

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

**COMMITTEE OF THE WHOLE**

**Wednesday, February 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**
  - 4.1 Municipal Insurance Policy – Bill Riley, MIS Insurance Services
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
    - 7.1.2 Armed Forces Family Recognition Day – Mayor Thompson
    - 7.1.3 Corporate Newsletter – Mayor Thompson
  - 7.2 Administration
    - 7.2.1 Administration Monthly Report
    - 7.2.2 2011ML002ISS – Procedural By-law Review
  - 7.3 Recreation
    - 7.3.1 Recreation Monthly Report
  - 7.4 Public Works
    - 7.4.1 Public Works Monthly Report
  - 7.5 Planning & Development
    - 7.5.1 Planning & Development Monthly Report
    - 7.5.2 2011JW001ISS – Revision to Tim Horton’s Site Plan  
**BE IT RESOLVED THAT** Council approve the revision to the original Tim Horton’s site plan agreement to include a patio as per the drawing submitted;  
**AND FURTHER THAT** Council direct the Manager of Planning and Development to prepare the amendment to the site plan for Council’s consideration;  
**AND FURTHER THAT** the amendment is conditional upon the sidewalk installation as per the original site plan agreement.

**7.5.3 2011JW002ISS – Chip Truck Location**

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

**7.6 Fire Department**

**7.6.1 Fire Department Monthly Report**

**8. RECOMMENDATIONS TO COUNCIL**

**9. CORRESPONDENCE**

**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.**

## February 2011

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

### Other Important Dates

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

## March 2011

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

### Other Important Dates


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



THE CORPORATION OF THE TOWN OF DEEP RIVER

DEPARTMENTAL REPORT - February 2011

ADMINISTRATION DEPARTMENT

<b>SUBJECT: ADMINISTRATION REPORT</b>		<b>REPORT NUMBER</b> <b>2011ML002DR</b>
<b>File Storage:</b> U:\mlarose\departmental reports\administration\2011ML002DR – February 2011		<b>PAGE 1 of 4</b>
<b>PREPARED BY: Michelle Larose</b>	<b>REVISION DATE: February 4, 2011</b>	
<b>CAO/Clerk SIGNATURE:</b> 	<b>FOR CONSIDERATION</b> <b>OPEN SESSION X</b> <b>CLOSED SESSION</b> <input type="checkbox"/>	
<b>REFERRED TO: Council Committee of the Whole – February 9, 2011</b>		
<b>ATTACHMENTS: NIL</b>		

The following is a summary of the activities of the Administration Department since January 8, 2011.

**Administration Department:**

1. The position of Director of Public Works was offered to Mr. Khizar Hayat. Mr. Hayat will commence his position with the Town of Deep River on February 14<sup>th</sup>, 2011.
2. Throughout the month of January, I worked with Paul Lance and Jackie Mellon on the Public Works operating budgets as well as the Water and Sewer budgets. Mr. Lance and Ms. Mellon have done a tremendous job filling the void during the transition period. The budgets will be reviewed with Mr. Hayat to become familiar with the operations and provide input.
3. January 13, 2011 - I attended a working group session that was organized by the Excellence in Manufacturing Consortium (EMC) at the Best Western in Renfrew. It was an excellent workshop called "*Idea Management: Employee Engagement – The Art of Unleashing and Maximizing Hidden Potential in your Workforce.*" It provided techniques to engage our staff in participation of coming together with ideas and solutions to improve on efficiencies within the organization. The goal was to have the employees take ownership to assist the company to work towards its goals thus promoting employee and customer satisfaction.
4. January 18<sup>th</sup>, 2011 – Met with Mayor Thompson and Manager of Recreation Shelly Cull to discuss the capital requirements of various facilities and review the Marina proposal for upgrades.

<b>SUBJECT: ADMINISTRATION REPORT</b>	<b>REPORT NUMBER 2011ML002DR</b>
<b>File Storage:</b> U:\mlarose\departmental reports\administration\2011ML002DR – February 2011	<b>PAGE 2 of 4</b>

5. January 19<sup>th</sup>, 2011:

I received a high level demonstration of USTI Asyst windows based program for the financial system. I will be arranging for an in depth webinar for the staff to participate in the demonstration where they will be able to ask specific questions on the modules in which they work with. We will be receiving a quotation to upgrade to a windows database in addition to the hardware requirements to facilitate the upgrade.

Paul Lance, Jackie Mellon and I, met with Andrew Buzza of Jp2g to discuss the application for the amendment of the Certificate of Approval in order to expand the Miller Road Landfill Site capacity. The work has commenced on this project.

6. January 20<sup>th</sup>, 2011

Attended and facilitated a Management meeting.

Fire Chief Hogue, Deputy Clerk, Dawn Recoskie and I met with the Fire Department staff to explain the events that had occurred with reference to the verbal Automatic Aid Agreement with the Town of Laurentian Hills. Discussions took place regarding potential options for the department moving forward that takes into consideration the level of service that the municipality is to deliver to the community and the health and safety of our staff in the performance of their duties.

7. January 24<sup>th</sup>, 2011

Paul Lance, Jackie Mellon, Brad Sweet (OCWA) and I, met to review the work plan and costs associated with the water and sewer plants. The water and sewer operating budgets were also completed and submitted to the Treasurer for the preliminary budget meeting review.

<b>SUBJECT: ADMINISTRATION REPORT</b>	<b>REPORT NUMBER 2011ML002DR</b>
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8. January 25<sup>th</sup>, 2011

I attended the AECL breakfast meeting at the Bear's Den. Managers from various departments of the company were present and provided an update as to what their areas of operations are responsible for.

I met with Colin Evans of Abilita to review the last quarter statistics for telephone, long distance and cell phone usage for the Town of Deep River. The comprehensive review of our system and savings program is now coming to an end with the option of entering into a new agreement for the ongoing maintenance and reporting. A proposal will be forthcoming from Mr. Evans for review.

9. January 27, 2011

I attended the Meeting Series session in Renfrew. The session was part of the Councillor Training offered through the Association of Municipalities of Ontario. It was a very informative session in that there was excellent dialogue and participation from the participants.

10. January 31, 2011

At the request of Dennis Gannon of the Fire Marshal's Office the municipalities of Deep River and Laurentian Hills met once again to see if an Automatic Aid Agreement could still be brokered. The outcome of the meeting resulted in no change and that the verbal automatic aid agreement would terminate a 12:00 a.m. February 1, 2011. Those in attendance were Mayor Thompson, Councillor Carroll, Fire Chief Hogue, myself (Michelle Larose, CAO) and from Laurentian Hills, Mayor Rabishaw, Fire Chief Waito and CAO/Clerk Wayne Kirby.

Following that meeting, Mr. Gannon met with the representatives of Deep River to review the draft recommendations of the Fire Marshal's review of our fire department operations. Mr. Gannon advised that the final report would be sent to the Town by the end of the week.

11. February 1, 2011

I met with the Deep River Firefighters Association along with their area representative to discuss recent directives given to the staff of the fire department. The Association indicated that it would be willing to assist the Municipality in any way it can. A request was made for Firefighter Lindsay Meilleur to attend the Part I certification training under the Occupational Health and Safety Act. The request was approved and Mr. Meilleur will be attending the training from February 7-10<sup>th</sup>, 2011.

<b>SUBJECT: ADMINISTRATION REPORT</b>	<b>REPORT NUMBER 2011ML002DR</b>
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12. February 3, 2011

The Budget Committee met for the first preliminary meeting to discuss the 2011 preliminary operating budget. Councillor Carroll was selected to chair the committee. The budget process was discussed and the committee decided on a preliminary action plan. The next meeting has been scheduled for February 28, 2011.

13. Work is continuing on an ongoing basis to meet Section 21 of the Occupational Health and Safety Act as it pertains to the Fire Department requirements for procedures.

**Building Department:**

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

January 2011  
Building Permit Report

No.	Date	Permit #	Construction Location	Use	Description of work	Construction Value	Fees			
							Bldg	Plumb	Demo	Septic
1	JAN 03-	B11-001	30 FRONTENAC	RES	RENOVATIONS	\$7,000	\$73.00			
2	Jan-28	B11-002	32938 HWY 17	COM	CHANGE OF USE	-	40			
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
					TOTAL	\$7,000.00	\$113.00	\$0.00	\$0.00	\$0.00
					TOTAL FEES	\$113.00				

**BUILDING PERMITS ISSUED IN 2011**

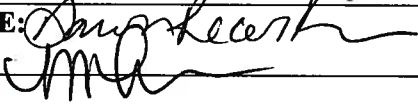
2011	2011															2010	
	Institution/ Government Permit Value	Residential Permit Value	Commercial Permit Value	Industrial Permit Value	Zoning Letters Issued #	Zoning Letter Fees	Septic Letter Fees	Total Construction Value	Demolition Fees Collected	Total Monthly Permits	Building Fees Collected	Plumbing Fees Collected	Septic Fees Collected	Change-of-Us 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																\$324,704	\$1,185.00
Year-to-date																\$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	2
2010	34
2009	21
2008	3
2007	6
2006	2



THE CORPORATION OF THE TOWN OF DEEP RIVER

ISSUE REPORT

<b>SUBJECT: Procedural By-law</b>		<b>REPORT NUMBER 2011ML002ISS</b>
<b>File Storage: U:/mlarose/Issue Reports/Administration/2011/201ML002ISS Procedural By-law</b>		<b>PAGE 1 of 1</b>
<b>PREPARED BY: Dawn Recoskie and Michelle Larose</b>	<b>REVISION DATE: February 7, 2011</b>	
<b>SIGNATURE:</b> 	<b>FOR CONSIDERATION OPEN SESSION      X      CLOSED SESSION <input type="checkbox"/></b>	
<b>REFERRED TO: COUNCIL</b>		
<b>ATTACHMENTS:      Draft Procedural By-law</b>		

**BACKGROUND:**

The last time the procedural by-law was reviewed and passed was in August of 2008. Since that time, the procedural by-law was put on the Action/Outstanding list for additional review in hopes of developing a more comprehensive document that outlined the procedures to be followed.

**ISSUES AND OPTIONS:**

BY-LAW #14-2008 is the procedural by-law that Council uses currently.

Attached is a draft procedural by-law that Administration has developed for Council discussion and possible revisions to the document.

**FINANCIAL IMPLICATIONS:**

Committees and Local Boards are in effect Committees of Council and as such could be subject to the notice provisions that the Municipality has in place for meeting notifications. Traditionally the notice for such meetings was seldom advertised either on the local website or in the local newspaper. When reviewing the Notice Policy, should there be revisions that require notice in a local newspaper, there would be a cost associated with the advertisement.

**RECOMMENDATION:**

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

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.

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

- (a) any matter marked “confidential” by Staff;
- (b) any matter 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.

**“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.

**“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.

**“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.

**“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.

**“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.

**“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 vote where at least two-thirds of the members present, and eligible to vote, vote in the same manner.

**“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** Committee may not pass a motion to suspend the rules of this By-law.
- 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 shall apply.

### **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.

## **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.
- 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.
- 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.
- 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 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.

## **4.2 Questions**

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

**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.

## **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.

## **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;
- (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** 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.
- 4.5.3** No Member shall interrupt a Member who is speaking, except 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 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.

**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

### **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.

### **5.3 Committee of the Whole Meetings**

**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.

**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.

## **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.

### **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.

## **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.

## **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.
- (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 in accordance with Section 5.9 for a term not exceeding 24 months.

**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

**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**

**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.

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

- 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.

- 5.10.14 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.
- 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.
- 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 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.
- 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.

**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

## **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

#### **6.2 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** The CAO/Clerk shall determine the appropriate meeting at which items of business shall be considered in accordance with this By-law.
- 6.2.3** 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.
- 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.

## **6.4 Delegations and Presentations**

### **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.
- 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** 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.
- 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.
- 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.

**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 shall not be considered unless it is of an emergency, time sensitive, congratulatory or condolence nature.

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

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

## **7.0 COMMENCEMENT AND ADJOURNMENT OF MEETINGS**

### **7.1 Quorum**

- 7.1.1** 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.
- 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.
- 7.1.3** The Chair shall call the meeting to order as soon after the hour fixed for the holding of the meeting that 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.
- 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.
- 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.
- 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.
- 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.

**7.2 Recess**

**7.2.1** At a Council meeting, a verbal 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.

## **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 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.
- 8.1.2** For Council and Committee of the Whole meetings, a motion shall be formally moved and seconded before 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.
- 8.1.4** A Motion for Council and Committee of the Whole meetings shall be reduced to writing and shall contain the signatures of the mover and seconder.
- 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.
- 8.1.6** Every Member present is entitled to vote on every motion, unless the Member has declared a pecuniary interest.
- 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.
- 8.1.8** The Chair shall vote on all motions.
- 8.1.9** After a motion has been duly moved, seconded, and read, it shall immediately be open to debate. The mover shall have the opportunity to make the introductory and closing remarks thereon.
- 8.1.10** No Member shall speak more than twice until every Member has had an opportunity to speak towards the motion.
- 8.1.11** Any Member may request that any motion under debate be repeated by the CAO/Clerk for the benefit of clarification but not so far as to interrupt a Member while speaking.

- 8.1.12 A motion on which the voting results in a tie shall be considered lost.
- 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.
- 8.1.17 No vote shall be taken at any meeting by any method of secret voting, except where permitted or required by law.
- 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.

## **8.2 Reconsideration of a Motion**

### **8.2.1 General Provisions**

- 8.2.1.1 Reconsideration of a motion shall only be permitted at Council meetings.
- 8.2.1.2 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.
- 8.2.1.3 A motion to reconsider may be seconded by any Member.
- 8.2.1.4 No original motion shall be reconsidered more than once, during a two year period.
- 8.2.1.5 No motion to reconsider shall be presented more than once.
- 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 as the next order 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 considered 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 considered as a result of an affirmative motion of reconsideration shall proceed as though it had never previously been voted on.

## **8.2.5 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.

**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.

### **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 and announce the results of the vote.

### **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.

**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.
- 8.4.8** When the matter has been determined to be a point of privilege, the Member shall be afforded an opportunity to propose a motion in relation to that point of privilege.
- 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.

## **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.

## **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.

**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**

**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**

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.

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Mayor

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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.: \_\_\_\_\_

**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))*

Closed Session Motion Form  
(EDUCATION & TRAINING)

- |                                                 |                        |
|-------------------------------------------------|------------------------|
| <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 hold a meeting under subsection 3.1 of the Municipal Act, 2001 for the purpose of educating or training the members with regards to \_\_\_\_\_;

**AND THAT** at this meeting no member will discuss or otherwise deal with any matter in a way that materially advances business or decision-making of the council, local board or committee.

**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(3))*

**SCHEDULE "B" TO BY-LAW XX-2011**  
**Declaration of Direct or Indirect Pecuniary Interest Form**

- Council
- Committee of the Whole
- Other \_\_\_\_\_

DATE: \_\_\_\_\_

AGENDA ITEM NO.: \_\_\_\_\_

NAME OF MEMBER: \_\_\_\_\_

I, \_\_\_\_\_ declare a pecuniary interest on item

\_\_\_\_\_

because \_\_\_\_\_.

\_\_\_\_\_  
Signature of Member

*(Municipal Conflict of Interest Act, 1990, c.M. 50, s.5)*



**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:** \_\_\_\_\_  
CAO/Clerk

**DATE:** \_\_\_\_\_

**COMMENTS:** -

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**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> DR
<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>		

**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 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	<b>NO</b>	* shall always be in order except when a Member is speaking or the Members are voting * shall require a two-thirds vote of the Members present

<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>Recess</b>	<b>YES</b>	<b>NO</b>	* shall be resolved prior to any other motion being moved	* the meeting shall recess	* the meeting shall not recess	<b>TIME ONLY</b>	* shall be in order if no question is pending
<b>Withdraw</b>	<b>YES Mover &amp; Seconded of the main motion</b>	<b>NO</b>	* shall receive disposition prior to any other motion being presented	* the motion is withdrawn	* vote on the main motion	<b>NO</b>	* majority vote * shall be in order if decision has not been made
<b>Close Debate (Call the Question)</b>	<b>YES</b>	<b>NO</b>	* shall apply to the motion or amendment under debate	* Council shall immediately vote on the question without further debate or comment	* debate shall continue	<b>NO</b>	* shall not be permitted in any committee * shall require two-thirds vote of the Members present
<b>Defer (Postpone/ Table)</b>	<b>YES</b>	<b>YES DATE AND TIME ONLY</b>	* shall be resolved prior to the main motion * shall be resolved prior to the preceding motion	* no further debate until motion returns to the agenda	* vote on the main motion	<b>YES DATE AND TIME ONLY</b>	* shall not include qualifications or additional statements * shall preclude amendment, but not debate, to the preceding motion until the motion to defer to a certain date and/or time is resolved

<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>Refer (Commit)</b>	<b>YES</b>	<b>YES</b>	* shall preclude any amendment or debate to any previous motion unless resolved in the negative	* there shall be no further debate	* vote on the main motion	<b>YES</b>	* shall state the committee, employee or solicitor of the Corporation to which the matter shall be referred
<b>Amend Main Motion (Primary Amendment)</b>	<b>YES</b>	<b>YES</b>	* 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	<b>YES</b>	* shall not propose a negative to the main motion * shall not propose two distinct proposals of amendment to the main motion * shall not change the intent of the main motion * shall have only one motion to amend the main motion at one time

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
<b>“Friendly” Amendment</b>	<b>YES</b>	<b>YES</b>	* 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	<b>NO</b>	<ul style="list-style-type: none"> <li>* shall not propose a direct negative to the main motion</li> <li>* shall not propose two distinct proposals of amendment to the main motion</li> <li>* shall not change the intent of the main motion</li> <li>* shall have only one motion to amend the main motion at one time</li> <li>*voted on formally unless adopted by unanimous consent</li> </ul>

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	* Council shall vote on the primary amending motion as amended	* vote on the primary amending motion * propose a secondary amendment	NO	<ul style="list-style-type: none"> <li>* shall not propose a direct negative to the primary amending motion</li> <li>* shall not propose two distinct proposals of amendment to the primary amending motion</li> <li>* shall not change the intent of the primary amending motion</li> <li>* shall have only one motion to amend the primary amending motion at one time</li> <li>*an amendment of the third degree is not permitted</li> </ul>

<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>Defer Indefinitely (Postpone/ Table Indefinitely)</b>	<b>YES</b>	<b>YES</b>	* shall be resolved prior to the main motion * shall be resolved prior to any preceding motion	* the preceding motion and any amendments thereto shall be removed from Council's consideration indefinitely * the motion to defer indefinitely may be reconsidered	* disposition of the main motion * cannot put forward another motion to defer indefinitely regarding the main motion	<b>NO</b>	* shall not include qualifications or additional statements * shall preclude amendment, but not debate, to the preceding motion until the motion to defer indefinitely is resolved
<b>Divide</b>	<b>YES</b>	<b>YES</b>	* shall receive disposition prior to the main motion	* the debate and vote shall be on separate and distinct proposals from the main motion	* disposition of the main motion in its entirety	<b>YES</b>	* shall only be in order when the main motion to be divided contains two or more separate and distinct proposals * divide when pecuniary interest declared
<b>Main</b>	<b>YES</b>	<b>YES</b>	N/A	* the motion is carried	* the motion is defeated	<b>YES</b>	* majority vote unless otherwise provided



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

**RECREATION DEPARTMENT**

<b>SUBJECT: Monthly Report for February</b>		<b>REPORT NUMBER</b> <i>2011SC002DR</i>
<b>File Storage:</b>		<b>PAGE 1 of 2</b>
<b>PREPARED BY: Shelly Cull</b>	<b>REVISION DATE:</b>	
<b>MANAGER SIGNATURE:</b> <i>Shelly Cull</i>	<b>FOR CONSIDERATION</b> OPEN SESSION <input type="checkbox"/> CLOSED SESSION <input type="checkbox"/>	
<b>REFERRED TO:</b>		
<b>ATTACHMENTS:</b> 13 <sup>th</sup> Annual Winter Carnival Schedule March Break Family Fun Days Schedule FYI- 2010/2011 Ice Rates for Renfrew County, Pool Rates for Renfrew County		

**PROGRAMS:**

The six week mini -winter swimming program began on January 30<sup>th</sup>. This session we are offering the Bronze Medallion and Bronze Cross class which have sufficient enrolment to run the program. The department also offered a First Aid Course on February 5 and 6<sup>th</sup> to the general public.

Classes	2011 (61)	2010 (76)
Privates	15	11
Group Classes	31	44
Leadership	14	12
Adult	1	2
Non Residents participating	18	7

**Jr. Grant Instructional Grant**

The Jr. Instructional Grants are made available in the month of February. The recreation department will have the applications ready for pick up at the Town Hall front counter or it can be found on the Town's website on Friday, February 18, 2011 with the deadline of April 15<sup>th</sup> at 5:00 pm. The clubs will have eight weeks to complete the applications. Notices will be given in the NRT and on the Town's website of this grant opportunity.

**13<sup>th</sup> Annual Winter Carnival**

The winter carnival is being held this weekend. A copy of the event schedule was placed in the NRT and is posted on the Deep River website. Additional copies of the schedule can be found at all facilities operated by the Town. I encourage everyone to come on out and participate in the great events which are being offered by Community Clubs, Organizations and the Recreation Department.

**March Break Family Fun Days**

The family fun days will be held on March 14 to March 20<sup>th</sup>. The preparations for this week are completed. All sponsorship opportunities have been filled. A schedule of activities will be posted in the March 9<sup>th</sup> edition of the NRT and have already been placed on the Town's website.

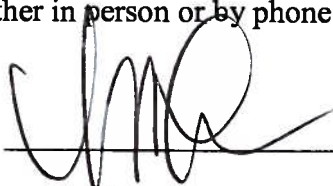
**Fossils Hockey Tournament**

The tournament is being held on February 25- 26<sup>th</sup> at the Deep River Arena. Rental of Ice Only.

**Summer Student Employment**

The summer student employment ad for 2011 for recreation positions will be place in the NRT on February 9<sup>th</sup>, 23<sup>rd</sup> and March 9<sup>th</sup> to reach all the students while they are on their reading weeks. The ad will also be posted on the Town's employment web page. The recreation department has 16 recreation program/maintenance positions and 12 aquatic positions available. The deadline for applications will be March 23<sup>rd</sup>. Interviews will take place after the closing date for the positions either in person or by phone. (for the College/University students)

**REVIEWED BY:**

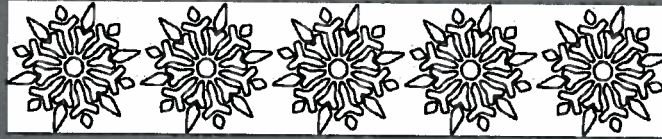
  
\_\_\_\_\_  
CAO/Clerk

**DATE:**

Feb 7 | 11

**COMMENTS:**

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**13<sup>th</sup> ANNUAL  
DEEP RIVER  
WINTER CARNIVAL**



<b>A pre carnival event Wednesday, Feb 9<sup>th</sup> 1:00 p.m.</b>	<b>Friends of the Library - Valentines Bridge (limited tickets available)</b>	<b>Deep River Library</b>	<b>Library-584-4244</b>
-----------------------------------------------------------------------------	-----------------------------------------------------------------------------------	---------------------------	-------------------------

	<b>FRIDAY, FEBRUARY 11<sup>th</sup></b>	
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<b>Friday to Sunday</b>	<b>Active 2011 Teen Photo Contest (through the eyes of a teen) Prizes for you and 5 friends Sponsored by: Logos Land Resort</b>	<b>Contest Guidelines <a href="http://www.deepriver.ca">www.deepriver.ca</a> contest closes Mon, Feb 14</b>	<b>Recreation Dept. 584-2000 Ext. 103</b>
<b>8:30 - 3:30 p.m.</b>	<b>School Snow Sculpture Challenge</b> The more schools involved the more fun the challenge will be.		<b>Recreation Dept. 584-2000 Ext. 103</b>
<b>9:00 - 9:50 a.m.</b>	<b>Parent &amp; Tot Skate</b>	<b>Deep River Arena</b>	<b>Recreation Dept. 584-2000</b>
<b>10:00 - 11:00 a.m.</b>	<b>Senior Public Skate (bring a guest for free)</b>	<b>Deep River Arena</b>	<b>Recreation Dept. 584-2000</b>
<b>11:00-12:00 p.m.</b>	<b>Carnival Senior Skate – POTLUCK &amp; SWEET TREATS</b>	<b>Deep River Arena (Mezzanine)</b>	<b>Recreation Department</b>
<b>6:30 – 8:30 p.m.</b>	<b>Family Swim – (regular admission applies)</b>	<b>Deep River Community Pool</b>	<b>Recreation Dept. 584-2000 Ext. 103</b>
<b>7:00 - 9:00 p.m.</b>	<b>Winter Carnival Pre-teen Dance (FREE Admission) Ages 10-13 – Digital Paradise Disc Jockey Service</b>	<b>Deep River Arena Mezzanine</b>	<b>Recreation Dept. 584-2000 Ext. 103</b>
<b>7:00 - 9:30 p.m.</b>	<b>2 for 1 Ski Lift Passes</b>	<b>Mount Martin Ski Hill</b>	<b><a href="http://www.mountmartin.ca">www.mountmartin.ca</a></b>
<b>8:00 p.m.</b>	<b>Live Acoustic Music with Sam Sullivan</b>	<b>The Bear’s Den</b>	<b>Scott Blimke 584-9795</b>
<b>9:30 – Midnight</b>	<b>Winter Carnival Teen FORMAL Dance (FREE Admission) Ages 14-18 - Digital Paradise Disc Jockey Service</b>	<b>Deep River Arena Mezzanine</b>	<b>Recreation Dept. 584-2000 Ext. 103</b>

**SATURDAY, FEBRUARY 12<sup>th</sup>**

9:00 - 4:30 p.m.	<b>Curl for Cancer</b> A one day bonspiel	Deep River Curling Club	Chris Moore 584-4245 Bob French 584-4619
10:00 -2:00 p.m.	<b>Ice Fishing Tournament</b> \$10 per person - Kids under 14 are free with adult supervision	Tack Point	Brian 584-9673 Stef 635-6131 Parkline Sportsman's Club Fundraiser
12:00 -1:00 p.m.	<b>Auto Extrication Demonstration</b>	Hill Park	Deep River Fire Department
1:00 - 1:30 p.m.	<b>Chili Cook-Off</b> (entry forms available at Town Hall)	Hill Park	Recreation Dept. 584-2000 Ext. 103
1:00 - 3:00 p.m.	<b>WINTER ON THE HILL</b> Sliding, Tubing, Skating, Games, Free Horse drawn Sleigh Rides and the famous Donut Eating Contest.	Hill Park Sponsored by: Giant Tiger & the Recreation Department	Recreation Dept. 584-2000 Ext. 103
1:00 - 4:00 p.m.	<b>2 for 1 Lift Pass</b>	Mount Martin Ski Hill	www.mountmartin.ca
1:30 p.m.	<b>Chili Lunch-\$5.00</b> Sponsored by: Laurentian Dairy, Fleury's valu-mart and the Deep River Recreation Department	Hill Park	Recreation Dept. 584-2000 Ext. 103
2:00 - 3:00 p.m.	<b>FREE Admission Public Skate</b> Sponsored by: James J. Hickey Realty	Deep River Arena	Recreation Dept. 584-2000 Ext. 103
3:30 - 5:00 p.m.	<b>FREE Admission Public Swim</b> Sponsored by: Wellspring Dental	Deep River Community Pool	Recreation Dept. 584- 2000
5:00 - 8:00 p.m.	<b>Treat your sweetheart to a Powered by Pasta Dinner.</b> Tickets - Adults \$15.00 /Youth \$12	Deep River Legion Candu Swim Club Fundraiser	Meggan Vickard 584-9366
8:00 p.m.	<b>Comedy &amp; Improv with Rick Wharton</b>	The Bear's Den	Scott Blimke 584-9795

**SUNDAY, FEBRUARY 13<sup>th</sup>**

9:00 a.m. to Noon	<b>Legion Pancake Breakfast</b>	Deep River Legion	584-4066
10:30 a.m.	<b>Guided Snowshoeing</b> Four Seasons Trails	DRXC Chalet	Ray Metcalfe 584-3877
11:00 -12:00 p.m.	<b>Little Rays Reptile Zoo. Endangered Ontario</b> Free Presentation	Deep River Arena Mezzanine	Recreation Dept. 584-2000 Ext. 103
12:45 - 1:45p.m	<b>Experience the Magic with Michael Bourada</b> Mackenzie High School (child's Auditorium) Tickets available at Town Hall Adults \$10/Youth (3 to 18 years) \$8/Children under 2 (free) Family rates available		Recreation Dept. 584-2000 Ext. 103
1:00 - 4:00 p.m.	<b>2 for 1 Lift Pass</b>	Mount Martin Ski Hill	www.mountmartin.ca
2:00 - 2:50 p.m.	<b>FREE Admission Public Skate</b> Sponsored by: Fleury's valu-mart	Deep River Arena	Recreation Dept. 584-2000
3:30 - 5:00 p.m.	<b>FREE Admission Public Swim</b> Sponsored by: Fraser's Clothes Shop	Deep River Community Pool	Recreation Dept. 584-2000



**MARCH BREAK FAMILY FUN DAYS  
ACTIVITY SCHEDULE  
MARCH 14-21, 2011**



DAY	TIME	EVENT	LOCATION	CONTACT
<b>Monday</b> March 14	9:00-11:30 am	FEN-Ontario Early Years Satellite Drop-Ins	Chalk River	589-2540
	10:00 -11:00 am	Senior Public Skate	Deep River Arena	Recreation Dept. 584-2000
	11:10-12:00 pm	<b>Fleury's valu-mart Free Admission Public Skate</b>	Deep River Arena	Recreation Dept 584-2000 x 103
	1:00-2:00 pm	<b>Home Hardware's Free Admission Public Swim</b>	Deep River Community Pool	584-2112
	2:00 - 4:00 pm	Ski & Snowboard	Mount Martin	584-2809
<b>Tuesday</b> March 15	9:00-11:30 am	FEN-Ontario Early Years Satellite Drop-Ins	Point Alexander	584-3114
	11:10-12:00 pm	<b>Tim Horton's Free Admission Public Skate</b>	Deep River Arena	Recreation Dept 584-2000 x 103
	1:00-2:00 pm	<b>Tim Horton's Free Admission Public Swim</b>	Deep River Community Pool	584-2112
	2:00 - 4:00 pm	Ski & Snowboard	Mount Martin	584-2809
	3:30 - 4:20 pm	<b>Youth Shinny Hockey -\$1.00 Bring your friends &amp; equipment</b>	Deep River Arena	Recreation Dept 584-2000 x 103
<b>Wednesday</b> March 16	9:00-11:30 am	FEN-Ontario Early Years Satellite Drop-Ins	Chalk River	589-2540
	10:00-11:00 am	Senior Public Skate	Deep River Arena	Recreation Dept 584-2000 x 103
	11:10-12:00 pm	<b>Deep River Police Association Free Admission Public Skate</b>	Deep River Arena	Recreation Dept 584-2000 x 103
	1:00-2:00 pm	<b>Scotia Bank Free Admission Public Swim</b>	Deep River Community Pool	584-2112
	2:00 - 4:00 pm	Ski & Snowboard	Mount Martin	584-2809
<b>Thursday</b> March 17	10:00-11:00 pm	<b>Organized Games &amp; Crafts for children (5-12 yrs)</b> parents/guardians are asked to assist with crafts activities	Deep River Mezzanine	Recreation Dept 584-2000 x 103
	11:10-12:00 pm	<b>Investors Group Free Admission Public Skate</b>	Deep River Arena	Recreation Dept 584-2000 x 103
	2:00 - 4:00 pm	Ski & Snowboard	Mount Martin	584-2809
	6:30-7:30 pm	<b>\$1.00 Pack The Pool Night \$1.00 LOONIE SWIM</b>	Deep River Community Pool	584-2112
<b>Friday</b> March 18	9:00-9:50 am	<b>Free - Parent &amp; Tot Skate (ages 5 &amp; under)</b>	Deep River Arena	Recreation Dept 584-2000 x 103
	9:00-11:30 am	FEN-Ontario Early Years Satellite Drop-Ins	Point Alexander	584-3114
	9:00-11:30 am		Chalk River	589-2540
	10:00-11:00 am	Senior Public Skate	Deep River Arena	Recreation Dept 584-2000 x 103
	11:10-12:00 pm	<b>Wellspring Dental Free Admission Public Skate</b>	Deep River Arena	Recreation Dept 584-2000 x 103
	2:00 - 4:00 pm	Ski & Snowboard	Mount Martin	584-2809
<b>Saturday</b> March 19	6:30-8:00 pm	<b>Moms Swim for Free Family Swim</b>	Deep River Community Pool	584-2112
	2:00-3:00 pm	<b>Deep River Firefighters Association Free admission Public Skate</b>	Deep River Arena	Recreation Dept 584-2000 x 103
	2:00 - 4:00 pm	Ski & Snowboard	Mount Martin	584-2809
<b>Sunday</b> March 20	3:30-5:00 pm	<b>Public Swim</b> \$3.00/adult \$2.00/student \$8.00/family	Deep River Community Pool	584-2112
	2:00-2:50 pm	<b>Laurentian Dairy Free admission Public Skate</b>	Deep River Arena	Recreation Dept 584-2000 x 103
	1:00 - 4:00 pm	Ski & Snowboard	Mount Martin	584-2809
	3:30-5:00 pm	<b>Laurentian Dairy Free Admission Public Swim</b>	Deep River Community Pool	584-2112

Recreational March Break Swimming & Skating Schedules are available for pick up at the Pool, Arena and Town Hall or visit [www.deepriver.ca](http://www.deepriver.ca) (under Town Hall/Recreation)  
**FOR MORE INFORMATION PLEASE CALL THE RECREATION DEPARTMENT 584-2000 EXT 103**

**2010/2011 ICE RATES (plus taxes)**

	Minor Regular	Minor Non-Prime	Skating Club	Adult Prime	Adult Non-Prime	Boards of Education	Out-of-Town Prime	Out-of-Town Minor	Out-of-Town Adult	Tournaments Special Rate	Military	User Fee Ind.	Family	Children
<b>Madawaska Valley</b>	\$88.00	-	-	\$125.00	-	-	-	-	-	-	-	\$75.00	-	-
<b>Arnprior</b>	\$109.70	\$93.25	-	\$146.25	\$124.31	-	\$197.45	-	\$167.84	Yes - see attached	-	-	-	-
<b>Bonnechere Valley</b>	\$88.50	-	-	\$132.75	-	-	-	-	-	-	-	\$250.00	-	-
<b>Deep River</b>	\$64.73	-	\$59.30	\$118.57	\$76.19	\$28.50	-	-	-	-	-	-	-	-
<b>Pembroke</b>	\$90.00	-	-	\$120.00	\$90.00	\$90.00	\$120.00	-	-	-	-	\$14.00	\$35.00	-
<b>Petawawa (Civic Centre)</b>	\$80.95	\$55.24	-	\$133.33	\$90.48	-	-	-	-	\$2,900.00	-	-	-	-
<b>Petawawa (Silver Dart)</b>	\$80.53	-	-	\$132.75	-	-	-	-	-	-	\$70.80	n/a	-	-
<b>Renfrew</b>	\$85.50	-	-	\$152.00	-	-	-	\$146.00	\$178.00	-	-	\$124.00	-	\$124.00
<b>Whitewater (Beachburg)</b>	\$88.50	-	-	\$110.62	-	-	-	-	-	-	-	-	-	-
<b>Whitewater (Cobden)</b>	\$88.50	-	-	\$115.05	-	-	-	-	-	-	-	-	-	-
<b>Whitewater (Westmeath)</b>	\$88.50	-	-	\$110.62	-	-	-	-	-	-	-	-	-	-

\*\* SEE NOTES (ATTACHED)

Pool Rental Comparison in Renfrew County

H.S.T not included

	Deep River	Pembroke	Arnprior
<b>Rentals</b>			
Regular	85.47 includes two guards	(1-50 people) \$72.00 (51-100 people \$95	79.06 without staff/ \$28.78 per guard
Minor/Club	36.50 includes one guard		club 66.88
Swim Meet	80.00 includes two guards		
Schools	36.50 includes one guard (rec swims)	96.00 (lessons)	94.75 includes 1 staff
Additional Guards	12.54 per guard	\$26.00	\$28.78
Instructional Swim Rentals			167.73 without staff/ staff 34.05 r ratio of 1:10
Out of Town Rates		*	*
Candus Masters	11.30 per lane		
Membership Rates	*	*	*



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

**PUBLIC WORKS DEPARTMENT**

<b>SUBJECT: Monthly Report</b>		<b>REPORT NUMBER</b> <i>2011JM002DR</i>
<b>File Storage:</b>		<b>PAGE</b> 1 of 2
<b>PREPARED BY: Jackie Mellon</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: Council</b>		
<b>ATTACHMENTS:</b>		

**OPERATIONS**

- Winter Operations:

	Overtime
Snow Control (includes sidewalks)	96 hours
Sanding	19 hours
Total	115 hours

- Two demo loaders (Volvo, John Deere) were on loan to the Public Works department for testing and comparison purposes prior to making a purchase. Each company has submitted a price which remains valid for thirty (30) days from the February 2<sup>nd</sup> submission date. The prices submitted are very close and offer the same features. Consideration will also be given to durability and service provided.
- Meeting with Andrew Buzzza of Jp2g Consultants, Inc. on Jan. 24<sup>th</sup> to discuss annual monitoring and project management of the Miller Road Landfill site.

**WATER:**

- The first Drinking Water Works Permit and Municipal Drinking Water License for the Town's Drinking Water System have been received. In May of 2007, the Ministry of the Environment began a transition from an approvals process referred to as the Certificate of

<b>SUBJECT: Monthly Report</b>	<b>REPORT NUMBER 2011JM002DR</b>
<b>File Storage:</b>	<b>PAGE 2 of 2</b>

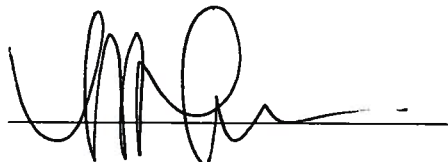
Approval (C of A) Program for municipal drinking water systems, to the new Municipal Drinking Water Licensing Program as per the *Safe Drinking Water Act, 2002* (SDWA). C of A's provided the authority to establish or alter, as well as operate a drinking water system. Through the Licensing Program, the authority to establish or alter a system is provided through a Drinking Water Works Permit (DWWP), and the authority to use or operate is provided through a Drinking Water License.

- Received the Ontario Clean Water Agency (OCWA) proposal for services to operate the Town's Distribution System. Proposal to be reviewed by the Director of Public Works.
- Repaired two (2) broken water mains. Forty-Seven (47) hours O/T.
- Repaired three (3) residential service lines.
- Sludge trailer at Water Treatment Facility was dumped ten (10) times.

**SEWER:**

- Unplugged nine (9) sewer house laterals.

**REVIEWED BY:**

  
CAO/Clerk

**DATE:**

Feb 7/11

**COMMENTS:**

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

**Planning and Development DEPARTMENT**

<b>SUBJECT:</b> Planning and Development Monthly Report - January 28, 2011		<b>REPORT NUMBER</b> 2011JW001
<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> <b>OPEN SESSION</b> <input checked="" type="checkbox"/> <b>CLOSED SESSION</b> <input type="checkbox"/>	
<b>REFERRED TO:</b> Committee of the Whole		
<b>ATTACHMENTS:</b> 1. Draft Economic Development Minutes 2. Housing Committee Minutes from January 6, and Draft Minutes from January 26 3. Official Plan Meeting Draft Minutes		

1. January 06, 2011 – Initial Housing Committee meeting – Minutes are attached. The meeting included a discussion with the owner (in partnership) of a potentially important development property. Terry Myers was picked to chair the committee and Terms of Reference for the committee were discussed.
2. January 08 – Met with a developer, his engineer and Mayor Thompson to discuss a variety of opportunities for development in Deep River.
3. January 10 – Met with a new member of the Committee of Adjustment to discuss a severance file and a minor variance.
4. January 12 – Met with the Chamber of Commerce executive to review proposed by-law changes.
5. January 12 – Met with Doug Connelly (Graphic Designer) concerning a one page advertising design for the Petawawa Welcome book. This book is given to all incoming Military personnel to Base Petawawa.
6. January 12 - Met with Terry Myers (Chairman of the Housing Committee) to identify potential development properties for the committee to review and discuss at the next committee meeting.
7. January 14 – Met with a group of Economic Development people from throughout Renfrew County to discuss the possibility of developing a business incubator in Renfrew County. The investigation is being spearheaded by the Renfrew County Community Futures Development Corporation. CFDC's elsewhere in Eastern Ontario have contributed funds to incubators, so they are interested in seeing if it can work here. This was the second meeting of this group. I expect there will be a few more.

8. January 17 – This was the first meeting of the Official Plan Review committee. Daniel Banks was appointed chairman of the committee. The Committee drafted a terms of reference and reviewed and modified Sections one and two of the Official Plan. The Committee will address Section three at the next meeting on February 10<sup>th</sup> and review changes to Sections 1 and 2.
9. January 19 – EXPO 150 meeting in Pembroke. This was a Commercial Business Exhibits team meeting. As of the meeting 76 businesses had signed up for EXPO 150.
10. January 21 – Meeting regarding zoning issues related to a large property in the east end.
11. January 21 – Meeting some people who have shown an interest in history regarding the municipal display for EXPO 150 (Journey through Time). Contact with Nancy Champaign Skue was suggested as Nancy has helped Head Clara and Maria with a number of history oriented projects.
12. January 24 – Evening training session for the Committee of Adjustment attended by Doug Rodgers, Wendy Murphy and Paul Rochefort. This session was run by Bruce Howarth of the County Planning Department and was very beneficial.
13. January 25 - AECL Breakfast Meeting – This was AECL’s quarterly community update. The general tone of the meeting was very upbeat, but there is still uncertainty about the sale of the Candu Division and the potential private sector management of CRL.
14. January 25 - Area Economic Development meeting – Draft minutes attached. The Committee agreed to include contribution amounts for Head Clara and Maria and Laurentian Hills in the Terms of Reference.
15. January 27 - Meeting with Nancy Champaign Skuce to discuss municipal display options for the Deep River Area for Expo 150.

**REVIEWED BY:**



CAO/Clerk

**DATE:**

Feb 4/11

**COMMENTS:**

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## Minutes

### Joint Economic Development Meeting

January 25, 2011

Deep River Town Hall

7:00PM – Room 208

Present: Mary MacCafferty – Deep River – Chair Person  
John Hoyle – Laurentian Hills  
Anne Giardini – Laurentian Hills  
Jim Gibson – Head Clara and Maria  
Tammy Stewart – Head Clara and Maria  
Terry Myers – Deep River

#### 1. Ongoing Business

- a. Councilor MacCafferty agreed to act as chair person of the committee.
- b. Draft Terms of Reference – The Committee reviewed the Terms of Reference from the previous Committee and asked that a reference to cost sharing be added. **Action: John Walden**
- c. Work plan update – John Walden reviewed the work plan. A more up to date version will be presented at the next meeting. **Action: John Walden**
- d. Expo 150 – Mr. Walden reported that work with the Commercial Business Exhibits group is starting to see results. There were seventy –seven businesses signed up for EXPO as of last week. On the municipal display front a meeting took place last week with interested citizens to discuss display ideas. It was suggested that some very capable assistance could be obtained at very little cost. This option will be explored shortly and the result will be reported back to the committee. **Action: John Walden**
- e. Accomplishments – The accomplishments document from the last committee was introduced. It will be distributed with the minutes.

#### 2. New Business

- a. Proposed Budget – It was noted that the actual expenditures in the budget document that was presented were low when compared to budgeted amounts last year, but it was also noted that the expenditures only covered to October 2010. John Walden will try to get more current expenditure numbers before the next meeting. **Action: John Walden**
- b. New Visitor's Directory - It was reported that new directories are expected to arrive tomorrow and will be distributed shortly.
- c. High Speed – Wylie Road - The Committee discussed the Eastern Ontario Warden's Caucus initiative to bring high speed to all of Eastern Ontario. There may be options available as part of this initiative for hard to serve locations like Wylie Road. It was noted that the Warden's Caucus high-speed group will be making a presentation at the County shortly. Reeve Stewart will report back to the committee.

- d. Incubator Project – Economic Developers in Renfrew County are considering the possibility of developing an incubator concept for the County of Renfrew. The Community Futures Development Corporation (CFDC) is spearheading the effort. CFDC's in other locations in Eastern Ontario have recently been involved in the funding of some incubator projects in south eastern Ontario. These projects are being looked at as possible models for us. If AECL were to start producing spin-offs again an incubator could be a very attractive economic development tool for our area.
- e. Partners Group – Mr. Walden gave a brief description of the Economic Development Partners Group and gave some examples of their activities.
- f. Ontario East – EDCO – A description of both the Ontario East Economic Development Commission and the Economic Developers Council of Ontario was presented along with the benefits of these organizations.

3. Other Business

- a. Geriatric Services – Jim Gibson raised the issue of community attempting to evolve into a centre for senior's services and housing. It was agreed that the recent housing study would be distributed to all members of the committee and that the need for housing for seniors can be discussed in the context of the study, a bigger move towards seniors services would be beyond the scope of the committee.
- b. Increased presence in Petawawa – John Walden agreed to look into efforts to attract military personnel and families, and see if there is more that could be reasonably done. **Action: John Walden**

4. Next meeting – February 15, 2011, 7:00 PM in Deep River Town Hall. Room 208.

## Minutes

### Housing Committee Meeting

January 06, 2011

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

1. Appointment of Committee Chair – The Committee appointed Terry Myers as Chairman of the Committee.
2. J.L Grey property – Mayor Thompson and Mr. Phillapose gave the committee a brief update on the history of the property next to the J.L Grey building. Mr. Phillapose is part owner of this property. He stressed that there has been an extensive amount of work done through community consultation surveys and the development of design options for the property. He reviewed some of the design options with the committee. It was suggested that the way to move ahead with development may be to sever the property so each of the two partners could independently pursue their own development visions. Mr. Phillapose was not opposed to this idea. The committee agreed to discuss this concept with Malay Pandit (Mr. Phillapose's partner) in order help move the process forward. **Action: John Walden is to invite Mr. Pandit to the next committee meeting.**
3. Keys Conference Centre – It was reported that Mayor Thompson and John Walden will be meeting on Saturday with a potential developer and his engineer concerning the Keys Conference Centre property and other possible development opportunities.
4. Committee Terms of Reference – The committee felt that its purpose was to create an environment that helps promote the development of various housing options and to encourage investment in the community. It was noted that all potential development properties should be identified and analyzed from Official Plan, zoning and servicing perspectives so that potential barriers can be identified and dealt with if possible. A draft terms of reference is attached for the committee's consideration.
5. Other Business - It was suggested that it might be advantageous to talk to some developers to see if there are things we could be doing to make the community more development friendly.

Are there things that other communities are doing to encourage development that we aren't doing? **Action: John Walden is to develop a list of potential developers and invite a developer (or developers) to the next meeting.**

The importance of keeping council as informed and as involved as possible was discussed. Committee members agreed to discuss this issue further at an upcoming Council meeting. It was agreed that Council should be copied on all correspondence.

Minutes  
Housing Committee Meeting  
January 26, 2011

Present: Councillor Terry Myers  
Mayor Dave Thompson  
Deputy Mayor Mary MacCafferty  
Councillor Daniel Banks  
Staff: John Walden  
Guests: Malay Pandit, Dan Bedard

1. There were no declarations of pecuniary interest.
2. Minutes of Meeting – Minutes of the January 06, 2011 were approved as presented.
3. Business Arising from Minutes
  - a. Discussion with Malay Pandit re: property next to JL Grey – Mr. Pandit is part owner of the potential development property located next to the J.L Grey building. It was noted that the purpose of inviting Mr. Pandit to the meeting was to see if there was any way that the Town could help create some movement towards the appropriate development of the property that Mr. Pandit and his partner own. Mr. Pandit explained the history of his involvement with the property and past efforts to develop it in a way that would benefit the community. He also highlighted current challenges and discussed possible options with the committee. Mr. Pandit agreed to talk to his partner (who is currently out of the country) about possibly selling the land or jointly developing it.
  - b. Review of Properties - This item was deferred to the next meeting.
  - c. Dan Bedard ( Developer ) – Mr. Bedard discussed his development / business background with the committee and indicated that he is looking quite seriously for some land in Deep River for potential development. Mr. Bedard believes that there will be a lot of growth in the Ottawa Valley and that Deep River has a lot of potential. He asked for recent sales figures for housing and numbers relating to new home development. The Committee directed John Walden to get back to Mr. Bedard with the numbers that he requested. Mr. Bedard was given a copy of the recent housing analysis. **Action: John Walden**
  - d. Update on meeting with Girard Gervais – Mayor Thompson and John Walden met with Mr. Gervais on January 8<sup>th</sup> to discuss development possibilities in Deep River. It was a very positive meeting.
  - e. Terms of Reference – The committee suggested that a small addition made to the Terms of Reference. A revised version is attached.
4. New Business
  - a. Iron wood Development in Pinawa – This item was deferred to the next meeting.
5. Other Business
  - a. There was not any other business.
6. Next Meeting  
February 21, 2011, 7:00 PM, Room 208

**Official Plan Committee**

**Meeting Minutes**

**January 17, 2011**

**7:00 PM**

**Present:** Councillor: Daniel Banks  
Councillor: Chris Carroll  
Mayor: Dave Thompson  
Committee Member: Ian Towner  
Staff: John Walden

- 1. Determine committee chair – The Committee agreed to appoint Councillor Banks as chairman. Councillor Banks accepted.**
- 2. Terms of Reference – A draft of the terms of reference per the committee’s discussion is attached.**
- 3. Proposed work plan. The Committee discussed the process as proposed and agreed to work its way through each section of the plan.**
- 4. Review / discuss “Vision” in current OP (Section 2) – The Committee reviewed sections one and two of the Plan and agreed to review and discuss section three at the next meeting. The results of the discussion are attached and will be reviewed at the beginning of the next meeting.**
- 5. Other Business**  
**John Walden and Daniel Banks are to come up with a date for the next meeting.**



**THE CORPORATION OF THE TOWN OF DEEP RIVER**  
**ISSUE REPORT**

<b>SUBJECT:</b> Revision to Tim Horton's Site Plan		<b>REPORT NUMBER</b> 2011JW001ISS
<b>File Storage:</b>		<b>PAGE 1 of 1</b>
<b>PREPARED BY:</b> John Walden	<b>REVISION DATE:</b>	
<b>MANAGER SIGNATURE:</b>	<b>FOR CONSIDERATION</b> <b>OPEN SESSION</b> <input checked="" type="checkbox"/> <b>CLOSED SESSION</b> <input type="checkbox"/>	
<b>REFERRED TO:</b> Council		
<b>ATTACHMENTS:</b> Proposed site plan drawing		

**BACKGROUND:**

The local Tim Horton's owner (Shen Breckon) approached the Town in June of 2010 about the possibility of adding a patio to the Tim Horton's outlet on Highway 17. The patio concept was appealing to Mr. Breckon because he had just started selling a new product line, Cold stone's ice cream. The addition of patio would mean the loss of three parking spaces. It was noted at the time that the original Site Plan Agreement with Tim Horton's included a sidewalk along highway 17 that was never built and if a patio was going to be added to the site the Town would like to see a sidewalk along the highway built as per the original site plan.

Senior staff had two meetings to discuss the proposed change to the site plan, including a meeting on the site. It was suggested by some senior staff that the ideal solution would be to pave the unpaved portion at the back of the lot and to move the drive through further back. It was thought that this would relieve much the morning congestion at the entrance to the site. Mr. Breckon was asked to consider this proposal.

Mr. Breckon has now come back to the Town and said that he has given due consideration to the proposal, and that the level investment required to pave the back portion of the lot and move the "drive through" makes it entirely non viable. Instead, he suggests that he go back to his original proposal and add a sidewalk as requested.

**ISSUES AND OPTIONS:**

ISSUES FOR:

1. Tim Horton's currently has 49 parking spots. The requirement of the zoning by-law is 21 spaces. The loss of the three spaces leaves 46 spaces, over twice what the by-law allows.
2. There is additional parking on the gravel area in the back if required.
3. The proponent has agreed to work with the Town's Chief Building Official to make sure that the patio area has appropriate barriers to ensure the safety of those using the patio.
4. The elimination of the three parking spots reduces possible conflict between cars backing out of the spots and cars coming around the building from the drive through.
5. The patio will help alleviate congestion inside the store.
6. Other issues such as truck parking and drive through congestion will not be affected by the patio.

ISSUES AGAINST:

1. There are parking problems with transport trucks stopping at Tim Horton's along Highway 17 and policing issues result.
2. Increasing traffic into the site and out of site create backups onto the highway.
3. The site is sometimes over capacity regarding parking.
4. Use of the unpaved parking area in the back causes chewing up of the area, especially in inclement weather.

Options:

Option 1 – Pass a resolution to move forward with the site plan agreement revision that includes a patio as per the attached drawing and ensures that a sidewalk is completed per the original site plan agreement.

Option 2 – Allow the construction of the patio area and include the paving of the back part of the property as a condition and sidewalk as per the original site plan.

Option 3 – Do not permit the construction of a patio.

**FINANCIAL IMPLICATIONS:**

None

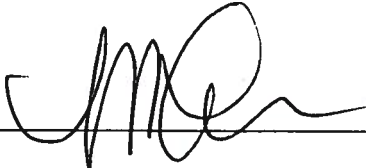
**ACCESSIBILITY IMPLICATIONS:**

None

**RECOMMENDATION:**

Option 1 – A motion has been prepared for Council's consideration.

**REVIEWED BY:**

  
\_\_\_\_\_  
CAO/Clerk

**DATE:**

Feb 4 / 11  
\_\_\_\_\_

**COMMENTS:** -

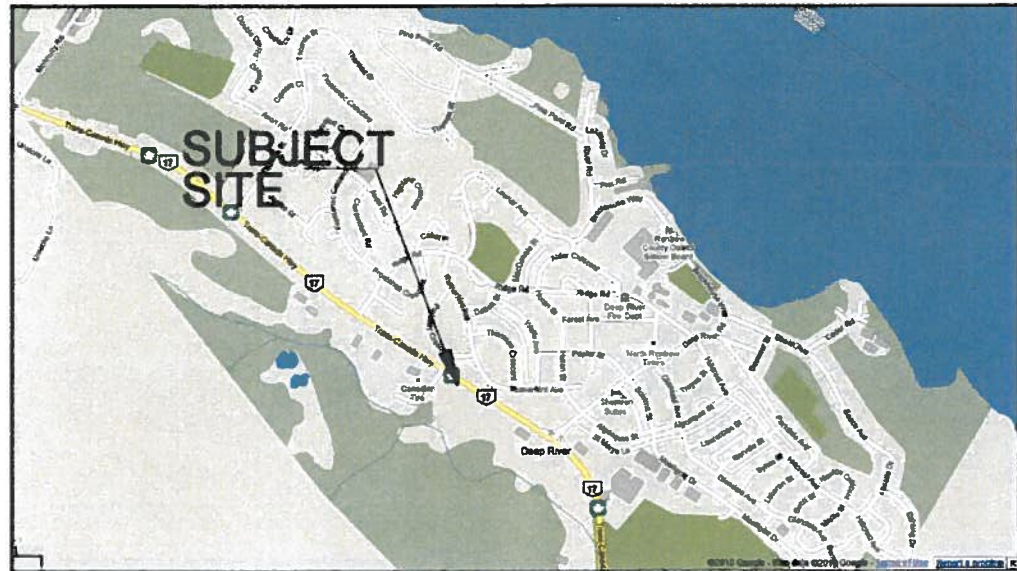
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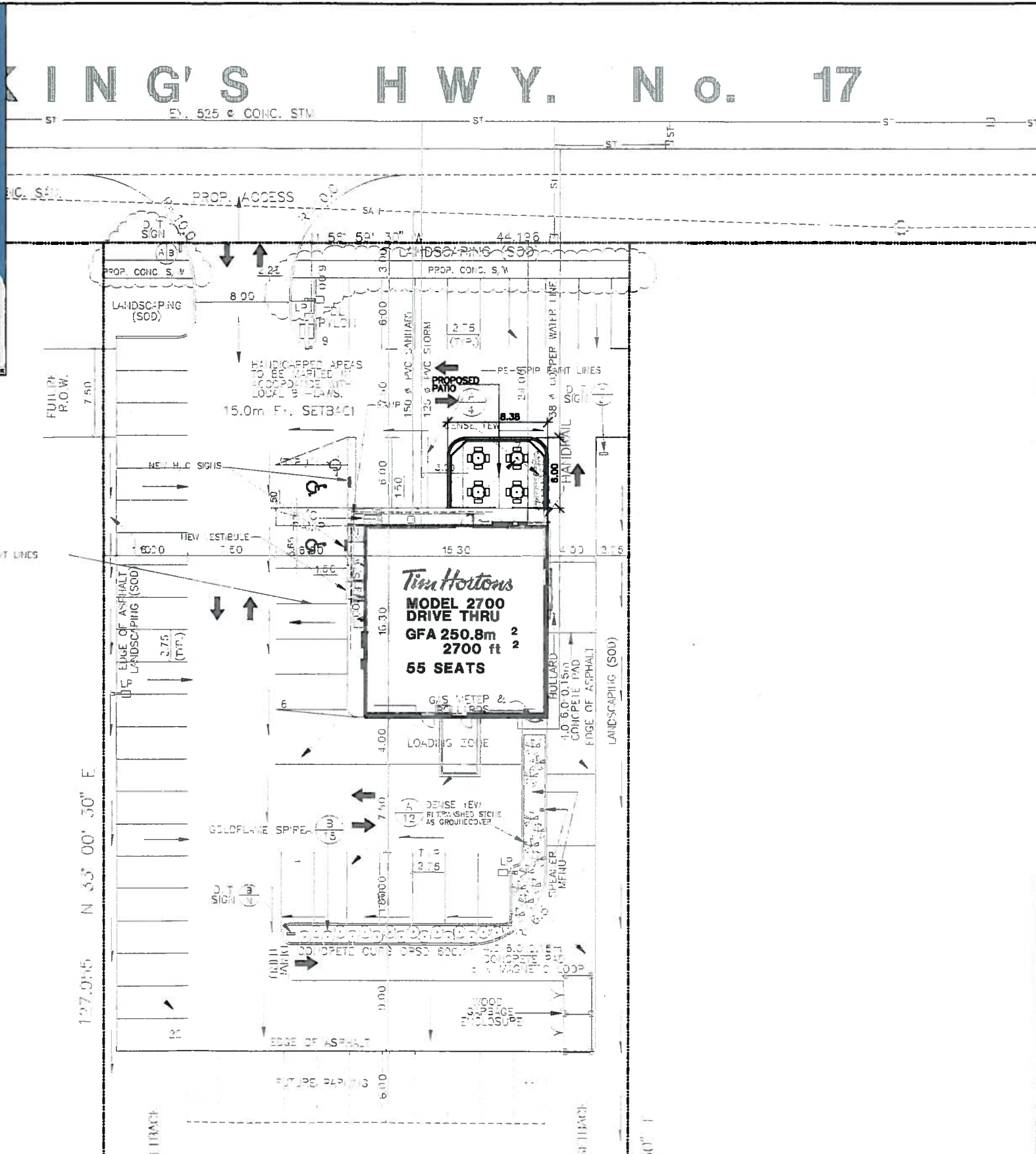
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KEY PLAN



	<b>THE TDL GROUP CORPORATION</b>					<table border="1"> <tr><td>1</td><td></td><td>9</td></tr> <tr><td>2</td><td></td><td>9</td></tr> <tr><td>3</td><td></td><td>10</td></tr> <tr><td>4</td><td></td><td>11</td></tr> <tr><td>5</td><td></td><td>12</td></tr> <tr><td>6</td><td></td><td>13</td></tr> <tr><td>7</td><td></td><td>14</td></tr> </table>	1		9	2		9	3		10	4		11	5		12	6		13	7		14	<b>PROJECT</b> DEEP RIVER, ON 33235 HIGHWAY No. 17 STORE No. 1556		<b>DRAWING TITLE:</b> SITE PLAN <b>DRAWN BY:</b> JJ <b>SCALE:</b> 1:250	<b>DRAWING NO.</b> <div style="font-size: 2em; text-align: center;">SP</div>
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<b>HEAD OFFICE</b> 874 SINCLAIR ROAD OAKVILLE, ON L6K 2Y1 Ph (905) 845-8511 Fax (905) 845-5551	<b>WESTERN OFFICE</b> 7480 - 51st STREET SE CALGARY, AB T2C 4B4 Ph (403) 203-7400 Fax (403) 203-7430	<b>QUEBEC OFFICE</b> 10590 CHEMIN COTE DE LIESSE LACHINE, QC H8T 1A4 Ph (514) 636-2233 Fax (514) 636-5313	<b>ATLANTIC OFFICE</b> 478 MacELMON ROAD, BOX280 DEBERT, NS B0M 1G0 Ph (902) 962-2622 Fax (902) 962-2501	<b>US OFFICE</b> 4160 TULLER ROAD DUBLIN, OH 43017 Ph (614) 791-4200 Fax (614) 791-4234																											

Jimmy P. Planning Inc. 33235 Highway 17, Deep River, ON L9B 1G6, June 24/10 @ 2:25pm



## THE CORPORATION OF THE TOWN OF DEEP RIVER

### ISSUE REPORT

<b>SUBJECT: Chip Truck Location</b>		<b>REPORT NUMBER 2011JW002ISS</b>
<b>File Storage:</b>		<b>PAGE 1 of 2</b>
<b>PREPARED BY: John Walden</b>	<b>REVISION DATE:</b>	
<b>MANAGER SIGNATURE:</b>	<b>FOR CONSIDERATION OPEN SESSION    X            CLOSED SESSION <input type="checkbox"/></b>	
<b>REFERRED TO: Council</b>		
<b>ATTACHMENTS: Issue Report 2009 JW 010 ISS and Map of Downtown Area</b>		

#### **BACKGROUND:**

In 2009 Tim and Paula Wasmund of Wazzy's Fries approached the Town and asked if they could locate a chip truck in the downtown area. Three locations were considered (see attached map) including a location adjacent to the Town hall parking lot which was selected by Council. A site plan agreement was completed in June 2010. Electricity was hard wired to the site at the Town's request and the Wasmunds worked with the Town's public works department to ensure that the site was as safe as possible. A draft formal lease agreement between the Wasmunds and the Town has been drawn up by the Town's lawyer, but was not signed prior to municipal elections. The purpose of this report is to determine whether the current location of the truck is acceptable so that we can move forward with a lease agreement.

#### **ISSUES AND OPTIONS:**

##### Issues:

1. A chip truck downtown is well used by people and seems to be a positive addition to the downtown core.
2. There have been two locations that have worked well for the chip truck businesses in the downtown, the one that Wazzy's currently has and one on Ridge Road just west of the Community centre, (approximate location is number 1 on the map).
3. Change of location would require a new site plan agreement between the Town and Wazzy's Fries.

##### Options:

1. Leave the truck where it is and move forward with the lease agreement.
2. Require that the truck be moved to another location.
3. Have the truck removed and have no chip truck downtown.

**FINANCIAL IMPLICATIONS:**

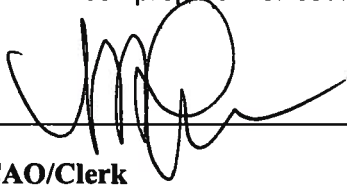
The Town will receive \$100 for the chip truck's licensing fee, and \$300 per month from the leasing of the land.

**ACCESSIBILITY IMPLICATIONS:**

None

**RECOMMENDATION:**

Option 1 – A motion has been prepared for Council's consideration.

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

**DATE:** Feb 4 / 10 \_\_\_\_\_

**COMMENTS:** -

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THE CORPORATION OF THE TOWN OF DEEP RIVER

**ISSUE REPORT**

<b>SUBJECT:</b> <i>Chip Truck Location</i>		<b>REPORT NUMBER</b> <i>2009JW010ISS</i>
		<b>PAGE 1 OF 2</b>
<b>PREPARED BY:</b> <i>John Walden</i>	<b>REVISION DATE:</b> <i>10 August 2009 (4:08pm)</i>	
<b>DIVISION HEAD REVIEW:</b> <b>SIGNATURE:</b>	<b>FOR CONSIDERATION</b> <b>OPEN SESSION X</b> <b>CLOSED SESSION <input type="checkbox"/></b>	
<b>REFERRED TO:</b> Council		
<b>ATTACHMENTS:</b> Map of downtown area showing possible locations		

**BACKGROUND**

Tim and Paula Wasmund have been looking for an appropriate location for a chip truck in Deep River. Last year the Wasmunds had a chip truck located at Canadian Tire and were expecting to locate back at CTC this year. They had the full support of the local CTC manager who felt that the chip truck offered an additional service to his customers and attracted additional people to the CTC site. During the site planning process for the location of the truck, it was discovered CTC corporate policy no longer supports chip trucks on their store sites. The Wasmunds have been exploring options with the Economic Development Department. No "perfect" location has been found. The purpose of this report is present council with some possible options and to get council's input and preference. Possible site locations are listed below.

Ideally the Wasmunds would like to try any location that council would suggest, in the late Summer and Autumn, then work on a formal agreement for the location (if it works out to everyone's satisfaction) over the winter months..

**ISSUES AND OPTIONS**

**Option 1** - Across the street from the vacant lot next to Giant Tiger. This is the location that was occupied by JC Fries.

Pros:

1. The infrastructure is in place at this site.
2. There were no significant problems with the location when the previous chip truck was on this site.

Cons:

1. Notwithstanding current zoning this could be a short term practical solution for 2009.

**Option 2** - Vacant property next to Giant Tiger.

Pros:

1. Zoning is appropriate.

Cons:

1. The infrastructure is not in place.
2. The land is for sale - if it were sold the truck would have to move. We would have to start over again. A Listing Agreement is coming before council, this might be a short term solution as well.
3. The Chip truck could have an negative effect on the perception of the property by a potential buyer.

**Option 3 - Green Space next to Town Hall parking lot on Champlain Street.**

**Pros:**

1. Zoning is appropriate.

**Cons:**

1. Infrastructure is not in place.

2. Truck would take up nearly all of the green space along this part of Champlain.

**Option 4 - Any appropriate location that Council can identify.**

#### **CORPORATE BUSINESS PLAN IMPLICATIONS**

This initiative is consistent with economic development objectives in the Corporate Business Plan

#### **FINANCIAL IMPLICATIONS**

There is a chip truck licensing fee of \$100 that would be received by the Town.

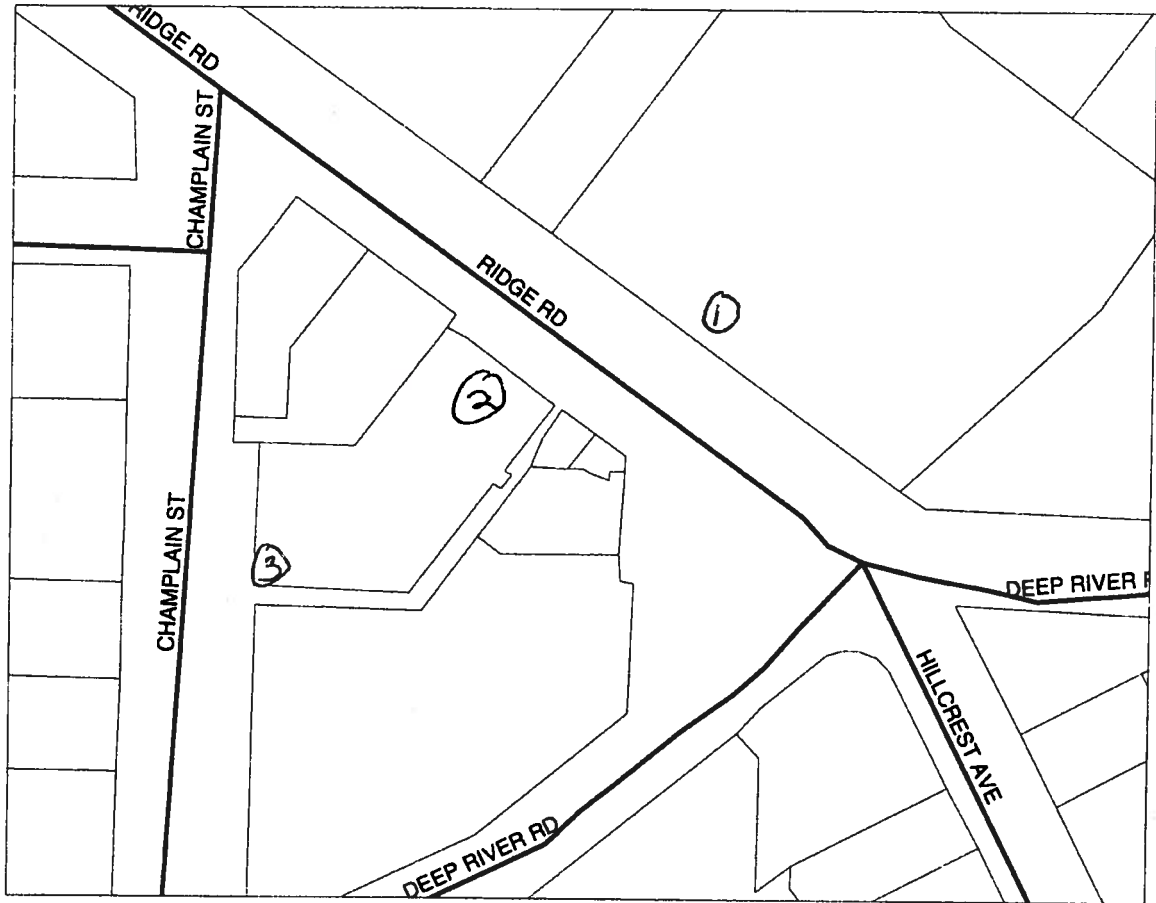
#### **ACCESSIBILITY IMPLICATIONS**

None.

#### **STAFF RECOMMENDATION**

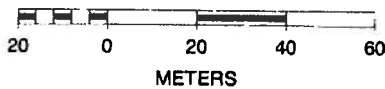
Option 1.

# Possible Chip Truck Locations



The report is illustrative only and may contain errors or omissions. Do not rely on it as a basis for any decision or action. The user assumes all liability for any use of the information.

SCALE 1 : 1,604



August 10, 2009 4:10 PM



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

**FIRE DEPARTMENT**


<b>SUBJECT: Monthly Report for January, 2011</b>		<b>REPORT NUMBER</b> <b>2011AJH002DR</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"/> 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 January, 2011.

<b>Fire Calls</b>	0
<b>False Alarms</b>	4
<b>Auto Extrication</b>	3
<b>CO Calls</b>	0
<b>Mutual Aid</b>	0
<b>Other Calls</b>	4

There were 54 hours of sick leave used and 83 hours of overtime for the month of January, 2011.

Installed 4 smoke alarms  
 Completed Canadian Tire Pre-plan  
 SCBA Fit Test on all firefighters on January 20, 2011

**REVIEWED BY:**  \_\_\_\_\_ **DATE:** Feb 4 / 11

CAO/Clerk

**COMMENTS:**

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