

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

**COMMITTEE OF THE WHOLE**

**Wednesday, March 9, 2011**

**Council Chambers**

**7:00 p.m.**

- 1. CALL TO ORDER**
- 2. DECLARATION OF PECUNIARY INTEREST**
- 3. APPROVAL/AMENDMENT OF MEETING AGENDA**
- 4. DELEGATIONS AND PRESENTATIONS**
- 5. BUSINESS ARISING OUT OF DELEGATIONS**
- 6. REPORTS FROM OTHER SPECIAL PURPOSE BODIES**
- 7. DISCUSSION ITEMS – STAFF BRIEFING NOTES**
  - 7.1 Council**
    - 7.1.1 A/O List**
  - 7.2 Recreation**
    - 7.2.1 Recreation Monthly Report**
  - 7.3 Public Works**
    - 7.3.1 Public Works Monthly Report**
  - 7.4 Finance**
    - 7.4.1 Operating and Water/Sewer Reports**
  - 7.5 Planning & Development**
    - 7.5.1 Planning & Development Monthly Report**
  - 7.6 Fire Department**
    - 7.6.1 Fire Department Monthly Report**
  - 7.7 Administration**
    - 7.7.1 Administration Monthly Report**
    - 7.7.2 Review of Procedural By-law**
- 8. RECOMMENDATIONS TO COUNCIL**

**9. CORRESPONDENCE**

9.1 Request for Donation – Family & Children’s Services of Renfrew County

9.2 Invitation to attend Renfrew County Regional Science & Technology Fair

**10. COUNCILLOR UPDATES**

**11. CLOSED SESSION**

**12. 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.**

## March 2011

Meeting	Date	Assigned To	Issue	Action Required	Assigned
		Complete			
Committee of the Whole	09/03/2011	Senior Staff	Department Reports	Monthly Report	01/01/2011
		CAO/Clerk	Review Procedural By-law		16/02/2011
Regular	16/03/2011	Treasurer	Water/Sewer Rate Report	Issue Report	
			Hydro One	Presentation	16/02/2011
		Planning & Development Dir.	Zoning By-law Revisions	Information Report	09/02/2011
		Director of Public Works	Water Distribution Agreement	Information Report	28/02/2011
		Director of Public Works	Water Distribution Agreement	By-law	28/02/2011
		Director of Public Works	Streetlight Maintenance Agreement	By-law	02/03/2011

### Other Important Dates

- TBD Alcohol Policy
- TBD East End Lands Management Advisory Committee - Snowmobile Agreement/Cross-County Ski-Club Agreement
- TBD Sludge Haulage
- TBD Mayor's Notice of Motion (Lobby)

## April 2011

Meeting	Date	Assigned To	Issue	Action Required	Assigned
<b>Regular</b>	<b>06/04/2011</b>				
<b>Committee of the Whole</b>	<b>13/04/2011</b>	Senior Staff	Department Reports	Monthly Report	01/01/2011
<b>Regular</b>	<b>20/04/2011</b>	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
- TBD Mayor's Notice of Motion (Lobby)



**THE CORPORATION OF THE TOWN OF DEEP RIVER**  
**DEPARTMENTAL REPORT FOR THE MONTH OF MARCH 2011**

**RECREATION DEPARTMENT**

<b>SUBJECT: Monthly Report for March</b>		<b>REPORT NUMBER</b> <b>2011SC003DR</b>
<b>File Storage:</b>		<b>PAGE 1 of 4</b>
<b>PREPARED BY: Shelly Cull</b>	<b>REVISION DATE: March 4, 2011</b>	
<b>MANAGER SIGNATURE:</b> <i>Shelly Cull</i>	<b>FOR CONSIDERATION</b> <b>OPEN SESSION X CLOSED SESSION <input type="checkbox"/></b>	
<b>REFERRED TO: Committee of the Whole – March 9, 2011</b>		
<b>ATTACHMENTS: NIL</b>		

**PROGRAMS:**

**Winter Carnival**

Winter Carnival was very successful. The weather was windy, but that did not hold anyone back in Deep River from getting out side and being active. Below are a list of participate numbers for the events that were held.

<b>EVENT</b>	<b>ORGANIZATION</b>	<b>PARTICIPATION #'S</b>
<b>Fishing Derby</b>	Parkline Sportsmen Club	48 Adults /18 Children
<b>Valentines Bridge</b>	Friends of the Library	72
<b>Pre teen/ Teen Dances</b>	Recreation Department	43 / 162
<b>Free Swims</b>		
Saturday	Wellspring Dental	54
Sunday	Fraser's Clothes Shop	36

<b>Skating</b>		
Saturday	James Hickey Realty	40
Sunday	Fleury's Valu-mart	45
<b>Legion Events</b>	Legion Members	
Pancake Breakfast		110+
<b>Magic-With Micheal Bourada</b>	Rec Dept	90
<b>Bears Den Comedy &amp; Improv</b>	Bear's Den	40
<b>Little Rays Reptile Zoo</b>	Rec Dept	131
<b>Winter on the Hill</b>	Rec Dept	150+
<b>Candu-Power by Pasta Fundraiser</b>	Candu Swim Club	170 and raised \$1600.00
<b>Guided Snowshoeing</b>	Ray Metcalfe	6
<b>Mount Martin Ski Hill</b>		15 -2 for 1 passes sold
<b>Fire Department Auto Extrication</b>	Deep River Fire Fighters	20
<b>Horse &amp; Wagon</b>	Greg Eady	Winter on the Hill Activity very popular with parents and children
<b>School Snow/Ice Sculpture</b>	Rec Dept	No entries
<b>Teen Photo Contest</b>	Rec Dept	1 entry- Won 6 Logos Land Resort Splash passes.
<b>Curl for Cancer</b>	Deep River Curling Club	64- \$6000 was raised
<b>Bear's Den Live Acoustic Music</b>	Bear's Den	50

**March Break Fun Days:**

March Break Fun Days begin on March 14-20<sup>th</sup>. Schedules were printed in the February report.

**Spring Swimming Lessons:**

Spring swimming registration will be on March 24<sup>th</sup> at 6:30-8:00 pm at the Community Pool. The session will run for 9 weeks from April 2<sup>nd</sup> to June 11<sup>th</sup>, 2011.

**School Board Swimming Lesson Program:**

The spring is a busy time for the Community Pool. From March until the end of June, the School Board swimming lessons run throughout the day. This year we have MHS (2 classes enrolled), St. Mary's (4 classes enrolled) and Morrison School (9 classes enrolled) scheduled to come to the pool.

FYI- Rate Schedule for School Board Lessons per class

	2 staff, 8 classes, 45 min classes	3 staff, 8 classes, 45 min classes	4 staff, 8 classes, 45 min classes	3 staff, 8 classes, 30 min classes
14-20 students	\$280.16			
21-28 students		\$336.29		
29-36 students			\$392.43	
14-20 students				\$244.11

**Spring Program Registration:**

The spring registration will begin at the Town Hall on March 21-April 22<sup>nd</sup>. The spring programs consist of T-ball, Baseball and the Ball Hockey League for youth and young adults. All programs begin May 2<sup>nd</sup> and run for eight weeks.

The department is preparing for the spring and summer programs and our special events that we host.


**Spring and Summer Guide:**

The spring and summer guide is being worked and will be ready by the middle of March on the Town's website.

**Arena:**

The arena's last day of operation will be on March 20<sup>th</sup>. The department will begin cleaning the surface and painting the slab (floor) for the ball hockey program. The recreation maintenance team will then proceed with the spring and summer duties that are required to be done in the off season.

**REVIEWED BY:**

  
CAO/Clerk

**DATE:**

March 7/11



**THE CORPORATION OF THE TOWN OF DEEP RIVER**  
**DEPARTMENTAL REPORT FOR THE MONTH OF FEBRUARY 2011**  
**PUBLIC WORKS DEPARTMENT**

<b>SUBJECT: Public Works Monthly Update</b>		<b>REPORT NUMBER</b> <b>2011KH003DR</b>
<b>File Storage:</b>		<b>PAGE 1 of 3</b>
<b>PREPARED BY: Khizar Hayat</b>	<b>REVISION DATE:</b>	
<b>MANAGER SIGNATURE:</b>	<b>FOR CONSIDERATION</b> <b>OPEN SESSION</b> <input type="checkbox"/> <b>CLOSED SESSION</b> <input type="checkbox"/>	
<b>REFERRED TO: Council (March 9, 2011)</b>		
<b>ATTACHMENTS: 2010 Annual Summary Report for the Deep River Drinking Water System</b> <b>Daily Observer Water Test Scam Newspaper Article</b> <b>North Renfrew Times Water Scam Article</b>		

**OPERATIONS**

- Winter Operations:

	Regular Hours	O/T Hours
Snow Control (includes sidewalks)	487.5	35.5
Sanding/Salting	60	12
Total	547.5	47.5

- Application for funding was submitted to the Ontario Small Waterworks Assistance Program - Part 3 (OSWAP-3) for installation of a water main loop at the dead end on Banting Drive. At this location drinking water is continuously discharged in order to maintain adequate chlorine residuals. This results in significant water loss from the Town's water system, as well as a problem with regard to disposing of the water being discharged onto the ground surface in the Hospital area. Installing a water main loop to eliminate the dead end will conserve water and help maintain chlorine residuals.
- Renfrew County's (Public Works and Engineering department) Winter Salt Tender was received for review. Prior to issuing the Tender, the County had canvassed local municipalities regarding their interest in participating in the program for winter salt for the winters of 2011, 2012, 2013 and 2014. Ten (10) locations including Deep River are participating in the program, and we anticipate a much better unit price by coordinating the purchase with other municipalities. The Tender closing date was March 1<sup>st</sup>, 2011.

<b>SUBJECT: Public Works Monthly Update</b>	<b>REPORT NUMBER 2011KH003DR</b>
<b>File Storage:</b>	<b>PAGE 2 of 3</b>

- Delivery of three (3) recycling/waste containers for the downtown area. Each container has three (3) sections – Cardboard/Regular Recycling/Waste. Regular recycling includes plastic/glass/tin.

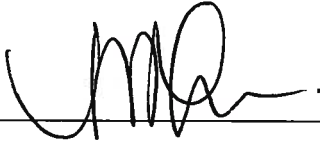
**WATER:**

- Received OCWA's draft Agreement for water distribution services. Public Works are reviewing the proposal and will meet with Brad Sweet, Acting Operations Manager to go over the terms of the Agreement. A report will be presented to Council at the Committee of the Whole meeting on March 16<sup>th</sup>.
- Received OCWA's 2010 Annual Summary Report for the Deep River Drinking Water System. This report is to be provided to Council for review and a Resolution passed to document that it has been reviewed in Council. The Report must also be made available to residents for viewing. A notice will be placed in the local paper to advise the report is available for viewing on the Town website or at the Public Works department in the Town hall.
- A large number of calls were received enquiring if the Town was conducting or was aware of water testing that was being done at residents homes. Residents were offered free water testing and once testing was complete residents were solicited to purchase a water purification system. Public Works advised callers that the Ontario Clean Water Agency (OCWA) tests the town's water supply weekly, as mandated and regulated by the Ministry. Testing is done at Town's buildings. If any adverse water quality conditions are found it must be reported to the Ministry. The Town's drinking water is safe. If test results indicated unsafe conditions the owner or operating authority is required under Schedule 18 of the *Safe Drinking Water Act, 2002* to take all reasonable steps to ensure that all users of water from the system are notified to use an alternate source of drinking water or, if no alternate source is available, to bring water to a rapid rolling boil for at least one minute before use. Please see attached Pembroke Daily Observer and North Renfrew Times newspaper articles for further information. CBC's Marketplace also aired a program on January 28<sup>th</sup> entitled 'Clean Water, Dirty Tricks' and it is available for viewing on their website.
- Repaired one (1) broken water main.
- Sludge trailer at Water Treatment Facility was dumped twelve (12) times.

<b>SUBJECT: Public Works Monthly Update</b>	<b>REPORT NUMBER 2011KH003DR</b>
<b>File Storage:</b>	<b>PAGE 3 of 3</b>

**SEWER:**

- Unplugged three (3) sewer house laterals.

**REVIEWED BY:**  \_\_\_\_\_  
CAO/Clerk

**DATE:** March 7 / 11

**COMMENTS:**

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**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

560 Abbie Lane  
Petawawa, Ontario K8H 2X2  
Tel: 613-687-2141  
Fax: 613-687-7138  
[www.ocwa.com](http://www.ocwa.com)

Ms. Michelle Larose  
Chief Administrative Officer/Clerk  
Town of Deep River  
100 River Road  
Deep River, ON  
K0J 1P0

February 11, 2011

Dear Michelle:

**RE: 2010 Annual Reports Required by Ontario Regulations**

Please find attached the 2010 Summary Report for the Deep River Drinking Water System. This report is completed based on the information we have in our records in accordance with Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act. This schedule requires a Summary Report to be prepared no later than March 31<sup>st</sup> of each year for the preceding calendar year.

Any orders that you have received directly from the Ministry of the Environment (MOE) should be reviewed. Where non-compliance with the Order is evident and it is not included in the attached 2010 Summary Report, then, we recommend that this information be added.

After your review and inclusion of any additional information, this Summary Report is to be provided to the members of the municipal council. It is also important to record and keep on record that this document was reviewed in council (resolution of council).

Also attached is the Section 11 Annual Report. This report is prepared to satisfy the requirements of O. Reg. 170/03, Section 11. It should also be noted that a copy of this report is no longer required to be submitted to the MOE.

As part of the requirements of the Water Taking and Transfer Regulation (O. Reg. 387/04), it is required that all the raw water daily flow volumes are submitted electronically for review by the MOE. A copy of the data that was submitted is attached in this report as well as a copy of the confirmation that the data was received.

Section 12 of O. Reg. 170/03 requires that these reports be made available for inspection by any member of the public during normal business hours, without charge. The reports are to be made available for inspection at the office of the municipality.

Sincerely,

*Brenda Royce*

Brenda Royce  
Process and Compliance Technician  
Ontario Clean Water Agency  
Ottawa Valley Hub  
Phone: 613-687-2141  
Fax: 613-687-7138  
E-mail: [broyce@ocwa.com](mailto:broyce@ocwa.com)

cc: Brad Sweet, Acting Operations Manager, OCWA  
Brian Symondson, Acting Regional Manager, OCWA  
Stanley Gross, Regional Compliance Advisor, OCWA  
Copy to File



***DEEP RIVER DRINKING WATER  
SYSTEM  
2010 ANNUAL REPORT***

**Prepared by:**

*Brenda Royce*

**Process and Compliance Technician**

**Ottawa Valley Hub**

**11/02/2011**



**Ontario Clean Water Agency  
Agence Ontarienne Des Eaux**

## **Foreword**

**This document contains three different reports required for the Deep River Drinking Water System:**

- **Section 11, Annual Report, as per the SDWA, 2002- Section 11 of the Ontario Regulation 170/03**
- **Summary Report, as per the SDWA, 2002- Schedule 22 of the Ontario Regulation 170/03**
- **Summary of the Raw Water values that were submitted to the Ministry of the Environment under the Ontario Regulation 387/04, SDWA, 2002- Water Taking and Transfer.**

**Section 12 of Ontario Regulation 170/03 of the SDWA, 2002, requires both the Summary Report and the Annual Report be made available for inspection by any member of the public during normal business hours, without charge. These reports are to be made available for inspection at the office of the municipality and on the municipality internet site.**

# **SUMMARY REPORT**

**2010**

**DEEP RIVER DRINKING WATER SYSTEM  
2010 SUMMARY REPORTS FOR MUNICIPALITIES**

**Report**

This report is a summary of water quality information for the Deep River Drinking Water System, published in accordance with Schedule 22 of Ontario's Drinking-Water Systems Regulation for the reporting period of January 1, 2010 to December 31, 2010. The Deep River Drinking Water System is categorized as a Large Municipal Residential Drinking Water System.

This report was prepared by the Ontario Clean Water Agency on behalf of the Town of Deep River.

**Who gets a copy of the Report:**

- in the case of a drinking-water system owned by a municipality, the members of the municipal council;

**What must the Report contain?**

The report must,

- (a) list the requirements of the Act, the regulations, the system's approval and any order that the system **failed to meet** at any time during the period covered by the report and specify the duration of the failure; and
- (b) for each failure referred to in clause (a) describe the measures that were taken to correct the failure.

The following table lists the requirements that the system failed to meet and the measures taken to correct the failure:

Drinking Water Legislation	AWQI #	List the requirement(s) the system failed to meet	Specify the duration of the failure (i.e. date(s))	Describe the measures taken to correct the failure	Status (complete or outstanding)
SDWA 170/03	93118 & 93276	4 <sup>th</sup> quarter annual running average (THM total- 109 ug/L, 1st Quarter TTHM result- 53.5 ug/L)	18-Jan-10 to 27-Jan-10	Re-sampled on Jan. 25, 2010 and results were TTHM- 77.7 ug/L & running average of 115 ug/L. No further action required as per instructions from local Health Unit.	Completed
SDWA 170/03	94089	CT not met in clear well (low chlorine residual) as the chlorinator automatic switchover failed	29-Mar-10 to 29-Mar-10	Effluent pumps were shut down until proper CT achieved by increasing the chlorine residual in the clear well.	Completed

**DEEP RIVER DRINKING WATER SYSTEM  
2010 SUMMARY REPORTS FOR MUNICIPALITIES**

SDWA 170/03	94273 (Revised) & 94404	2 <sup>nd</sup> quarter annual running average (THM total- 123 ug/L, 2nd Quarter TTHM result- 101 ug/L)	09-Apr-10 to 20-Apr-10	Flushed and re-sampled with results of TTHM- 84.6 ug/L and 93. ug/L and running average TTHM of 123 ug/L. Long term action plan to be created by OCWA and the Town of Deep River to resolve this issue, as requested by Don Munro, MOE Drinking Water Inspector. OCWA had Kemira perform jar tests at the plant and it was determined that switching from Alum to PAS-8 as the coagulant, would help to resolve this problem, and was implemented at the water plant in December 2010.	Completed
SDWA 170/03	98923	Lead Exceedance (13.5 ug/L) from sample taken by MOE Inspector during annual inspection	01-Nov-10 to 09-Nov-10	Re-sampled by OCWA staff and sent to Lab for analysis. Results were 2 ug/L and 3 ug/L. No further action required.	Completed
SDWA 170/03	99238	Fluoride Exceedance (1.54 mg/l > 5 minutes) due to regulator failure	27-Nov-10 to 29-Nov-10	The fluoride pumps were turned off until the regulator feed lines were reduced.	Completed

***The Ministry of Environment 2010 Inspection Report noted the following:***

Item #	Item	Action Taken to Address Item	Current Status (Complete, In progress)
The Ministry of Environment conducted their annual site visit for the 2010 reporting year on October 19th & 20th, 2010. The final report was received on December 17, 2010 and there were No Actions Required to respond to from the Inspection Report, as we received a 100% Inspection Rating.			

**DEEP RIVER DRINKING WATER SYSTEM  
2010 SUMMARY REPORTS FOR MUNICIPALITIES**

**What else must the Report contain?**

The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows and daily instantaneous peak flow rates.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval.

Attached is a copy of the Annual Record of Water Taking for the Deep River Drinking Water System. This document contains all required flow information.

**When Does the Report Get Submitted?**

If a report is prepared for a system that supplies water to a municipality under the terms of a contract, the owner of the system shall give a copy of the report to the municipality by March 31.

**Annual Record Of Surface Water Taking**  
**Relevé annuel des prises d'eau de surface**

Personal information contained on this form is collected under the authority of the Ontario Water Resources Act, Section 20. The Purpose of the form is to record details and information about the taking of water annually. Questions should be directed to the respective hub office in your area.

Les renseignements personnels qui figurent dans le présent formulaire sont recueillis en vertu de l'article 20 de la Loi sur les ressources en eau de l'Ontario. Ce formulaire sert à dossierer les détails et les renseignements concernant la prise d'eau annuelle. Prière d'adresser toutes questions au personnel du bureau régional de votre secteur.

Year(Année): 2010 Permit No.(N° de permis): 3664-63ZP3C Source: Ottawa River  
 Location: RW - Raw Water

Name of Permittee: Town of Deep River Mailing Address: 100 Deep River Road, Deep River Ontario K0J 1P0  
 Nom du titulaire du permis Adresse postale

Location Of Taking: Twp. or Municipality: Concession: Lot  
 Lieu de la prise d'eau Canton ou municipalité  
 Ottawa River Town of Deep River

	Jan/2010	Feb/2010	Mar/2010	Apr/2010	May/2010	Jun/2010	Jul/2010	Aug/2010	Sep/2010	Oct/2010	Nov/2010	Dec/2010	<- Total ->	<- Avg. ->	<- Max. ->	<- Criteria ->
Total Hours of Taking	398.58	272.09	275.58	307.21	453.04	443.86	416.62	448.98	378.27	329.8	301.42	339.58	4,361.19	365.1		
Avg Daily Taking(m3)	3,212.78	2,480.15	2,253.18	2,589.62	3,888.24	3,691.81	4,288.29	3,755.32	3,823.86	2,843.41	2,492.28	2,964.26		3,182.85		15,811.0
Total Amt of Taking(m3)	89,598.1	86,884.07	89,848.59	77,068.8	118,653.8	110,754.3	138,247.0	118,445.8	108,715.7	88,145.7	74,787.7	31,892.0	1,153,038.88			
Max Daily Flow(m3)	3,777.4	6,154.4	2,888.2	3,171.8	5,879.5	4,499.9	6,332.9	5,089.0	4,854.1	5,121.0	3,330.7	4,485.3			6,392.9	15,811.0
Peak Daily Rate of Taking(L/sec)	86.21	77.06	112.16	110.8	78.94	91.28	118.0	136.8	111.8	109.3	116.7	118.4			136.8	184.2
Peak Daily Rate of Taking(L/min)	5,952.8	4,623.6	6,730.8	6,654.0	4,700.4	5,476.8	7,140.0	8,208.0	6,678.0	6,378.0	7,002.0	7,104.0			8,208.0	11,049.0

**SECTION 11**  
**ANNUAL REPORT 2010**



**Ontario Clean Water Agency  
Agence Ontarienne Des Eaux**

**Drinking-Water Systems Regulation O. Reg. 170/03,  
Section 11- Annual Report.**

**System Information-**

<b>Drinking Water System Name:</b>	Deep River Drinking Water System
<b>Municipal Drinking Water Licence #</b>	189-101, Issue # 1
<b>Drinking Water Works Permit #</b>	189-201, Issue # 1
<b>Drinking Water System Number:</b>	220000923
<b>System Owner:</b>	Deep River, The Corporation of the Town of
<b>Operating Authority:</b>	Ontario Clean Water Agency
<b>Drinking Water System Category:</b>	Large Municipal Residential
<b>Reporting Period:</b>	January 1, 2010 – December 31, 2010

**Summary Report (170/03 Schedule 22) will be available for inspection at:**

Town of Deep River  
100 River Road, Box 400  
Deep River, ON  
K0J 1P0

**List all Drinking Water Systems which receive all of their drinking water from your System:**

Name	Drinking Water System Number
No other systems receive water from this system.	

**Provide a brief description of the System:**

There are three Actiflo units that provide coagulation, flocculation and sedimentation. PAS-8 and polymer are added in the Actiflo process. Filtration is provided by dual media filters. Post disinfection is provided using chlorine gas. pH is adjusted using caustic soda both before the Actiflo process and as the treated water enters the distribution system.

**What Treatment Chemicals were used during the Reporting Year:**

Chemical Name	Use	Supplier
Alum/PAS-8	Coagulant	Kemira
Fluoride	Flouridation	Min-Chem Canada Inc.
Chlorine Gas	Disinfection	Brenntag
Caustic Soda	pH Adjustment	Cleartech
Magnifloc LT27AG	Actiflo	BASF Canada Ltd
Centrifuge Polymer (Zetag 8140)	Lamella Clarifier & Centrifuge Process	BASF Canada Ltd
Silica Sand	Actiflo Process	John Meunier

**Summary of any Reports made to the Ministry under subsection 18 (1) of the Act or Section 16-4 of Schedule 16:**

DRINKING WATER LEGISLATION	AWQI #	Cause			STATUS
		PARAMETER/EQUIPMENT FAILURE	DURATION	CORRECTIVE ACTION TAKEN	
SDWA 170/03	93118 & 93276	4 <sup>th</sup> quarter annual running average (THM total- 109 ug/L, 1st Quarter TTHM result- 53.5 ug/L)	18-Jan-10 to 27-Jan-10	Re-sampled on Jan. 25, 2010 and results were TTHM- 77.7 ug/L & running average of 115 ug/L. No further action required as per instructions from local Health Unit.	Completed
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SDWA 170/03	98923	Lead Exceedance (13.5 ug/L) from sample taken by MOE Inspector during annual inspection	01-Nov-10 to 09-Nov-10	Re-sampled by OCWA staff and sent to Lab for analysis. Results were 2 ug/L and 3 ug/L. No further action	Completed

				required.	
SDWA 170/03	99238	Fluoride Exceedance (1.54 mg/l > 5 minutes) due to regulator failure	27-Nov-10 to 29-Nov-10	The fluoride pumps were turned off until the regulator feed lines were reduced.	Completed

**Does your Drinking-Water System serve more than 10 000 people?**

**NO**

**If yes, is your annual report available to the public at no charge on a web site on the internet?**

**YES**

**Indicate how you notified system users that your annual report is available, and is free of charge?**

- Notice via the Town of Deep River's internet website
- Notice via Government Office

### **Regulatory Sample Results Summary:**

**Microbiological Testing (170/03, Sch. 10, Sch. 11 or Sch. 12):**

	# of E-coli Samples Taken	E-Coli Results (min-max)	# of Total Coliform Samples Taken	Total Coliform Results (min-max)	# of HPC Samples Taken	HPC Results (min-max)
Raw	52	0-3	52	0-73	52	1-500
Treated	52	0-0	52	0-0	52	0-4
Distribution	208	0-0	208	0-0	208	0-70

**Operational Testing (170/03, Sch. 7, Sch. 8 or Sch. 9):**

**On-Line-**

Parameter	Range of Results (min # - max #)
Filter #1 Turbidity	0.041 – 0.619 NTU
Filter #2 Turbidity	0.031 – 0.599 NTU
Filter #3 Turbidity	0.032 – 0.593 NTU
Treated Free Chlorine	0.006 – 5.002 mg/L *
Treated Fluoride	< 0.1 – 0.64 mg/L**

\*Chlorine spikes recorded by on-line instrumentation were a result of various maintenance/calibration activities. All spikes are reviewed for compliance with O. Reg. 170/03 and reported as required.

\*\* Fluoride On-Line Analyzer functioning as of August 2009

**Summary of Additional Non-Required Samples:  
In-House-**

Parameter	# of grab samples taken	Range of Results (min # - max #)
Filter #1 Turbidity	15	0.159 – 0.248 NTU
Filter #2 Turbidity	15	0.163 – 0.226 NTU
Filter #3 Turbidity	15	0.153 – 0.255 NTU
Treated Water Turbidity	52	0.124 – 0.252 NTU
Treated Water pH	247	6.82 – 7.71
Treated Water Alkalinity	52	14 – 25 mg/L
Treated Water Aluminum	52	0 – 0.72 mg/L
Treated Water Colour	52	0 – 3 TCU
Treated Water Fluoride	242	0 – 0.88 mg/L
Treated Water Free Chlorine	248	1.24 – 2.34 mg/L
Treated Water Total Chlorine	248	1.33 – 2.61 mg/L
Distribution Free Chlorine	510	0.07 – 1.78 mg/L

**Laboratory-**

Parameter	# of grab samples taken	Range of Results (min # - max #)
Treated Water Alkalinity	12	14 – 24 mg/L
Treated Water Colour	12	2 – 2 TCU
Treated Water Conductivity	12	132 – 153 uS/cm
Treated Water Fluoride	12	0.41 – 0.69 mg/L
Treated Water pH	12	7.22 – 7.52
Treated Water Total Dissolved Solids	12	86 – 100 mg/L
Treated Water Hardness	12	17 – 28 mg/L
Treated Water Aluminum	12	0.05 – 0.16 mg/L
Treated Water Iron	12	< 30 - < 30 ug/L
Distribution Water Alkalinity	12	12 – 28 mg/L
Distribution Water Colour	12	2 – 5 mg/L
Distribution Water Conductivity	12	133 – 157 uS/cm
Distribution Fluoride	12	0.53 – 0.65 mg/L
Distribution pH	12	7.2 – 7.72
Distribution Water Total Dissolved Solids	12	87 – 102 mg/L
Distribution Water Hardness	12	17 – 28 mg/L
Distribution Water Aluminum	12	0.05 – 0.13 mg/L
Distribution Water Iron	12	30 – 220 mg/L

**Summary of Additional Samples:**

Reason	Date of Issuance	Parameter	Date Sampled	Result/ Range	Unit of measure
Certificate of Approval #2201-7ARPRY	04-Feb-08	Backwash Effluent Suspended Solids	Monthly	2 – 11*	mg/L

\*The annual average for Backwash Effluent Suspended Solids is 4.6 mg/L which is below the limit of 25 mg/L.

**Summary of Inorganic Parameters Tested or Most Recent Sample Result:**  
 MAC = Maximum Allowable Concentration as per O. Reg. 169/03

Parameter	Sample Date	Result	Unit of Measure	Exceedence of MAC	Exceedence of ½ MAC
Antimony	Jan 11/10	< 0.1	ug/L	No	No
Arsenic	Jan 11/10	< 1.0	ug/L	No	No
Barium	Jan 11/10	< 10.0	ug/L	No	No
Boron	Jan 11/10	< 10.0	ug/L	No	No
Cadmium	Jan 11/10	< 0.1	ug/L	No	No
Chromium	Jan 11/10	1.0	ug/L	No	No
Mercury	Jan 11/10	< 0.1	ug/L	No	No
Selenium	Jan 11/10	< 1.0	ug/L	No	No
Sodium	Jan 11/10	17.0	mg/L	No	Yes*
Uranium	Jan 11/10	< 1.0	ug/L	No	No
Fluoride Residual: Mean	Dec 6/10	0.58	mg/L	No	No
1 <sup>st</sup> Quarter Nitrite	Jan 11/10	< 0.1	mg/L	No	No
2 <sup>nd</sup> Quarter Nitrite	Apr 6/10	< 0.1	mg/L	No	No
3 <sup>rd</sup> Quarter Nitrite	Jul 8/10	< 0.1	mg/L	No	No
4 <sup>th</sup> Quarter Nitrite	Oct 5/10	< 0.1	mg/L	No	No
1 <sup>st</sup> Quarter Nitrate	Jan 11/10	0.18	mg/L	No	No
2 <sup>nd</sup> Quarter Nitrate	Apr 6/10	0.18	mg/L	No	No
3 <sup>rd</sup> Quarter Nitrate	Jul 8/10	< 0.1	mg/L	No	No
4 <sup>th</sup> Quarter Nitrate	Oct 5/10	0.16	mg/L	No	No

\*Sodium is required to be tested every 60 months. The local Medical Officer of Health is notified when the sodium concentration exceeds 20 mg/L, so this information may be passed on to local physicians for their use with patients on sodium restricted diets. The aesthetic objective for sodium in drinking water is 200 mg/L at which it can be detected by a salty taste.

**Summary of Lead Sampling:**  
 Round #3 – December 15/08 to April 15/09  
 Residential Samples-

# of Samples	# Adverse (>0.01)	# Exceed 1/2 MAC (0.005)	Lead Sample #1		Lead Sample #2		pH	
			Max Result	Min Result	Max Result	Min Result	Max Result	Min Result
40	0	0	0.004	< 0.001	0.003	< 0.001	7.83	7.07

Non-Residential Samples-

# of Samples	# Adverse (>0.01)	# Exceed 1/2 MAC (0.005)	Lead Sample #1		Lead Sample #2		pH	
			Max Result	Min Result	Max Result	Min Result	Max Result	Min Result
4	0	0	0.002	< 0.001	0.002	< 0.001	7.51	7.12

**Distribution Samples-**

# of Samples	# Adverse (>0.01)	# Exceed 1/2 MAC (0.005)	Lead Sample #1		pH		Alkalinity	
			Max Result	Min Result	Max Result	Min Result	Max Result	Min Result
8	0	0	0.002	<0.001	7.91	7.76	16	13

**Summary of Lead Sampling:**

**Round #4 – June 15/09 to October 15/09-**

Above sampling Not Necessary - Reduced Sampling- Next Sample Period will be in both periods of June 15, 2011 to October 15, 2011 and December 15, 2011 – April 15, 2012.

**Summary of Organic Parameters Tested or Most Recent Result:**

MAC = Maximum Allowable Concentration as per O. Reg. 169/03

Parameter	Sample Date	Result	Unit of measure	Exceedence of MAC	Exceedence of ½ MAC
Alachlor	Jan 11/10	< 0.5	ug/L	No	No
Aldicarb	Jan 11/10	< 5.0	ug/L	No	No
Aldrin + Dieldrin	Jan 11/10	< 0.01	ug/L	No	No
Atrazine + N-Dealkylated metabolites	Jan 11/10	< 0.2	ug/L	No	No
Azinphos-methyl	Jan 11/10	< 2.0	ug/L	No	No
Bendiocarb	Jan 11/10	< 2.0	ug/L	No	No
Benzene	Jan 11/10	< 0.5	ug/L	No	No
Benzo(a)pyrene	Jan 11/10	< 0.01	ug/L	No	No
Bromoxynil	Jan 11/10	< 0.5	ug/L	No	No
Carbaryl	Jan 11/10	< 5.0	ug/L	No	No
Carbofuran	Jan 11/10	< 5.0	ug/L	No	No
Carbon Tetrachloride	Jan 11/10	< 0.5	ug/L	No	No
Chlordane (Total)	Jan 11/10	< 0.02	ug/L	No	No
Chlorpyrifos	Jan 11/10	< 1.0	ug/L	No	No
Cyanazine	Jan 11/10	< 1.0	ug/L	No	No
Diazinon	Jan 11/10	< 1.0	ug/L	No	No
Dicamba	Jan 11/10	< 1.0	ug/L	No	No
1,2-Dichlorobenzene	Jan 11/10	< 0.4	ug/L	No	No
1,4-Dichlorobenzene	Jan 11/10	< 0.4	ug/L	No	No
Dichlorodiphenyltrichloroethane (DDT) + metabolites	Jan 11/10	< 0.02	ug/L	No	No
1,2-Dichloroethane	Jan 11/10	< 0.5	ug/L	No	No
1,1-Dichloroethylene (vinylidene chloride)	Jan 11/10	< 0.5	ug/L	No	No
Dichloromethane	Jan 11/10	< 4.0	ug/L	No	No
2,4-Dichlorophenol	Jan 11/10	< 0.5	ug/L	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan 11/10	< 1.0	ug/L	No	No
Diclofop-methyl	Jan 11/10	< 0.9	ug/L	No	No
Dimethoate	Jan 11/10	< 2.5	ug/L	No	No
Dinoseb	Jan 11/10	< 1.0	ug/L	No	No
Diquat	Jan 11/10	< 7.0	ug/L	No	No
Diuron	Jan 11/10	< 10.0	ug/L	No	No

Glyphosate	Jan 11/10	< 10.0	ug/L	No	No
Heptachlor + Heptachlor Epoxide	Jan 11/10	< 0.01	ug/L	No	No
Lindane (Total)	Jan 11/10	< 0.01	ug/L	No	No
Malathion	Jan 11/10	< 5.0	ug/L	No	No
Methoxychlor	Jan 11/10	< 0.02	ug/L	No	No
Metolachlor	Jan 11/10	< 0.5	ug/L	No	No
Metribuzin	Jan 11/10	< 5.0	ug/L	No	No
Monochlorobenzene	Jan 11/10	< 0.2	ug/L	No	No
Paraquat	Jan 11/10	< 1.0	ug/L	No	No
Parathion	Jan 11/10	< 1.0	ug/L	No	No
Pentachlorophenol	Jan 11/10	< 0.5	ug/L	No	No
Phorate	Jan 11/10	< 0.5	ug/L	No	No
Picloram	Jan 11/10	< 5.0	ug/L	No	No
Polychlorinated Biphenyls (PCB)	Jan 11/10	< 0.1	ug/L	No	No
Prometryne	Jan 11/10	< 0.25	ug/L	No	No
Simazine	Jan 11/10	< 1.0	ug/L	No	No
THM (Treated) (NOTE: show latest annual average)	2010	50.4	ug/L	No	Yes
THM (Distribution) (NOTE: show latest annual average)	2010	80.66	ug/L	No	Yes
Temephos	Jan 11/10	< 10.0	ug/L	No	No
Terbufos	Jan 11/10	< 0.4	ug/L	No	No
Tetrachloroethylene	Jan 11/10	< 0.3	ug/L	No	No
2,3,4,6-Tetrachlorophenol	Jan 11/10	< 0.5	ug/L	No	No
Triallate	Jan 11/10	< 1.0	ug/L	No	No
Trichloroethylene	Jan 11/10	< 0.3	ug/L	No	No
2,4,6-Trichlorophenol	Jan 11/10	< 0.5	ug/L	No	No
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	Jan 11/10	< 1.0	ug/L	No	No
Trifluralin	Jan 11/10	< 0.4	ug/L	No	No
Vinyl Chloride	Jan 11/10	< 0.2	ug/L	No	No

### **Maintenance Summary:**

#### **Summary of Expenses Incurred for Installations, Repairs or Replacements-**

Brief Description
CALIBRATION AND REPLACEMENT OF TURBIDITY BENCH TOP ANALYZER AT THE DEEP RIVER WATER TREATMENT FACILITY.
REPAIR OF CHEMICAL FEED LINE AT DEEP RIVER WATER TREATMENT FACILITY.
INSTALLATION OF PLUMBING TO PROVIDE COMPOSITE SAMPLING OF EFFLUENT WASTE WATER AT THE DEEP RIVER WATER TREATMENT FACILITY.
PURCHASE OF LABORATORY SUPPLIES FOR THE WATER TREATMENT FACILITY IN DEEP RIVER.
ANNUAL FIRE ALARM SYSTEM TESTING AT THE DEEP RIVER WATER TREATMENT FACILITY. WORK PERFORMED BY VALLEY FIRE ALARM SERVICES.
METER CALIBRATIONS PERFORMED FOR THE TOWN OF DEEP RIVER.

**ANNUAL WATER TAKING AND TRANSFER  
REPORT - SUBMITTED DATA TO MOE,  
FOR THE YEAR OF 2010**

**Annual Water Taking Report**  
**For the Year 2010**

Raw Flow: Sum (m3/d)

Municipality:	Town of Deep River	Year:	2010
Facility Name:	[6097] - Deep River Water Treatment Plant	Water Source:	Ottawa River
Works:	[220000923] - Deep River Water Treatment Plant	Total Design Capacity (m3/day):	13,638.00
Classification:	Class 3 Water Treatment	Population Served:	4,000

January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
RW - Raw Water	3,413.400	3,545.300	3,054.500	3,716.600	3,254.800	3,496.900	3,298.800	3,378.200	3,777.400	3,147.000	3,631.900	3,497.500	3,405.200	3,533.500	3,018.500	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
RW - Raw Water	3,658.500	3,231.000	3,257.500	3,684.200	2,849.200	3,043.400	3,334.100	2,901.000	3,591.600	3,093.400	2,561.700	2,794.800	2,375.700	2,898.400	2,653.100	2,519.200
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
RW - Raw Water	2,818.080	2,611.900	2,325.300	2,303.600	2,072.200	2,251.580	2,270.600	2,252.400	2,262.400	2,518.100	1,859.400	2,959.900	2,203.000	2,382.300	2,258.300	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
RW - Raw Water	1,742.500	2,345.400	2,773.700	2,178.200	1,883.600	2,948.500	2,111.000	2,434.300	2,246.400	2,153.200	2,855.800	6,154.400	1,708.000			

**Annual Water Taking Report**  
**For the Year 2010**

March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
<b>RW - Raw Water</b>																
	2,638.400	2,385.300	2,005.400	2,866.200	2,034.200	2,393.300	2,246.900	2,028.500	2,391.200	2,043.000	2,656.500	2,039.100	2,126.300	1,819.900	2,291.700	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>RW - Raw Water</b>																
	2,454.280	2,385.360	1,538.600	2,706.350	1,879.970	2,408.230	2,271.000	2,064.700	1,962.400	1,811.000	2,486.700	2,621.200	2,089.000	2,552.900	2,149.400	2,303.600
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
<b>RW - Raw Water</b>																
	1,827.300	2,717.000	2,783.900	2,416.900	2,524.500	2,301.500	1,569.600	2,948.800	2,449.400	2,739.800	2,091.600	2,607.200	1,565.000	3,171.800	2,159.100	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>RW - Raw Water</b>																
	3,099.400	2,171.400	2,502.300	2,551.300	2,899.200	2,463.700	2,554.900	2,612.700	3,014.600	3,130.900	2,773.600	2,517.800	2,887.000	3,147.400	2,899.000	
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
<b>RW - Raw Water</b>																
	2,658.600	2,783.500	3,143.900	3,084.600	2,910.200	3,487.500	2,257.500	2,982.500	2,308.700	2,835.400	2,710.800	3,004.700	3,547.800	3,225.200	2,803.500	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>RW - Raw Water</b>																
	3,096.700	4,006.500	4,361.700	4,480.900	4,412.700	4,205.300	4,081.000	4,370.200	5,151.700	5,679.500	4,622.300	4,515.100	3,571.500	4,815.000	4,283.100	4,255.700
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
<b>RW - Raw Water</b>																
	4,090.800	4,121.800	3,939.600	4,499.900	3,393.400	3,718.100	4,008.500	4,332.900	3,779.800	2,569.900	3,441.900	3,034.400	3,583.400	3,444.200	4,189.100	

**Annual Water Taking Report**  
**For the Year 2010**

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>RW - Raw Water</b>																
	3,764.300	3,580.200	4,176.400	3,810.000	3,610.500	4,407.400	3,742.600	3,042.500	3,414.900	3,224.900	3,846.200	4,055.300	3,085.100	3,218.900	3,629.400	
<b>July</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
<b>RW - Raw Water</b>																
	3,825.600	4,180.900	4,354.700	4,920.900	4,862.500	5,523.800	5,416.200	6,332.900	3,648.200	4,235.400	4,630.300	4,261.700	4,032.000	5,267.800	5,185.800	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>RW - Raw Water</b>																
	5,150.300	4,232.700	3,904.100	4,271.400	4,841.300	3,379.400	3,367.900	3,128.500	2,884.000	3,243.400	3,850.300	4,150.500	3,387.600	4,009.800	4,957.800	4,029.500
<b>August</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
<b>RW - Raw Water</b>																
	4,708.400	3,391.800	3,646.500	3,070.600	4,861.500	3,379.300	3,455.500	3,628.800	4,136.300	5,089.000	4,637.700	4,244.000	4,399.800	3,455.000	3,559.700	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>RW - Raw Water</b>																
	3,494.500	3,165.800	3,170.100	3,336.300	3,875.500	2,257.600	3,202.000	3,237.300	4,192.300	3,480.000	3,977.700	3,318.700	3,282.900	3,918.200	4,536.600	4,358.200
<b>September</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
<b>RW - Raw Water</b>																
	4,259.500	3,315.800	3,647.800	3,375.900	3,833.800	3,092.900	4,000.400	3,529.600	3,602.200	3,710.300	3,084.800	3,533.100	3,513.300	3,482.400	3,861.400	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>RW - Raw Water</b>																
	3,465.500	2,888.500	3,842.700	3,314.100	4,259.900	4,654.100	4,147.400	4,277.800	4,145.700	3,879.600	2,972.900	3,565.200	3,359.500	2,714.000	3,385.900	

**Annual Water Taking Report**  
**For the Year 2010**

October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
<b>RW - Raw Water</b>																
	3,661.900	2,988.000	2,667.400	5,121.000	3,205.400	2,933.000	2,876.200	2,805.900	2,892.100	2,712.800	3,452.000	2,779.600	1,315.200	3,837.700	3,642.200	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>RW - Raw Water</b>																
	3,475.500	2,131.000	3,072.600	2,574.200	2,491.300	2,241.000	2,636.100	3,121.800	2,529.100	2,311.400	2,385.000	2,517.000	3,047.000	2,341.400	1,933.000	2,448.100
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
<b>RW - Raw Water</b>																
	2,707.100	2,294.100	2,544.900	2,314.900	2,638.900	1,612.800	2,722.500	2,939.500	2,170.000	2,066.000	2,644.000	2,471.100	1,352.700	3,070.800	2,442.200	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>RW - Raw Water</b>																
	2,576.800	2,716.200	3,330.700	2,646.300	2,048.400	2,890.400	2,464.700	2,473.300	2,240.400	2,522.300	3,202.100	2,031.400	2,212.000	2,299.900	3,221.500	
December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
<b>RW - Raw Water</b>																
	3,102.200	2,549.400	2,159.400	2,577.200	4,465.300	2,344.900	2,629.700	3,173.400	2,296.800	2,188.800	2,787.900	2,463.600	2,982.000	3,428.800	3,025.700	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>RW - Raw Water</b>																
	2,018.800	2,702.800	3,025.900	2,880.300	2,753.400	2,517.500	3,042.700	3,117.700	3,263.600	3,201.800	4,221.600	4,122.500	4,416.400	3,141.800	2,705.700	2,584.600

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## Archives

Home Archive Water test scam good reason to deny entry



## Water test scam good reason to deny entry pointofview

By PETER LAPINSKIE  
Posted 1 year ago

Time and time again, people are advised not to let strangers enter their home. A wide range of things can happen once someone gains access to your house, not all of them good.

In the past few years, we have all heard the stories about electricity or gas companies having people go knocking on doors to sell contracts for their products, which invariably wind up being much more expensive than the salesperson led the occupant to believe. Then comes weeks and months of legal wrangling, threats and promises that usually only result in hurt feelings, lost business and ruined savings accounts.

Recently, residents of the City of Pembroke have been victims of another kind of duplicity in which individuals supposedly working for a water company are knocking on their front door, or calling them on the telephone, offering to test their drinking water. Of course, it's a different story once they get inside your home and they launch into a sales pitch suggesting you purchase a water filtration system.

To gain access to your residence, apparently these people are giving the impression they are working for the city, but that is definitely not the case.

Mayor Ed Jacyno made it clear that city employees always identify themselves with proper photo identification when they seek access to your residence, and the city is not going door to door testing water. In other words, if one of these scam artists knocks on your door, the mayor gives you his blessing to shut the door in their face.

Of course, if you are in the market for a water filtration system, you might want to give them a listen. However, any sales person that can't be honest about why they are seeking access into your home should not be trusted on other matters, including the quality of the item they are selling or the bottom line price.

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# Mayor warns of water "scam"

BY VANCE GUTZMAN

Area residents are being warned to be on their guard with a company that may be using questionable tactics to get people to buy water purification systems.

As was reported on the CBC's "Marketplace" recently, a company calls people on the phone and tells them the firm is testing for toxins in their drinking water.

People who invite the firm's representatives into their homes are sold water purification systems they may not even need, the CBC stated.

People in both Deep River and Laurentian Hills have received such calls from a company stating it was testing for toxins in their water.

"It's unscrupulous, at the very least," Deep River Mayor David Thompson told his council members last week.

Several local residents called the NRT last week to warn they had been subject to a high-pressure sales pitch once the company representative was in the door.

In at least one case, a woman said her husband was physically pushed into a corner and she was grabbed by the arm.

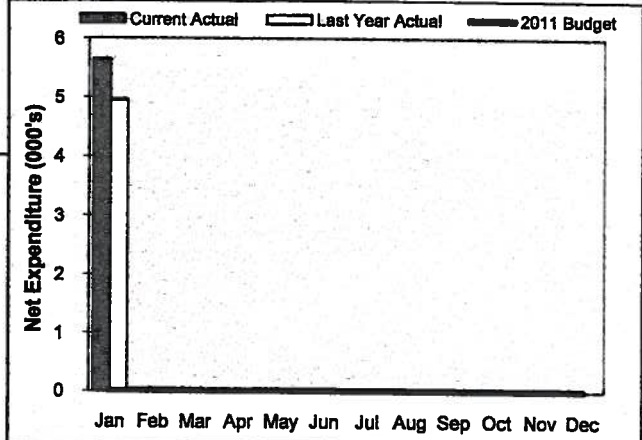
People with any concerns about such a company are asked to call the police or their local municipality.

**Town of Deep River  
Monthly Financial Report - January 2011**

**110 Council Operation**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	5,644		
Annual Balance	(5,644)		

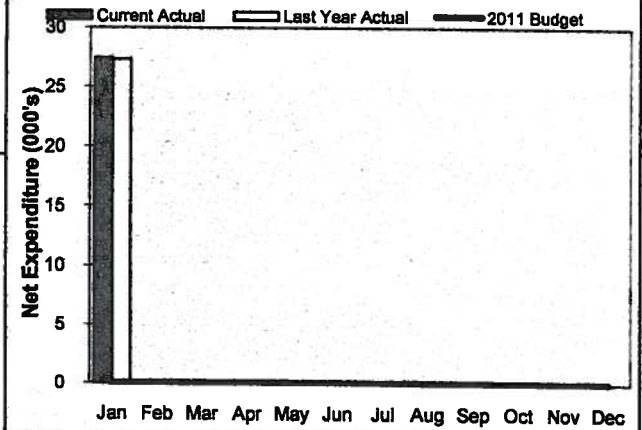
*This function contains the operating costs for members of Council and the Mayor's office. Remuneration accounts for more than 85% of the cost of this function. Net expenditure on this function is higher than same period prior year due to training and associated expenses.*



**120 Finance and Administration**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	27,425		
Annual Balance	(27,425)		

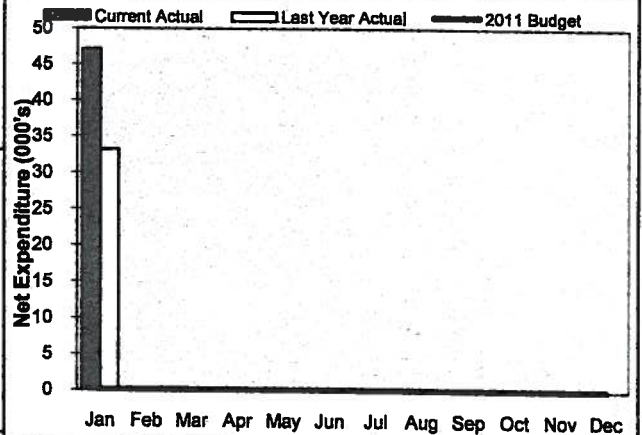
*This function contains the operating costs for most of the regular operations of the Administration Division, excluding Fire and Planning & Development. Net expenditure on this function is virtually the same as prior year.*



**130 Corporate Administration**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	47,110		
Annual Balance	(47,110)		

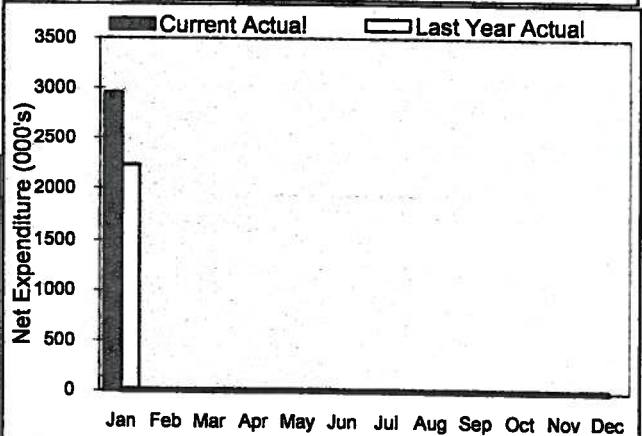
*This function contains the operating costs for activities which involve both Divisions, such as Public Relations, Labour Relations, and some services like audit and legal fees. It also includes the annual allocation to the Capital Fund. Net expenditure to date is \$13,958 higher than prior year as the Software Support charge of \$10,039 for 2011 was paid in January this year and in February last year. The pre-audit charge of \$3,052.81 was also processed in January 2011.*



**140 Town Hall**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	2,960		
Annual Balance	(2,960)		

*This function contains the operating costs for the Town Hall facility which includes the Emergency Services wing. Net expenditure on this function is higher than prior year at this point. The Elevator & Miscellaneous Service Contract is higher due to the payment of the licensing fee. Salaries and Repairs and Maintenance are also higher than prior year.*

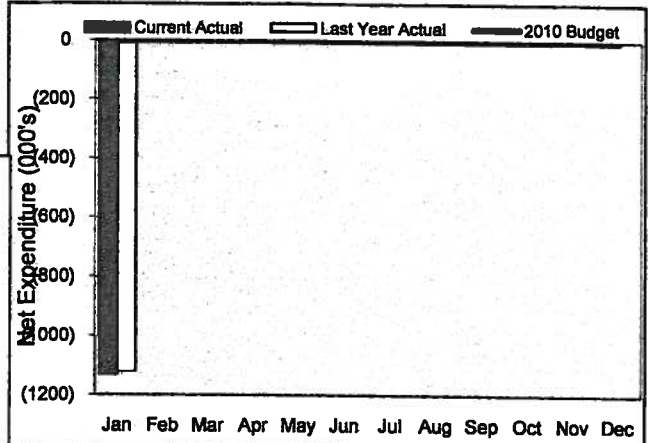


**Town of Deep River  
Monthly Financial Report - January 2010**

**150 Keys Property**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	-1,132		
Annual Balance	1,132		

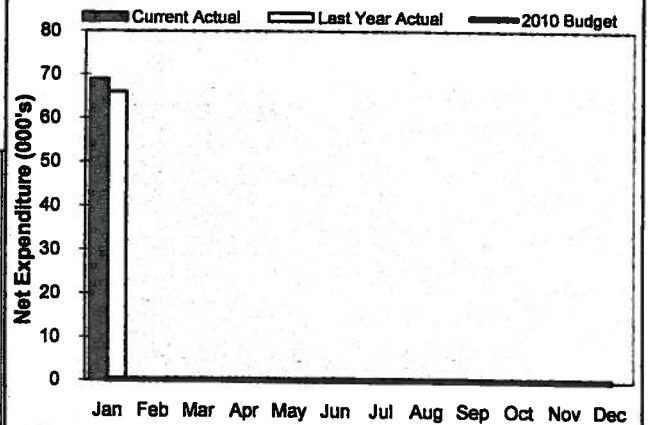
*This function contains the operating costs for the Keys Property, which consists of two residential premises, both of which are rented. The revenue from this function is close to the same period in 2010.*



**210 Fire**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	68,891		
Annual Balance	(68,891)		

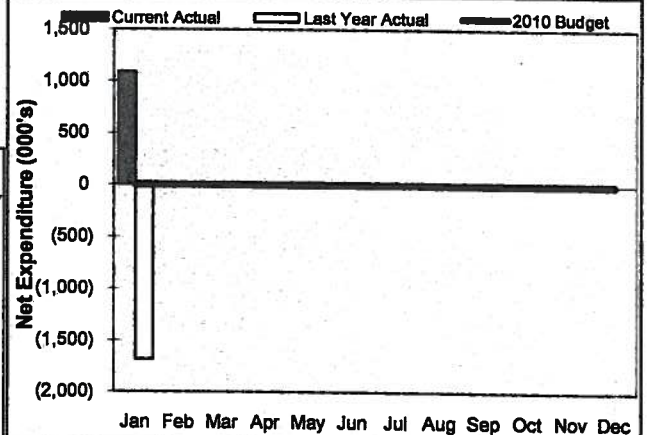
*This function contains the operating costs for the Fire Department. Net expenditure on this function is higher than prior year due to an increase in salaries and benefits.*



**211 NR Emergency Response**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	1,084		
Annual Balance	(1,084)		

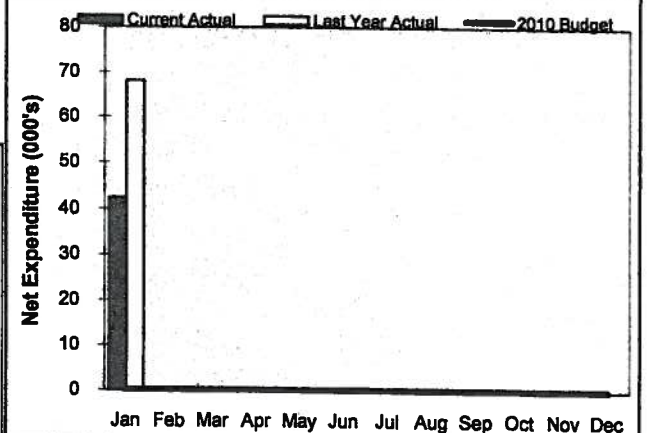
*This function contains the costs for the North Renfrew Emergency Response Unit, operated jointly with the other municipalities. Any operating surplus or deficit is funded via a Trust Fund. Revenues and most expenditures are dependent on the number of incidents to which the unit is dispatched. The only expense for 2010 is the insurance premium.*



**220 Police**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	42,402		
Annual Balance	(42,402)		

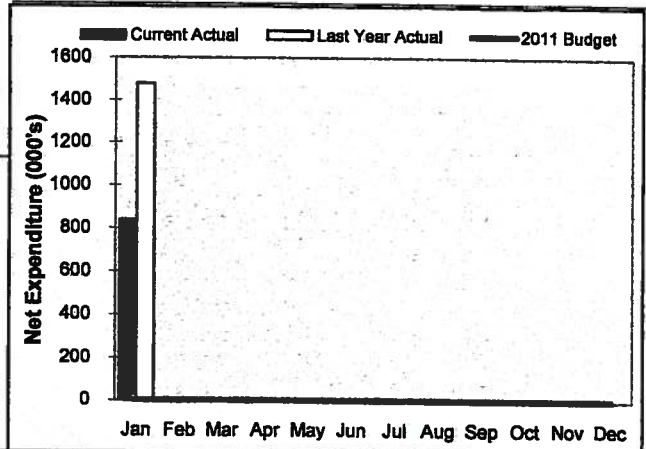
*This function contains most of the costs associated with providing policing. Net expenditure on this function is lower than prior year due to an increase in revenue.*



**221 Police Services Board**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	839		
Annual Balance	(839)		

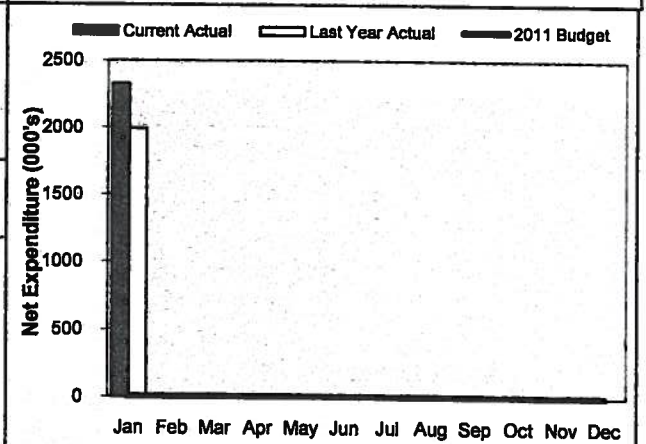
*This function contains the costs of operating the Police Services Board, as distinct from Policing itself, which is included in the preceding function. Net expenditure on this function is lower than prior year.*



**240 Protective Insp and Control**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	2,323		
Annual Balance	(2,323)		

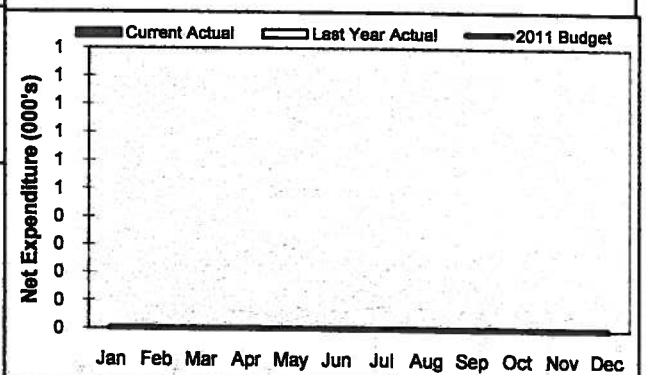
*This function contains the operating costs and revenues for building inspection, plumbing inspection and animal control. Net expenditure for this function is higher than prior year due to lower revenues.*



**252 Emergency Planning**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	0		
Annual Balance	0		

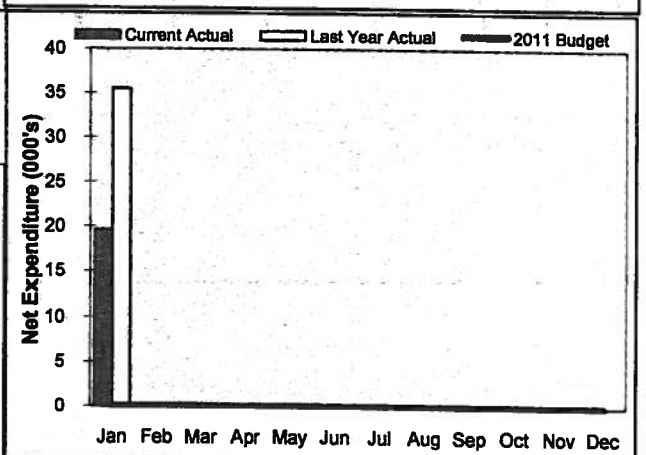
*This function contains the expenses budgeted for emergency planning and practice exercise.*



**300 Transportation**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	19,599		
Annual Balance	(19,599)		

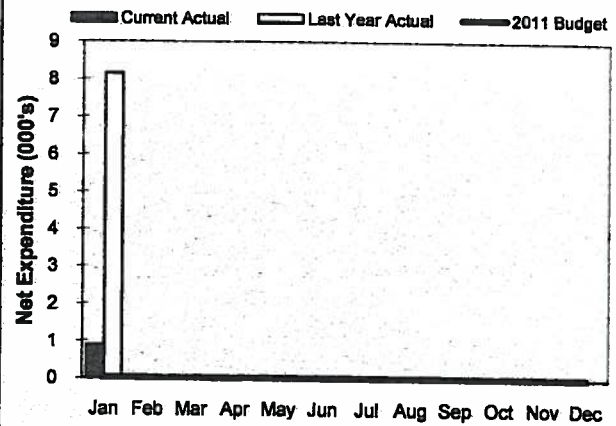
*This function includes administrative costs, office supplies, conference costs and training for Public Works Division staff. Net expenditure on this function is lower than prior year as there was a sick leave payment made in January 2010.*



**312 Roadways**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	895		
Annual Balance	(895)		

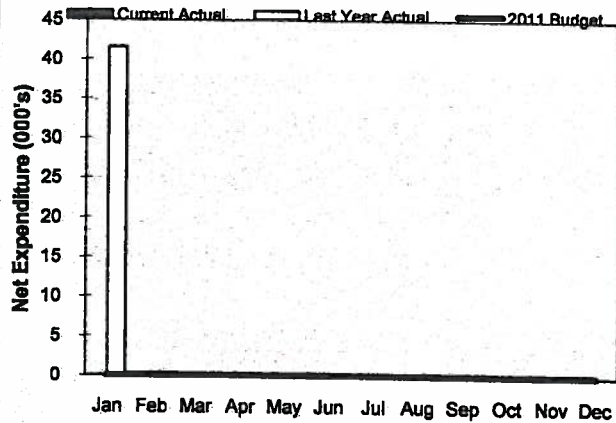
*This function includes asphalt patching, gravel resurfacing, gravel grading, shoulder maintenance, materials for culverts, tree removal, and road patching. Net expenditure on this function is lower than prior year.*



**313 Traffic**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	0		
Annual Balance	0		

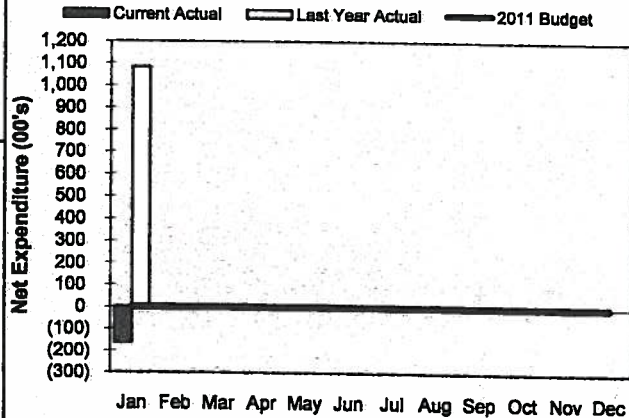
*This function includes line painting - centre lines, parking spaces, stop bars. Most of this expenditure occurs during the spring and summer months.*



**314 Child Crossing Guard**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	(164)		
Annual Balance	164		

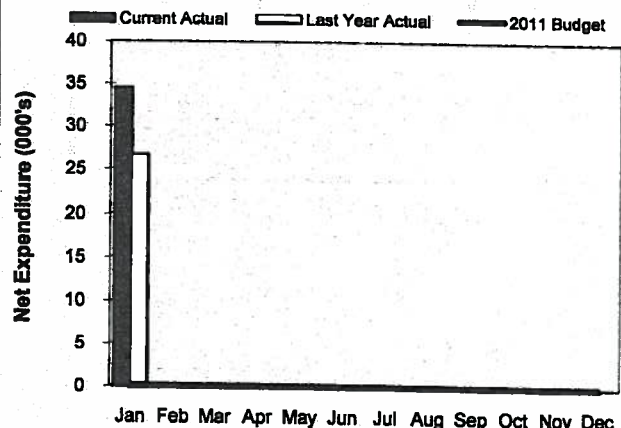
*This function includes wages for crossing guard at Deep River Road and at Ridge Rd. and Rutherford Ave. Net expenditure on this function is lower than prior year due the December 2010 receivable from the Separate School Board being credited to 2011. A journal entry will be prepared to transfer this revenue to 2010.*



**320 Winter Control**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	34,481		
Annual Balance	(34,481)		

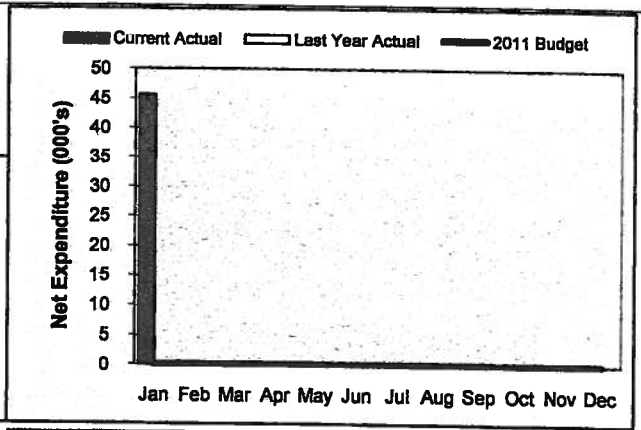
*This function includes snow ploughing, sanding and salting of roads, parking lots, and sidewalks. Net expenditure on this function is higher than prior year due an increase in snow removal costs which include salaries, vehicle expense, and salt purchases.*



**350 Street Lighting**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	46		
Annual Balance	(46)		

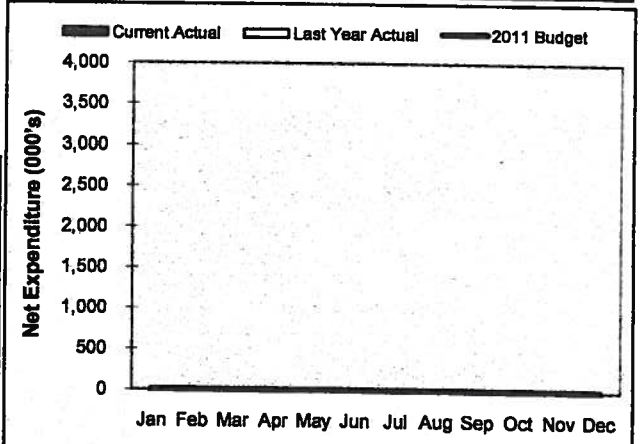
*This function includes our street light maintenance contract charges and the charges for energy (billed unmetered on the basis of connected load). There has been a small expenditure for Salaries and Public Works Vehicle Charges.*



**360 Airport**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	0		
Annual Balance	0		

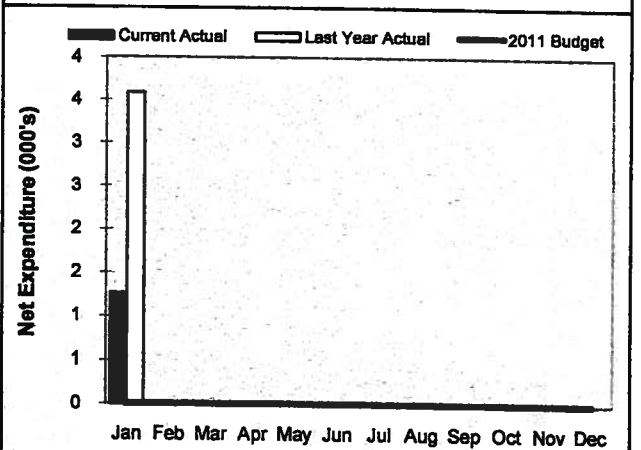
*This is an area in which one single annual payment to the Airport Commission accounts for all of the net expenditure. The 2011 annual payment request has not yet been received.*



**380 Public Works Yard**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	1,268		
Annual Balance	(1,268)		

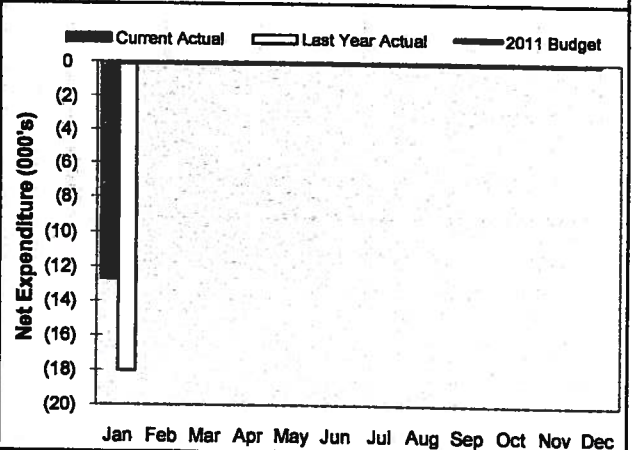
*This function includes maintenance on small equipment that has no work order number, cleaning at the yard and buildings, diesel fuel purchases, and maintenance materials. Net expenditure on this function is lower than prior year.*



**390 Vehicle & Equipment Fleet**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	-1,272		
Annual Balance	1,272		

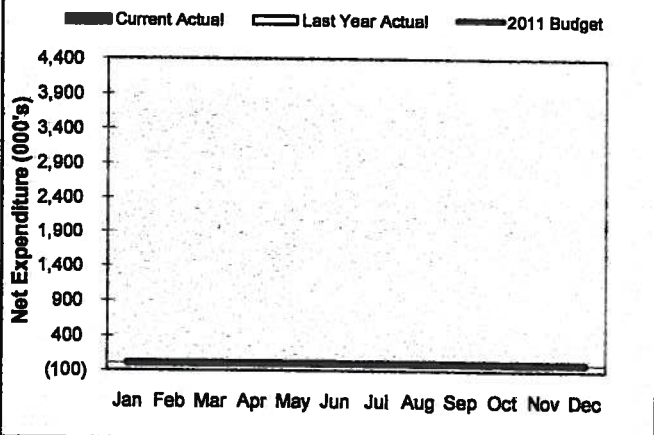
*This function includes labour costs for vehicle maintenance, parts, and repair costs. Overall, these are usually outweighed by the credits for machinery use charged to other functions, as the graph shows. Usage net revenues are down \$531.*



**Town of Deep River  
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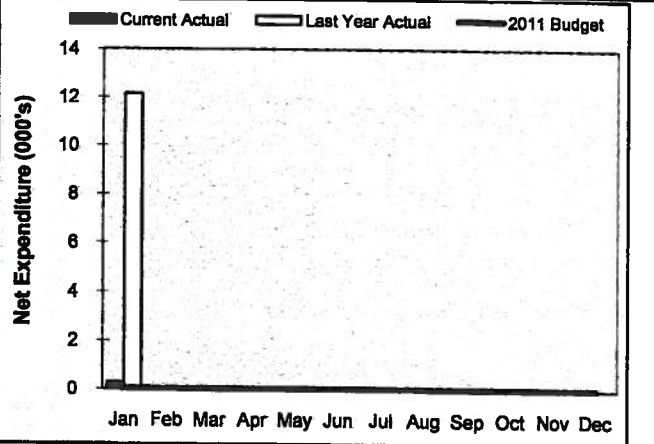
<b>420 Storm Sewer System</b>			
YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	0		
Annual Balance	0		

*This function includes culvert replacement and purchase. As the chart indicates, most expenditures on this function occur in the summer and fall months.*



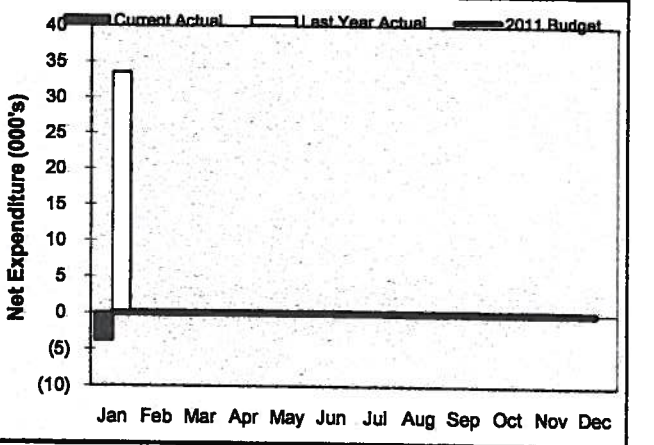
<b>440 Garbage Collection</b>			
YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	283		
Annual Balance	(283)		

*This function includes contract costs for collection of household waste and recyclables, and in-house costs for spring cleanup and fall leaf collection. Net expenditure on this function is lower as the January collection invoice was not received until February.*



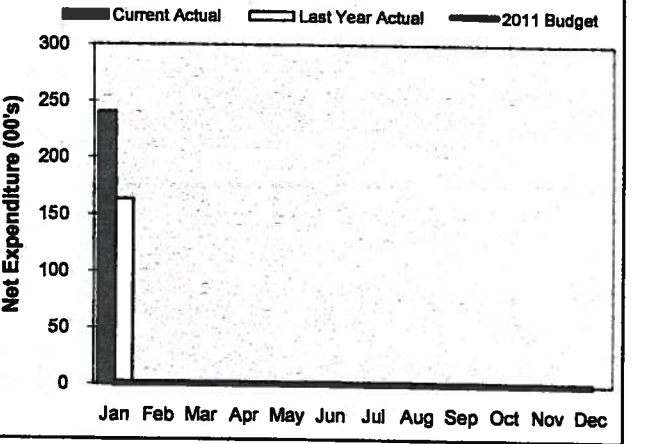
<b>450 Garbage Disposal</b>			
YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	(3,812)		
Annual Balance	3,812		

*This function includes our share of the operation of the Bagg's Road landfill site, the operating cost of the Miller's Road site, and the revenue from tipping fees. Net revenues on this function are much lower than prior year as there was a payment made to the North Renfrew Waste Management Board made in 2010 but none made in 2011.*



<b>550 Cemeteries</b>			
YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	240		
Annual Balance	(240)		

*Net expenditure is not always predictable in this area, as it varies with demand for cemetery services. Net expenditure to January 31st. higher than prior year due to Salaries and Public Works Vehicle Charges.*

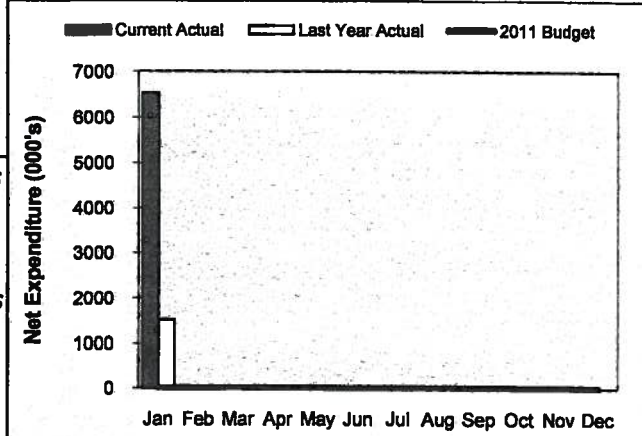


**Town of Deep River  
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**710 Parks**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	6,525		
Annual Balance	(6,525)		

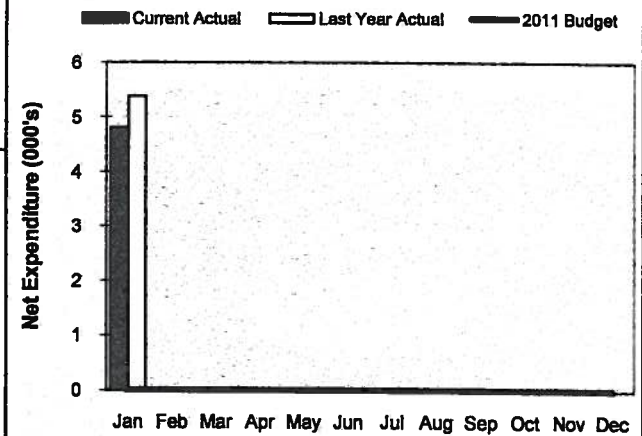
*This function includes administrative costs, grounds maintenance, repairs to buildings, and maintenance of parking lots and playground equipment. Net expenditure on this function is higher than prior year due to Tree Removal charges being \$5,973 higher than prior year.*



**720 Recreation Programs**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	4,807		
Annual Balance	(4,807)		

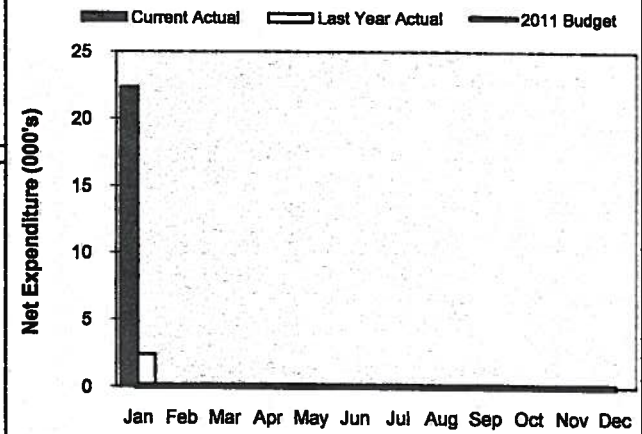
*Net expenditure on this function is lower than prior year.*



**730 Arena**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	22,315		
Annual Balance	(22,315)		

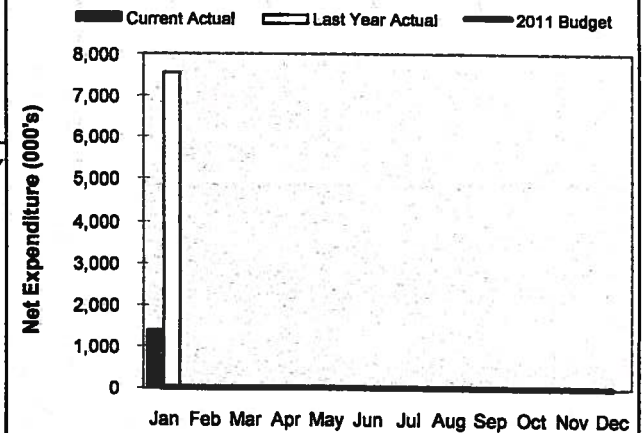
*Net expenditure on this function is higher than prior year. Expenses are \$2,777 lower than prior year however, revenues from Community Hall Rentals and Ice Rentals are down \$22,891.*



**731 Arena Building**

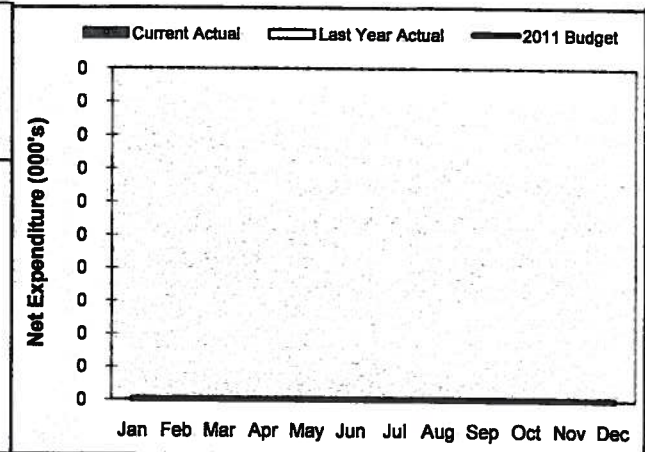
YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	1,378		
Annual Balance	(1,378)		

*Net expenditure on this function is considerably lower than prior year due to salaries and Miscellaneous Tools, Equipment and Materials being lower than prior year.*

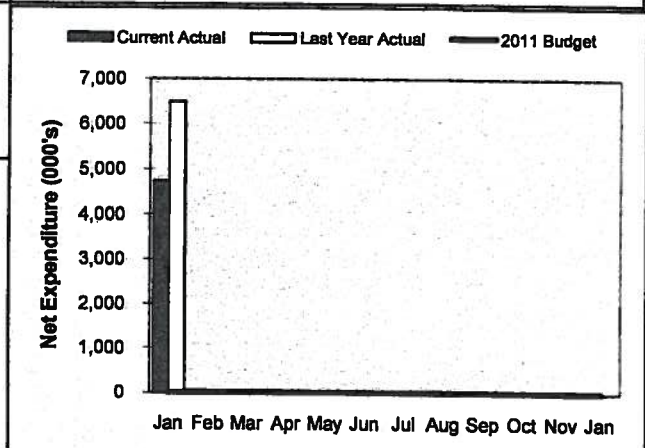


**Town of Deep River  
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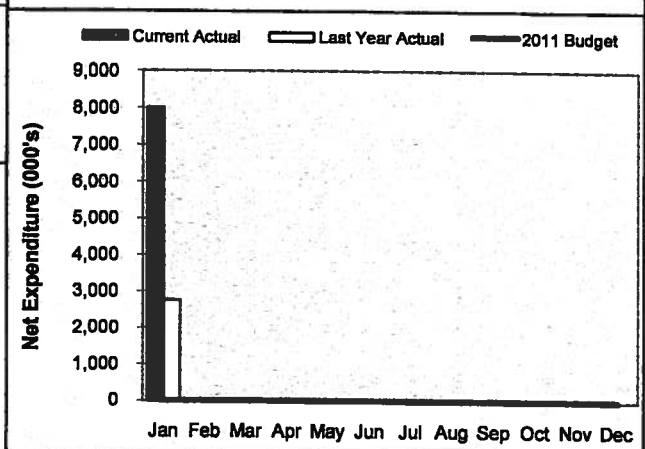
<b>732 Arena Refrigeration Plant</b>			
YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	0		
Annual Balance	0		
<i>There have been no expenditures in this function in 2011 or 2010.</i>			



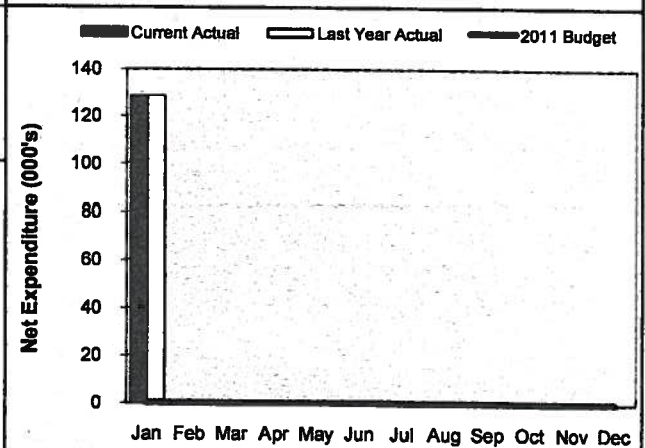
<b>740 Community Pool</b>			
YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	4,744		
Annual Balance	(4,744)		
<i>Net expenditure on this function is lower than prior year. Revenues are up \$3,392 while expenses are up \$1,648.</i>			



<b>741 Pool Building</b>			
YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	7,995		
Annual Balance	(7,995)		
<i>Net expenditure on this function is higher than prior year as Miscellaneous Equipment Maintenance has increased \$573 Natural Gas has increased \$4,753.</i>			



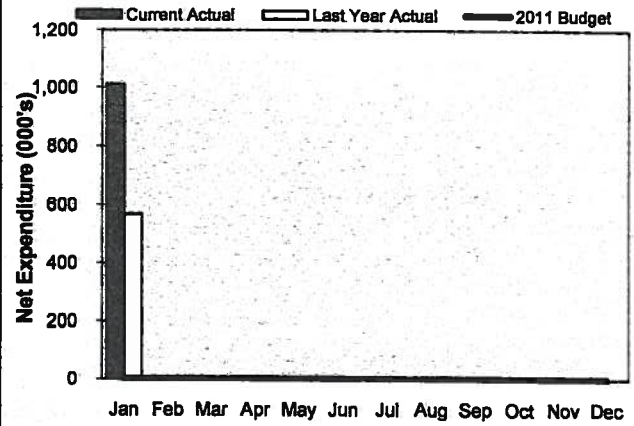
<b>750 Grouse Park</b>			
YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	128		
Annual Balance	(128)		
<i>Net expenditure on this function is the same as prior year. The only expense is the annual insurance premium.</i>			



**Town of Deep River  
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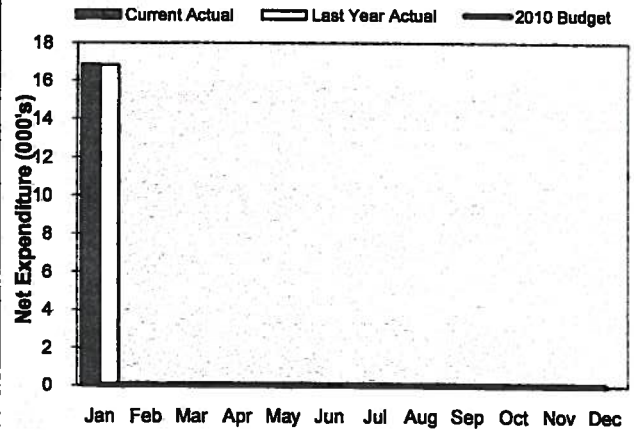
<b>760 Marina</b>			
YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	1,010		
Annual Balance	(1,010)		

*The marina typically operates at a net revenue, most of which is generated in the summer. Net expenditures on this function are \$443 higher than prior year due to a decrease in Slip Rental fees.*



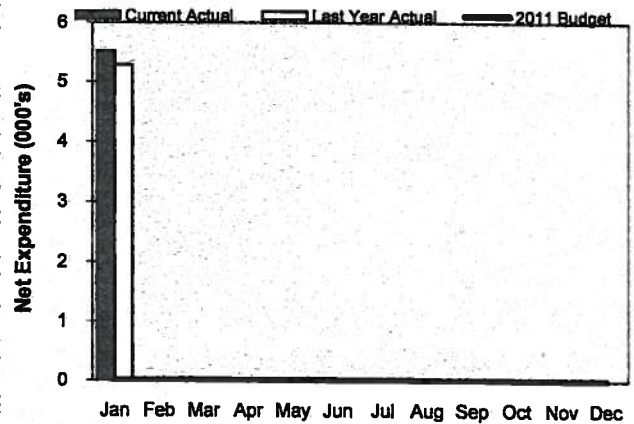
<b>780 Library</b>			
YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	16,850		
Annual Balance	(16,850)		

*This function includes all Library operations except the facility costs covered in the following function, 781. Net expenditure on this function is close to prior year.*



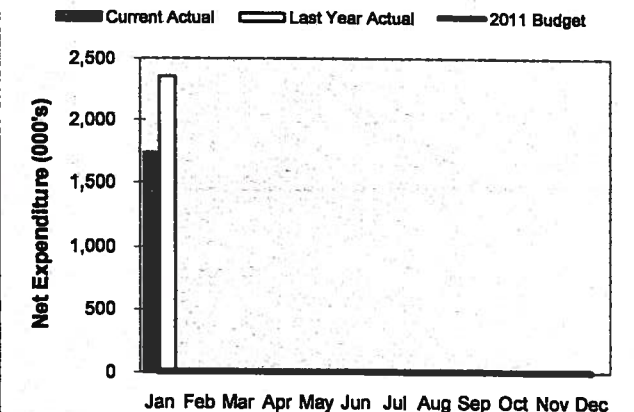
<b>781 Library Building</b>			
YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	5,514		
Annual Balance	(5,514)		

*This function includes all of the operating costs of the library facility. Net expenditures on this function is marginally higher than prior year.*



<b>810 Planning &amp; Zoning</b>			
YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	1,733		
Annual Balance	(1,733)		

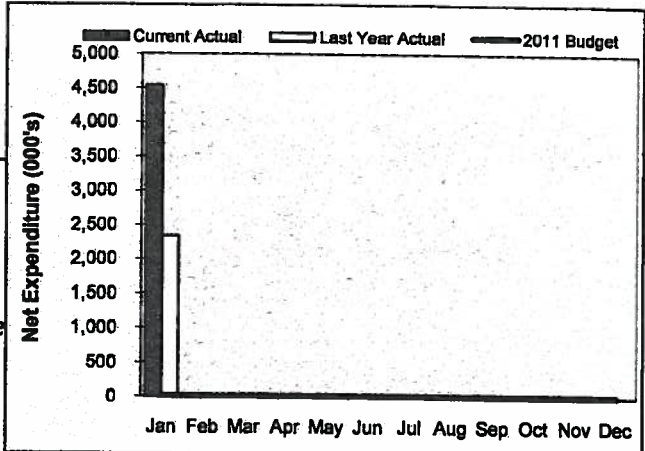
*This function includes administration of the official plan and zoning by-law, the development of site plan and subdivision agreements, and the operation of the Committee of Adjustment. This is almost entirely an administrative function, so most of the cost is payroll, which is distributed on a predetermined ratio. Net expenditure on this function is lower than prior year due revenues increasing by \$500.*



**820 Economic Development**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	4,535		
Annual Balance	(4,535)		

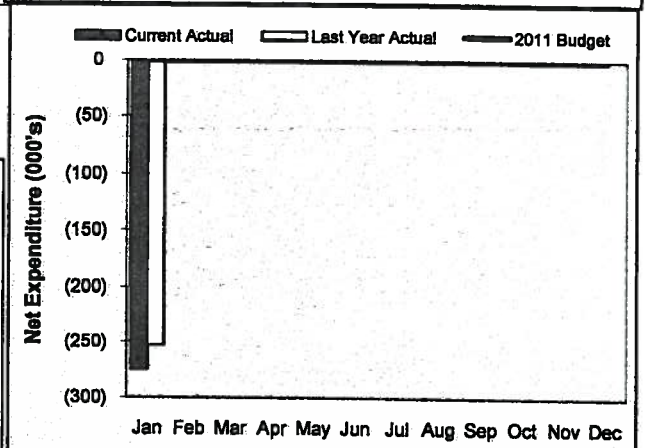
*This function includes all Economic Development activities, including tourism promotion and development. In addition to salaries and our share of the Tourist Information Centre, most spending is for travel and conference cost by the Director, printing, advertising, and consultant fees. Net expenditures are higher than prior year due to increases in Telephone, Memberships, Conference Registration, and Meals.*



**Revenue Total**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	-2,748,390		
Annual Balance	2,748,390		

*Corporate revenues received are much higher than 2010 as the interim tax bills are based on 50% of the prior years bill. An installment on the OMPF grant was again received in January this year.*



**General Commentary**

**Revenues & Expenditures**

*After one month of operation, there do not appear to be any untoward variances in net expenditures.*

*At January 31, 2011 the Town enjoyed a surplus position of \$2,389,980.*

*Until the budget is passed, we can only compare performance with the prior year.*

**Assets & Liabilities**

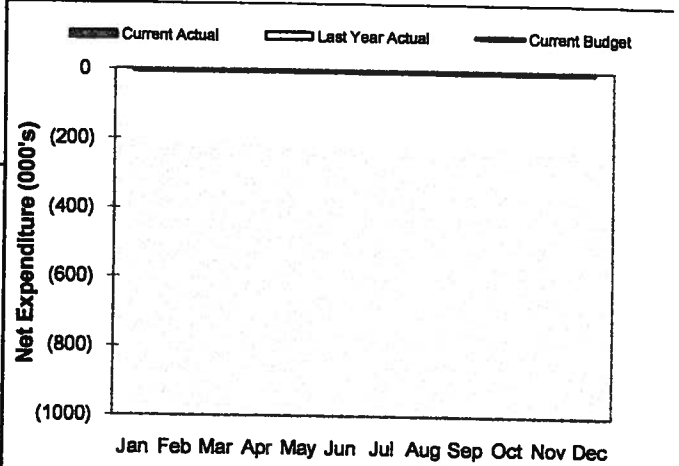
*The redevelopment and construction of Ridge Road has been completed and a loan through Infrastructure Ontario in the amount of \$704,000 was taken out to cover a portion of the Town's one third share of \$1.3 million. The loan is amortized over 15 years with payments being apportioned between Sewer, Water, and Roads in a 40%, 40%, 20% ratio.*

**Town of Deep River Water Sewer Systems  
Monthly Financial Report January 2011**

**S-041 Sewer Works Direct Billing**

YTD Budget	0	% of YTD #DIV/0!
Annual Budget	0	% of Annual #DIV/0!
Net YTD	0	
Annual Balance	0	

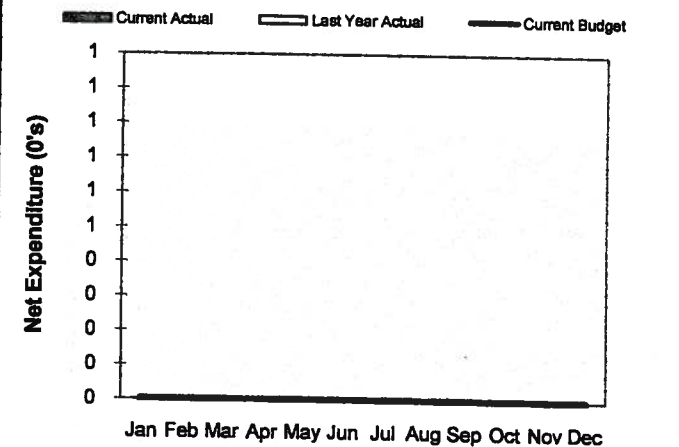
*This function contains the billing revenue required to operate the sewage system. The first installment of the Sewer/Water bills will be due April 29, 2011. The second bill will be mailed in early October and be due October 31, 2011.*



**S-390 Vehicle & Equipment Fleet**

YTD Budget	0	% of YTD #DIV/0!
Annual Budget	0	% of Annual #DIV/0!
Net YTD	0	
Annual Balance	0	

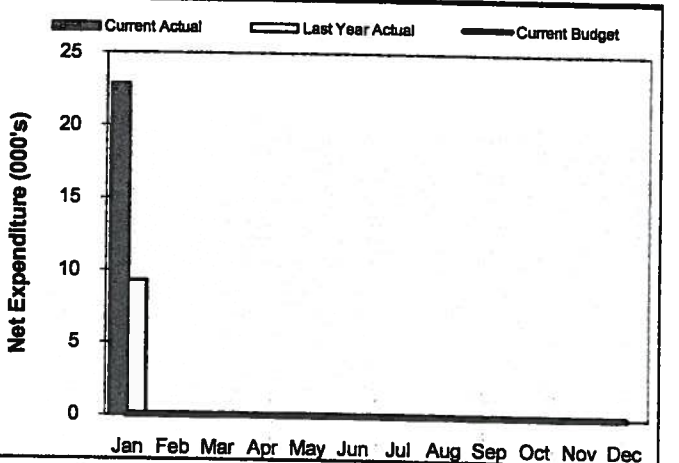
*This function includes labour costs and vehicle maintenance, parts, and repair costs. These costs are normally offset by credits for machinery used and charged to other functions. There are no expenditures to date.*



**S-410 Sanitary Sewer System Admin**

YTD Budget	0	% of YTD #DIV/0!
Annual Budget	0	% of Annual #DIV/0!
Net YTD	22,866	
Annual Balance	(22,866)	

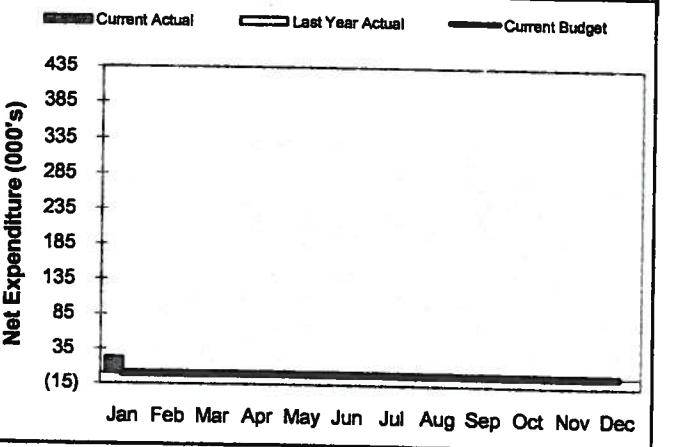
*This function contains operating costs for sewer system administration such as allocated salaries and benefits, property taxes, and transfers to Capital Fund. The expenditures to date include Regular Salaries, Debt Repayment, and Insurance Premium.*



**S-411 Sewage Plant**

YTD Budget	0	% of YTD #DIV/0!
Annual Budget	0	% of Annual #DIV/0!
Net YTD	22,857	
Annual Balance	(22,857)	

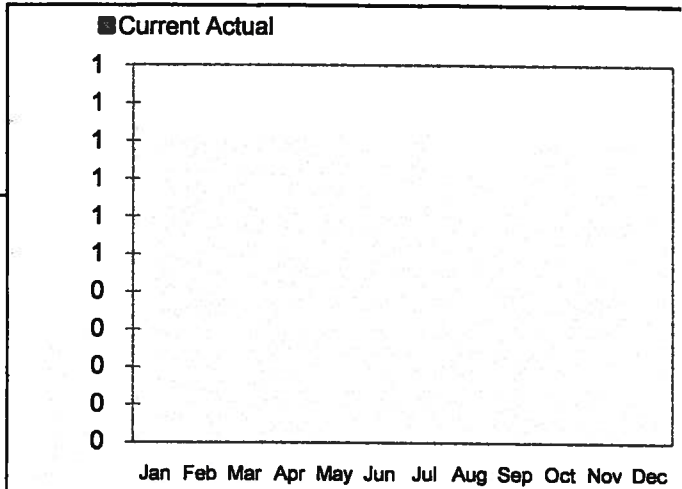
*This function contains the maintenance and operating costs for the plant. The expenditures to date represent the OCWA contract payment and repairs to the plant.*



**S-412 Imhoff Tank**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	0		
Annual Balance	0		

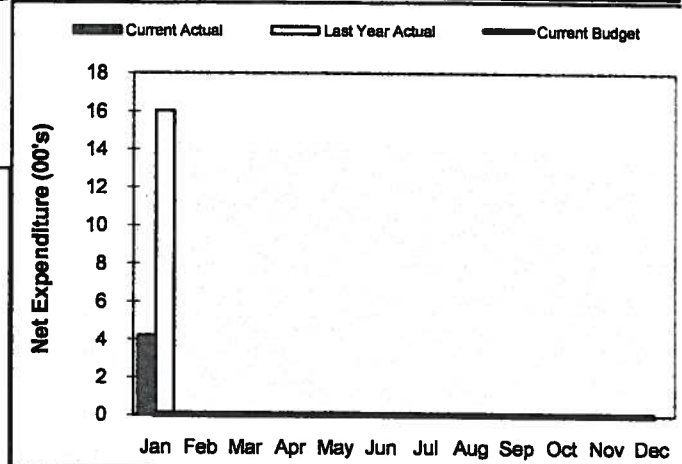
*This function contains the costs of operating the Imhoff Tank.*



**S-414 Sewer Mains**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	420		
Annual Balance	(420)		

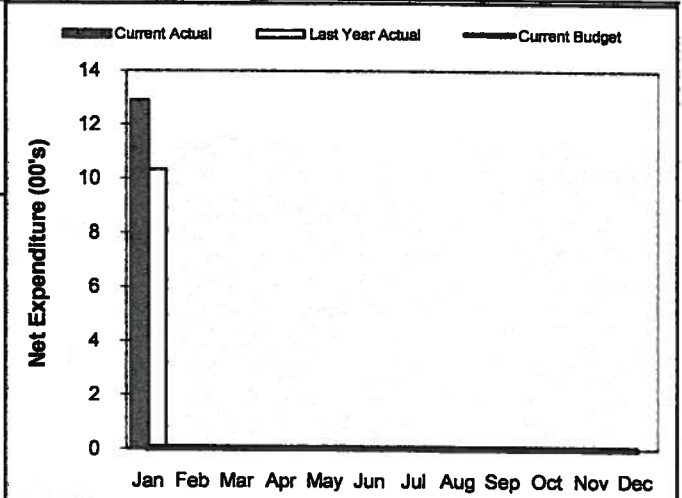
*This function contains the costs of maintaining and repairing sewer mains. Net expenditure on this function includes Regular Salaries and Public Works Vehicle Charges.*



**S-415 Sewer Service Lines**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	1,289		
Annual Balance	(1,289)		

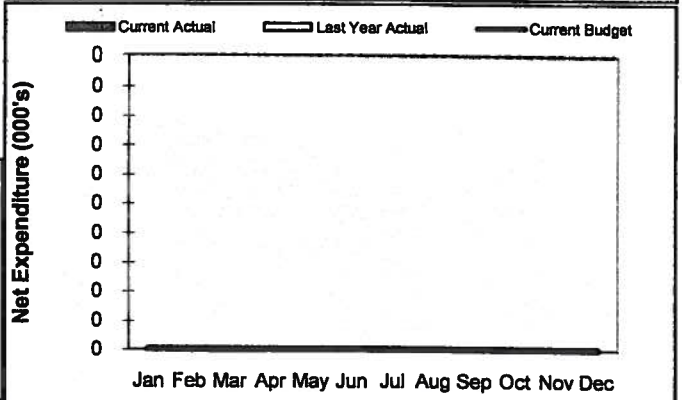
*This function contains the operating costs to maintain the sewer service lines. Net expenditure on this function includes Regular Salaries, Miscellaneous Tools, and Public Works Vehicle Charges.*



**W-043 Water Works Direct Billing**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	0		
Annual Balance	0		

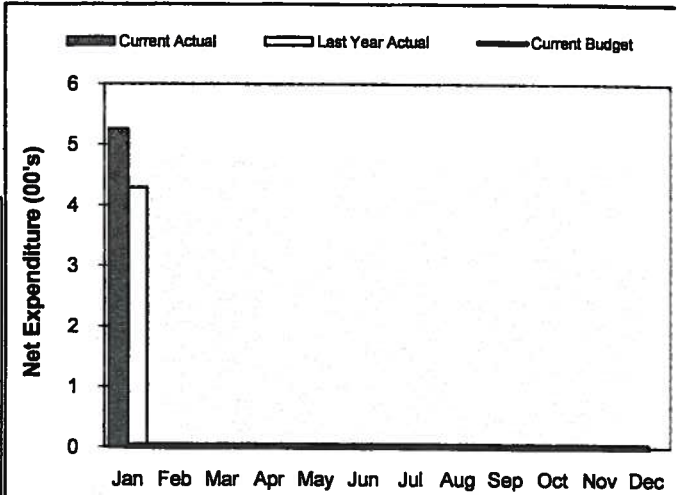
*This function contains the billing revenue required to operate the sewage system. The first installment of the Sewer/Water bills will be due April 29, 2011. The second bill will be mailed in early October and will be due October 31, 2011.*



**W-390 Vehicle & Equipment Fleet**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	525		
Annual Balance	(525)		

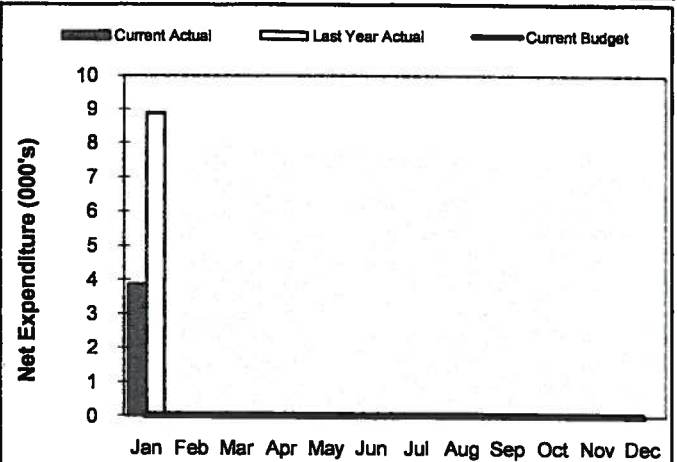
*This function includes labour costs for vehicle maintenance, parts, and repair costs. These costs are normally offset by credits for machinery used and charged to other functions. Expenses to date include Salaries, Fuel, Vehicle Maintenance, and Insurance Premiums.*



**W-430 Water Works System Admin**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	3,865		
Annual Balance	(3,865)		

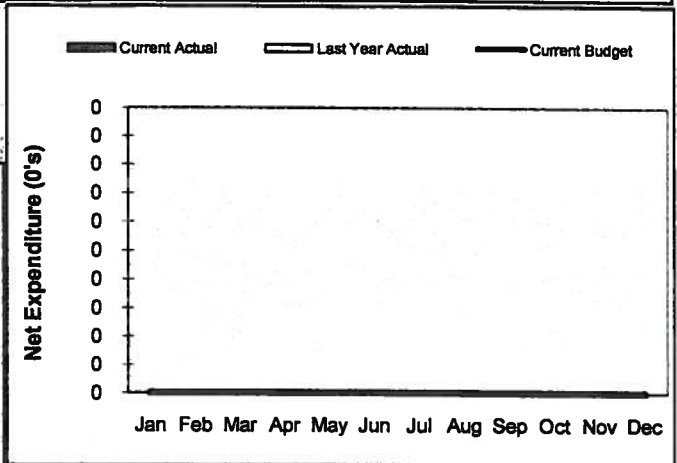
*This function contains administrative costs for the water system, like allocated salaries & benefits, property taxes, and transfers to Capital and Reserves. The expenditures to date include Regular Salaries, Insurance Premium, and Public Works Vehicle Charges.*



**W-431 Storage Tank**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	0		
Annual Balance	0		

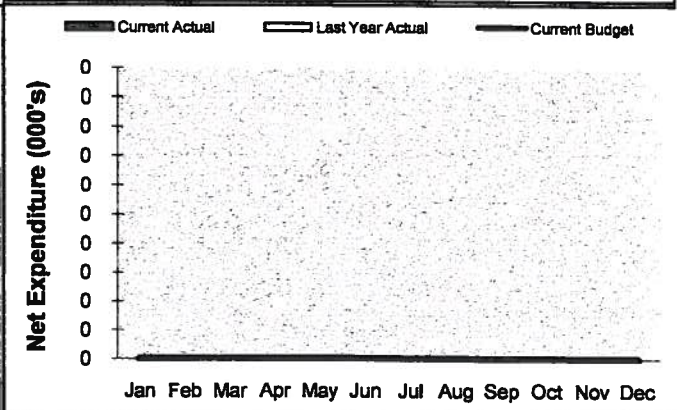
*This function contains the operating costs to maintain the water storage tank.*



**W-432 Pump House**

YTD Budget	0	% of YTD	#DIV/0!
Annual Budget	0	% of Annual	#DIV/0!
Net YTD	0		
Annual Balance	0		

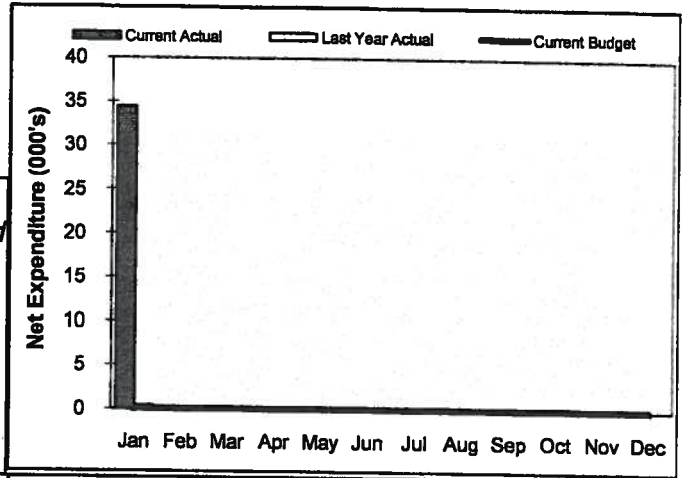
*This function contains the operating costs to maintain and operate the Pump House.*



**W-433 Filtration Plant**

YTD Budget	0	% of YTD #DIV/0!
Annual Budget	0	% of Annual #DIV/0!
Net YTD	34,417	
Annual Balance	(34,417)	

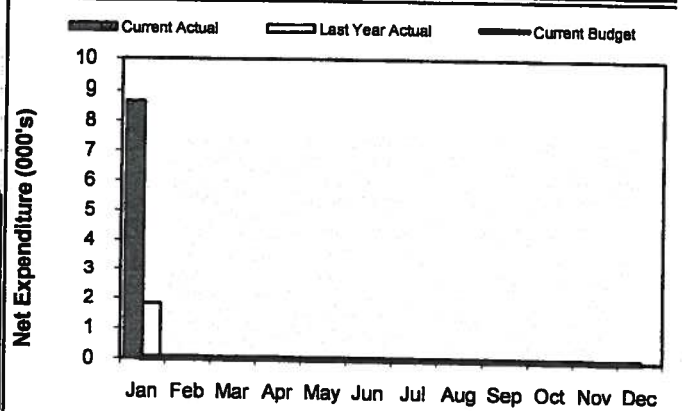
*This function contains the operating costs of the Filtration Plant including the chemicals and payments to the contracted operator. Expenses to date reflect the OCWA contract cost.*



**W-434 Water Mains & Hydrants**

YTD Budget	0	% of YTD #DIV/0!
Annual Budget	0	% of Annual #DIV/0!
Net YTD	8,661	
Annual Balance	(8,661)	

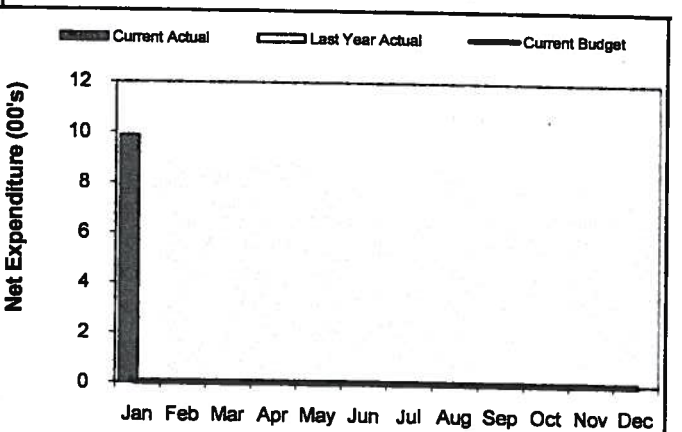
*This function contains the operating costs to maintain and operate the Water Mains and Hydrants. Regular Salaries, Miscellaneous Tools, Miscellaneous Trades, and Public Works Vehicle Charges account for the expenses to date.*



**W-435 Water Service Lines**

YTD Budget	0	% of YTD #DIV/0!
Annual Budget	0	% of Annual #DIV/0!
Net YTD	987	
Annual Balance	(987)	

*This function contains the costs to maintain water service lines. Expenses to date include Regular Salaries, Miscellaneous Trades, and Public Works Vehicle Charges.*



**General Commentary**

*The 2011 Sewer and Water Budgets have not yet been passed by Council and we can only compare the 2011 expenditures to the 2010 expenditures for the same period at this time.*



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

**DEPARTMENTAL REPORT - March 2011**

**PLANNING AND DEVELOPMENT DEPARTMENT**

<b>SUBJECT:</b> Planning and Development Monthly Report for February		<b>REPORT NUMBER</b> 2011JW002
<b>File Storage:</b>		<b>PAGE 1 of 2</b>
<b>PREPARED BY:</b> John Walden	<b>REVISION DATE:</b>	
<b>MANAGER SIGNATURE:</b>	<b>FOR CONSIDERATION</b> OPEN SESSION <input checked="" type="checkbox"/> CLOSED SESSION <input type="checkbox"/>	
<b>REFERRED TO:</b> Committee of the Whole		
<b>ATTACHMENTS:</b> 1. Report on EDCO Conference 2. Economic Development Draft Minutes 3. Housing Committee Draft Minutes 4. OP Committee Draft Minutes		

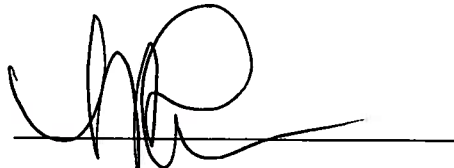
1. February 1-3 - Economic Developers of Ontario Conference in Toronto– A report on the conference is attached.
2. February 7 – Meeting with a local entrepreneur about a possible small business start-up.
3. February 10 – Meeting of the Official Plan Review Committee. Draft minutes attached.
4. February 15 – Meeting in Pembroke of the Commercial Business Exhibits Committee for Expo 150.
5. February 15 - Meeting of the Area Economic Development Committee. Draft minutes are attached.
6. February 17 – Meeting concerning a possible commercial development in Deep River. The discussion was about potential site plan issues.
7. February 21 – Meeting of the Housing Committee. Draft Minutes are attached.
8. February 23 – Meeting in Pembroke about a graphite mining project in Bissett Creek. This was the beginning of the consultation and licensing process for a graphite mine development in Bissett Creek , and the presentation of the mine’s closure plan. Northern Graphite mining company is planning to begin operating an open pit graphite mine as of 2013. The mine will employ 70 people for a period of fifteen years (possibly longer). The graphite from this site is very high quality. China’s graphite supply (world’s leading producer) is expected to dry up as China’s domestic needs will require all that they can produce, and graphite applications are growing. This is a \$60 -\$70M project.

9. February 23-25 – Canadian Nuclear Association Conference in Ottawa.

This was an excellent conference. There was a lot of information about what is happening globally in the Nuclear Industry and why the industry will have to continue to grow to meet global demands for reliable, non-greenhouse gas emitting power. Some of the highlights were as follows:

- Tom Mitchell, President and CEO of Ontario Power Generation – Mr. Mitchell announced that the public consultation portion of the environmental assessment process for two new Candu Reactors at Darlington will begin in March of this year. This is great news as it is the first step in the new-build process for the proposed reactors.
- John Ibbitson, Political Journalist and the Globe and Mail Bureau Chief – Mr. Ibbitson stressed that because of concerns over global warming there are a great opportunities for the Canadian Nuclear Industry. He suggested that the industry needs to be much more aggressive and pro active in telling its story to Canadians so that Canada can take advantage of the global opportunities that are currently evolving.
- Senator David Angus, Chairman, Standing Committee on Energy the Environment and Natural Resources. Senator Angus talked about the work of his committee and stressed that Nuclear was a key component to Canada’s sustainable energy future. He talked extensively about the importance of having a national energy policy/strategy. He acknowledged that the last attempt at a national energy policy failed badly (in the 1980’s), but that does not change the need for one now.
- Luis Echavarri, Director General, Organization for Economic Development and Cooperation Nuclear Energy Agency – Mr. Echavarri gave an overview of what is happening around with world with nuclear energy and what is projected to happen up to the year 2050. There will be a lot more nuclear energy around the world in the future.
- Jayson Myers, President and CEO of Canadian Manufacturers Association – Mr. Myers did a presentation about the staggering economic impacts of reactors refurbishment projects.
- Tim Hudack, Leader of the PC Party of Ontario – Mr. Hudack gave a very pro nuclear speech. He said that two new reactors in Darlington are a good and that they should go ahead as soon as possible, but that more is needed. He said that the province needs an overall plan to deal with energy issues and that nuclear has to supply the base load power. He noted that wind and solar have a role to play but a Conservative government would put a much greater emphasis on nuclear energy.

**REVIEWED BY:**

  
CAO/Clerk

**DATE:**

March 7/11

Economic Developers Council of Ontario

Annual Conference Report

February 2- 4

Toronto

1. Pre-conference Workshop ( Fed Dev) – Southern Ontario Development Programs

Fed Dev Ontario is a new agency that was developed as a federal response to the impact of the recent recession on the economy in Southern Ontario. It is similar to other regional development agencies across Canada. Southern Ontario has 1/3 of all jobs in Canada, and had ½ of all job losses during the last recession. There is a \$1 Billion available for through various programs for Southern Ontario over the next 5 years; some of the programs already existed (like EODP).

There is a wide range of programming available for the private sector, public sector, and not for profits. There is a very big emphasis on innovation. Money may flow through associations to the private sector. For example there is currently a project the Canadian Manufacturers and Exporters to help fund member efforts to enhance productivity and build competitive advantages.

There may be opportunities here for the Deep River Science Academy and possibly Bubble Technology Industries.

2. Ontario's Economy in a Turbulent World

Dr. Thomas Homer Dixon presented his views of what is coming – including huge climate change, over population, and the energy crisis. He made the case that Ontario is in a good position to get "ahead of the curve" by adopting change. The Ontario Economy is in a good position because it is knowledge intensive, there is good infrastructure, good lifestyle, agricultural resources, an immigrant rich population, and scarce energy resources. He felt that Alberta being rich in oil will actually be bad thing because it kills their need to innovate.

3. Social Media – Revolutionizing the Way We Communicate

We are in the age of social media and it is dramatically altering the way we communicate. It has created a new world in which government must learn to participate in a conversation with its audiences who demand transparency and immediate responses. Social media is not just a rich source of information. It enables municipalities to become proactive, influence perceptions, and address the needs and interests of their audiences.

We heard presentations from the Canadian Tourism Association who used social media to greatly increase the impact events in Canada and connected their efforts with traditional media.

The City of Hamilton has used social media to promote Hamilton and has built events around Social Media that resulted in a great deal of publicity. We also heard from a consultant who talked about the need for a plan before embarking on a social media program.

4. Linking Web Site Impact to Economic Potential

Economic development websites provide a critical tool for communities that want to effectively support investment attraction, expansion and retention as well as marketing and tourism activity. Quality websites serve as an integral touch point between local municipalities and interested parties, both internal and external.

A report on our own site has been done by "Small World Marketing" as part of an EDCO project. We will be getting that shortly.

5. Economic Gardening – An Entrepreneurial Tool for Economic Development with Mark Lange

Economic Gardening is new Economic Development philosophy. The presenter said that most Economic Development efforts go towards marketing for investment, and supporting entrepreneurship, particularly start-ups. Most job growth occurs from the growth of existing companies. In Economic Gardening you identify the companies with growth potential, find out what they need and help them get it. The companies will typically be between 19-100 employees and \$1m -\$50M in sales, they will serve external markets and will have demonstrated steady growth in the past.

6. Economic Gardening – A Case Study in Sudbury

The City of Sudbury did an Economic Gardening pilot project. They identified five companies to work with that generally met the target criteria for economic gardening. All of the companies were in the mining supply sector. The result of the project was that data bases were developed that helped the companies make decisions about foreign markets, potential suppliers, and gave them mapping information and competitive intelligence that they would not have had. It is too early to judge the results of this project but early feedback has been generally positive.

**Draft Minutes**  
**Joint Economic Development Meeting**  
**February 15, 2011**  
**Deep River Town Hall**  
**7:00PM – Room 208**

Present: Mary MacCafferty – Deep River – Chair Person  
 John Hoyle – Laurentian Hills  
 Brenda Blimkie – Laurentian Hills  
 Tammy Stewart – Head Clara and Maria  
 John Walden - Staff

1. Minutes of Meeting of January 25, 2011 – minutes were approved as presented.
2. Business Arising from Minutes
  - a. Draft Terms of Reference – Terms of Reference were approved and are to be taken back to municipal Councils for their approval.  
 A question about the Visitor's Centre partnership was raised, particularly in regards to Petawawa's participation. John Walden was instructed to call a Visitor's Centre meeting in the near future so that the status can be determined for budget purposes. **Action: John Walden**  
 It was suggested that AECL could be approached to see if they are interested in becoming a more active partner. **Action: John Hoyle**
  - b. Work plan update – It was noted that EXPO 150 municipal display development was added to the work plan.
  - c. Expo 150 – An outline of the proposed EXPO 150 presentation was presented in the form of a document from Nancy Champaign – Skuce. The committee accepted the proposal and the project will move ahead.
  - d. Proposed Budget – The budget was presented as it currently stands, but it was noted that there will still be changes to reflect evolving priorities. (Training amount will be removed, and website amount reduced).
  - e. New Visitor's Directory – The committee reviewed the new Visitor's Directory and the new Travel Guide and Map. Visitor's Directories will be distributed throughout the area over the next few weeks. **Action: John Walden**
  - f. High Speed Internet – The Eastern Ontario Warden's Caucus high speed internet initiative was discussed. Reeve Stewart noted that a representative of the Warden's Caucus project will be making a presentation on April 1<sup>st</sup> to Head Clara Council and John Walden is welcome to attend.
  - g. Base Petawawa attraction efforts – Efforts to attract people from base Petawawa were discussed and the attraction brochure that targets this market was reviewed. It was decided that the brochure will be redesigned and updated with fresh pictures and revised quotes and information.

2. New Business

- a. Report on EDCO Conference – A report on the Economic Developers of Ontario Conference was discussed. It was noted that a new development agency (Fed Dev Ontario) has \$1 billion in programs for southern Ontario for the next five years. Mr. Walden has connected the Deep River Science Academy with a Fed Dev representative as one program is a nearly perfect fit for the academy. The possibility of funding for Bubble Technologies will also be explored. The Committee noted that information coming from attendance at conferences like this is very valuable to the committee.
- b. Canadian Nuclear Association – Conference is coming up later this month. John Walden has three pre-arranged meetings at the conference.
- c. Housing Report – There was discussion about the ongoing demand for housing for aging people who want to stay in the area. The demand is not only in Deep River, but in Laurentian Hills as well. The aging at home project was also discussed as something that will have an impact.

3. Other Business

- a. John Walden is to bring an Economic Development Services power point presentation to the next meeting.

4. Next meeting – March 29, 2011. John Walden is to make sure that Jim Gibson from Rapides Des Joachims is invited to the meeting. **Action: John Walden**

Draft Minutes  
Housing Committee Meeting  
February 21, 2011

Present: Councillor Terry Myers  
Mayor Dave Thompson  
Deputy Mayor Mary MacCafferty  
Councillor Daniel Banks  
Staff: John Walden, Michelle Larose

1. There were no declarations of pecuniary interest.
2. Minutes of Meeting – Minutes of the January 26, 2011 were not approved as presented. A revised version of the minutes will be presented at the March meeting.
3. Business Arising from Minutes
  - a. Terms of Reference – The Committee accepted the terms of reference as presented.
  - b. Update on discussions with Developers, Mayor Thompson is to do some follow-up with developers that have already met with the committee. John Walden is to re-invite specified developers to the next meeting. **Action: Mayor Thompson and John Walden**
  - c. Review of Properties – The Committee reviewed the property list that was presented. It was agreed to remove one property from the list and to review the status of properties at Highway 17 and Banting Drive and at Ridge Road near Hammond Court. It was agreed that committee members would raise for discussion any other pieces of municipal property for possible "in-fill" that they might be able to identify.  
**Action: John Walden and Committee Members**
4. New Business
  - a. Iron wood Development in Pinawa – The Committee directed John Walden to talk to the municipality of Pinawa to explore the municipal role in the development and to get more information. **Action: John Walden**
5. Other Business
  - a. There was not any other business.
6. Next Meeting  
March 22,, 2011, 7:00 PM, Room 208

Official Plan Committee

DRAFT Meeting Minutes

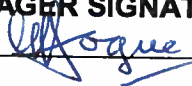
February 10, 2011

1. Minutes of Meeting, January 17, 2011 – Minutes were approved as presented.
  
2. Business Arising from Minutes
  - a. Review Terms of Reference as written – The Committee approved the proposed terms of reference.
  - b. Review Section one – Suggested modifications have been made to section two and John Walden has been asked to check with the County Planning Department on questions raised for both sections one and two. **Action: John Walden**
  
  - c. Review Section Two - The committee discussed the vision as presented in section two and whether a further vision statement was required. It was decided that section two could use some revisions, but that a further visioning exercise was not needed. Suggested modifications have been made.
  
  - d.
  - e. Review Section two - New Business
    - a. Review Section three – The Committee agreed to send suggested changes to John Walden by email prior to the next meeting. The goal for the next meeting will be to review proposed changes to section three and to start on section four.
    - b. Community Improvement Plan – Council will be asked to review a proposal that the committee expand its mandate to include the drafting of a Community Improvement Plan (CIP) once the Official Plan Review is complete. It was noted that we will still have some zoning by-law revisions to deal with. It was suggested that the County could play a larger role in the Zoning by-law changes.  
  
John Walden will do a presentation to Council on Community Improvement Plans in March. **Action: John Walden**
  
3. Next Meeting  
Next meeting will be March 3, 2011, 7:00 PM in Room 208.



THE CORPORATION OF THE TOWN OF DEEP RIVER  
DEPARTMENTAL REPORT FOR THE MONTH OF FEBRUARY, 2011

FIRE DEPARTMENT

<b>SUBJECT: Monthly Report for February, 2011</b>		<b>REPORT NUMBER</b> <b>2011AJH003DR</b>
<b>File Storage:</b>		<b>PAGE 1 of 2</b>
<b>PREPARED BY: Chief A.J. Hogue</b>	<b>REVISION DATE:</b>	
<b>MANAGER SIGNATURE:</b> 	<b>FOR CONSIDERATION</b> <b>OPEN SESSION <input checked="" type="checkbox"/></b> <b>CLOSED SESSION <input type="checkbox"/></b>	
<b>REFERRED TO: Committee of the Whole</b>		
<b>ATTACHMENTS: None</b>		

The Deep River Fire Department responded to 11 fire related calls during the month of February, 2011.

<b>Fire Calls</b>	0
<b>False Alarms</b>	1
<b>Auto Extrication</b>	6
<b>CO Calls</b>	2
<b>Mutual Aid</b>	0
<b>Other Calls</b>	2

There were 116 hours of sick leave used and 169.5 hours of overtime for the month of February, 2011.

Firefighters are working on Standard Operating Guidelines.  
26 lengths of fire hose was sent away to be inspected and tested  
Four hours of Auto Extrication Training completed

Details of calls:

1. False alarm on Brockhouse Way – The Alarm company is working on alarm system.
2. Bissett Creek and Hwy #17 –Involved 5 tractor trailers. Hwy #17 was closed for approximately 15 hours. We were requested for extrication and fire suppression. No extrication was required but we were on stand-by for approximately 15 hours as was Mattawa. Total man hours at the scene - 44 hours. This incident accounts for two auto extrication calls as firefighters were called back to the scene. The costs will be recovered from MTO.

3. Algonquin Park and Bissett Creek Road – Mileage in = 35 km. – This call involved a logging truck and a half-ton truck. Extrication was not required. Total man hours at the scene - 9 hours. An insurance company is being billed to cover this overtime.
4. Hwy #17 at the Rolphton Esso – This call involved a single vehicle roll over that required extrication of three occupants. Total man hours at the scene – 6 hours. The costs will be recovered from MTO.
5. Field's Road and Hwy #17 – This call involved a fatal accident and extrication of one victim. Hwy #17 was closed for approximately 6 hours. Total man hours at the scene – 6 hours. This incident accounts for two auto extrication calls as firefighters attended the scene again later in the day. The costs will be recovered by MTO.
6. CO call on Spruce Crescent – No problems found. CO call on Laurier Street – No problems found.
7. Other calls involved a lift assist of an elderly lady and an inspection of a natural gas smell on Poplar Street – Nothing found.

Sick leave was mainly accumulated by one firefighter who used 60 hours and by three other personnel using a total of 56 hours.

**REVIEWED BY:**



CAO/Clerk

**DATE:**

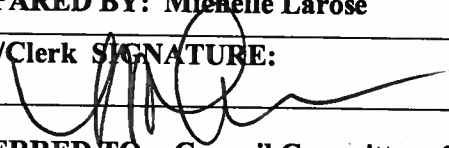
March 7 / 11



THE CORPORATION OF THE TOWN OF DEEP RIVER

DEPARTMENTAL REPORT - March 2011

ADMINISTRATION DEPARTMENT

<b>SUBJECT: ADMINISTRATION REPORT</b>		<b>REPORT NUMBER</b> <b>2011ML003DR</b>
<b>File Storage:</b> U:\mlarose\departmental reports\administration\2011ML003DR – March 2011		<b>PAGE 1 of 2</b>
<b>PREPARED BY: Michelle Larose</b>	<b>REVISION DATE: March 9, 2011</b>	
<b>CAO/Clerk SIGNATURE:</b> 	<b>FOR CONSIDERATION</b> <b>OPEN SESSION X CLOSED SESSION <input type="checkbox"/></b>	
<b>REFERRED TO: Council Committee of the Whole – March 9, 2011</b>		
<b>ATTACHMENTS: NIL</b>		

The following is a summary of the activities of the Administration Department since February 7, 2011.

**Administration Department:**

1. The Public Works Director, Khizar Hayat, commenced his duties on February 14, 2011. Mr. Hayat was introduced to the all the staff on his first day and was given a tour of the municipal office. Khizar met with his staff at the Public works yard and reviewed the buildings, equipment and vehicle fleet as well as attending the water and sewer treatment plants. Further meetings have been set up this week to meet various contractors that the municipality has contracts with.
2. We continue to hold management meetings, normally the day after Council meetings. An Action/Outstanding List will be incorporated to keep track of what tasks or follow ups have resulted from the Council/Committee of the Whole meetings.

**Newsletters** – The concept of putting a newsletter in with the water and sewer billings is not feasible as these envelopes are small and would require extra folding of the newsletter. It was decided that a quarterly news letter would be sent out via post office boxes and posted to the municipal website. The newsletters would cost approximately \$300 per quarter which is cost effective. The various departments would be able to advertise upcoming events and seasonal information to the residents.

The first newsletter is slated to be sent out mid-April, followed by a June, September and December mail out.

3. February 1<sup>st</sup>, 2011 – Deputy Clerk, Dawn Recoskie attended a session called Essentials for Fire Protection for Municipal Leaders in Pembroke.

<b>SUBJECT: ADMINISTRATION REPORT</b>	<b>REPORT NUMBER 2011ML003DR</b>
<b>File Storage:</b> U:\mlarose\departmental reports\administration\2011ML003DR – March 2011	<b>PAGE 2 of 2</b>

4. February 17<sup>th</sup>, 2011 – An initial Joint Health and Safety Committee meeting took place. Details of the meeting were highlighted in the Issue Report 2011ML00XISS presented at the March 2, 2011 Council meeting. The next meeting of the Committee is scheduled for March 10, 2011.
5. February 18, 2011 – I attended a meeting with the Mayor, Director of Planning and Development, John Walden and the Director of Public Works, Khizar Hayat to discuss a proposed development in Deep River. This project would bring much needed business to Deep River as well as provide employment.
6. February 28, 2011 – A budget meeting was held to discuss the water and sewer budgets. More discussion is to take place. In the meantime, it was proposed that the first set of water and sewer bills be structured in such a way as to bill for 50% of the previous years billing with a slight increase and set the final water and sewer rates in conjunction with the final budget approval. The next Budget meeting is to take place on March 21, 2011. A presentation of the capital and reserve budgets will be on the agenda, along with an update on the water and sewer operating expenses.
7. The draft Procedural by-law was worked on over the past month and is on the March 9<sup>th</sup>, 2011 agenda to be debated.
8. We continue to work on the website noting that there are some issues with respect to direct links to Councillors email addresses. The agenda package is now being scanned in its entirety and posted to the website.
9. Deputy Clerk, Dawn Recoskie has been working on having a Lottery Licensing Workshop to be facilitated by the Alcohol and Gaming Commission of Ontario. All non-profit and charitable organizations who have lottery licensed events will be invited to attend.

**Building Department:**

The monthly and year to date statistical report is attached for your information.

**BUILDING PERMITS ISSUED IN 2011**

2011	2011															2010	
	Institution/ Government Permit Value	Residential Permit Value	Commercial Permit Value	Industrial Permit Value	Zoning Letters Issued #	Zoning Letter Fees	Septic Letter Fees	Total Construction Value	Demolition Fees Collected	Total Monthly Permits	Building Fees Collected	Plumbing Fees Collected	Septic Fees Collected	Change-of-Use Fees Collected	Total Fees Collected	Construction Value	Total Fees Collected
January	\$0	\$7,000	\$0	\$0	1	\$40.00	\$0	\$7,000	\$0	2	\$73			\$40	\$153.00	\$0	\$0.00
Year-to-date	\$0	\$7,000	\$0	\$0	1	\$40.00	\$0	\$7,000	\$0	2	\$73			\$40	\$153.00	\$0	\$0.00
February	\$0	\$15,000	\$0	\$0	1	\$40.00	\$0	\$15,000	\$0	1	\$30				\$30.00	\$324,704	\$1,185.00
Year-to-date	\$0	\$22,000	\$0	\$0	2	\$80.00	\$0	\$22,000	\$0	3	\$103				\$183.00	\$324,704	\$1,225.00
March																\$386,800	\$2,218.00
Year-to-date																\$711,504	\$3,443.00
April																\$521,077	\$3,083.00
Year-to-date																\$1,232,581	\$6,526.00
May																\$428,000	\$2,981.00
Year-to-date																\$1,660,581	\$9,507.00
June																\$152,000	\$1,000.00
Year-to-date																\$1,812,581	\$10,507.00
July																\$2,226,760	\$4,330.00
Year-to-date																\$4,039,341	\$14,837.00
August																\$328,300	\$2,030.00
Year-to-date																\$4,367,641	\$16,867.00
September																\$242,055	\$1,354.00
Year-to-date																\$4,609,696	\$18,221.00
October																\$2,026,126	\$2,842.00
Year-to-date																\$6,635,822	\$21,063.00
November																\$350,150	\$2,226.00
Year-to-date																\$6,985,972	\$23,289.00
December																\$25,500	\$574.00
Year-to-date																\$7,011,472	\$23,863.00

YEAR	#
OPEN PERM 2011	3
2010	34
2009	21
2008	3
2007	6
2006	2

February 2011

No.	Date	Permit #	Construction Location	Use	Description of work	Construction Value	Fees			
							Bldg	Plumb	Demo	Septic
1	Feb-10	B11-003	35 FARADAY	RES	BATHROOM RENO	\$15,000	\$30.00			
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
					TOTAL	\$15,000.00	\$30.00	\$0.00	\$0.00	\$0.00
					TOTAL FEES	\$30.00				



FOR IMMEDIATE RELEASE

MARCH 2, 2011

### CHARITABLE GAMING INFORMATION SESSION

The *Alcohol and Gaming Commission of Ontario (AGCO)* has graciously offered to provide a "Charities Information Session" regarding **Charitable Gaming** tentatively scheduled for Tuesday, May 17, 2011 at 7:00 p.m. at the Deep River Public Library. This session will be held only if there is sufficient interest from our community and surrounding area.

If your group is a charitable organization or a non-profit organization with charitable purposes or objects and you're interested in conducting lotteries on behalf of your group, then this is an information session you don't want to miss.

At this session you will:

- Learn what your group's responsibilities are regarding raffles and break open tickets;
- Learn about the financial reporting requirements associated with proceeds derived from such lotteries; and
- Learn what background information is required from your group for the Town of Deep River to issue your group a lottery licence.

Representatives from the *AGCO* will be present to answer your questions. When you RSVP to attend the information session, please provide a list of your questions in advance so you are sure to get your questions answered.

For further information regarding the *AGCO* and charitable gaming, please visit their website at [www.agco.on.ca](http://www.agco.on.ca).

RSVP to attend the information session prior to **Friday, April 15, 2011** by contacting:

Dawn Recoskie, Deputy Clerk  
Town of Deep River  
100 Deep River Road, P.O. Box 400  
Deep River, ON K0J 1P0  
613-584-2000 ext. 125  
[drecoskie@deeperiver.ca](mailto:drecoskie@deeperiver.ca)

THE CORPORATION OF THE TOWN OF DEEP RIVER

BY-LAW NO. XX-2011

BEING A BY-LAW TO ESTABLISH THE RULES GOVERNING THE ORDER AND  
PROCEEDINGS OF COUNCIL AND COMMITTEES  
OF THE CORPORATION OF THE TOWN OF DEEP RIVER  
(PROCEDURAL BY-LAW)

WHEREAS Section 238 (a) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Section 238 (2.1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires that the procedure by-law shall provide for public notice of meetings;

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

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## 1.0 DEFINITIONS

For the purpose of this By-law:

**“Ad Hoc Committee”** – shall mean a committee established by Council to review a specific matter and once the committee has completed the assigned tasks and reported its findings and recommendations, the committee is automatically dissolved.

**“Agenda”** – shall mean the written Order of Business.

**“Attendee”** – shall mean a person, other than a Member or Staff, who is present at a meeting.

**“Business”** – for the purposes of Section 6.1.3.1 and Section 6.1.4.1 shall mean the agenda items/reports to be determined by the Chair.

**“By-law”** – shall mean a local law that has been enacted by Council in order to exercise a power provided in an Act.

**“CAO/Clerk”** – shall mean the CAO/Clerk appointed by the Corporation.

**“Close Debate (Call the Question)”** – shall mean a motion requiring that debate be closed and the vote on the motion be taken immediately.

**“Closed Session”** – shall mean a meeting or part of a meeting closed to the public as prescribed in Section 239 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

**“Committee”** – shall mean any committee established by Council, including but not limited to any, Committee of the Whole, Steering, Ad Hoc, or Sub-Committee.

**“Chair (Presiding Officer)”** – shall mean the member who presides at a Council or Committee meeting.

**“Acting Chair”** – shall mean the Member who is temporarily appointed to serve in the Chair’s place.

**“Committee of the Whole”** – shall mean a committee consisting of all Members of Council.

**“Community Events”** – shall be deemed any event that requests the presence of the Mayor. These may include but are not limited to opening ceremonies, fund raisers/charity events, community celebrations and local fairs.

**Comment [DB1]:** For the purpose of this bylaw, “Clerk” may be preferable to “CAO/Clerk,” as this bylaw refers to the role of the Clerk only.

**“Confidential Item”** – shall include the following:

- (a) ~~any matter marked “confidential” by Staff;~~
- (b) any matter marked “confidential” by Staff or item of a confidential nature which has not been lawfully published, disclosed or provided to the public by the Town, or introduced, received or made available to the public at a public meeting or information session/centre;
- (c) a record of any matter in respect of which a meeting or part of a meeting may or shall be closed to the public pursuant to the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended or under this By-law;
- (d) any matter which could form the subject matter of an exemption from disclosure or a prohibition against disclosure, pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56;
- (e) any matter which the Town is prohibited from disclosing pursuant to any contract, legislation or other lawful authority.

**“Confirming By-law”** – shall mean a By-law passed prior to adjournment of every Council meeting to confirm by By-law the resolutions and actions of Council taken at that meeting.

**“Corporation”** – shall mean The Corporation of the Town of Deep River.

**“Correspondence”** – shall include, but is not limited to, letters, memos, notices, emails, faxes, petitions, brochures, newspaper/magazine articles, etc.

**“Council”** – shall mean the municipal Council of the Corporation of the Town of Deep River, as established by statute and comprising as its Members the Mayor, the Deputy Mayor and the Councillors.

**“Council Meeting(s)”** – include Regular, Special and Emergency Meetings of the Council of the Corporation of the Town of Deep River.

**“Councillor”** – shall mean a person elected or lawfully appointed to the Council of the Corporation of the Town of Deep River.

**“Debate”** – shall mean discussion on the merits of the question/motion and whether the proposed action should or should not be taken.

**“Delegation”** – shall mean a person or group of persons who are not Members of Council or Town Staff who have requested and are permitted to address Council or Committee, individually or on behalf of a group, ~~on a matter on the agenda for that meeting in accordance with the provisions of this By-law.~~

**“Department Head”** – shall mean the person or designate in charge of a Town department and/or service area.

**Comment [DB2]:** This should not be part of the definition. What delegations should speak to or not speak to is discussed later in the bylaw.

**“Deputy Mayor”** – shall mean the Deputy Head of Council acting in the absence of the Mayor.

**“Emergency”** – shall mean a situation that poses, in the opinion of Council, an immediate threat to the municipality.

**“Ex-Officio”** – shall mean the Mayor who by virtue of office shall be a member of all Committees and shall have the same rights and privileges as other members of the respective Committee, who is entitled to vote but does not form part of the quorum.

**“Inaugural Meeting”** – shall mean the first meeting of Council held after a municipal election in a regular election year.

**“Majority Vote”** ~~shall mean a vote where over half of the Members present and eligible to vote, vote in the same manner~~ the vote of over half of the Members voting

**“Mayor”** – shall mean the Member of Council elected by general vote as the Mayor and is the Head of Council, the Ex-Officio and who normally presides at all Council meetings.

**“Meeting Schedule”** – shall be deemed the Council/Committee Calendar containing the dates of Council and Committee of the Whole meeting dates, including other reserved dates confirmed each year by resolution of Council.

**“Member”** – shall mean a Member of Council, including the Mayor and Deputy Mayor, or a Member of Committee.

**“Member-Elect”** – shall mean a person who has been elected to be a Member but whose term of office has not commenced. “Mayor-Elect” and “Deputy Mayor-Elect” have similar meanings.

**“Mid-Point of the Term”** – shall mean the first day of January in the second year following an election year.

**“Minutes”** – shall mean a record of the proceedings of a meeting, and shall be made by the CAO/Clerk without note or comment.

**“Motion”** – shall mean a recommendation made to Council for consideration.

**“Main Motion”** – shall mean a motion whose introduction brings business before the meeting.

**“Municipal Act”** – shall mean the Ontario *Municipal Act*, S.O. 2001, c.25, as amended and any successor legislation thereto.

**Comment [DB3]:** The Municipal Act only requires every member to vote when a recorded vote is being taken. (section 246. (1))

Therefore, we should follow normal democratic procedure for the remaining votes, in which Members shall have their democratic right not to vote, if they wish. Thus, the normal definition of majority vote is requested here.

**Comment [d4]:** STAFF: you have to include “eligible to vote” because there can be members who may have declared a pecuniary interest.

**“Notice”** – shall mean an announcement by the CAO/Clerk under this by-law or the Town’s Notice Policy.

**“Order of Business”** – shall mean the sequence of business under consideration at a meeting.

**“Pecuniary Interest”** – shall mean a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended.

~~“Point of Order” – shall mean any alleged breach of the rules or irregularity in the proceeding of a meeting~~  
A motion that calls attention to a violation of the rules, an omission, a mistake, or an error in procedure, and to secure a ruling from the Chair on the question raised.

**Comment [d5]:** STAFF: definition can be changed to read: “Shall mean the calling of the attention to a violation of the rules, an omission, a mistake, or an error in procedure, and to secure a ruling from the Chair on the question raised.”

~~“Point of Privilege” – shall mean a statement by a Member calling attention to a matter where the integrity of an individual (personal) or the entire Council or Committee is perceived to be in question~~  
A motion to enable a Member to secure immediate decision and action by the Chair on a request that concerns the comfort, convenience, rights, or privileges of the Council or of the Member, or permission to present a motion of an urgent nature, even though other business is pending.

**Comment [d6]:** STAFF: definition can be changed to read: “Shall mean the ability of a Member to secure immediate decision and action by the Chair on a request that concerns the comfort, convenience, rights, or privileges of the Council or of the Member, or permission to present a motion of an urgent nature, even though other business is pending.”

**“Presentation”** – shall mean the occurrence when, staff, an individual or group have been invited to present information to Council or Committee.

**“Proceedings”** – shall mean the business conducted at a meeting.

**“Public Information Session/Centre (Open House)”** – shall be deemed a meeting held for the purpose of presenting proposals and issues, educating and informing and/or receiving input.

**“Public Meeting (Statutory)”** – shall be deemed a meeting held for the purpose required under an Act or Regulation.

**“Quorum”** – shall mean the number of Members required to be present in the meeting room, in order that business may be conducted.

**“Recess”** – shall mean a break from a meeting.

**“Recorded Vote”** – shall mean documenting in the minutes of a Meeting the name of each Members and the Members’ vote on a matter or question.

**“Resolution”** – shall mean a motion that has been passed by Council.

**“Special Meeting”** – shall be deemed a Council or Committee of the Whole Meeting which is in addition to the Meeting Schedule.

**“Standing Committee”** – shall be deemed a Committee of Council constituted to perform a continuing function and which has a continuous existence. For the purpose of this by-law the Committee of the Whole and the Striking Committee are deemed to be Standing Committees.

**“Steering Committee”** – shall mean a Committee of all members of Council established to study and advance a significant project for the municipality.

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Comment [d7]: STAFF: suggested wording to define “Steering Committee”

**“Summer Schedule”** – shall include the months of July and August each year when only one Council Meeting is held each month and no Committee of the Whole Meetings are held. Special and/or Emergency Meetings may be held during the Summer Schedule.

**“Town”** – shall mean the Corporation of the Town of Deep River.

**“Two-Thirds Vote”** – shall mean ~~a the vote of where~~ at least two-thirds of the members present, and eligible to vote, ~~vote in the same manner voting.~~

Comment [DB8]: See comment on definition of majority vote

Comment [d9]: STAFF: as per definition for “Majority Vote”, need a quorum.

**“Ultra Vires”** – shall mean beyond the legal power or authority of the municipality.

**2.0 INTERPRETATION**

- 2.1 The rules and regulations contained in this By-law shall be observed in all proceedings of Council to which they apply and shall be the rules and regulations for the order and dispatch of business at meetings of Council and its Committees.
- 2.2 All reference to the Mayor shall, in the absence of the Mayor, refer to the Deputy Mayor or to the person so named in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
- 2.3 Subject to the requirements of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, the rules and regulations contained herein may be suspended by resolution for a single occasion by a vote of at least two-thirds of the entire Council, unless otherwise provided by law.

2.4 A Committee may not pass a motion to suspend the rules of this By-law except for rules that pertain to procedural rules applying to that Committee. Suspending the rules requires a two-thirds vote.

- 2.5 Subject to the right of appeal by a Member, the Chair shall be responsible to interpret the rules of procedure under this By-law with the advice and assistance of the CAO/Clerk.
- 2.6 The CAO/Clerk or the CAO/Clerk's designate shall be secretary of Council and Committees of Council and shall be in attendance at all times.
- 2.7 Where procedural matters of Council or Committees of Council are not provided for in this by-law and are not governed by the *Municipal Act, 2001* and the *Municipal Conflict of Interest Act*, Robert's Rules of Order Newly Revised, 10<sup>th</sup> edition shall apply.

**Comment [d10]:** STAFF does not agree with this statement, only Council can suspend the rules of the procedural by-law as Council passed the by-law, a Committee cannot suspend the rules of a by-law that was passed by Council.

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**Comment [DB11]:** If we go with Robert's Rules, this is how the statement should read.

However, I intend to propose that we adopt The Standard Code of Parliamentary Procedure, 4<sup>th</sup> edition.

**3.0 ROLE OF THE CHAIR**

**3.1 A Chair shall:**

**3.1.1** preside over Council or Committee Meetings;

**3.1.2** provide order and decorum;

**3.1.3** be the political liaison with other members of Council and Committee Members;

**3.1.4** review and understand the Agenda with the CAO/Clerk;

**3.1.5** provide the Committee direction when required regarding meeting conduct and procedures;

**3.1.6** represent Council initiatives and decisions to the public, where appropriate;

**3.1.7** consult with the CAO/Clerk on matters of operational concerns and complaints;

**3.1.8** not have the authority to direct Department Heads or staff, unless authorized by Council. (?)

**4.0 RULES OF CONDUCT FOR MEMBERS, STAFF AND ATTENDEES**

**4.1 Chair at Meetings**

**4.1.1** It shall be the duty of the Chair of a meeting to:

- (a) open the meeting by calling the meeting to order;
- (b) ensure that a quorum is established and is maintained throughout the course of the meeting;
- (c) announce the business in the order in which it is to be considered;
- (d) direct discussion in such a manner that all questions and comments shall be presented through the Chair;
- (e) receive and submit, in the proper manner, all motions presented by the Members;
- (f) put to vote all motions which are moved, and seconded when necessary, or all motions that arise in the course of the proceedings, and to announce the result of each vote;
- (g) decline to put to vote motions that infringe upon the rules under this By-law or the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;
- (h) ensure the Members, Staff and Attendees, conform to the rules of order under this By-law;
- (i) ~~maintain an appearance of impartiality on all matters~~;
- (j) undertake all matters required to ensure the meeting proceeds in an orderly and efficient manner;
- (k) authenticate by signature, when necessary, all applicable by-laws and resolutions;
- (l) adjourn the meeting when the business is concluded, or at the designated time.

**Comment [d12]:** Mayor Thompson would like this section deleted.

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**4.1.2** The Mayor shall wear the Chain of Office at all Council meetings.

**4.1.3** The Chair shall ~~vote on all motions~~ be required to vote only when there is a recorded vote.

**Comment [DB13]:** See comment on definition of majority vote

**Comment [d14]:** STAFF: The Chair always has a vote, he/she has been elected and is eligible to vote on all matters unless he/she has declared a pecuniary interest.

**4.1.4** In the absence of the Mayor for Council, or when the Mayor steps down, the Deputy Mayor shall preside over the meeting. In the absence of the Deputy Mayor, Council shall appoint an Acting Chair.

**4.1.5** In the absence of a Committee Chair or when the Chair steps down, the Committee shall appoint an Acting Chair.

**Comment [DB15]:** This procedure as is described works well for large groups, but may not be practical to require it all the time in our situation – as was discussed at the Council meeting.

**4.1.6** ~~The Chair may answer questions and comment in a general way, but if the Chair wishes to participate in debate, make a motion, speak to a motion under consideration or leave the chair for any other reason, the Chair shall first delegate the duties of the Chair to a Member of the Committee in~~

Instead, make it up to the Chair's discretion if he wishes to vacate the Chair, and have a provision that if any member of Council requests during debate on a specific topic that the Chair wishes to discuss, then the Chair must leave to participate in debate

**Comment [d16]:** Mayor Thompson would like this section deleted.

accordance with the provisions of this By-law, ~~until the Member resumes the position of the Chair.~~

4.1.7 ~~The~~ Chair shall not resume the position of the Chair until the Chair has finished debating the issue, motion, etc., at which time the Acting Chair shall relinquish the position of the Chair.

**Comment [DB17]:** This is phrased in a confusing way – but it is not needed because the procedure for resuming the Chair is in the next section.

**Comment [d18]:** Mayor Thompson would like this section deleted.

**Comment [d19]:** STAFF: These sections can be deleted if Council wishes.

## 4.2 Questions

4.2.1 All Members, Staff and Delegations shall address their questions and comments through the Chair.

**Comment [DB20]:** Logically, this should be part of 4.3. These statements are about Speaking at Meetings (4.3), and are not unique to asking questions. Also, 4.3.3 is about asking questions.

4.2.2 A Member, ~~while asking questions through the Chair,~~ shall at no time put into question the personal or professional integrity of a Staff member of the Town or another Member.

**Comment [DB21]:** Whether asking a question or making a statement, there should be no questioning integrity

**Comment [d22]:** STAFF: All questions are asked through the Chair (he/she has control of the meeting).

## 4.3 Speaking at Meetings

4.3.1 When two or more Members wish to speak, the Chair shall name the Member who is to speak first.

4.3.2 When a Member is recognized by the Chair, the Member shall confine his/her remarks to the motion under consideration

4.3.3 When a motion is under debate, a Member may ask a question through the Chair of another Member, CAO, Department Head or other employee of the Town.

4.3.4 Any Member may require the motion under debate to be read at any time during the debate, but in doing so shall not interrupt a Member while speaking.

## 4.4 Materials

All ~~materials~~ shall be distributed through the CAO/Clerk.

**Comment [DB23]:** This is vague. What constitutes materials?

## 4.5 Rules of Order

4.5.1 No person shall:

- (a) disturb a meeting by any disruptive or distracting conduct, including private conversations among Members, Staff or Attendees at a meeting;
- (b) use profane or offensive words or insulting expressions;
- (c) ~~disobey the rules of procedure;~~
- (d) rise from their seat or make any noise or disturbance while a vote is being taken;

**Comment [d24]:** STAFF: materials means reports, presentations etc. Agendas and supporting materials are distributed through the Clerk.

**Comment [DB25]:** Isn't this like making a rule that says "No cheating"? – what is the purpose of this?

**Comment [d26]:** STAFF: statement that everyone shall follow the rules of procedure

- (e) speak until they have been recognized by the Chair;
- (f) speak on any subject other than the subject under debate;
- (g) display signs, place cards, applaud, heckle or engage in telephone or other conversation or any behavior which may be considered disruptive.

4.5.2 ~~Unless authorized by Council, An an~~ Attendee shall not participate in a meeting, unless listed on the Agenda as a Delegation or Presentation and shall be subject to the rules and procedures of this By-law.

**Comment [d27]:** STAFF: It is preferable to know ahead of time (section on delegations and presentation) so that staff and council are aware of the topic to be discussed and will have back up and supporting documentation. Do you mean at Council's request or at the individual's request?

4.5.3 No Member shall interrupt a Member who is speaking, except to introduce motions that are recognized by the parliamentary authority (section 2.7) including, to raise a Point of Order, ~~or a Point of Privilege, an Appeal, a Parliamentary Inquiry, to Withdraw a motion, to Reconsider, or to request a verification of the vote.~~

**Comment [d28]:** STAFF: The subject of not interrupting a Member who is speaking is done so as to afford them the respect to make their point, unless they are being interrupted to raise a Point of Order or a Point of Privilege.

4.5.4 No Member shall permanently leave the meeting without advising the Chair or the CAO/Clerk.

4.5.5 In the event that a Member or Attendee persists in breach of Subsection 4.5.1 above, after having been called to order by the Chair, the Chair shall without debate call the question "Shall the Member or Attendee be ordered to leave their seat for the duration of the meeting?", and this question shall not be debatable.

4.5.6 If Council or a Committee decides the question set out in Subsection 4.5.5 above in the affirmative by a majority vote of the Members present, the chair shall order the Member or Attendee to leave their seat for the duration of the meeting.

4.5.7 If the Member or Attendee apologizes, the Chair, with the approval of Council or the Committee, may permit them to resume their seat.

4.5.8 If a Member or Attendee does not leave their seat after being ordered to do so by the Chair in accordance with Subsection 4.5.5 above, and if the Member or Attendee does not apologize in accordance with Subsection 4.5.7 above, then the Chair shall for a second time without debate call the question "Shall the Member or Attendee be ordered to leave their seat for the duration of the meeting?", and this question shall not be debatable.

4.5.9 If Council decides the question set out in Subsection 4.5.8 above in the affirmative by a majority vote of the Members present, the Chair shall direct the CAO/Clerk to seek the appropriate assistance from the Deep River Police Department.

4.5.10 No Member shall use cell phones and electronic devices. The device shall be either turned off or otherwise set so as not to emit any audible sound during a meeting. The use of laptops will be permitted for the sole purpose of following the agenda-meeting materials during the meeting.

4.5.11 Recording devices shall not be permitted.

**5.0 COUNCIL AND COMMITTEE MEETINGS**

**5.1 Inaugural Meeting**

5.1.1 After a general election, the inaugural meeting of Council shall be held on the first Wednesday in December at 7:00 p.m. or at such time as determined by resolution of the previous Council.

**Comment [d29]:** STAFF: Refers to Section 2.1 of By-law 14-2008

5.1.2 The Order of Business shall be as follows:

- (a) Call to Order – CAO/Clerk
- (b) Swearing in Ceremony – Declaration of Office and Oath of Allegiance
- (c) Inaugural Address – Mayor
- (d) Councillor Remarks
- (e) Confirmatory By-law
- (f) Adjournment

**Comment [d30]:** Mayor Thompson would like to delete the use of confirmatory by-laws.

**5.2 Council Meetings**

5.2.1 Town Council meetings shall generally be held in the Council Chambers at the Town of Deep River Municipal Office, 100 Deep River Road, on the first and third Wednesday of each month commencing at 7:00 p.m., as outlined in the Meeting Schedule.

**Comment [d31]:** STAFF: Refers to Section 3 of By-law 14-2008

**5.3 Committee of the Whole Meetings (FOR DISCUSSION)**

5.3.1 Committee of the Whole meetings shall generally be held in the Council Chambers at the Town of Deep River Municipal Office, 100 Deep River Road, on the second Wednesday of each month commencing at 7:00 p.m., as outlined in the Meeting Schedule.

**Comment [d32]:** Mayor Thompson would like to do away with Committee of the Whole meetings and hold regular Council meetings the first three Wednesdays of the month.

5.3.2 The authority of the Committee of the Whole is limited to the making of recommendations to Council. No decision to take any action or do anything other than administrative in nature shall be recognized as emanating from the Committee of the Whole, and all affirmative Committee of the Whole recommendations shall be referred to the next regularly scheduled Council Meeting, generally held one week later, before becoming effective.

**Comment [d33]:** STAFF could recommend two Council Meetings per month, if COW is deleted, more time to prepare agendas and draft reports.

**5.4 Election of Committee Chairs**

**5.4.1 Committee of the Whole (FOR DISCUSSION)**

Committee of the Whole Meetings shall be chaired by the Mayor.

**OR** Committee of the Whole Meetings shall not be chaired by the Mayor. Committee of the Whole Meetings shall be presided over by a member of Council on a rotating basis of four consecutive meetings at a time.

**Comment [d34]:** Mayor Thompson indicated if Committee of the Whole is removed then the Mayor will chair all Council meetings unless otherwise not available.

**5.4.2 Steering, Ad Hoc & Sub-Committees**

Each Steering, Ad Hoc and Sub-Committee shall appoint a Member of the respective committee to act as Chair. The Chair shall be limited to a Member of Council only.

**Comment [d35]:** STAFF: it was thought chairing 4 meetings in a row would allow the member of Council continuity and the ability to become more comfortable with chairing a meeting as opposed to maybe only chairing one or two meetings a year. (response to Deputy Mayor MacCafferty)

**5.5 Special Meetings**

**5.5.1** The Mayor at any time may call a special meeting of Council that is in addition to the published Meeting Schedule approved annually by Council.

**5.5.2** The Mayor or Committee of the Whole Chair may call a special meeting of the Committee of the Whole that is in addition to the published Meeting Schedule approved annually by Council.

**5.5.3** A special Council or Committee of the Whole meeting may be called by the CAO/Clerk once a resolution to do so has been adopted by Council or upon receiving a petition from a majority of Council or Committee of the Whole Members.

**5.5.4** A resolution or petition shall clearly state the purpose, place, date and time of the special meeting. The petition shall be signed, by those Members calling the special meeting, and delivered to the CAO/Clerk.

**5.5.5** The only business to be dealt with at a special meeting shall be that stated on the Agenda of the meeting.

**5.5.6** A minimum of twenty four (24) hours notice of all special meetings of Council shall be given to the Members and the Public by posting the meeting on the municipal website. Oral notice to Council of a special meeting is also sufficient.

## **5.6 Emergency Meetings**

- 5.6.1** The Mayor at any time may, in the event of an emergency, call an emergency meeting of Council without giving twenty-four (24) hours notice of the meeting, provided that the CAO/Clerk has diligently attempted to advise all Members immediately upon being advised of the intention of the Mayor to hold an emergency meeting.
- 5.6.2** The only business to be dealt with at an emergency meeting of Council shall be with respect to that emergency.
- 5.6.3** In the case of an emergency meeting, Council may hold its meeting(s) and keep its public office at any convenient location within or outside of the Municipality.
- 5.6.4** Notice of all emergency meetings of Council shall be given to the Members and the Public by posting the meeting on the municipal website. Notice may be given after the meeting.

## **5.7 Steering, Ad Hoc and Sub-Committees**

- 5.7.1** Steering, Ad Hoc and Sub-Committee meetings shall generally be held in the Council Chambers, or other meeting room, at the Town of Deep River Municipal Office, 100 Deep River Road.
- 5.7.2** Steering, Ad Hoc and Sub-Committee meetings shall meet at such time as fixed by the Chair with consensus of the committee members for attendance purposes. Such meetings shall be coordinated by the staff resource person assigned to the committee.
- 5.7.3** Every Steering, Ad Hoc and Sub-Committee shall have a Terms of Reference approved by Council. The Terms of Reference shall contain a mandate and purpose, committee structure, number of meetings, number of members required for quorum, reporting process, staff and support services, budget (if applicable), and completion date.
- 5.7.4** The authority of any Steering, Ad Hoc or Sub-Committee is limited to making recommendations to Council. No decision to take any action other than administrative in nature shall be recognized as emanating from any Steering, Ad Hoc or Sub-Committee.
- 5.7.5** Minutes of Steering, Ad Hoc and Sub-Committees shall be included in the Committee of the Whole agenda as information. Any action items requiring Council approval will be presented in the form of a motion to Council for recommendation.

5.7.6 A Steering, Ad Hoc or Sub-Committee shall be deemed to be dissolved at the completion of its mandate based on the Terms of Reference or by a resolution of Council. The term of any Steering, Ad Hoc or Sub-Committee shall not extend beyond the term of the Council making the appointment.

5.7.7 Public Members shall be appointed by Council.

~~5.7.8 In carrying out its duties under this section, every Steering, Ad Hoc or Sub-Committee shall, in preparing its recommendations concerning municipal by-laws, policies, programs, practices and services, consider and address the identification, removal and prevention of barriers to persons with disabilities. All committee members require training on policy A00-1.~~

**Comment [DB36]:** This seems inappropriate to include in the procedural bylaw. Especially if we're not going to include every possible human rights category.

**Comment [d37]:** STAFF: Policy A00-1 is the Accessibility Standards for Customer Service Policy, and the municipality is legislated to have this policy through the Ontarians with Disabilities Act. Wording of paragraph could be changed to read as follows: "In carrying out its duties under this section, every Steering, Ad Hoc or Sub-Committee shall be trained on the Accessibility Policy A00-1."

## 5.8 Striking Committee

5.8.1 Between voting day and the first meeting of Council in an election year, the Striking Committee shall consist of the Mayor-Elect, the Deputy Mayor-Elect, and the Member-Elect of Council who received the largest number of votes at the election; at all other times, the Striking Committee shall consist of the Mayor, the Deputy Mayor, and the Member of Council who received the largest number of votes at the most recent election.

**Comment [d38]:** STAFF: Refers to Section 16 of By-law 14-2008

- (a) Where the Member-Elect or Member of Council who received the most votes cannot be determined because of acclamations the Mayor or Mayor-Elect and the Deputy Mayor or Deputy Mayor-Elect shall determine by mutual agreement which Member or Member-Elect will be the third Member of the Striking Committee. Where there is no agreement, the choice shall be determined by the CAO/Clerk drawing one name from among all those acclaimed.
- (b) Where the Member-Elect or Member of Council who received the most votes cannot be determined because of tied votes, the Mayor or Mayor-Elect and the Deputy Mayor or Deputy Mayor-Elect shall determine by mutual agreement which Member or Member-Elect will be the third Member of the Striking Committee. Where there is no agreement, the choice shall be determined by the CAO/Clerk drawing one name from among those tied.

5.8.2 The Striking Committee shall meet prior to the first meeting of Council in the term, and prior to the first Regular Meeting following the Mid-Point of the Term, or when summoned under Section 5.8.3, shall make recommendations at the next meeting of Council, to each committee and special purpose body in accordance with Section 5.9 for a term not exceeding 24 months.

**Comment [DB39]:** Library, Police Services Board, Joint Economic Development, etc, are not committees of Council

5.8.3 Where any Member of the Striking Committee is of the opinion that it is in the best interests of the municipality to amend the appointments to standing committees, the Member may summon a meeting of the Striking Committee.

**5.9 Boards, Commissions & Other Special Purpose Bodies**

5.9.1 Council shall appoint Members to sit on various Boards and Commissions for the term of Council at the first regularly scheduled Council Meeting following the Inaugural Meeting, unless otherwise provided by an Act or Regulation.

5.9.2 Council shall make appointments as required to the following bodies, and in so doing shall consider any recommendation from the Striking Committee:

- (a) Deep River Police Services Board
- (b) Laurentian Hills – Deep River Nuclear Emergency Preparedness Committee
- (c) Committee of Adjustment
- (d) Deep River Public Library
- (e) Pembroke and Area Airport Commission
- (f) Joint Auto Extrication Committee
- (g) North Renfrew Landfill Operations Board

**Comment [d40]:** STAFF this list is set out in the By-law passed in December 2010.

5.9.3 The Member of the Board or Commission may provide a verbal report on the Board or Commission at the Committee of the Whole meeting as information.

**5.10 Closed Session**

**Comment [d41]:** STAFF: Refers to Section 12 of By-law 14-2008

5.10.1 Except as provided in this By-law, all meetings of Council and its Committees shall be open to the public.

5.10.2 No person shall be excluded from a meeting except for:

- (a) improper conduct determined by the Mayor/Chair or;
- (b) where a meeting or portion of a meeting is closed to all persons other than the Members of that body and those identified to remain in the room.

5.10.3 The CAO/Clerk shall remain in the room for all closed sessions.

**Comment [DB42]:** Or the Clerk's designate?

5.10.4 In accordance with Schedule "A" a meeting or part of a meeting may be closed to the public.

Some provision should be made for where the Clerk is in conflict or otherwise cannot be present.

**Comment [d43]:** Mayor Thompson had the same comment as Councillor Banks.

- 5.10.5** Should it become necessary to address additional items that were not previously addressed in the resolution to enter into closed session, Council must first reconvene to the regular meeting. A new motion must be drafted and disclose the purpose of entering back into closed session in order to initiate the discussion on the new item.
- 5.10.6** Council or Committee shall move into closed session by using the prescribed resolution form in Schedule "A".
- 5.10.7** Closed meetings are to be listed on the agenda in such a way as to provide the most information possible without compromising confidentiality or adversely affecting the municipal position. For example, the agenda item should read: Litigation Matter – Litigation Regarding a Property located at 123 Example Avenue.
- 5.10.8** A meeting shall not be closed to the public during the taking of a vote except where:
- (a) the vote is for approving closed session minutes, for a procedural matter, or for giving directions or instructions to officers, employees or agents of the municipality or persons retained by or under contract with the municipality.
- 5.10.9** Confidential discussion during a closed session shall be limited to the issue described in the authorizing public resolution and nothing in this by-law confers the power of any Member or Members of Council to make any decisions or take any action unless, or until such action is presented and decided upon at a duly called and constituted open meeting of Council.
- 5.10.10** No Member, Staff or other person present shall in any way, notify, distribute or make available to any person or other body, by any means, any reports or items, or disclose the nature or content of any documents or of discussions regarding any matters that are confidential without approval of such release by Council.
- 5.10.11** No Member, Staff or other person present, other than the CAO/Clerk or his/her designate, shall take notes during closed session.
- 5.10.12** Upon returning to open session, the Chair shall rise and report the following:
- (a) a statement resulting from the closed session;
  - (b) declarations of pecuniary interest during the closed session.
- 5.10.13** The CAO/Clerk shall be responsible to secure and maintain a confidential record of all original documentation distributed or presented, relating to closed sessions.

**Comment [DB44]:** This may be too restrictive – how do we define "nature"?

This is in conflict with the duty to report out in open session as much information as possible.

**Comment [d45]:** STAFF: Council always discusses with the Clerk what is to be reported in open session once they rise from closed session.

**5.10.14** Any reports, minutes, or other meeting materials intended for discussion in a closed session should be provided to Members with the same advance notice as materials meant for open sessions, and these documents may be retained by Members after the closed session. Copies of any confidential documents, including minutes, circulated during the meeting shall be returned to the CAO/Clerk at the end of the closed session and destroyed.

**Comment [d46]:** STAFF: Confidential documents can be provided ahead of time but should be returned to the Clerk after the meeting to be destroyed. A master copy of the confidential document is always available in the Clerk's office, should Council wish to review it.

**5.10.15** Minutes of closed sessions shall be circulated by the CAO/Clerk at the next closed session for adoption. The minutes shall be kept in a secure and confidential location under the control of the CAO/Clerk and shall only be open to those in attendance at the meeting, to others approved by the Council or as legislated.

**5.10.16** Where practical, closed sessions shall be scheduled at the end of the meeting.

**5.10.17** All Members and Staff have a personal obligation to the Town to treat identified documents in confidence and not to use them to the detriment of the Town.

**5.10.18** The obligation to keep information confidential shall continue after the Member ceases to be a Member of Council or Staff ceases to be employed by the Town.

## **5.11 Public Information Sessions/Centres (Open Houses)**

**5.11.1** Public Information Sessions/Centres (Open Houses) may be scheduled from time to time as warranted.

**5.11.2** A Public Information Session/Centre (Open House) shall be called by the CAO/Clerk once direction to do so has been given by Council. The notice shall clearly state the purpose, date, and time of the meeting, and the person who will act as Chair of the session.

## **5.12 Public Meetings (Statutory)**

**5.12.1** Public Meetings shall be scheduled as prescribed for the purpose of meeting the requirements of an Act, Regulation or By-law.

**5.12.2** A Public Meeting shall be called by the Clerk as required under the Notice Policy and amendments thereto or as required under an Act or Regulation. The notice shall clearly state the purpose, date, time and location of the meeting.

5.12.3 The CAO/Clerk shall prepare an agenda for the meeting and keep a record of the proceedings.

### 5.13 Notice of Meetings

5.13.1 The CAO/Clerk shall give notice of each meeting to the Members, Department Heads, Media and the Public.

5.13.2 The meeting agenda shall constitute notice, except for Public Meetings (Statutory).

5.13.3 Notice for Public Meetings shall be as prescribed under Section 5.12.2.

5.13.4 By the end of the day on the Friday preceding the Council Meeting the CAO/Clerk shall deliver to each Member of Council the following:

- (a) a printed copy of the agenda;
- (b) copies of minutes of the previous Council, Committee of the Whole, or any Special Meeting;
- (c) a copy of each report to be considered; and
- (d) copies of correspondence.

Comment [DB47]: I would appreciate the advance notice, but is this realistic for staff?

Comment [d48]: STAFF: This is a staff suggestion to allow more time for Council to review their packages. We can try it and see how it works.

5.13.5 By the end of the day on the Friday preceding the Committee of the Whole Meeting the CAO/Clerk shall deliver to each Member of Council the following:

- (a) a printed copy of the agenda;
- (b) a copy of each report to be considered; and
- (c) copies of correspondence.

5.13.6 The agendas and all related materials described in 5.13.4 and 5.13.5 ~~correspondence~~ for Council and Committee of the Whole Meetings shall be posted on the municipal website not less than forty-eight (48) hours before the holding of the meeting.

Comment [d49]: STAFF: wording can be changed to reflect suggestion.

5.13.7 The inability to post the agenda to the municipal website due to unforeseen circumstances shall not affect the validity of the meeting or any action lawfully taken thereat.

5.13.8 Refer to Subsections 5.5 and 5.6 for Special and Emergency Meetings.

5.13.9 Council and Committee meetings may be cancelled in consultation with the Mayor, Chair, and CAO/Clerk if insufficient business will be before Council/Committee. Notice of cancellation should be provided as soon as possible.

**5.13.10** If it appears that inclement weather, or like occurrence, or an emergency situation will prevent the Members from attending a meeting, the Mayor may direct the CAO/Clerk to postpone that meeting by contacting as many members as they are able to reach.

#### **5.14 Meeting Schedule**

**5.14.1** The Meeting Schedule will outline the dates of Regular Council and Committee of the Whole meetings.

**5.14.2** Regular Council Meetings are held twice a month except during the months that have been declared the “Summer Schedule”, where they will be held once per month.

**5.14.3** Committee of the Whole Meetings are held once per month except during the months that have been declared the “Summer Schedule”, where there will be no meetings held.

**5.14.4** Special and Emergency Meetings may be called during the months that have been declared the “Summer Schedule”.

**5.14.5** Any Council or Committee of the Whole Meeting that is not on the Meeting Schedule shall be deemed to be a “Special” Council or Committee of the Whole Meeting.

**5.14.6** A rescheduled meeting shall not be considered a “Special” Council or Committee of the Whole Meeting.

**5.14.7** A proposed Meeting Schedule will be presented by the CAO/Clerk to Council for approval by December of each year, for the subsequent year.

#### **5.15 Election Year**

**5.15.1** In the year of a municipal election, after the election an orientation shall be held for all members of Council to provide an overview of the expectations of elected office (ex. processes of Council, procedure by-law, code of conduct, payroll and a general review of the Town’s role and function).

**5.15.2** The orientation shall be conducted by the CAO/Clerk.

**Comment [d50]:** STAFF: the summer schedule proposed in this by-law is the same schedule as in the current Procedural By-law 14-2008 (section 6)

**Comment [d51]:** Mayor Thompson suggests leaving the meetings as regularly scheduled and not having a “Summer Schedule”, but the Chair will have the option to postpone or cancel a meeting.

**Comment [d52]:** Mayor Thompson, this section is irrelevant if COW meetings are removed.

**6.0 ORDER OF BUSINESS AND GENERAL RULES**

**6.1 Format of Agenda**

**6.1.1 Council Agenda**

**6.1.1.1** The CAO/Clerk shall have prepared for the use of the Members at all meetings, an agenda as follows:

- (a) Call to order
- (b) Disclosure of Pecuniary Interest and General Nature Thereof
- (c) Approval/Amendment of Meeting Agenda
- (d) Minutes
- (e) Business Arising from Minutes
- (f) Delegations & Presentations
- (g) Business Arising from Delegations & Presentations
- (h) Staff & Committee Reports
- (i) Motions for which prior notice has been given
- (j) Correspondence
- (k) New Business and Notices of Motion
- (l) By-laws
- (m) Mayor's Report
- (n) Councillor Updates
- (o) Closed Session
- (p) Business Arising from Closed Session
- (q) Confirmatory By-law
- (r) Adjournment

**Comment [DB53]:** I can't see a logical flow in the order of "b" to "n".

All the reporting should be done together. The reason is that actions tend to arise out of these reports, such as after the last Mayor's report when Council authorized Dave to investigate a partnership with Laurentian Hills on police. However, in the existing order, new business is already done.

Also, correspondence is merely another form of reports, out of which actions and motions are possible.

Bylaws are logically similar "Motions with prior notice" – and both constitute the "regular business." Further, New business should always be after all other regular business is accomplished.

I ask that the order be:

Staff & Committee Reports  
Mayor's Report  
Councillor Reports  
Correspondence  
Motions for which prior notice has been given  
Bylaws  
New Business and Notices of Motion

**Comment [d54]:** STAFF: the list can be changed to that proposed by Councillor Banks. Under Councillor Updates we can also provide a list of the Ad Hoc Committees, and then Councillors can speak to these committees at that time as opposed to amending the agenda at the beginning of each meeting.

**6.1.2 Committee of the Whole Agenda**

**6.1.2.1** The CAO/Clerk shall have prepared for the use of the Members at all meetings, an agenda as follows:

- (a) Call to Order
- (b) Disclosure of Pecuniary Interest and General Nature Thereof
- (c) Approval/Amendment of Meeting Agenda
- (d) Delegations & Presentations
- (e) Business Arising from Delegations & Presentations
- (f) Staff & Committee Reports
- (g) Correspondence
- (h) Mayor's Report
- (i) Councillor Updates
- (j) Closed Session
- (k) Business Arising from Closed Session
- (l) Adjournment

**6.1.3 "Special" and "Emergency" Meeting Agendas**

**6.1.3.1** The CAO/Clerk shall have prepared for the use of the Members at special and emergency meetings, an agenda as follows:

- (a) Call to Order
- (b) Disclosure of Pecuniary Interest and General Nature Thereof
- (c) "Business"
- (d) Adjournment

## 6.1.4 Steering, Ad Hoc and Sub-Committees

6.1.4.1 The CAO/Clerk or staff resource person appointed to the Committee, shall have prepared for the use of the Members at Steering, Ad Hoc and Sub-Committee meetings, an agenda as follows:

- (a) Call to Order
- (b) Disclosure of Pecuniary Interest and General Nature Thereof
- (c) Approval/Amendment of Meeting Agenda
- (d) Minutes
- (e) Business Arising from Minutes
- (f) "Business"
- (g) New/Other Business
- (h) Next Meeting
- (i) Adjournment

6.1.4.2 The Steering Committee shall consist of the Deputy Mayor as Chair, and all Members of Council, but the meetings of the Steering Committee are not Council meetings.

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**Comment [d55]:** STAFF: this section added back in (Section 17.3 of current Procedural By-law), definition of Steering Committee as per request of Deputy Mayor MacCafferty.

## 6.2 General

6.2.1 The business of each meeting shall be taken up in the order in which it stands on the agenda unless, by a majority vote, the Members decide otherwise.

6.2.2 Subject to direction from Council or the Head of Council, the CAO/Clerk shall may determine the appropriate meeting at which items of business shall be considered in accordance with this By-law.

**Comment [d56]:** STAFF: It is part of the Clerk's job to prepare the agenda and include the items that are appropriate for that meeting. On occasion the Clerk does consult with the Mayor regarding the timing and information to be presented at Council meetings.

6.2.3 Subject to direction from Council or the Head of Council, Where where further information or reports are necessary for Council or Committees to review an item of business, the CAO/Clerk may postpone the placement of an item on the Agenda.

**Comment [d57]:** STAFF: See comment above.

6.2.4 Where employees of the Town have been directed by Council to carry out a specific action and it is determined subsequently that the action cannot be carried out in accordance with Council's directions, the CAO/Clerk will notify Council as soon as possible of these findings and further direction shall be requested of Council.

6.2.5 [The CAO/Clerk shall attend Council and Committee of the Whole meetings (both open and closed session)].

6.2.6 Department Heads shall attend Council and Committee of the Whole meetings when reports are presented that involve issues, information, and monthly reports. It is at the discretion of the CAO/Clerk to determine if a Department Head should be present for any other matter on the agenda.

### 6.3 Declaration of Pecuniary Interest

6.3.1 A Member shall declare a direct or indirect pecuniary interest in accordance with the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended.

6.3.2 [A Member shall declare a direct or indirect pecuniary interest by using the prescribed form in Schedule "B"]

6.3.3 If the declared pecuniary interest under Section 6.3.1 above is with respect to an item on a closed session agenda, in addition to complying with the requirements of Section 6.3.1 above, the Member shall forthwith leave the closed session, or that part of the closed session during which the matter is under consideration. The Chair in their Rise and Report shall state the declaration of the pecuniary interest disclosed during the closed session.

6.3.4 Where the interest of a Member has not been disclosed as required by Section 6.3.1 above, by reason of the Members' absence from the meeting, the Member shall disclose the interest at the first subsequent meeting thereafter.

~~6.3.5 A Council Member shall not ask another Member of Town Council, Town Staff, or the Town Solicitor whether that member should declare a pecuniary interest.~~

~~6.3.6 Notwithstanding Section 6.3.5 a Member of Town Council, Town Staff, or the Town Solicitor shall not offer an opinion to any Member of Council with regards to a potential conflict of interest.~~

6.3.7 A Member that requires a legal opinion regarding a pecuniary interest shall obtain independent legal counsel at their own expense.

**Comment [DB58]:** See comments on 5.10.3.

Actually, this section may be redundant with 5.10.3

**Comment [d59]:** STAFF: This is not redundant as it speaks to attendance at all meetings, not just attendance at closed meetings.

**Comment [d60]:** STAFF: THIS RELATES TO MUNICIPAL CONFLICT OF INTEREST ACT:  
DUTY OF MEMBER  
When present at meeting at which matter considered

5. (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

(a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

(b) shall not take part in the discussion of, or vote on any question in respect of the matter; and

(c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

Where member to leave closed meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).

When absent from meeting at which matter considered

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member. [1]

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## 6.4 Delegations and Presentations

**Comment [d64]:** STAFF: Refers to Section 9 of By-law 14-2008

### 6.4.1 Delegations

6.4.1.1 No person shall appear as a delegation before Council unless a written request to appear as a delegation has been received by the CAO/Clerk before noon ten (10) calendar days prior to a Regular Council Meeting or Committee of the Whole Meeting. Council may waive this requirement, by resolution, when in their opinion the public interest would be best served by doing so.

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**Comment [DB65]:** Too long. Especially since matters that provoke a delegation may occur only 7 days before at the previous meeting.

The time frame can be shortened because delegations should not always need to provide a written report in advance – that can be done afterwards for inclusion with the minutes afterwards if they want their presentation on the public record.

**Comment [d66]:** Mayor Thompson believes 10 calendar days is too long as well.

**Comment [d67]:** STAFF: 10 calendar days is not too long, since 10 calendar days is only 2 days before drafting the agenda, and 4 days before posting the agenda if we change the day from Monday to Friday to allow Council the weekend to review the agenda.

**Comment [d68]:** STAFF: This is the function of the Clerk, 99% of the time the delegation is added to the agenda for the meeting the delegation requested, this is not normally an issue.

6.4.1.2 Delegations appearing before Council or Committee of the Whole must submit a copy of their presentation to the CAO/Clerk before noon on the Wednesday preceding the meeting at which the delegation will appear. Verbal reports may be accepted at the discretion of the CAO/Clerk; however, written and electronic reports are preferred and shall be retained by the CAO/Clerk as an official record.

6.4.1.3 Subject to direction from Council or the Head of Council, The CAO/Clerk shall determine when a delegation will be heard, the order of presentations and the number of delegations to be heard. Generally, a maximum of three delegations will be allowed at each meeting.

6.4.1.4 Delegations are to be limited to ten minutes followed by a question period for Committee or Council Members.

6.4.1.5 The role of delegations is to provide information and not enter into debate with Council or Committee Members, or Staff.

6.4.1.6 Delegations may only speak at a meeting with respect to matters listed on the agenda for that particular meeting.

**Comment [DB69]:** This is not our common practice. Some presentations may be appropriate if a matter is intended for a decision at a future meeting, and residents want to get involved early on in the process.

This statement should read something like "only on the subject matter of the presentation as set out in the request to appear as a delegation."

6.4.1.7 Delegations who have previously appeared on the same subject matter, shall be limited to providing new information only in their subsequent appearances.

**Comment [d70]:** STAFF: the wording can be changed as follows: Delegations may only speak at a meeting on the subject matter of the presentation as set out in the request to appear as a delegation.

**6.4.1.8** Delegations consisting of more than one person shall be limited to two speakers, being limited to no more than five minutes each. The second speaker shall not repeat information provided by the previous speaker from that delegation and will be confined by the Chair to presenting new and/or additional information.

**6.4.1.9** Questions directed to Staff by any delegate shall be received through the Chair.

**6.4.1.10** Delegations requesting to appear at a meeting may be declined if they have failed to follow established by-laws, policy, procedure or protocol, or as prescribed in an applicable governing statute or regulation.

**6.4.1.11** The CAO/Clerk has discretion to decline a request to appear as a Delegation and to refer the matter to be resolved by Staff.

#### **6.4.2 Presentations**

**6.4.2.1** The purpose of presentations shall be when staff, an individual or group have been invited to present information to Council or Committee.

**6.4.2.2** Presentations are limited to ten minutes, unless otherwise directed by the CAO/Clerk, followed by a question period for Committee or Council Members.

**6.4.2.3** The role of the presenter is to provide information and not enter into debate with Council or Committee Members or Staff.

**6.4.2.4** Verbal reports will be accepted; however, written and electronic reports are preferred and shall be retained by the CAO/Clerk as an official record.

**6.4.2.5** Presentations that have previously appeared on the same subject matter shall be limited to providing new information only in their subsequent appearances.

**6.4.2.6** Questions directed to staff by any presenter shall be received through the Chair.

#### **6.5 Correspondence**

**6.5.1** Correspondence addressed to Council or that relates to Town matters shall be circulated via the Committee of the Whole or Council Agenda.

**Comment [d71]:** Mayor Thompson has suggested that Council needs a mechanism to overrule the recommendation of the CAO.

**Comment [d72]:** STAFF: This clause allows for better customer service, in that if it is an issue that can be dealt with at a staff level instead of first bringing it to Council, it should be encouraged. If the result is not satisfactory to the person making the inquiry or complaint, then the mechanism is there to go to Council.

**6.5.2** Correspondence that is not legible or that contains any defamatory allegations, or impertinent or improper matter, will not be circulated to Council. All correspondence shall be signed by at least one person giving their name and mailing address. Any correspondence that is not signed or is signed “anonymous” will not be circulated to Council.

**6.5.3** Correspondence delivered by electronic mail shall contain the electronic mail address of the sender as well as a name and mailing address, and have attached to it only those documents which are in a printable format.

**6.5.4** Correspondence delivered by facsimile transmission shall contain the facsimile number as well as the name and mailing address of the sender.

## **6.6 Reports**

### **6.6.1 Staff Reports to Committee of the Whole and Council**

**6.6.1.1** The standard Information Report format has been adopted as set out in Schedule “C”. The standard Issue Report format has been adopted as set out in Schedule “D”. The standard Departmental Report format has been adopted as set out in Schedule “E”.

**6.6.1.2** Staff shall not read the report at the meeting, unless requested to do so by the Chair, but only speak to the recommendations.

**6.6.1.3** Reports are due to the CAO/Clerk for approval by 12:00 noon on the Wednesday prior to the meeting.

**6.6.1.4** If the report deadlines are not met, the report will be placed on the subsequent agenda.

### **6.6.2 Confidential Reports**

**6.6.2.1** Staff reports that are “confidential” will be copied onto salmon coloured paper and marked “CONFIDENTIAL”. (See Sub-Section 5.10 Closed Session).

**6.6.2.2** The CAO/Clerk shall ensure that any material relating to any matter, for which a meeting may resolve into “closed session” under the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, is circulated as confidential material pending Council’s approval of release to the public.

## **6.7 New Business**

6.7.1 ~~New Business may be raised and discussed through a motion to informally consider a topic, but no main motion shall be voted on unless shall not be considered unless it is of an emergency, time sensitive, congratulatory or condolence nature, or by a two-thirds vote to waive the requirements of notice.~~

**Comment [d73]:** STAFF: Some have suggested "unanimous vote", but two-thirds or majority vote is more reasonable. If a unanimous vote was required, many items wouldn't get approved.

~~6.7.2 New Business may be heard by a Two-Thirds Vote.~~

**Comment [DB74]:** In the context of requirements for open meetings, discussion of matters needs to be encouraged at all points, not restricted. There are already lots of constraints to deal with.

~~6.7.3 The request to hear New Business shall not be debatable.~~

**Comment [d75]:** STAFF: prefer no change to this section. New Business shall not be considered unless it is of an emergency, time sensitive, congratulatory or condolence nature.

7.0 **COMMENCEMENT AND ADJOURNMENT OF MEETINGS**

7.1 **Quorum**

7.1.1 ~~A meeting cannot begin until a quorum is present. If no quorum is present thirty (30) minutes after the time appointed for a Meeting of Council or Committee, the CAO/Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next meeting; regular, special or emergency.~~

**Comment [DB76]:** A meeting that never began cannot be adjourned.

7.1.2 When quorum is lost as a result of declarations of pecuniary interest by one or more Members, the remaining Members shall be deemed to constitute quorum, provided the number is not fewer than two.

**Comment [d77]:** STAFF: The paragraph does not suggest the meeting will begin, it just states we will wait 30 minutes until a quorum is either established or not. If there is no quorum, the meeting does not start. The Clerk simply makes a statement indicating that there wasn't any quorum and verbally states that the meeting stands adjourned.

7.1.3 The Chair shall call the meeting to order as soon after the hour fixed for the holding of the meeting ~~that as~~ a quorum is present.

~~7.1.4 If the Mayor is not available at the time appointed for a Meeting of Council, the Deputy Mayor will conduct the meeting until the arrival of the Mayor.~~

**Comment [d78]:** STAFF: A QUORUM OF TWO IS AUTHORIZED UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT REMEDY FOR LACK OF QUORUM  
**Quorum deemed constituted**  
7. (1) Where the number of members who, by reason of the provisions of this Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two. R.S.O. 1990, c. M.50, s. 7 (1).

~~7.1.5 In the absence of the Mayor, or if the Mayor's office is vacant or the Mayor refuses to act, the Deputy Mayor shall assume all the duties of the Head of Council.~~

~~7.1.6 In the absence of both the Mayor and Deputy Mayor, or if their offices are vacant, or if they refuse to act, Council may appoint from among the Members, an Acting Chair who, during such absence or vacancy or refusal to act, has all the powers of the Head of Council.~~

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7.1.7 If the Chair is not available at the time appointed for a Meeting of Committee, the Committee shall appoint an Acting Chair to conduct the meeting until the arrival of the Committee Chair.

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7.1.8 Members shall notify the CAO/Clerk when intending to be absent from a Council, Committee, Special or Emergency meeting for the purpose of ensuring a quorum.

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**Comment [d79]:** STAFF: sections should remain as this deals with quorum.

7.1.9 When a quorum is lost, the meeting shall stand recessed and no further action shall be taken. If a quorum is regained within ten minutes the meeting shall proceed. However, if quorum is not regained within ten minutes, the meeting shall stand adjourned.

**Comment [DB80]:** These sections are repetitive with 4.1.4-4.1.5. The process should be described only once.

7.2 Recess

7.2.1 ~~At a Council meeting, a verbal A motion to recess shall be brought forward and shall set a time (ex. recess for five minutes) or state "until called to order by the Chair". Such motion shall form part of the minutes.~~

7.2.2 ~~At a Committee meeting, the Committee shall recess by majority consent and shall set a time (ex. recess for five minutes) or state "until called to order by the Chair". Such motion shall form part of the minutes.~~

7.3 Adjournment

7.3.1 ~~All meetings shall adjourn no later than 11:00 p.m., unless a motion to proceed beyond 11:00 p.m. is approved.~~

7.3.2 ~~Notwithstanding Subsection 7.3.1 above, no meeting shall proceed beyond the hour of 12:00 midnight.~~

**Comment [d881]:** This is re-inventing the wheel. As revised, this is all that should be said.

**Comment [d82]:** STAFF: As it stands currently, the Mayor requests verbally the ability to recess and obtains a consensus from Council members, the time is then recorded in the minutes when the meeting recessed and when the meeting reconvened. STAFF are suggesting the same wording be used for Council meetings and Committee meetings as set out in 7.2.2.

**Comment [D883]:** Instead of saying this here, the bylaw should state somewhere that all motions are to be recorded in the minutes, subject to the provisions in the Parliamentary Authority.

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**Comment [D884]:** Rather than use this blunt tool of a drop dead time, which may have adverse effects, especially if time-sensitive bylaws are delayed (which is likely because they are toward the end of the meeting), intelligent use of the motions To Limit Debate, or Close Debate are preferable to regulate the flow of the meeting.

No where in this bylaw is the motion to limit debate is described – this is a significant deficiency.

**Comment [d85]:** STAFF: In our experience the time limits have never been an issue to cover time sensitive documents.

8.0 MOTIONS

8.1 Motion Process  
(Refer to the Motion Table in Schedule “F”)

8.1.1 Where members of the public are to be heard on a matter, no motion on the matter shall be received until they have been heard, and no further public participation shall be allowed at that meeting after the motion has been duly moved and seconded.

**Comment [d86]:** STAFF: “on the matter” is repetitive.

8.1.2 For Council and Committee of the Whole meetings, a motion shall be formally moved and seconded before the Chair can put state the question or a motion can be recorded in the minutes and be open for debate.

**Comment [DB87]:** “putting the question” can be confused with calling for the vote.

**Comment [d88]:** STAFF: Suggested re-wording: “For Council and COW meetings, a motion shall be formally moved and seconded before a debate can take place: the Chair can put the question; or a motion can be recorded in the minutes.”

8.1.3 For Steering, Ad Hoc and Sub-Committee meetings, a motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.

**Comment [DB89]:** This is reinventing the wheel. Standard parliamentary authorities already describe the lower requirements for formal procedure in committees. A general statement about these different requirements somewhere should suffice.

8.1.4 When necessary for clarity, the Chair may require a mover to submit a complex motion in writing. A Motion that is provided in advance on the agenda of Council and Committee of the Whole meetings shall be reduced to writing and shall contain the signatures of the mover and seconder.

**Comment [d90]:** STAFF: This is the general statement: we refer to “Standard Parliamentary Procedures” when something is not covered in our own procedural by-law.

~~8.1.5 A Motion for Steering, Ad Hoc and Sub-Committee meetings shall not need to be reduced to writing but shall be recorded in the minutes of the meeting.~~

**Comment [DB91]:** The above statement captures this case. As noted earlier, all motions should be recorded in minutes as described in the parliamentary authority.

8.1.6 Every Member present is entitled to vote on every motion, unless the Member has declared a pecuniary interest.

**Comment [d92]:** STAFF suggests discussing these two items for clarity.

~~8.1.7 Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.~~

**Comment [DB93]:** I described my objection to this earlier in the document under definition of majority vote. This only applies to recorded votes, and should be included there.

~~8.1.8 The Chair shall vote on all motions.~~

**Comment [d94]:** STAFF: Disagree with comments, all members are elected and shall have a vote, declining to vote is always seen as a negative vote. The rules for a recorded vote are implied to pertain to standard voting procedures.

8.1.9 After a motion has been duly moved, seconded, and stated by the Chair to the meeting read, it shall immediately be open to debate. The mover shall have the opportunity to make the introductory and closing remarks thereon.

**Comment [DB95]:** Covered earlier in the document

**Comment [DB96]:** The language of “read” is out-dated and confusing.

8.1.10 No Member shall speak more than twice until every Member has had an opportunity to speak towards the motion.

**Comment [DB97]:** It is contrary to standard parliamentary practice to give the mover special treatment in this manner – the mover has no right to closing remarks.

**Comment [d98]:** STAFF: recommend keeping original paragraph but removing the words “and closing” “thereon”.

8.1.11 Any Member may request that any motion under debate be repeated by the ~~CAO/Clerk~~ Chair for the benefit of clarification but not so far as to interrupt a Member while speaking.

**Comment [DB99]:** Stating the motion to the meeting is the job of the Chair, although the Chair may refer to the Clerk if needed.

8.1.12 A motion on which the voting results in a tie shall be considered lost.

**Comment [d100]:** STAFF: recommends "Any Member may request through the Chair that any motion under debate be re-read by the CAO/Clerk for the benefit of clarification but not so far as to interrupt a Member while speaking."

8.1.13 When the motion under consideration contains distinct recommendations, a Member may request that the vote be taken separately on each proposal. (See the motion to "Divide" in the Motion Table)

8.1.14 The Chair shall call the vote immediately after all Members desiring to speak to the motion have spoken.

8.1.15 Upon the Chair calling for a vote, no further speakers shall be permitted.

8.1.16 The manner of determining the vote on a motion shall be by show of hands, ~~except for a recorded vote or a vote processed by general consent.~~

**Comment [d101]:** STAFF: Suggests only adding the words "except for a recorded vote".

8.1.17 No vote shall be taken at any meeting by any method of secret voting, except where permitted or required by law.

**Comment [DB102]:** General consent is a tool to speed up votes on routine and non-controversial motions.

8.1.18 The Chair shall announce the result of every vote.

8.1.19 If a Member disagrees with the announcement of the result of any vote, the Member may object immediately to the announcement and require that the vote be retaken.

**Comment [DB103]:** Reconsideration may be needed at Committee meetings as well. The problem I think you are trying to solve is the possibility that the committee of the whole may try to reconsider a matter that was previously passed by Council.

## 8.2 Reconsideration of a Motion

If we stick with the committee of the whole system, this problem should instead be solved by clearly stating the decisions of any committee are decisions of that committee only and do not bind Council.

### 8.2.1 General Provisions

~~8.2.1.1 Reconsideration of a motion shall only be permitted at Council meetings.~~

**Comment [d104]:** STAFF: This section should remain as is.

~~8.2.1.2 A motion to reconsider shall only be in order if there is sufficient reason that a different outcome might result, such as new information has come forward, or there was an error in documentation presented or incorrect statements made during the original debate. A motion to reconsider a previous decision of Council shall only be introduced by a Member who voted with the majority on the original motion.~~

**Comment [d105]:** STAFF: are agreeable to the additional wording but still want to keep the sentence that is crossed out.

**Comment [d106]:** Deputy Mayor MacCafferty suggests "A motion to reconsider must be seconded by any Member"

~~8.2.1.3 A motion to reconsider may be seconded by any Member.~~

**Comment [d107]:** STAFF: all motions require a mover and a seconder before it can be debated, if it is not seconded it does not get debated, hence the term "may".

8.2.1.4 No original motion shall be reconsidered more than once, during a two one year period.

**Comment [DB108]:** This is not good parliamentary practice, despite that fact that it is consistent with Robert's Rules. Because of the problems that it leads to, this rule requiring on someone who voted the right way has been eliminated in more modern practice, including The Standard Code of Parliamentary Procedure.

same meeting

**8.2.1.5** No motion to reconsider shall be presented more than once: in the

**Comment [d109]:** STAFF: suggests removing this item, it is redundant.

**8.2.1.6** A motion to reconsider shall not be in order if Council is made aware the question or by-law has been implemented, resulting in legally binding commitments as of the date the motion to reconsider is moved.

## **8.2.2 Notice of Intention**

**8.2.2.1** A notice of the intention to reconsider a motion shall be placed on the next Council agenda. At the meeting a motion to reconsider will be brought forward.

## **8.2.3 Motion to Reconsider**

**8.2.3.1** When a motion for reconsideration is introduced, no discussion of the original motion shall be allowed unless the motion for reconsideration is approved by at least two-thirds of the Council Members present.

**8.2.3.2** A motion to reconsider shall not be amended, but may be debated.

**8.2.3.3** Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration or to such matters as new information which has come forward, an error in documentation presented or incorrect statements made during the original debate.

**8.2.3.4** A motion to reconsider shall include the date of when the original motion is to be reconsidered. The original motion may be reconsidered immediately if the motion to reconsider carries the next order of business.

**Comment [DB110]:** "Next order of business" is sloppy language. "order of business" refers to the sequence of business.

**8.2.3.5** Should a motion to reconsider be defeated, the original motion shall not be debated or voted upon until eligible under this By-law.

## **8.2.4 Original Motion**

**8.2.4.1** The original motion being reconsidered shall be stated in the exact manner in which it was first presented and voted on.

**8.2.4.2** The debate on the original motion being reconsidered as a result of an affirmative motion of reconsideration shall proceed as though it had never previously been voted on.

~~8.2.58.3~~ **Notice of Motion**

8.2.5.1 A Notice of Motion shall:

- (a) be in writing;
- (b) include the name of the mover;
- (c) advise Council that the motion described therein will be an agenda item at the next Council meeting unless stipulated for an alternate date.

**Comment [DB111]:** This section is not part of 8.2, which only about reconsideration.

**Comment [d112]:** STAFF: duly noted, numbering will be changed.

8.2.5.2 When a Member's notice of motion has been called from the Chair and it has not proceeded with, it shall be dropped from the agenda and it shall be deemed to have been withdrawn.

**Comment [DB113]:** This is quite unclear what it means

**Comment [d114]:** And there is no second to the motion

**8.3 Recorded Votes**

8.3.1 A recorded vote shall be taken when called for by any Member or when required by law.

8.3.2 A Member may call for a recorded vote prior or immediately subsequent to the taking of the vote.

8.3.3 All Members, including the Mayor, shall be required to vote when a recorded vote is called for, except when absent or disqualified by a declared pecuniary interest.

8.3.4 When a recorded vote is permitted and required, the Chair will pose the question and the CAO/Clerk will call upon the Member requesting the recorded vote first for their vote in favour or in opposition, with all Members present voting in alphabetical order thereafter, at which time the CAO/Clerk shall record the Members vote. The CAO/Clerk will also record the number of Members absent and/or abstained.

8.3.5 On a recorded vote, failure to vote by a Member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed a negative vote.

8.3.6 When a recorded vote is taken, the names of those who voted for and those who voted against the motion and those absent shall be entered in the Council minutes.

8.3.7 The CAO/Clerk shall tabulate the vote, and the Chair shall announce the results of the vote.

**Comment [DB115]:** This is the job of the Chair

**8.4 Point of Privilege**

8.4.1 A Member may raise a point of privilege directing attention to a matter that affects the rights of the Member or Members.

**Comment [DB116]:** This is incomplete. I provided fuller description of the matters that can be raised as a point of privilege in the definitions section.

8.4.2 A point of privilege shall take precedence over any other matter except during verification of a vote.

8.4.3 A Member shall state the point of privilege to the Chair at the time of occurrence.

8.4.4 A Member shall not be permitted to enter into any argument or introduce any motion not related to the point of privilege.

8.4.5 The Chair shall decide upon the point of privilege and advise the Members of the decision.

8.4.6 Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.

8.4.7 If the decision of the Chair is appealed, the question "Shall the ruling of the Chair be upheld?" a vote shall be called without debate, and its results shall be final. ~~A Recorded Vote shall not be permitted.~~

**Comment [DB117]:** Appeals are, with exceptions, debatable, because discussion and clarification of the rules is often needed. I will insist on this because the lack of opportunity for debate was abused during the last Council to forbid a member to appeal a decision not to allow him to speak – entirely undemocratic.

~~8.4.8~~ When the matter has been determined to be a valid point of privilege, if dealing with the point of privilege requires a decision by Council, then the Chair shall afford the Member ~~shall be afforded~~ an opportunity to propose the required a motion in relation to that point of privilege.

The appeal process should follow the rules of the parliamentary authority.

8.4.9 When the integrity of the CAO/Clerk or other employee of the Corporation has been questioned, the CAO/Clerk shall be permitted to make a statement to the Members.

**Comment [DB118]:** I find the original wording of section confusing

## 8.5 Point of Order

8.5.1 A Member may raise a point of order to a perceived violation of the rules of procedure, except during verification of a vote.

8.5.2 A Member shall state the point of order to the Chair at the time of the occurrence and shall quote the appropriate section of this By-law.

8.5.3 The Chair shall decide upon the point of order and advise the Members of the decision.

8.5.4 Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.

**8.5.5** If the decision of the Chair is appealed, the question "Shall the ruling of the Chair be upheld?" a vote shall be called without debate, and its results shall be final. ~~A Recorded Vote shall not be permitted.~~

**Comment [DB119]:** Similar to above. Appeals on rulings on a point of order generally are, and should be, debatable.

## 9.0 **BY-LAWS**

### 9.1 **By-law Approval Process**

9.1.1 Every by-law shall be listed on the agenda by an identifying number, followed by a brief description of the intent of the by-law.

9.1.2 No by-law, except a by-law to confirm the proceedings of Council, shall be presented to Council unless the subject matter thereof has been introduced in the form of a Staff Report and recommendation. Such report may be introduced verbally given the nature of the subject, at the discretion of the CAO/Clerk.

9.1.3 Notwithstanding Subsection 9.1.2 above, new by-laws of an urgent nature, requiring an immediate decision may be considered.

~~9.1.4 Upon accepting a motion to approve a by-law listed on the agenda, the Chair shall announce first, second and third reading of the by-law, pausing at third reading to determine if there are any questions or discussion by the Members, before putting final approval of the by-laws to a vote.~~

~~9.1.5 After third reading is introduced, every by-law may be debated, subject to amendment, and may be deferred or referred to Committee of the Whole or staff for further consideration.~~

~~9.1.6 Upon a two-thirds vote of the Members present, third reading of any by-law may be postponed until the next Council Meeting.~~

9.1.7 Every by-law passed by Council shall be signed by the Mayor and the CAO/Clerk, sealed with the seal of the Corporation and show the date of all readings.

9.1.8 The CAO/Clerk shall be authorized to make minor corrections to any by-law resulting from technical, or typographical errors prior to the by-law being signed.

### 9.2 **By-law Versus Resolution**

9.2.1 A resolution is a less permanent rule and shall express the decision of a council in respect of a temporary or distinct matter. A resolution shall be passed to give direction to staff. A resolution shall not prescribe a permanent rule of local government. A resolution expresses the will of the governing body on a special occasion which is not likely to recur. A resolution shall not replace a by-law required by law.

**Comment [DB120]:** 1 object to these sections. There is no need for special treatment for a motion to adopt a bylaw. Further, the language of readings is archaic and serves only to confuse the public and add work.

Members who require the motion to be stated again to understand what is being voted on can do so.

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**Comment [DB121]:** Again, there is nothing special that requires a two thirds vote. A two-thirds vote is reserved for motions that infringe on the rights of the minority. A two-thirds requirement here infringes on the rights of the majority.

9.2.2 A by-law shall be used, but not limited to, implement policy, memorandums of understanding, agreements and permanent rules. Whether an authorizing by-law is required depends on the subject matter of the item of business transacted by a municipal corporation and whether it is being transacted under the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, or any other Act.

9.3 **Confirming By-law**

**Comment [d122]:** Mayor Thompson would like to see confirmatory by-laws removed.

9.3.1 The proceedings at every regular and special meeting of Council shall be confirmed by by-law, so that every decision, unless required by an Act, Regulation or By-law, of Council at that meeting and every resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

**10.0 ULTRA VIRES**

**Comment [d123]: STAFF: Refers to Section 18 of By-law 14-2008**

Should any sections of this by-law, including any section or part of any schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

**11.0 OTHER MATTERS**

**11.1** The CAO/Clerk shall be responsible for reviewing this by-law at least once every term of Council.

**11.2** By-law No. 14-2008 is hereby repealed.

**12.0 EFFECTIVE DATE**

This By-law shall come into force and take effect upon the date of the final passing thereof.

READ A FIRST AND SECOND TIME THIS XX DAY OF XX A.D. 2011.

READ A THIRD TIME AND FINALLY PASSED THIS XX DAY OF XX A.D. 2011.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer/Clerk

**SCHEDULE "A" TO BY-LAW XX-2011  
Closed Session Motion Form**

- |   |                        |
|---|------------------------|
| <input type="checkbox"/> Council                | DATE: _____            |
| <input type="checkbox"/> Committee of the Whole | RESOLUTION NO.: _____  |
| <input type="checkbox"/> Other _____            | AGENDA ITEM NO.: _____ |

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**BE IT RESOLVED THAT** Council/Committee move into a Closed Session at \_\_\_\_\_  
to address a matter pertaining to:

- security of the property of the municipality or local board;  
\_\_\_\_\_
- personal matters about an identifiable individual, including municipal or local board employees;  
\_\_\_\_\_
- a proposed or pending acquisition or dispersion of land by the municipal or local board;  
\_\_\_\_\_
- labour relations or employee negotiations;  
\_\_\_\_\_
- litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board;  
\_\_\_\_\_
- the receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose;  
\_\_\_\_\_
- a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act;  
\_\_\_\_\_
- the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*.

regarding \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESOLUTION NO.: \_\_\_\_\_

Page 2

**DECLARED THE MOTION**

- CARRIED**
- DEFEATED**
- TABLED**

\_\_\_\_\_  
**MAYOR/CHAIR**

Members of Council	FOR	AGAINST

**DECLARATION OF CONFLICT OF INTEREST**

\_\_\_\_\_  
**DISCLOSED HIS/HER INTEREST(S)**

\_\_\_\_\_  
**VACATED HIS/HER SEAT**

**ABSTAINED FROM DISCUSSION AND DID NOT VOTE ON THIS QUESTION**

*(Municipal Act, 2001, S.O. 2001, c. 25, s. 239(2) &(3))*







SCHEDULE "D" TO BY-LAW XX-2011



THE CORPORATION OF THE TOWN OF DEEP RIVER  
ISSUE REPORT

<b>SUBJECT:</b>		<b>REPORT NUMBER</b> ISS
<b>File Storage:</b>		<b>PAGE</b> of
<b>PREPARED BY:</b>	<b>REVISION DATE:</b>	
<b>MANAGER SIGNATURE:</b>	<b>FOR CONSIDERATION</b> OPEN SESSION <input type="checkbox"/> CLOSED SESSION <input type="checkbox"/>	
<b>REFERRED TO:</b>		
<b>ATTACHMENTS:</b>		

**RECOMMENDATION:**

**BACKGROUND:**

**ISSUES AND OPTIONS:**

**FINANCIAL IMPLICATIONS:**

**ACCESSIBILITY IMPLICATIONS:**

**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
CAO/Clerk

**COMMENTS:** -  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SCHEDULE "E" TO BY-LAW XX-2011**



**THE CORPORATION OF THE TOWN OF DEEP RIVER  
DEPARTMENTAL REPORT – MONTH & YEAR  
NAME OF DEPARTMENT**

<b>SUBJECT:</b>		<b>REPORT NUMBER</b> <b>DR</b>
<b>File Storage:</b>		<b>PAGE</b> of
<b>PREPARED BY:</b>	<b>REVISION DATE:</b>	
<b>MANAGER SIGNATURE:</b>	<b>FOR CONSIDERATION</b> <b>OPEN SESSION</b> <input type="checkbox"/> <b>CLOSED SESSION</b> <input type="checkbox"/>	
<b>REFERRED TO:</b>		
<b>ATTACHMENTS:</b>		

**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 CAO/Clerk

**COMMENTS:** -  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SCHEDULE "F" TO BY-LAW XX-2011  
MOTIONS**

<b>Motion Ranking</b>	<b>Moved &amp; Seconded</b>	<b>Debatable</b>	<b>Disposition Priority</b>	<b>If Affirmative</b>	<b>If Negative</b>	<b>Amendable</b>	<b>Conditions</b>
<b>Adjourn</b>	<b>YES</b>	<b>NO</b>	* shall be resolved prior to any other motion being moved	* Council shall immediately rise and no further proceedings shall take place * all unfinished business on the agenda shall be included on the agenda of the next meeting	* the meeting shall resume at the point immediately prior to the point at which the motion to adjourn was moved * a subsequent motion to adjourn at the same meeting may <u>not</u> be introduced prior to further business being conducted	<b>NO</b>	* shall not include qualifications or additional statements * shall always be in order except when a Member is speaking or the Members are voting
<b>Extend Curfew</b>	<b>YES</b>	<b>NO</b>	* shall be resolved prior to any other motion being moved	* no meetings shall proceed beyond the hour of 12:00 midnight	* the Chair shall immediately declare the meeting adjourned if <u>11:00pm or later</u>	<b>NO</b>	* shall always be in order except when a Member is speaking or the Members are voting * shall require a <del>two-thirds</del> <b>two-thirds</b> <del>majority</del> <b>majority</b> vote of the Members



Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	defer to a certain date and/or time is resolved	Conditions
Refer (Commit)	YES	YES	* shall preclude any amendment or debate to any previous motion unless resolved in the negative	* there shall be no further debate	* vote-debate on the main motion continues	YES		* shall state the committee, employee or solicitor of the Corporation to which the matter shall be referred
Amend Main Motion (Primary Amendment)	YES	YES	* shall receive disposition prior to the main motion	* Council shall vote on the main motion as amended	* vote on the main motion or secondary amendment may be proposed	YES		* shall not propose a negative to the main motion * shall not propose two distinct proposals of amendment to the main motion <del>* shall not change the intent of the main motion</del> * shall have only one motion to amend the main motion at one time * must be relevant to the <u>topic of the main motion</u>

Comment [DB126]: This is allowed and for good reason.

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
*Friendly <sup>22</sup> Amendment	YES	YES	* shall receive disposition prior to the main motion	* Council shall vote on the main motion as amended	* vote on the main motion or secondary "friendly" amendment may be proposed	NO	<p>* shall not propose a direct negative to the main motion</p> <p>* shall not propose two distinct proposals of amendment to the main motion</p> <p>* shall not change the intent of the main motion</p> <p>* shall have only one motion to amend the main motion at one time</p> <p>* voted on formally unless adopted by unanimous consent</p>

**Comment [DB127]:** There is no such thing as a friendly amendment. What this is trying to do is handle an amendment without a formal vote. After the concept of voting by general consent is introduced, there is no need for this.

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Amend Amendment (Secondary Amendment)	YES	YES	* shall receive disposition prior to the primary amending motion	* <del>Council shall</del> <u>vetedebate</u> <u>continues on the</u> primary amending motion as amended	* <u>vetedebate</u> <u>continues on the</u> primary amending motion * propose a secondary amendment	NO	* shall not propose a direct negative to the primary amending motion * shall not propose two distinct proposals of amendment to the primary amending motion * <del>shall not change the intent of the primary amending motion</del> * shall have only one motion to amend the primary amending motion at one time * an amendment of the third degree is not permitted <u>must be relevant to the primary amendment</u>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Defer Indefinitely (Postpone/ Table Indefinitely)	YES	YES	<ul style="list-style-type: none"> <li>* shall be resolved prior to the main motion</li> <li>* shall be resolved prior to any preceding motion</li> </ul>	<ul style="list-style-type: none"> <li>* the preceding motion and any amendments thereto shall be removed from Council's consideration indefinitely</li> <li>* the motion to defer indefinitely may be reconsidered</li> </ul>	<ul style="list-style-type: none"> <li>* disposition of the main motion cannot put forward another motion to defer indefinitely regarding the main motion</li> </ul>	NO	<ul style="list-style-type: none"> <li>* shall not include qualifications or additional statements</li> <li>* shall preclude amendment, but not debate, to the preceding motion until the motion to defer indefinitely is resolved</li> </ul>
Divide	YES	YES	<ul style="list-style-type: none"> <li>* shall receive disposition prior to the main motion</li> </ul>	<ul style="list-style-type: none"> <li>* the debate and vote shall be on separate and distinct proposals from the main motion</li> </ul>	<ul style="list-style-type: none"> <li>* disposition of the main motion in its entirety</li> </ul>	YES	<ul style="list-style-type: none"> <li>* shall only be in order when the main motion to be divided contains two or more separate and distinct proposals</li> <li>* divide when</li> </ul>



FEB 24 2011

Family & Children's Services of Renfrew County  
77 Mary St., Suite 100  
Pembroke, ON K8A 5V4

February 23, 2011

Town of Deep River  
Box 400, Deep River Rd.  
Deep River, ON K0J 1P0

Dear Sir or Madam,

It is with great hope we contact you for aid in raising funds for our Darlene Aikens Memorial Summer Camp Program. We are seeking donations from local service clubs, churches, businesses and individuals to help send deserving children to a week of summer camp.

We are also asking for your assistance with spreading the word of our program through announcements at meetings and, if applicable, a small article in your bulletin or newsletter. Enclosed are the details of our program, as well as contact information should members of the community want to donate to this worthy cause. Feel free to make changes, or you may use directly in your bulletin/newsletter as you see fit. If you have any questions or concerns, or would like an electronic version, do not hesitate to contact me. As a summer student, I will be available for consultation as of May 2, 2011. Until then, please direct all inquiries to my supervisor, Doug Gorringer, at extension 2040.

We sincerely thank you for your generous support,



Candice Benson  
Summer Camp Program Coordinator  
(613) 735-6866 ext. 2024  
[candice.benson@fcsrenfrew.on.ca](mailto:candice.benson@fcsrenfrew.on.ca)



# Family and Children's Services

County of Renfrew

## Darlene Aikens Memorial Summer Camp Program *Sending Kids to Camp Since 1980*

Since 1980, Family and Children's Services of Renfrew County has been providing the less privileged area children with the opportunity to participate in an organized summer camping experience. As each year passes, our search for the necessary funds to send these children to camp has become increasingly difficult. Last year, we were able to send 231 children from Renfrew County to local overnight and day camps. We are hoping to match or exceed that number this year. We must raise approximately \$57,000.00 this year in order to operate this program, but it cannot be done without your generous support.

We are asking for churches, service clubs, businesses and individuals in Renfrew County to help send local children to summer camp by sponsoring a child for a week of overnight or day camp. Overnight camps, on average, cost \$60/day, or \$300/week. Local day camps cost \$25/day, or \$125/week, on average.

Please consider sponsoring a week, or more, of summer camp for a deserving child in your area. With a small monetary donation, you can be responsible for creating new experiences, as well as friendships, and some wonderful memories for a child in our community. This thoughtful act will make an enormous difference in these children's lives, many of whom may not get the opportunity to experience camp without your help.

One hundred percent of money received in donations goes to sponsoring a child, as Family and Children's Services covers all operating and administrative costs. A tax receipt is issued for all donations.

It is my deepest hope that you will consider assisting the deserving children of Renfrew County by supporting the Summer Camp Program. Finally, I welcome the opportunity to speak in person about our wonderful program as well as offering any publicity you would like regarding a possible donation.

For more details on how to sponsor a child, please contact Candice at (613)735-6866 extension 2024, or by email at [candice.benson@fcsrenfrew.on.ca](mailto:candice.benson@fcsrenfrew.on.ca). As a summer student, I will be available for consultation as of May 2, 2011. Until this time, please direct all inquiries to my supervisor, Doug Gorringer, 613-735-6866, extension 2040.

We sincerely thank you for your generous support,

Candice Benson  
Summer Camp Program Coordinator



Deep River Science Academy®

National Excellence for Science Students

MAR 02 2011

20 Forest Avenue, PO Box 600  
Deep River, Ontario K0J 1P0  
Tel: (613) 584 4541 Fax: (613) 584 9597  
[info@drsa.ca](mailto:info@drsa.ca) [www.drsa.ca](http://www.drsa.ca)



[www.rcrsf.ca](http://www.rcrsf.ca) | [info@rcrsf.ca](mailto:info@rcrsf.ca)

Mayor David V. Thompson  
Town Deep River  
Box 400, 100 Deep River Rd  
Deep River, On  
K0J 1P0

Dear: Mayor Thompson

On April 9<sup>th</sup> 2011 the 37th annual Renfrew County Regional Science & Technology fair will be held at the Petawawa South Side Community Center. The fair is an important event for our region and has two main purposes; it serves to assist the scientific and teaching professions, in the County of Renfrew, with their active support of scientific progress and education among youth; and the event encourages young people in the county of to consider lifetime vocations in science and technology and to stimulate their minds to achieve a better understanding of the role of these fields in national and international affairs.

Each year, the Regional Science Fair Committee in conjunction with the DRSA hosts a science and technology fair where students from grade 8 -12 students present their Innovations and Scientific Experiments in 4 categories: Engineering & Computer Science, Health Sciences, Physical & Mathematical Science and Life Sciences. The projects are judged and prizes awarded for excellence in experimentation, innovation and study. Four students are then selected to represent Renfrew County at the Canada-Wide Science Fair, which is being held in May in Toronto, ON. The 2010 Team added one more awards to its credit at the recent Canada Wide Science Fair held in Peterborough. Rebeccah Sandrelli received the Gold Medal in Intermediate Environmental Innovation.

With this year's fair only 7 weeks away the Renfrew County Regional Science Fair Committee would like to extend an invitation for you to attend the fair to view the projects, talk to the young minds of the county and to see firsthand the talent that is all around us. Also, if possible, the fair committee would be grateful if you would assist us at the awards ceremony by presenting an award to a winning participant.

A VIP reception and orientation will be held at the Petawawa South Side Community Center 1578 Wolfe Avenue, Petawawa, ON at 15:00 after which you will have some free time to view projects and chat with the students. If you are interested in presenting an award the awards ceremony will be held at approximately 16:00 h.

Please RSVP by April 6th via e-mail to our fair day Coordinator, Jacquie Lydon, at [jlydon@rcrsf.ca](mailto:jlydon@rcrsf.ca)

Kindest regards

Mike Reardon

Director, Deep River Science Academy and  
Chair Renfrew County Science & Technology Fair Committee