolution	09/02/2011
		Planning & Development Dir.	Chip Truck Location	Resolution	09/02/2011

### Other Important Dates

TBD Alcohol Policy  
 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
			Deep River Childcare Centre	Presentation	28/01/2011
		Planning & Development Dir.	Zoning By-law Revisions	Information Report	09/02/2011
Committee of the Whole	09/03/2011	Senior Staff	Department Reports	Monthly Report	01/01/2011
Regular	16/03/2011	Treasurer	Water/Sewer Rate Report	Issue Report	

## Other Important Dates

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

## April 2011

Meeting	Date	Assigned To	Issue	Action Required	Assigned
Regular	06/04/2011				
Committee of the Whole	13/04/2011	Senior Staff	Department Reports	Monthly Report	01/01/2011
Regular	20/04/2011	CAO/Clerk	Property Standards By-law	Issue Report	09/02/2011

### Other Important Dates

- TBD Alcohol Policy
- 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

By Law No. 07-2011

A By-law to amend By-law 6-88 to adopt the  
Employee Performance Appraisal Policy  
for the Town of Deep River

**WHEREAS** the *Municipal Act, 2001*, R.S.O. 2001, c. 25, Section 11(1), states that the Council of the lower-tier and upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4);

**AND WHEREAS** Section 11(2) of the *Municipal Act* states that a lower-tier municipality may pass-by-laws, subject to the rules set out in subsection (4), respecting the governance structure of the municipality and its local boards;

**AND WHEREAS** on the 4<sup>th</sup> day of May, 1988, Council passed By-law Number 6-88 to provide for a policy manual;

**AND WHEREAS** Council now deems it appropriate to amend By-law 6-88 to adopt an amended statement of policy;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Town of Deep River enacts as follows:

1. That By-law Number 6-88 is hereby amended by the addition to Schedule "A" to include the statement of policy number H03-2 and entitled "Employee Performance Appraisal Policy" which forms part of this by-law and is marked as Appendix "A".
2. That By-law Number 72-91 be hereby repealed.
3. This by-law comes into force upon passing of the Council of the Corporation of the Town of Deep River.

READ A FIRST AND SECOND TIME THIS 16<sup>th</sup> DAY OF FEBRUARY, A.D. 2011.

READ A THIRD TIME AND FINALLY PASSED THIS 16<sup>th</sup> DAY OF FEBRUARY, A.D. 2011.

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Mayor

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Chief Administrative Officer/Clerk

<b>Policies and Procedures</b>			
<b>Appendix "A" to By-law 07-2011</b>			
Department:	<b>Town of Deep River</b>	Issued:	November 6, 1991 By-law 72-91 (repealed Feb.16/11)
Section:	Human Resources	Effective:	February 16, 2011
Subject:	<b>H03-2 Employee Performance Appraisal Policy</b>	Page:	Page 1 of 4
Approved by:	Municipal Council	Replaced:	February 16, 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.

<b>Policies and Procedures</b>			
<b>Appendix "A" to By-law 07-2011</b>			
Department:	<b>Town of Deep River</b>	Issued:	November 6, 1991 By-law 72-91 (repealed Feb.16/11)
Section:	Human Resources	Effective:	February 16, 2011
Subject:	<b>H03-2 Employee Performance Appraisal Policy</b>	Page:	Page 2 of 4
Approved by:	Municipal Council	Replaced:	February 16, 2011

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.

**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.

<b>Evaluation</b>
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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

<b>Policies and Procedures</b>			
<b>Appendix "A" to By-law 07-2011</b>			
<b>Department:</b>	<b>Town of Deep River</b>	<b>Issued:</b>	November 6, 1991 By-law 72-91 (repealed Feb.16/11)
<b>Section:</b>	<b>Human Resources</b>	<b>Effective:</b>	February 16, 2011
<b>Subject:</b>	<b>H03-2 Employee Performance Appraisal Policy</b>	<b>Page:</b>	Page 3 of 4
<b>Approved by:</b>	<b>Municipal Council</b>	<b>Replaced:</b>	February 16, 2011

**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.
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.

<b>Policies and Procedures</b>			
<b>Appendix "A" to By-law 07-2011</b>			
<b>Department:</b>	<b>Town of Deep River</b>	<b>Issued:</b>	November 6, 1991 By-law 72-91 (repealed Feb. 16/11)
<b>Section:</b>	<b>Human Resources</b>	<b>Effective:</b>	<b>February 16, 2011</b>
<b>Subject:</b>	<b>H03-2 Employee Performance Appraisal Policy</b>	<b>Page:</b>	<b>Page 4 of 4</b>
<b>Approved by:</b>	<b>Municipal Council</b>	<b>Replaced:</b>	<b>February 16, 2011</b>

**(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.

**(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. In the event that the Employee refuses to sign the evaluation form, the Manager will document the refusal on the evaluation form.
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.**

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**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:**

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**☞ Short Term**

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**☞ Long Term**

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

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

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

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

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

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**Date Completed:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

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

**PERFORMANCE AND DEVELOPMENT REVIEW**

**EMPLOYEE IDENTIFICATION DATA:**

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

**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 3 of the Employee Performance Appraisal Policy (H03-2), for the definition of each performance rating.)

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Unsatisfactory</b>	<b>Developmental Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Superior</b>
<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:

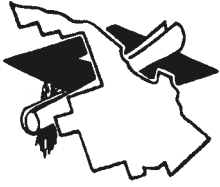
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This confirms that I do not agree with the evaluation:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# Renfrew County District School Board

## Mary Street Education Centre

480 Mary Street, Pembroke, Ontario K8A 5W9

Telephone (613) 735-0151

Special Education Fax: (613) 732-1898

Curriculum Fax: (613) 735-7558

Deep River Town Hall  
100 Deep River Rd.  
Deep River, ON K0J 1P0

RECEIVED  
JAN 19 2010

RECEIVED  
JAN 19 2010

January 18, 2011

To Whom It May Concern

Recently, your staff have been very kind to allow the Renfrew County DSB to post a sign and make available survey sheets for the Deep River School Naming process that began in November and continued until January 14th. You were also kind to act as a collection site where respondents could drop off their completed surveys whereupon you held them until the deadline. As I called and visited the locations to pick up surveys, I was impressed by the welcoming reception and efficiency with which your staff fulfilled this (extra) responsibility. While not every location had many returns, I know from the online submissions that your site was instrumental in providing information helpful to people wanting to provide their thoughts and recommendations on the school name.

Thank you for being an important part of distribution and collection of this survey with the RCDSB as you continue to serve your community and residents.

Sincerely,

Ivan Saari  
Transition Principal, RCDSB

**Sent:** February 7, 2011 1:57 PM

**To:** [municipalityrapides@bellnet.ca](mailto:municipalityrapides@bellnet.ca); Michelle Larose; Wayne T. Kirby

**Subject:** Joint Council Meeting

Good Afternoon

I have been asked by Council to determine if there is an interest in resuming Joint Council meetings. Our Council feels that they are informative and would like to continue and are willing to host the first of this term. Could you let me know if your council is interested and if so when we should resume?

Sincerely

Melinda Reith  
Municipal Clerk  
United Townships of Head, Clara & Maria  
15 Township Hall Road, Stonecliffe, ON, K0J 2K0  
phone 613-586-2526; fax 613-586-2596

----- Original Message -----

**From:** Michelle Larose

**To:** Townships of Head Clara & Maria

**Sent:** Monday, February 07, 2011 3:10 PM

**Subject:** RE: Joint Council Meeting

Melinda,

Would you be able to provide me with a bit of background on these meetings. We have a fairly new Council and I am anticipating questions with regards to usual topics of discussion, how often do we meet, at what time of the day. Any information that you can provide would be most helpful.

Regards,  
Michelle

**From:** Townships of Head Clara & Maria [twpshcm@xplornet.com]  
**Sent:** February 8, 2011 10:43 AM  
**To:** Michelle Larose  
**Subject:** Re: Joint Council Meeting

Hi Michelle

Joint council shares information on issues that affect the entire area as opposed to each municipality separately and includes topics such as:

- Highways and levels of service
- Railways
- Physician Recruitment - Family Health Team
- Economic Development
- Emergency Planning
- Auto-Ex
- NRLTC - and senior housing issues
- recycling and waste management initiatives
- anything that any of the Councils wish to discuss in a broader context.

Traditionally there have not been minutes kept but I think that should change, it is a meeting of Councils. It is relatively informal, each of the three municipalities take turns hosting with the respective Mayor/Reeve chairing, with Swisha invited to all. So far as I know, Swisha has never initiated or hosted? Meetings normally occur quarterly, in the evening, usually Thursdays from 7:00 until completion - not usually more than 1.5 hours in length although that depends on participants and agenda.

Its an opportunity to share information, discuss common concerns. It is a good venue for a joint presentation for groups who would like to address each council, here they can do it at one time. No decisions are made, each Council would need to take the info back to their own meetings for decisions but its good for sharing information. Occasionally joint communications are forwarded to MTO, Railways etc. but usually it is simply sharing info and discussing issues which might better be dealt with collectively.