

AGENDA / ORDRE DU JOUR

- A) Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires**
- B) Addendum (if applicable) and Agenda / Addenda (si nécessaire) et Ordre du jour**
- B-1 Resolution to approve the Addendum
B-2 Resolution to adopt the Agenda
- C) Delegations & Petitions / Délégations et pétitions**
- C-1 West Nipissing Search & Rescue. (Presenter: Shannon Tromp)
C-2 Lavigne Community Centre (Presenter: Carolyn Gaunt & Bill Gaves)
- D) Planning / Planification**
- D-1 Resolution to approve By-Law **2018/33** to accept, assume and dedicate lands for public highway purposes (Pt of Lafreniere Rd in Lavigne)
- E) Correspondence and Accounts / Comptes et courrier**
- E-1 Resolution to adopt the minutes of the meeting of Council held on March 20, 2018.
E-2 Resolution to adopt the minutes of the meeting of Council held on April 3, 2018.
E-3 Resolution to adopt the minutes of the CLOSED meeting of Council held on April 3, 2018.
E-4 Resolution to adopt the minutes of the meeting of Council held on April 10, 2018.
E-5 Resolution to adopt the minutes of the CLOSED meeting of Council held on April 10, 2018.
E-6 Resolution to receive the minutes of the Au Chateau Board of Management meeting held on February 21, 2018.
E-7 Resolution to receive the disbursements of accounts payables for the previous month.
- F) Unfinished Business / Affaires en marche **NIL****
- G) Notice of Motion / Avis de motion**
- H) New Business / Affaires nouvelles**
- H-1 Resolution to approve the General Municipal Expenditure Estimates for 2018
H-2 Resolution to confirm receipt and discussion of the Drinking Water Quality Management System (DWQMS) Report
H-3 Resolution to authorize on-line banking transactions with Caisse Populaire de Verner
H-4 Resolution to approve By-Law **2018/34** pertaining to the use of municipal corporate resources during election purposes

- H-5 Resolution to approve By-Law **2018/35** authorizing the Mayor and Clerk to sign an Addendum to the Voter List Management Services Agreement with **Comprint Systems Incorporated** (DataFix)
- H-6 Resolution to authorize an exemption of By-Law 1999/75 to control Noise in the municipality to Steve Morrison in order to host a birthday celebration on Champagne Road in Sturgeon Falls.
- H-7 Resolution to declare Sunday, April 29th, 2018 as “Army Cadets Tag Day” in the Municipality

I) **Addendum / Addenda**

J) **Information & Questions / Information et questions**

- J-1 Mayor’s Report

K) **Closed Meeting / Réunion à huis clos** **NIL**

L) **Adjournment / Ajournement**

- L-1 Resolution to adopt By-law **2017/36** confirming proceedings of meeting
- L-2 Resolution to adjourn the meeting



REQUEST FOR DELEGATION / WRITTEN SUBMISSIONS

A request for a delegation or presentation before Council must be in the form of a written submission to the Municipal Clerk. The following background information form must be duly completed and submitted by not later than 4:30 p.m. on the Wednesday prior to the requested meeting.

PLEASE PRINT CLEARLY:

Council Meeting Date:

April 17 2018

Subject:

Search and Rescue.

Name:

Shannon Tromp

Address:

3466 HWY 539 Field on Poth (MO)

Phone:

Home:

705-758-6105

Business / Cell:

705-477-9241

Fax:

E-Mail:

shannon1021@hotmail.ca.

Name of Group or Person(s) being represented (if applicable):

West Nipissing Search and Rescue.

Details of nature of the business/purpose (additional information can be attached separately):

To bring council up to date regarding progress of the team, provide working business plan and request financial support to pay 1st insurance.

Presentation Requirements:

☐

Easel

☐

Projection Equipment

☒

Other: laptop.

Please be advised that your delegation/presentation will be recorded in video and audio format as part of Council meetings and will be subject to media broadcast (Eastlink and internet). Personal information on this form will be used for the purpose of sending correspondence relating to matters before Council and Committee of the Whole. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a report that is available to the general public in a hard copy format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M 56, as amended.

Submit your completed form to:

Municipal Clerk
Municipality of West Nipissing
101 - 225 Holditch Street
Sturgeon Falls, ON P2B 1T1
e-mail: mducharme@westnipissing.ca
Tel: 705-753-2250 • Fax: 705-753-3950

Visit ... www.westnipissingquest.ca



REQUEST FOR DELEGATION / WRITTEN SUBMISSIONS

A request for a delegation or presentation before Council must be in the form of a written submission to the Municipal Clerk. The following background information form must be duly completed and submitted by not later than 4:30 p.m. on the Wednesday prior to the requested meeting.

PLEASE PRINT CLEARLY:

Council Meeting Date:		Tuesday, April 17, 2018	
Subject:	PLAYGROUND FACILITY IN LAVIGNE		
Name:	Carolyn Gaunt		
Address:	297 Avenue du Lac, Lavigne, ON		
Phone:	Home:	Business / Cell:	Fax:
		705-929-2756	
E-Mail:	lavignecommunitycentre@gmail.com		
Name of Group or Person(s) being represented (if applicable) :			
Centre Communautaire de Lavigne Community Centre (representatives William (Bill) Gaves, Carolyn Gaunt)			
Details of nature of the business/purpose (additional information can be attached separately) :			
Partnership proposal for the development of a playground facility in Lavigne.			
Presentation Requirements:	<input type="checkbox"/> Easel		<input checked="" type="checkbox"/> Projection Equipment
	<input type="checkbox"/> Other:		

Please be advised that your delegation/presentation will be recorded in video and audio format as part of Council meetings and will be subject to media broadcast (Eastlink and internet). Personal information on this form will be used for the purpose of sending correspondence relating to matters before Council and Committee of the Whole. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a report that is available to the general public in a hard copy format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M 56, as amended.

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Municipal Clerk
Municipality of West Nipissing
101 – 225 Holditch Street
Sturgeon Falls, ON P2B 1T1
e-mail: mducharme@westnipissing.ca
Tel: 705-753-2250 • Fax: 705-753-3950

Visit ... www.westnipissingouest.ca



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2018/33

**BEING A BY-LAW TO ACCEPT, ASSUME AND DEDICATE LANDS
FOR PUBLIC HIGHWAY PURPOSES – LAFRENIERE ROAD, LAVIGNE**

WHEREAS Section 31 (2) of the *Municipal Act 2001, S.O. 2001, c.25*, as amended, requires a municipality by by-law to establish a highway for public use.

AND WHEREAS Section 44 does not apply to the highways until the municipality has passed the by-law;

AND WHEREAS it is deemed prudent to accept and assume the lands described herewith and to dedicate the same for highway purposes;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING ENACTS AS FOLLOWS:

1. That part of the lands described in Transfers of Land to the Corporation of the Municipality of West Nipissing as listed below, be accepted and the said lands be assumed and dedicated as part(s) of the public highway(s).

Part of Lot 5, Con. 2
Parts 1, 36R-14170
Part 1, 36R-8774

Part Lot 5, Con. 1
Part 2, 36R-14170

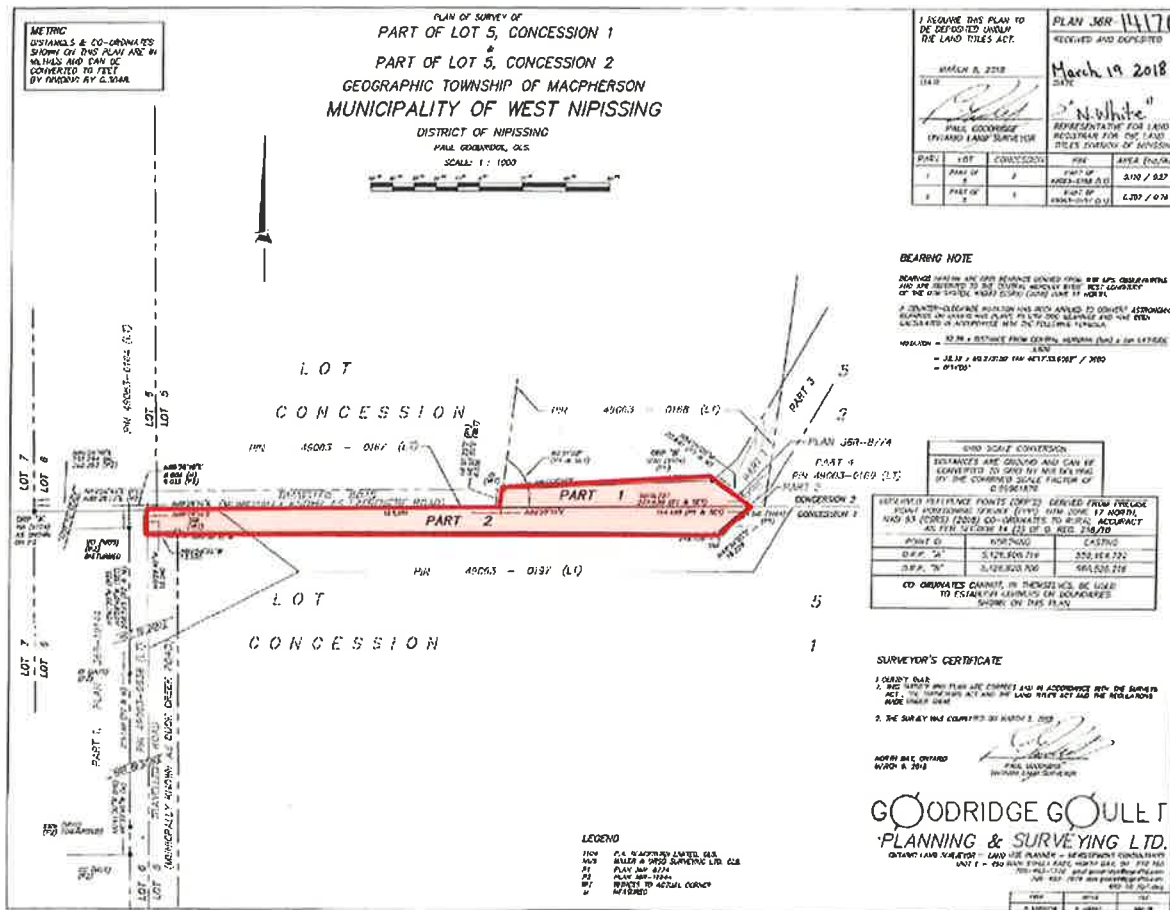
Geographic Township of Macpherson
Municipality of West Nipissing
District of Nipissing

Being parts of the travelled roads known as chemin Lafreniere Road, Lavigne, Ontario.

ENACTED AND PASSED THIS 17th DAY OF APRIL, 2018 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK





**The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest**

Resolution No.

2018 /

APRIL 17, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT By-law **2018/33**, being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

Part of Lot 5, Con. 2

Parts 1, 36R-14170

Part 1, 36R-8774

Part Lot 5, Con. 1

Part 2, 36R-14170

Geographic Township of Macpherson

Municipality of West Nipissing

District of Nipissing

Being parts of the travelled road known as chemin Lafreniere Road, in Lavigne, Ontario.

	YEAS	NAYS
BRISSON , Denise		
DUHAIME , Yvon		
FORTIER , Guy		
LARABIE , Roland		
MALETTE , Léo		
RESTOULE , Jamie		
ROBERGE , Normand		
TESSIER , Guilles		
Savage , Joanne (MAYOR)		

Carried: _____

Defeated: _____

Deferred or tabled: _____



CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING /
LA CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

**MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, MARCH 20, 2018 AT 6:30 PM**

PRESENT: MAYOR JOANNE SAVAGE
COUNCILLOR DENISE BRISSON
COUNCILLOR YVON DUHAIME
COUNCILLOR GUY FORTIER
COUNCILLOR ROLAND LARABIE
COUNCILLOR JAMIE RESTOULE
COUNCILLOR NORMAND ROBERGE
COUNCILLOR GUILLES TESSIER

ABSENT: COUNCILLOR LEO MALETTE

A) Declaration of pecuniary interest / Déclaration d'intérêts pécuniaires

No pecuniary interest declared.

B) Adoption of agenda / Confirmation de l'ordre du jour

B-1 A resolution was passed approve the addendum as presented.

No. 2018/87 Moved by: Councillor Fortier
Seconded by: Councillor Larabie

BE IT RESOLVED THAT the Agenda for the meeting of Council held on March 20, 2018 be adopted, as
☒ presented / ☐ amended. **CARRIED**

C) Delegations & petitions / Délégations et pétitions

NIL

D) Planning / Planification

D-1 A resolution was passed to authorize the 3rd and final reading for the construction of the drainage work for the Krause-Piquette Drain.

No. 2018/88 Moved by: Councillor Larabie
Seconded by: Councillor Fortier

WHEREAS By-law **2017/25**, being a By-law to provide for the construction of a drainage work in the Municipality of West Nipissing on the **KRAUSE-PIQUETTE DRAIN**, received first and second readings on March 21st, 2017;

AND WHEREAS Court of Revision was held for the **KRAUSE-PIQUETTE DRAIN** on April 26, 2017 and May 17, 2017;

AND WHEREAS Appeals were made to the Tribunal for the Ministry of Agriculture, Food and Rural Affairs which Appeals were heard on January 31, 2018;

AND WHEREAS the Decision of the Tribunal dated February 28, 2018 dismissed the Appellants' appeals;

BE IT RESOLVED THAT By-law **2017/25**, being a by-law to provide for the construction of drainage work in the Municipality of West Nipissing in the District of Nipissing on the **KRAUSE-PIQUETTE DRAIN** and for the borrowing on the credit of the Municipality the sum of \$200,635.00 for the completion of drainage work, be read a third time and be finally enacted.

CARRIED

- D-2** A resolution was passed to accept, assume and dedicate lands for public highway purposes (Pt of Norland Road, Twp. of Hugel)

No. 2018/89 Moved by: Councillor Fortier
 Seconded by: Councillor Larabie

BE IT RESOLVED THAT By-law **2018/23**, being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

Part of Broken Lot 4, Concession 3
Parts 4 and 5, Plan 36R-14151
Geographic Township of Hugel
Municipality of West Nipissing
District of Nipissing

Being parts of the travelled roads known as chemin Norland Road, Verner, Ontario.

CARRIED

- D-3** A resolution was passed to accept, assume and dedicate lands for public highway purposes (Pt of O'Brien Road, Twp. of Caldwell)

No. 2018/90 Moved by: Councillor Larabie
 Seconded by: Councillor Fortier

BE IT RESOLVED THAT By-law **2018/24**, being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

Part Broken Lot 3, Concession C
Parts 1 – 16, 36R-14167
Geographic Township of Caldwell
Municipality of West Nipissing
District of Nipissing

Being parts of the travelled road known as chemin O'Brien Road, Verner, Ontario.

CARRIED

E) Correspondence and Accounts / Comptes et courrier

- E-1** A resolution was passed to adopt the minutes of the meeting of Council held on February 20, 2018.

No. 2018/91 Moved by: Councillor Fortier
 Seconded by: Councillor Larabie

BE IT RESOLVED THAT the minutes of the meeting of Council held on February 20, 2018 be adopted, as ☒ presented / ☐ amended. **CARRIED**

- E-2** A resolution was passed to adopt the minutes of the special budget meeting of Council held on February 21, 2018.

No. 2018/92 Moved by: Councillor Larabie
 Seconded by: Councillor Fortier

BE IT RESOLVED THAT the minutes of the SPECIAL BUDGET meeting of Council held on February 21, 2018 be adopted, as ☒ presented / ☐ amended. **CARRIED**

- E-3** A resolution was passed to adopt the minutes of the meeting of Council held on March 6, 2018.

No. 2018/93 Moved by: Councillor Fortier
 Seconded by: Councillor Larabie

BE IT RESOLVED THAT the minutes of the meeting of Council held on March 6, 2018 be adopted, as ☒ presented / ☐ amended. **CARRIED**

- E-4** A resolution was passed to adopt the minutes of the closed meeting of Council held on March 6, 2018.

No. 2018/94 Moved by: Councillor Larabie
 Seconded by: Councillor Fortier

BE IT RESOLVED THAT the minutes of the CLOSED meeting of Council held on March 6, 2018 be adopted, as ☒ presented / ☐ amended. **CARRIED**

- E-5** A resolution was passed to adopt the minutes of the special budget meeting of Council held on March 7, 2018.

No. 2018/95 Moved by: Councillor Fortier
 Seconded by: Councillor Larabie

BE IT RESOLVED THAT the minutes of the SPECIAL BUDGET meeting of Council held on March 7, 2018 be adopted, as ☒ presented / ☐ amended. **CARRIED**

- E-6** A resolution was passed to adopt the minutes of the meeting of Council held on March 13, 2018.

No. 2018/96 Moved by: Councillor Tessier
 Seconded by: Councillor Brisson

BE IT RESOLVED THAT the minutes of the meeting of Council held on March 13, 2018 be adopted, as ☒ presented / ☐ amended. **CARRIED**

- E-7** A resolution was passed to receive the minutes of the Au Chateau Board of Management meeting.

No. 2018/97 Moved by: Councillor Brisson
 Seconded by: Councillor Tessier

BE IT RESOLVED THAT the minutes of the Au Chateau Board of Management meeting held on January 17, 2018 be received. **CARRIED**

- E-8** A resolution was passed to receive the minutes of the West Nipissing Public Library Board meeting.

No. 2018/98 Moved by: Councillor Tessier
 Seconded by: Councillor Brisson

BE IT RESOLVED THAT the minutes of the West Nipissing Library Board meeting held on February 8, 2018 be received. **CARRIED**

- E-9** A resolution was passed to adopt the minutes of the Planning Advisory Committee meeting.

No. 2018/99 Moved by: Councillor Brisson
 Seconded by: Councillor Tessier

BE IT RESOLVED THAT the minutes of the West Nipissing Planning Advisory Committee meeting held on December 18, 2017 be adopted as presented. **CARRIED**

- E-10** A resolution was passed to receive the minutes of the Committee of Adjustment meeting.

No. 2018/100 Moved by: Councillor Tessier
 Seconded by: Councillor Brisson

BE IT RESOLVED THAT the minutes of the West Nipissing Committee of Adjustment meeting held on February 12, 2018 be received. **CARRIED**

- E-11** A resolution was passed to receive the minutes of the West Nipissing Police Services Board meeting.

No. 2018/101 Moved by: Councillor Brisson
 Seconded by: Councillor Tessier

BE IT RESOLVED THAT the minutes of the West Nipissing Police Services Board meeting held on February 15, 2018 be received. **CARRIED**

- E-12** A resolution was passed to receive the disbursements of accounts payables.

No. 2018/102 Moved by: Councillor Tessier
 Seconded by: Councillor Brisson

BE IT RESOLVED THAT the accounts payables disbursement sheets be received.
General Accounts..... \$ 1,686,609.38

CARRIED

- E-13** Correspondence from the Ministry of Transportation (MTO)

A letter from the MTO was shared with Council advising that a review will be carried out at the requested Hwy. 17 and Hwy. 575 intersection by the end of June 2018. The findings will be reported thereafter.

F) Unfinished Business / *Affaires en marche*

NIL

G) Notice of Motion / *Avis de motions*

H) New Business / *Affaires nouvelles*

- H-1** A resolution was passed to approve the revised Donation Policy.

No. 2018/103 Moved by: Councillor Brisson
 Seconded by: Councillor Tessier

WHEREAS at the Committee of the Whole meeting held on March 6th, 2018; Council of the Municipality of West Nipissing reviewed the amended policy regarding Donations;

BE IT THEREFORE RESOLVED THAT Council of the Municipality of West Nipissing adopts the Donations Policy, which shall come into force and take effect on the date it is passed.

BE IT FURTHER RESOLVED THAT the adopted Donations Policy shall become part of the Municipality of West Nipissing's Policy Manual.

CARRIED

- H-2** A resolution was passed to approve the revised Membership Policy.

No. 2018/104 Moved by: Councillor Fortier
 Seconded by: Councillor Brisson

WHEREAS at the Committee of the Whole meeting held on March 6th, 2018; Council of the Municipality of West Nipissing reviewed the amended policy regarding Memberships;

BE IT THEREFORE RESOLVED THAT Council of the Municipality of West Nipissing adopts the Memberships Policy, which shall come into force and take effect on the date it is passed.

BE IT FURTHER RESOLVED THAT the adopted Memberships Policy shall become part of the Municipality of West Nipissing's Policy Manual.

CARRIED

- H-3** A resolution was passed to approve By-Law **2018/25** to amend the Building and Planning Fees.

No. 2018/105 Moved by: Councillor Brisson
 Seconded by: Councillor Fortier

BE IT RESOLVED THAT By-law **2018/25**, being a by-law to amend By-law 2005/49, as amended, being a By-law respecting construction, demolition and change of use permits in the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

CARRIED

- H-4** A resolution was passed to approve By-Law **2018/26** to authorize the new consolidation of the Procedural By-Law.

No. 2018/106 Moved by: Councillor Fortier
 Seconded by: Councillor Brisson

BE IT RESOLVED THAT By-law **2018/26**, being a consolidated by-law to govern the proceedings of the municipal council, the conduct of its members and the calling of meetings in the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

CARRIED

- H-5** A resolution was passed to authorize the disposition of surplus equipment (WN Public Works)

No. 2018/107 Moved by: Councillor Brisson

Seconded by: Councillor Fortier

BE IT RESOLVED THAT the equipment described herein be declared as surplus for the Municipality of West Nipissing; and

BE IT ALSO RESOLVED THAT Council hereby authorizes the Manager of Public Works to dispose of the said surplus equipment:

- (1) Sidewalk Machine Blower

CARRIED

- H-6** A resolution was passed to establish the Municipal Election Policies and Procedures.

No. 2018/108 Moved by: Councillor Fortier

Seconded by: Councillor Brisson

BE IT RESOLVED THAT By-law **2018/27**, being a by-law to establish the policies and procedures for conducting the 2018 municipal elections in the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

CARRIED

- H-7** A resolution was passed to authorize the signing of the 2018 Solid Waste Collection and Landfill Site Management Agreement.

No. 2018/109 Moved by: Councillor Larabie

Seconded by: Councillor Brisson

BE IT RESOLVED THAT the Mayor and Chief Administrative Officer be authorized to sign the 2018 Solid Waste Collection and Landfill Site Management Agreement with West Nipissing Environmental Services for the Municipality of West Nipissing.

CARRIED

- H-8** A resolution was passed to approve the Solid Waste Expenditure Estimates for 2018.

No. 2018/110 Moved by: Councillor Brisson

Seconded by: Councillor Larabie

WHEREAS at the Special Budget meeting of Council held on March 7th, 2018, deliberations were held to discuss expenditure estimates for the management of Solid Waste for the year 2018;

AND WHEREAS Council approved the expenditure estimates for the management of Solid Waste for the year 2018;

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of West Nipissing approves the expenditure estimates attached hereto as Schedule "A" for the management of Solid Waste for the year 2018.

SCHEDULE 'A'

Solid Waste 2018					
	Actual	2017 Budget	Variance	2018 Budget	Variance
Revenues					
Rate Revenue	1,319,299	1,305,045	14,254	1,357,162	52,117
Stewardship	136,088	134,161	1,927	138,721	4,560
Miscellaneous Income	40,627	10,000	30,627	10,000	-
Total Revenues	1,496,014	1,449,206	46,808	1,505,883	56,677
Expenditures					
HR Costs					
Salaries & Wages	126,288	125,716	(572)	131,940	(6,224)
Benefits	13,851	14,310	459	14,456	(146)
Education	6,734	6,000	(734)	6,000	-
Total HR Costs	146,873	146,026	(847)	152,396	(6,370)
Operating Costs					
Advertising	2,597	5,000	2,403	5,000	-
Contractors	1,237,274	1,156,480	(80,794)	1,226,767	(70,287)
General Insurance	5,600	5,600	-	5,620	(20)
Materials	7,874	22,000	14,126	10,000	12,000
Office Supplies	2,552	1,700	(852)	1,700	-
Professional Fees	65,743	68,000	2,257	70,000	(2,000)
Services and Rents	8,162	23,100	14,938	13,100	10,000
Supplies	15,125	17,500	2,375	17,500	-
Utilities & Telecommunication	2,642	3,800	1,158	3,800	-
Non TCA Expenses	-	-	-	-	-
Total Material, Supplies & Rents	1,349,031	1,303,180	(45,851)	1,353,487	(50,307)
Total Expenditures	1,495,904	1,449,206	(46,698)	1,505,883	(56,677)
Net Surplus (Deficit) Operations	110	-	110	-	-
Transfer to Reserve					
Contribution from Reserve	(14,576)	(46,000)	(31,424)	(30,000)	16,000
Total Change in Reserves	(14,576)	(46,000)	(31,424)	(30,000)	16,000
Capital Assets					
Capital expenditures	14,576	46,000	31,424	30,000	(16,000)
Total Capital Assets	14,576	46,000	31,424	30,000	(16,000)
Surplus (Deficit)	110	-	110	-	-

CARRIED

H-9 A resolution was passed to set the Solid Waste Rates for 2018.

No. 2018/111 Moved by: Councillor Larabie
Seconded by: Councillor Brisson

BE IT RESOLVED THAT By-law **2018/28**, being a by-law to set the rates for the Solid Waste Management System in the Municipality of West Nipissing for the year 2018, shall come into force and take effect on the date it is passed.

CARRIED

H-10 A resolution was passed to approve the Water and Wastewater Expenditure Estimates for 2018.

No. 2018/112 Moved by: Councillor Brisson
Seconded by: Councillor Larabie

WHEREAS at the combined **Special Budget** meeting of Council held on March 7, 2018, deliberations were held to discuss expenditure estimates for Water and Wastewater for the year 2018;

AND WHEREAS Council approved the expenditure estimates for Water and Wastewater for the year 2018;

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of West Nipissing approves the expenditure estimates attached hereto as Schedule "A" for Water and Wastewater for the year 2018.

SCHEDULE 'A'

Water & Wastewater 2018					
	Actual	2017 Budget	Variance	2018 Budget	Variance
Revenues					
Provincial	3,255	-	3,255	-	-
Rate Revenue	5,402,350	5,445,033	(42,683)	5,497,394	52,361
Interest Revenue	26,502	15,000	11,502	15,000	-
Management Fees	-	-	-	-	-
Other Income	33,538	34,500	(962)	34,500	-
West Nipissing Power Generation	160,000	160,000	-	100,000	(60,000)
Transfer from Reserve	-	-	-	-	-
Total Revenues	5,625,645	5,654,533	(28,888)	5,646,894	(7,639)
Expenditures					
HR Costs					
Salaries & Wages	813,883	915,902	102,019	933,728	(17,826)
Benefits	195,251	208,932	13,681	226,499	(17,567)
Education	24,227	25,000	773	25,000	-
Total HR Costs	1,033,361	1,149,834	116,473	1,185,227	(35,393)
Operating Costs					
Advertising	2,672	500	(2,172)	500	-
Contractors	184,272	180,000	(4,272)	180,000	-
General Insurance	123,666	123,666	-	126,049	(2,383)
Interest on Loans	520,982	529,428	8,446	490,650	38,778
Materials & Supplies	98,236	139,750	41,514	142,750	(3,000)
Office Supplies	28,160	24,450	(3,710)	34,850	(10,400)
Process Materials	663,514	645,500	(18,014)	675,000	(29,500)
Professional Fees	2,408	20,000	17,592	20,000	-
Repairs & Maintenance	121,218	120,000	(1,218)	120,000	-
Services and Rents	270,720	285,240	14,520	285,240	-
Special Projects	-	-	-	-	-
Utilities & Telecommunication	494,153	594,735	100,582	538,478	56,257
Vehicle Expenses	16,371	21,000	4,629	21,000	-
Non TCA Expenses	-	-	-	-	-
Total Material, Supplies & Rents	2,526,372	2,684,269	157,897	2,634,517	49,752
Total Expenditures	3,559,733	3,834,103	274,370	3,819,744	14,359
Net Surplus (Deficit) Operations	2,065,912	1,820,430	245,482	1,827,150	6,720

Water & Wastewater 2018					
	Actual	2017 Budget	Variance	2018 Budget	Variance
Transfer to Reserve	1,125,000	1,125,000	-	1,125,000	-
Contribution from Reserve	(785,221)	(1,508,657)	(723,436)	(708,400)	(800,257)
Funding	(1,499,873)	(2,890,343)	(1,390,470)	(1,168,600)	(1,721,743)
Other revenue	-	-	-	-	-
Total Change in Reserves	(1,160,094)	(3,274,000)	(2,113,906)	(752,000)	(2,522,000)
Repayment to General Reserve	32,069	32,069	-	-	32,069
Payments on Loans	663,361	663,361	-	702,150	(38,789)
Total Change in Financing	695,430	695,430	-	702,150	(6,720)
Capital Assets					
Capital expenditures-Infrastructure	2,240,066	4,173,000	1,932,934	1,627,000	2,546,000
Capital expenditures-Equipment	45,028	226,000	180,972	250,000	(24,000)
Total Capital Assets	2,285,094	4,399,000	2,113,906	1,877,000	2,522,000
	1,820,430	1,820,430	-	1,827,150	(6,720)
Surplus (Deficit)	245,482	(0)	245,482	0	(0)

CARRIED

H-11 A resolution was passed to set Water and Wastewater Rates for 2018.

No. 2018/113 Moved by: Councillor Larabie
 Seconded by: Councillor Brisson

BE IT RESOLVED THAT By-law **2018/29**, being a by-law to set the 2018 Water and Wastewater Rates in the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

CARRIED

I) Addendum / Addenda

J) Information & Questions / Information et questions

J-1 Mayor Savage gave her report.

K) Closed Meeting / Réunion à huis clos

NIL

L) Adjournment / Ajournement

L-1 A resolution was passed to confirm the proceedings of Council at its meeting of March 20, 2018.

No. 2018/114 Moved by: Councillor Brisson
 Seconded by: Councillor Larabie

BE IT RESOLVED THAT By-law No. **2018/30**, being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 20 day of March 2018, shall come into force and take effect on the date it is passed.

CARRIED

L-2 A resolution was passed to adjourn the meeting.

No. 2018/115 Moved by: Councillor Larabie
 Seconded by: Councillor Brisson

BE IT RESOLVED THAT the meeting of Council held on March 20, 2018 be adjourned.

CARRIED

JOANNE SAVAGE,
MAYOR

MELANIE DUCHARME,
CLERK

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING /
LA CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

**MINUTES OF THE COMBINED COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, APRIL 3, 2018 AT 6:30 PM**

PRESENT: MAYOR JOANNE SAVAGE
COUNCILLOR DENISE BRISSON
COUNCILLOR ROLAND LARABIE
COUNCILLOR LEO MALETTE
COUNCILLOR JAMIE RESTOULE
COUNCILLOR NORMAND ROBERGE
COUNCILLOR GUILLES TESSIER

ABSENT: COUNCILLOR GUY FORTIER
COUNCILLOR YVON DUHAIME

A) DECLARATION OF PECUNIARY INTEREST / DÉCLARATION D'INTÉRÊTS PÉCUNIAIRES

There were no pecuniary interests declared.

B) ADDENDUM (IF APPLICABLE) AND AGENDA / ADDENDA (SI NÉCESSAIRE) ET ORDRE DU JOUR

B-1 A resolution was passed to approve the Addendum.

No. 2018/116 Moved by: Councillor Larabie
Seconded by: Councillor Malette

BE IT RESOLVED THAT the Addendum for the meeting of Council held on April 3, 2018 be adopted as
☒ presented / ☐ amended. **CARRIED**

B-2 A resolution was passed to adopt the Agenda.

No. 2018/117 Moved by: Councillor Malette
Seconded by: Councillor Larabie

BE IT RESOLVED THAT the Agenda for the meeting of Council held on April 3, 2018 be adopted as
☒ presented / ☐ amended. **CARRIED**

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS

C-1 Organ Donation Month – Request for proclamation (Presenter: André Auger / Club Richelieu)

Mr. André Auger along with members for the Sturgeon Falls Club Richelieu made a presentation to Council informing members of the lifesaving gift of organ and tissue donations. In association with the Trillium Foundation, April is recognized as 'Organ Donation Month' throughout the province and to raise awareness of the importance that residents must register their consent of becoming an organ/tissue donor at www.beadonor.ca.

C-2 A resolution was passed to proclaim April 2018 as «Be A Donor» month in the Municipality of West Nipissing.

No. 2018/118 Moved by: Councillor Larabie
Seconded by: Councillor Malette

BE IT RESOLVED THAT the Mayor be authorized to proclaim APRIL 2018 as « **BE A DONOR MONTH / MOIS SOYEZ UN DONNEUR** » in the Municipality of West Nipissing.

CARRIED

**COMMITTEE OF THE WHOLE MEETING /
COMITÉ PLÉNIER**

D-1) PLANNING / PLANIFICATION

NIL

D-2) EMERGENCY MEASURES AND PUBLIC SAFETY / MESURES D'URGENCE ET SÉCURITÉ PUBLIQUE

D-2(a) Update re : Champlain Motel

The Chief Building Official provided Council with an update on the Champlain Motel. Since January, the municipality has been in constant contact with the property owners. Different consulting firms have been involved in assessing the property. There have been some security issues; however the building is being monitored. Final reports from engineers will provide answers as to whether reconstruction is feasible or whether complete demolition will ensue.

Jamie Restoule,
Chair

Melanie Ducharme
Clerk

D-3) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUE

NIL

D-4) SOCIAL SERVICES AND HEALTH / SERVICES SOCIAUX ET SANTÉ

NIL

D-5) PUBLIC WORKS / TRAVAUX PUBLICS

D-5(a) Update re : John & Holditch Intersection

The Chief Administrative Officer informed Council that at a previous meeting the PW manager had made recommendation that a 4 way stop not be installed at that location. Subsequently, further discussions have indicated that a cross-walk at the location may prove to be more dangerous than a 4 way stop. It is possible to limit pedestrian traffic at that location and there is a potential of lowering the speed limit. In addition, the Mayor presented a further petition from residents. The CAO reiterated the options and, after discussion, Council agreed that monitoring the speed limit coupled with increased enforcement be investigated as a mitigating measure.

Guilles Tessier,
Chair

Jean-Pierre (Jay) Barbeau,
Chief Administrative Officer

D-6) COMMUNITY SERVICES / SERVICES COMMUNAUTAIRES

D-6(a) Discussion re : Sturgeon Falls River House Museum

The Chief Administrative Officer recapped the options discussed at the previous council meeting. The Museum committee has requested a moratorium on the seasonal closure of the museum and organized a tour of the museum for members of Council to view upgrades and new exhibits. Following discussion, Council agreed to the committee's request for two (2) full-time employees for the 2018 year on a trial basis, with ongoing monitoring. The operation of the Museum will be re-evaluated thereafter.

Denise Brisson,
Chair

Stephan Poulin,
Director of Economic Development and
Community Services

D-7) SEWER AND WATER / LES ÉGOUTS ET L'EAU

NIL

D-8) ENVIRONMENTAL / L'ENVIRONNEMENT

D-8(a) Update – Spring Clean-Up

The Manager of Environmental Services provided Council with details pertaining to free access to the Sturgeon Falls landfill site in lieu of curbside spring clean-up week. The landfill will be open, free of charge, starting on May 22nd through May 26th and also from May 28th through June 2nd during regular hours of operation. There will be certain restrictions and limitations and residents are encouraged to refer to the municipal website for all pertinent details.

Roland Larabie,
Chair

Melanie Ducharme,
Clerk

D-9) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL

D-9(a) Discussion re: Condition of Hwy. 539A

The ongoing issue of the poor condition of Highway 539A was discussed. It is hoped that the schedule for the rehabilitation of this road can be expedited. The Chief Administrative Officer agreed to speak to key officials at MTO and will report back to Council once additional information is received.

D-9(b) Discussion re: Request for use of municipal tent from the Royal Canadian Legion

A request from the Royal Canadian Legion, Branch 225, was shared with Council wherein the group is seeking assistance in providing and erecting an occasion tent free of charge for an upcoming fundraising event on May 19th and 20th. Following discussions, the Director of Community Services will communicate with the installer and the Legion to determine what type of tent and what the cost will be and will report back to Council next week.

D-9(c) Discussion re: Request for use of community facility from Our Lady of Sorrows Church Fundraising Committee

A copy of a request from the Our Lady of Sorrows Church Fundraising Committee was shared with Council. Following discussion, Council agreed to the group's request for the use of the hall at no charge.

D-9(d) Additional Information re: Minnehaha Bay (fact sheet)

A fact sheet containing additional information pertaining to events and timelines surrounding the development of Minnehaha Bay was distributed to Council. The Chair read the document aloud for the benefit of the listening public. The document will be posted on the municipality's web-site.

Guy Fortier,
Chair

Melanie Ducharme,
Clerk

**REGULAR COMMITTEE MEETING /
RÉUNION RÉGULIÈRE**

E) PLANNING / PLANIFICATION

NIL

F) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURIER

NIL

G) UNFINISHED BUSINESS / AFFAIRES EN MARCHÉ

NIL

H) NOTICE OF MOTION / AVIS DE MOTIONS

NIL

I) NEW BUSINESS / AFFAIRES NOUVELLES

- I-1** A resolution was passed to award the tender for the 2018 Road Sweeping contract.

No. 2018/119 Moved by: Councillor Malette
 Seconded by: Councillor Larabie

WHEREAS quotations for the 2018 Road Sweeping were opened publicly on March 22, 2018 by the Director of Corporate Services and Director of Community Services and Economic Development;

AND WHEREAS four (4) tenders were received;

AND WHEREAS the quotation has been reviewed and the award being recommended herein consists of the best price meeting all of the specifications for 2018;

AND WHEREAS Council concurs with the recommendation received;

BE IT THEREFORE RESOLVED THAT the quotation for the 2018 Road Sweeping be awarded to **LAFOND SNOW REMOVAL & SWEEPING**, having submitted the lowest quotation of \$108,015 meeting all the specifications.

CARRIED

- I-2** A resolution was passed to award the quotation for the 2018 Supply of Granular Material.

No. 2018/120 Moved by: Councillor Malette
 Seconded by: Councillor Brisson

WHEREAS tenders for the supply of granular material for 2018 were received and opened publicly on March 22, 2018, by the Director of Corporate Services and the Director of Community Services and Economic Development;

AND WHEREAS the tender has been reviewed and the awards being recommended herein consist of the best prices meeting all of the specifications for 2018;

AND WHEREAS Council concurs with this recommendation;

BE IT RESOLVED THAT the tender for the supply of granular material for 2018 be awarded as follows:

(1)	LABELLE BROTHERS be awarded :	
	Granular 'A' Rock Quarry	→ Municipality - Supply & Load
	Clear Stone – Type II	→ Municipality - Supply & Load
	Rip-Rap (Shot Rock)	→ Municipality - Supply & Load
(2)	ROLÉO SÉGUIN be awarded :	
	Modified 'B' - Type I	→ Delivered to Sturgeon Falls and Field
	Pit Run Gravel	→ Delivered to Sturgeon Falls, Verner and Field
(3)	ED SÉGUIN & SONS be awarded :	
	Granular 'A' Rock Quarry	→ Delivered to Sturgeon Falls, Verner and Field
	Modified 'B' - Type I	→ Municipality - Supply & Load → Delivered to Verner
	Modified 'B' - Type II	→ Municipality - Supply & Load → Delivered to Sturgeon Falls, Verner and Field
	Modified 'B' - Type II (100% pass 37.5 mm)	→ Municipality - Supply & Load → Delivered to Sturgeon Falls, Verner and Field
	Pit Run Gravel	→ Municipality - Supply & Load
	Clear Stone, Type II	→ Delivered to Sturgeon Falls, Verner and Field
	Rip Rap (Shot Rock)	→ Delivered to Sturgeon Falls, Verner and Field

CARRIED

J) ADDENDUM / ADDENDA

K) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS

K-1 The Mayor gave her report.

L) CLOSED MEETING / RÉUNION À HUIS CLOS

L-1 A resolution was passed to proceed into closed meeting.

No. 2018/121 Moved by: Councillor Brisson
Seconded by: Councillor Roberge

BE IT RESOLVED THAT we proceed into closed meeting as authorized in Section 239 (2) of the Municipal Act, to discuss the following:

- (C)** a proposed or pending acquisition or disposition of land by the municipality or local board;
(i) Economic Development Opportunity

CARRIED

L-2 A resolution was passed to adjourn the closed session.

No. 2018/122 Moved by: Councillor Roberge
Seconded by: Councillor Brisson

BE IT BE IT RESOLVED THAT the Closed meeting of Council held on April 3, 2018 be adjourned at 9:23 PM in order to proceed with the regular meeting

CARRIED

M) ADJOURNMENT / AJOURNEMENT

M-1 A resolution was passed to adopt By-law **2018/31** confirming the proceedings of Council at its meeting held on April 3, 2018.

No. 2018/123 Moved by: Councillor Roberge
Seconded by: Councillor Brisson

BE IT RESOLVED THAT By-law No. **2018/31** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 3rd day of April 2018, shall come into force and take effect on the date it is passed.

CARRIED

M-2 A resolution was passed to adjourn the meeting of Council.

No. 2018/124 Moved by: Councillor Roberge
Seconded by: Councillor Brisson

BE IT RESOLVED THAT the meeting of Council held on April 3, 2018 be adjourned.

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING /
LA CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

**MINUTES OF THE COMBINED COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, APRIL 10th, 2018 AT 6:30 PM**

PRESENT: COUNCILLOR DENISE BRISSON COUNCILLOR YVON DUHAIME COUNCILLOR GUY FORTIER COUNCILLOR ROLAND LARABIE COUNCILLOR LEO MALETTE (<i>Deputy Mayor</i>) COUNCILLOR GUILLES TESSIER COUNCILLOR NORMAND ROBERGE	ABSENT: MAYOR JOANNE SAVAGE COUNCILLOR JAMIE RESTOULE
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A-1) ADDENDUM

A-1(a) A resolution was passed to appoint the Deputy Mayor.

No. 2018/125 Moved by: Councillor Larabie
Seconded by: Councillor Fortier

BE IT RESOLVED THAT Councillor LÉO MALETTE be appointed Deputy Mayor for the Corporation of the Municipality of West Nipissing for the remainder of the 2014-2018 Council Term.

CARRIED

A-2) DECLARATION OF PECUNIARY INTEREST / DÉCLARATION D'INTÉRÊTS PÉCUNIAIRES

There were no pecuniary interests declared.

B) ADDENDUM (IF APPLICABLE) AND AGENDA / ADDENDA (SI NÉCESSAIRE) ET ORDRE DU JOUR

B-1 A resolution was passed to approve the Addendum.

No. 2018/126 Moved by: Councillor Fortier
Seconded by: Councillor Larabie

BE IT RESOLVED THAT the Addendum for the meeting of Council held on April 10, 2018 be adopted as
☒ presented / ☐ amended.

CARRIED

B-2 A resolution was passed to adopt the Agenda.

No. 2018/127 Moved by: Councillor Larabie
Seconded by: Councillor Fortier

BE IT RESOLVED THAT the Agenda for the meeting of Council held on April 10, 2018 be adopted as
☒ presented / ☐ amended.

CARRIED

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS

C-1 WN Cycling for Charity (*Presenter: Dan Roveda*)

Dan Roveda made a presentation to Council to inform members of an upcoming Cycling for Charity event scheduled for June 3rd 2018. The funds will be used to provide bicycles for children who cannot afford them. In 2017, \$6,400 was raised of which \$3,000 was donated to the West Nipissing Community Health Centre for the purchase of bicycles and helmets. Mr. Roveda enumerated statistics of the participants as well as where all funds raised have been allocated. Mr. Roveda highlighted the various routes, the cost of registration and the 2018 proposed event. Mr. Roveda requested that the week of June 3rd to 9th be declared Bike Week and also for the installation of a banner on King Street. He also requested that the members of West Nipissing Council act as ambassadors in promoting the event.

C-1.5 Resolution to proclaim June 3rd to June 9th as 'Cycling Week' in the Municipality **(ADDENDUM)**

No. 2018/128 Moved by: Councillor Fortier
Seconded by: Councillor Larabie

BE IT RESOLVED THAT the Mayor be authorized to proclaim June 3rd to June 9th, 2018 as « **BIKE WEEK** » in the Municipality of West Nipissing.

CARRIED

D) CLOSED MEETING / RÉUNION À HUIS CLOS

D-1 A resolution was passed to proceed into closed meeting.

No. 2018/129 Moved by: Councillor Larabie
Seconded by: Councillor Fortier

BE IT RESOLVED THAT we proceed into closed meeting as authorized in Section 239 (2) of the Municipal Act, to discuss the following:

- (A) the security of the property of the municipality or local board;
 - (i) OPP Update
 - (ii) Nature's Trail Bridge **(ADDENDUM)**
- (C) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - (iii) Proposed purchase of land

CARRIED

D-2 A resolution was passed to adjourn the closed session.

No. 2018/130 Moved by: Councillor Duhaime
Seconded by: Councillor Brisson

BE IT BE IT RESOLVED THAT the Closed meeting of Council held on April 10, 2018 be adjourned at 7:15 PM in order to proceed with the regular meeting

CARRIED

**COMMITTEE OF THE WHOLE MEETING /
COMITÉ PLÉNIER**

E-1) EMERGENCY MEASURES AND PUBLIC SAFETY / MESURES D'URGENCE ET SÉCURITÉ PUBLIQUE **NIL**

E-2) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUE **NIL**

E-3) SOCIAL SERVICES AND HEALTH / SERVICES SOCIAUX ET SANTÉ **NIL**

E-4) PUBLIC WORKS / TRAVAUX PUBLICS **NIL**

E-5) COMMUNITY SERVICES / SERVICES COMMUNAUTAIRES

E-5(a) Update re: Canadian Legion request for tent

The Director of Community Services informed Council that he has consulted with the organisers to ensure that the tents can be accommodated on the proposed event property. The owner of the tents has indicated that the cost of installation of the tent will be \$300.00. Council unanimously agreed to cover the cost of the tents. Staff will communicate Council's decision to the Legion.

E-5(b) Review of Facility Rental Policy

The Director of Community Services reiterated the Facility Rental policy and requested Council provide direction as to any groups which should be added or removed from the list. Council agreed to remove

the 'Rock 'n Ribs' and 'Ladies in Waiting' since both events have been disbanded. Councillor Duhaime requested Council to consider the Rod & Gun Club as eligible and council concurred. Council requested information concerning the number of events being carried on by CANO. Staff agreed to provide additional information and a presentation from CANO as to their future plans.

Denise Brisson,
Chair

Stephan Poulin,
Director of Economic Development and
Community Services

E-6) SEWER AND WATER / LES ÉGOUTS ET L'EAU

E-6(a) Discussion re : Summary Management Review of the Drinking Water Quality Management System (DWQMS) Report

The Manager of Water and Wastewater provided Council with an overview of the DWQMS reports which indicate that both water treatment plants are running safely and efficiently. In addition, less water is being treated which the Manager attributes to improved infrastructure resulting in less loss due to leakage.

Yvon Duhaime,
Chair

Jean-Pierre (Jay) Barbeau,
Chief Administrative Officer

E-7) ENVIRONMENTAL / L'ENVIRONNEMENT

NIL

E-8) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL

E-8(a) Update re : OPP Policing

The Chief Administrative Officer provided Council with an update pertaining to the ongoing OPP Policing transition. Sites have been selected for both permanent and temporary office locations. The permanent site will be located on Levac Road and the temporary site is proposed to be in the former Zone building on the Recreational Complex property. The CAO advised that it has been learned since the initial costing, that the Province of Ontario will be contributing to the cost of construction and ongoing maintenance of the new building. This will reduce the anticipated construction pay-back from 9 years to approximately 5 ½ years. Construction is hoped be commenced within the 2018 year with an anticipated move-in to the permanent facility in later 2019. Union negotiations with the existing force are nearly resolved and it is anticipated that the submission will be made to OCPC by early May in order to commence the disbandment process of the West Nipissing Police Service.

Guy Fortier,
Chair

Melanie Ducharme,
Clerk

E-9) PLANNING / PLANIFICATION

NIL

**REGULAR COMMITTEE MEETING /
RÉUNION RÉGULIÈRE**

F) PLANNING / PLANIFICATION

NIL

G) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURIER **NIL**

H) UNFINISHED BUSINESS / AFFAIRES EN MARCHÉ **NIL**

I) NOTICE OF MOTION / AVIS DE MOTIONS **NIL**

J) NEW BUSINESS / AFFAIRES NOUVELLES **NIL**

K) ADDENDUM / ADDENDA

A-1(a) A resolution was passed to appoint the Deputy Mayor. **(ADDENDUM)**

C-1.5 Resolution to proclaim Cycling Week in the Municipality **(ADDENDUM)**

D-1 Closed Meeting / Réunion à huis clos

D-1 (A) (ii) Resolution to proclaim Cycling Week in the Municipality **(ADDENDUM)**

L) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS

L-1 The Mayor gave her report.

M) CLOSED MEETING / RÉUNION À HUIS CLOS **NIL**

M-1 A resolution was passed to proceed into closed meeting.

No. 2018/131 Moved by: Councillor Larabie

Seconded by: Councillor Fortier

BE IT RESOLVED THAT we proceed into closed meeting as authorized in Section 239 (2) of the Municipal Act, to discuss the following:

(A) the security of the property of the municipality or local board;

(i) OPP Update

(ii) Nature's Trail Bridge **(ADDENDUM)**

(C) a proposed or pending acquisition or disposition of land by the municipality or local board;

(iii) Proposed purchase of land

CARRIED

M-2 A resolution was passed to adjourn the closed session.

No. 2018/132 Moved by: Councillor Duhaime

Seconded by: Councillor Brisson

BE IT BE IT RESOLVED THAT the Closed meeting of Council held on April 10, 2018 be adjourned at 8:25 PM in order to proceed with the regular meeting

CARRIED

N) ADJOURNMENT / AJOURNEMENT

N-1 A resolution was passed to adopt By-law **2018/32** confirming the proceedings of Council at its meeting held on April 10, 2018.

No. 2018/133 Moved by: Councillor Brisson

Seconded by: Councillor Duhaime

BE IT RESOLVED THAT By-law No. **2018/32** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 10th day of April 2018, shall come into force and take effect on the date it is passed.

CARRIED

N-2 A resolution was passed to adjourn the meeting of Council.

No. 2018/134 Moved by: Councillor Duhaime
 Seconded by: Councillor Brisson

BE IT RESOLVED THAT the meeting of Council held on April 10, 2018 be adjourned.

CARRIED

LÉO MALETTE
DEPUTY MAYOR

MELANIE DUCHARME
CLERK

**Minutes of the Regular Meeting
of the Board of Management of Au Château
held at Au Château
on February 21, 2018 at 4:45 pm**

PRESENT: MEMBERS : Léo Malette Chairperson
 Bertrand Bizier Vice-Chairperson
 Yvon Duhaime
 Jacques Dupuis Administrator / Secretary
 Guy Éthier
 Caroline Lowery
 Joanne Savage

REGRETS: Denise Brisson

01. Meeting called to order

Meeting was called to order.

02. Declaration of Conflict of Interest

No declaration of conflict of interest was declared.

03. Adoption of Agenda

Resolution No. 11

Moved by : Joanne Savage
Seconded by : Caroline Lowery

BE IT RESOLVED THAT the Agenda of the Regular Meeting on February 21, 2018 be approved as presented at 4:58 pm.

Carried

04. Adoption of Minutes

Resolution No. 12

Moved by : Caroline Lowery

Seconded by : Joanne Savage

BE IT RESOLVED THAT the Minutes of the Annual Meeting held January 17, 2018 be approved as presented.

Carried

05. New Business:

a) Health & Safety Committee Meeting Minutes

None presented.

b) Quality Management Team Meeting Minutes

Significant discussions ensued on the Improvement Plan in terms of our results to targets. Further comparisons were made to Provincial Statistics. Areas of concern were addressed and Administrator provided the plan of action accordingly. The following resolution was then passed:

Resolution No. 13

Moved by : Joanne Savage

Seconded by : Caroline Lowery

BE IT RESOLVED THAT the Minutes of the Quality Management Team have been received.

Carried

c) Collins Barrow - Audit Update

On behalf of Collins Barrow, Administrator presented the Board with the Letter of Engagement. After explaining the different aspects of the audit letter, it was signed by the Administrator for its onward forwarding to Collins Barrow.

d) **Summary of Critical Incidents – 2013 - 2017**

Administrator presented a report for the years 2013 to 2017 (5 year comparison) on all Critical Incidents reported to the MOHLTC. The two major categories of interest were: Resident-to-resident abuse and Staff-to-resident abuse. As for the resident-to-resident abuse, we saw a significant increase in 2016, likely due to the closing of mental health beds in North Bay. Also a drill-down analysis was provided showing that 80% of resident-to-resident abuse occurs on 3rd floor where all residents with significant behaviours, dementia and Alzheimers are located. In terms of staff-to-resident, Administrator highlighted the Home's commitment and culture to zero tolerance to abuse. All alleged, whether founded or not, are reported. The important aspect of staff-to-resident abuse is to minimize such and that the Home does deals with these situations and not "swept under the carpet".

e) **Ontario Legislation – Fair Workplaces, Better Jobs**

Administrator updated the Board on new Labour Legislation where, amongst others, deals with employee personal leave. All employees are now entitled to two (2) paid days per year as well as Home's inability to request a medical note for the first two (2) days of personal leave (which includes sick days). Furthermore, these two (2) days will have a significant financial impact to a potential of some \$100,000 per year. No provincial relief is provided for this new legislation.

f) **MOHLTC – Proposed Amendments**

Administrator informed the Board on proposed amendments that would allow LTC Homes to borrow for capital purposes, on its own. The proviso is that each participating municipality must pass a resolution supporting the Board's ability to borrow. This resolution must be obtained at the time that the Board proposes to move forward with redevelopment. This is important in light of Homes having to redevelop.

g) **LHIN's – Declaration of Compliance**

The Board approved the signing of the Declaration of Compliance Report as part of our commitment to the Long-Term Care Service Accountability Agreement therefore the following resolution was passed:

Resolution No. 14

Moved by : Guy Éthier
Seconded by : Bertrand Bizier

BE IT RESOLVED THAT the Board Chair and Administrator sign the Schedule E – Form of Compliance Declaration of the Long-Term Care Service Accountability Agreement.

Carried

h) **Strategic Plan**

Discussion on this item was held as part of MOHLTC Proposed Amendments, item f) above. Significant discussion ensued regarding the Municipal's difficult position in continuing to support LTC.

06. **Unfinished Business:**

a) **Financial Report**

No Financial Report as such was provided to the exception of the CSS report due to the finalization of the Budget.

After clarification of a few items, the Financial Report was accepted as presented and the following resolution was adopted:

Resolution No. 15

Moved by : Guy Éthier
Seconded by : Bertrand Bizier

BE IT RESOLVED THAT the Financial Report be accepted as presented.

Carried

b) **Administrative Report**

There being no further discussion other than what was presented on the report, the Administrative report was adopted as presented and the following resolution was passed:

Resolution No. 16

Moved by : Bertrand Bizier
Seconded by : Guy Éthier

BE IT RESOLVED THAT the Administrator's Report be accepted as presented.

Carried

07. In-Camera Session

Resolution No. 17

Moved by : Guy Éthier
Seconded by : Bertrand Bizier

BE IT RESOLVED THAT the Board go in-camera to discuss matter regarding Labour Matters at 5:55 pm.

Carried

Labour Matters:

Administrator updated the Board on two (2) grievances, one involving termination and the other accommodation. The Administrator also updated the Board on the key positions of each department, and those that will be retiring soon and the Administrator's succession plan thereon.

Resolution No. 18

Moved by : Bertrand Bizier
Seconded by : Guy Éthier

BE IT RESOLVED THAT the Board returns to its Regular meeting a 6:10 pm.

Carried

08. Other Business / Information Items

a) Next Meeting

- a) The next Board meeting is scheduled for March 21, 2018 at 4:45 pm.
- b) The April Board meeting is scheduled for April 25, 2018 at 4:45 pm.
- c) OANHSS convention is set for April 16 to 18, 2018

b) Information Items

- a) AdvantAge Ontario – Executive Report – January 25, 2018
- b) AdvantAge Ontario – Executive Report – February 2, 2018

09. Adjournment

Resolution No. 19

Moved by : Guy Éthier
Seconded by : Bertrand Bizier

BE IT RESOLVED THAT the meeting now adjourn at 6:15 pm

Carried


Chairperson


Administrator / Secretary

The Corporation of the Municipality of West Nipissing

Regular Council Meeting April 17 2018

SUMMARY

March 2018 Payables	\$	3,478,621.70
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Total Disbursements as per A/P report enclosed	\$	<u>3,478,621.70</u>
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Additional Disbursements

EFT Fees	Mar-18	\$	1,954.81
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Bank Fees/Charges	Mar-18	\$	414.60
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Total Additional Disbursements	\$	<u>2,369.41</u>
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Grand Total	\$	<u>3,480,991.11</u>
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**The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest**

Resolution No.

2018 /

APRIL 17, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the accounts payables disbursement sheets be received in the amount of:

General Accounts **\$ 3,480,991.11**

	YEAS	NAYS
BRISSON, Denise		
DUHAIME, Yvon		
FORTIER, Guy		
LARABIE, Roland		
MALETTE, Léo		
RESTOULE, Jamie		
ROBERGE, Normand		
TESSIER, Guilles		
SAVAGE, Joanne (MAYOR)		

Carried: _____

Defeated: _____

Deferred or tabled: _____



**The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest**

Resolution No.

2018 /

APRIL 17, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS budget deliberations were held at Special Budget meetings held on February 10th, 2018 and February 21st, 2018 to discuss general municipal expenditure estimates for the year 2018;

AND WHEREAS Capital Projects for the Public Works and the Community Services Departments were presented at a Special Budget meeting held on March 7th, 2018;

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of West Nipissing approves the general municipal expenditure estimates attached hereto as Schedule "A" for the year 2018.

	YEAS	NAYS
BRISSON, Denise		
DUHAIME, Yvon		
FORTIER, Guy		
LARABIE, Roland		
MALETTE, Léo		
RESTOULE, Jamie		
ROBERGE, Normand		
TESSIER, Guilles		
Savage, Joanne (MAYOR)		

Carried: _____

Defeated: _____

Deferred or tabled: _____

SCHEDULE "A"
GENERAL MUNICIPAL EXPENDITURE ESTIMATES FOR 2018



SUMMARY OF ALL CATEGORIES

	2017			2018	
	Actual	Budget	Variance	Budget	Variance
Revenues					
Property Taxation	15,195,885	15,081,930	113,955	15,721,226	639,296
Payments in lieu	525,953	513,672	12,281	527,186	13,514
Grants	6,300,500	6,300,500	-	6,494,500	194,000
Other Revenues	2,888,564	2,711,365	177,199	2,966,976	255,611
Total Revenues	24,910,902	24,607,467	303,435	25,709,888	1,102,421
Expenditures					
HR Costs	6,977,966	7,318,999	341,033	7,731,403	(412,404)
Operating Expenses	6,014,507	6,484,363	469,856	6,622,099	(137,736)
Social Programs	4,194,506	4,212,131	17,625	4,307,007	(94,876)
Total Expenditures	17,186,979	18,015,493	828,514	18,660,509	(645,016)
Local Boards					
Police	4,195,739	4,206,359	10,620	4,297,822	(91,463)
Library	432,000	432,000	-	440,000	(8,000)
Cemetery	19,651	48,350	28,699	44,600	3,750
Total Board Expenditures	4,647,390	4,686,709	39,319	4,782,422	(95,713)
Total Expenditures incl. Boards	21,834,369	22,702,202	867,833	23,442,931	(740,728)
Surplus (Deficit)-Operating	3,076,533	1,905,265	1,171,268	2,266,957	361,693
Donations					
Funding	(798,107)	(860,350)	(62,243)	(2,769,082)	1,908,732
Total Revenues-Capital Fund	(798,107)	(860,350)	(62,243)	(2,769,082)	1,908,732
Transfer to Reserve	1,869,239	1,430,000	(439,239)	1,565,000	(135,000)
Contribution from Reserve	(1,152,724)	(2,518,555)	(1,365,831)	(2,804,010)	285,455
Unexpended Revenue	(130,597)	-	130,597	-	-
Total Change in Reserves	585,918	(1,088,555)	(1,674,473)	(1,239,010)	150,455
Long Term Debt Financing					
Payments on Loans	319,047	315,265	(3,782)	331,958	(16,693)
Total Change in Financing	319,047	315,265	(3,782)	331,958	(16,693)
Capital Assets					
Capital expenditures-Infrastructure	1,008,187	1,589,895	581,708	3,954,081	(2,364,187)
Capital expenditures	1,412,734	1,949,010	536,276	1,989,010	(40,000)
Total Capital Assets	2,420,921	3,538,905	1,117,984	5,943,091	(2,404,187)
	2,527,779	1,905,265	622,514	2,266,957	361,693
Surplus (Deficit)	548,754	-	548,754	-	-



**The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest**

Resolution No.

2018 /

APRIL 17, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS the *Safe Drinking Water Act* 2002, Ontario Regulation 170/03, Schedule 22, requires that the 2017 Summary Reports for Sturgeon Falls and Verner, and the Annual Reports for Sturgeon Falls and Verner for the period of January 1, 2017 to December 31, 2017 were prepared and delivered to Council on March 29th, 2018, by the Manager of Water and Wastewater Operations, for discussion at the Council meeting of April 10th, 2018;

AND WHEREAS a Summary Management Review of the Drinking Water Quality Management System (DWQMS) is provided to members of Council by March 31, of each year;

BE IT RESOLVED THAT Council confirms receipt of the above-mentioned reports and confirms that the Manager of Water and Wastewater Operations provided an overview of the Report at the Combined Meeting of Council held on April 10th, 2018, during which members were provided the opportunity to question the Manager of Water and Wastewater Operations.

	YEAS	NAYS
BRISSON, Denise		
DUHAIME, Yvon		
FORTIER, Guy		
LARABIE, Roland		
MALETTE, Léo		
RESTOULE, Jamie		
ROBERGE, Normand		
TESSIER, Guilles		
SAVAGE, Joanne (MAYOR)		

Carried: _____

Defeated: _____

Deferred or tabled: _____

MEMORANDUM

TO: Mayor and Council

FROM: Alisa Craddock CPA, CMA Director of Corporate Services/Treasurer

DATE: April 13, 2018

RE: **ON-LINE TRANSACTIONS FOR VERNER CAISSE POPULAIRE ACCOUNT (CEMETERY)**

In order to facilitate the financial management of West Nipissing's various cemeteries and the timely transferring of trust funds received on sales from a general bank account to a trust account, we require the ability to access on-line banking transactions.

The Caisse Populaire requires a resolution authorizing the addition of on-line services and appointing the individuals who will be granted access. The Caisse Populaire has a two signature on-line system. I am requesting that Council grant myself and Louise Laforge access to the on-line capabilities for the Caisse Populaire Cemetery accounts.

Joie de vivre



www.westnipissingouest.ca



**The Corporation of the Municipality of West Nipissing /
La Corporation de la Municipalité de Nipissing Ouest**

Resolution No.

2018 /

APRIL 17, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS the Municipality of West Nipissing is responsible for the financial management of various cemeteries within its jurisdiction;

AND WHEREAS staff is required to make timely transfers from a general account to trust account;

AND WHEREAS the Caisse Populaire of Verner requires Council's authorization to grant on-line access to specific municipal personnel in order to carry out these bank transfers on-line;

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of West Nipissing authorizes that the following individuals are granted on-line access to the Municipality of West Nipissing's Cemetery accounts at the Caisse Populaire in Verner, including the transfer of funds :

- Alisa Craddock, Director of Corporate Services / Treasurer
- Louise Laforge, Tax Collector / Deputy Treasurer

BE IT FURTHER RESOLVED THAT the Council for the Corporation of the Municipality of West Nipissing also authorizes the following member be appointed as the Principal Administrator for on-line access to Municipality of West Nipissing Cemetery accounts at the Caisse Populaire in Verner, including the transfer of funds:

- Alisa Craddock, Director of Corporate Services / Treasurer

	YEAS	NAYS
BRISSON, Denise		
DUHAIME, Yvon		
FORTIER, Guy		
LARABIE, Roland		
MALETTE, Léo		
RESTOULE, Jamie		
ROBERGE, Normand		
TESSIER, Guilles		
SAVAGE, Joanne (MAYOR)		

Carried: _____

Defeated: _____

Deferred or tabled: _____

MEMORANDUM

TO: Mayor and Council
FROM: Melanie Ducharme, Municipal Clerk/Planner
DATE: April 13, 2018
RE: **USE OF CORPORATE RESOURCES BY-LAW, S.88.18 MEA**

EXECUTIVE SUMMARY

This report addresses the now mandatory adoption of a Use of Corporate Resources for Elections By-Law, which is intended to serve as a guide for members of Council, candidates, staff, local boards of the Municipality of West Nipissing and the public on the appropriate use of corporate resources during an election.

While it is recognized that members of Council must be able to perform the duties of their office during an election year and, it is also important to establish clear guidelines to ensure that the election campaigns of sitting members do not receive any benefits, real or perceived, by virtue of their office and at the same time clarify the use of corporate resources for other candidates, municipal staff, and the public.

The premise of a Use of Corporate Resources by-law is to ensure that all candidates, including sitting members of Council, enjoy the same privileges.

REPORT

Members of Council are required to conduct themselves in accordance with the *Municipal Elections Act*, 1996. The use of municipal resources, both actual municipal property and staff time, for election-related activity is strictly prohibited. The prohibition applies to BOTH the promotion of or opposition to the candidacy of a person for elected office. A number of municipalities already have similar provisions in their Council Codes of Conduct however, in the interests of accountability and transparency, a greater detailed stand-alone policy addressing the use of corporate resources during an election period is now required under the *Municipal Elections Act*, 1996.

Joie de vivre



www.westnipissingouest.ca

The *Municipal Elections Act*, 1996 prohibits the municipality and its local boards from making a contribution to a candidate. As contributions may take the form of money, goods or services, publicly clarifying the goods and services, which would not be available to sitting members of Council and/or candidates, will establish reference criteria for all, including campaign workers and municipal staff. Currently the Municipality of West Nipissing provides very few enhanced services to sitting members of Council. Regardless, this review of corporate resources has included provisions which will result in an all-inclusive, forward-looking policy.

The Use of Corporate Resources By-Law will address the following issues:

- Use of facilities and meeting rooms
- Use of municipal logos and trademarks
- Use of resources including phones, printing, stationary and postage
- General purchasing powers
- Computer use, websites, website links and social media accounts
- Access to information and staff
- Staff involvement in election campaigns

Use of municipal logos and trademarks in any campaign materials is strictly prohibited. The use of photos is also addressed, in relation to both corporate file photos of council and members of Council in addition to any photos taken with corporate equipment. The general use of standard resources for election purposes is prohibited. Such resources include phone and voice mail systems, printers and corporate print facilities, stationary and postage.

The Municipal Clerk will provide basic information on the website relating to candidate nominations, voting information and financial statements. Candidates' use of corporate computers, data storage, websites and linkages as well as social media connections are prohibited.

This By-Law also address staff involvement in election campaigns limiting staff to ensuring that any assistance to a candidate's campaign occurs during their personal time (leave of absence without pay, lieu time or vacation) and not during work hours.

The By-Law will provide guidelines necessary for members of Council, other candidates and staff to conduct themselves during elections in an accountable and transparent manner and enforcement of this By-law will be in accordance with the enforcement provisions of the *Municipal Elections Act*. The Municipal Clerk shall have full authority to investigate any alleged violation of this By-Law and to require any party in contravention to repay to the Municipality any costs associated with the breach.



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2018/34

**BEING A BY-LAW TO GOVERN THE USE OF CORPORATE
RESOURCES FOR A MUNICIPAL ELECTION**

WHEREAS pursuant to Section 88.18 of the Municipal Elections Act, 1996, as amended, before May 1st in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period;

AND WHEREAS the *Municipal Elections Act*, 1996 (the Act), establishes the election campaign finance rules for Candidates running in a municipal election. Public funds are not to be used for any election related purposes, including the promotion of, or opposition to, the candidacy of a person for elected office.

AND WHEREAS the Act prohibits the municipality from making contributions in any form, which includes its assets, resources, and employees. The Act also prohibits the candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution.

AND WHEREAS contributions may take the form of money, goods, or services, any use of the municipality's resources for an election campaign is considered a contribution, and therefore contravenes the Act.

This policy does not preclude a member of Council from performing their duties as a Councillor, nor inhibit them from representing the interests of their constituents.

APPLICATION:

This By-Law applies to all Municipal staff, all municipal election Candidates (whether for Council or for School Trustee), any acclaimed Candidate, and Members of Council (including a Member not seeking re-election), effective from Nomination Day at 2:01 p.m. to December 31, 2018 in an election year.

DEFINITIONS:

Acclaimed means a Candidate elected by acclamation pursuant to section 37 of the Act. 'Act' means the *Municipal Elections Act*, 1996, S.O. 1996, c. 32, as amended.

Campaigning means a municipal election-related activity for the purpose of supporting or opposing the election of a Candidate or a question on the ballot, and includes, without limiting the generality of the foregoing, the distribution of materials, advertising, display of signage, etc.

Candidate means a person who has filed a nomination for an office pursuant to section 33 of the Act, and includes a person who has filed a nomination for election to a school board pursuant to the Education Act, R.S.O. 1990, c. E.2., as amended.

Clerk means the Clerk of the Municipality of West Nipissing or designate.

Council means the Council of the Municipality of West Nipissing.

Member means a member of Council of the Municipality of West Nipissing, and includes the Mayor.

Nomination Day means, in the case of a regular election, the fourth Friday in July, in an election year. For the 2018 election Nomination Day shall be July 27, 2018.

Staff means all full-time and part-time persons hired by the Municipality of West Nipissing, including but not limited to the Chief Administrative Officer, Directors, Department Heads, Officers, Supervisors, Coordinators, salaried employees, hourly employees, administrative staff, and contract, temporary, student, and cooperative placements.

Municipality means the Corporation of the Municipality of West Nipissing.

REGULATIONS:

1. Corporate resources, assets and funding shall not be used for any election-related purposes;
2. Notwithstanding the above, "All-Candidates" meetings may be held in a municipal facility, subject to the municipal facility rental policy being adhered to;
3. Campaign related signs and any other election-related material may not be displayed in any municipally owned or operated facilities;
4. Campaigning shall not be permitted at any municipally hosted or operated event or celebration;
5. In any material printed or distributed by the municipality, candidates are not permitted to:
 - (a) illustrate that an individual (either a member of Council or any other individual) is a candidate registered in any election;
 - (b) identify where they or any other individual will be running for office; or
 - (c) profile or make reference to candidates in any election.
6. Websites or domain names that are funded by the municipality shall not include any election-related campaign material, other than non-partisan election information material that is required for the proper administration of the election under the Act and basic contact information for Candidates;
7. The Municipality's voicemail system shall not be used to record campaigning messages, and the Municipality's resources comprising the computer network, e-mail, and related IT systems and equipment shall not be used for campaigning;
8. The Municipality's logos, slogans, etc. shall not be printed or distributed on any election materials or included on any election campaign related website, except in the case of a link to the municipal website to obtain information about the municipal election;
9. Photographs produced for and owned by the Municipality shall not be used for any election purposes;
10. Distribution lists or contact lists developed utilizing the Municipality's resources or through contact in a member of Council's role shall not be utilized for election purposes;
11. Photos taken utilizing municipal cameras, phones or sent through municipal e-mail accounts shall not be used for election purposes;
12. Photographs, contact information and biographies of sitting members of Council shall remain static on the municipal website.

MEMBERS OF COUNCIL SHALL NOT:

13. Print or distribute any material paid for with municipal funds that illustrates that a Member of Council is registered in any election or where they will be running for office;
14. Print or distribute any election-related material using municipal funds or equipment including municipally provided electronic device(s);
15. Profile (name or photograph), or make reference to, in any material paid by municipal funds, any individual who is registered as a candidate in any election;
16. Use municipal e-mail addresses or e-mail distribution lists accumulated in their role as a member of Council;
17. Use photographs and/or videos produced by the Municipality;
18. Links to the Municipality's website from a candidate's website or any social media account (Facebook, Twitter, Instagram, etc.) or blog are permitted only for the purpose of providing information about the Election or municipal programs and services.
19. Use the Municipality's voicemail system to record any election related messages;

20. Print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates for municipal elections.

MEMBERS OF COUNCIL SHALL:

21. Ensure that the content of any communication material, printed, hosted or distributed by the municipality on their behalf, is not election-related;
22. Continue to fulfill all their responsibilities as Councillors during the period of an election, regardless of whether or not they are a candidate;
23. Councillors who are candidates should draw strong boundaries between the two roles and any potential conflicts between the roles should be resolved in favour of the public interest.

MUNICIPALITY OF WEST NIPISSING STAFF:

24. Staff engaged in political activities must take care to separate those personal activities from their official positions. Staff may participate in political activity at the municipal level providing that such activity does not take place during work hours or use corporate assets or resources, or property.
25. Notices, posters or similar material in support of a particular Candidate are not to be produced, displayed or distributed by staff on Municipality owned property or work sites;
26. Staff will not canvass or actively work in support of a municipal Candidate during normal working hours unless they are on a leave of absence without pay, lieu time, or vacation leave;
27. Staff will not canvas or actively work in support of a municipal Candidate while wearing a uniform, badge, logo or any other item identifying them as an employee of the Corporation of the Municipality of West Nipissing, or using a vehicle owned or leased by same;

AUTHORITY AND ENFORCEMENT:

28. Should any written complaint arise regarding the alleged use of Corporate Resources in contravention of this By-Law, the Municipal Clerk or designate shall have the authority to investigate and resolve any issues. If a contravention of this By-Law is, in the opinion of the Municipal Clerk, confirmed, the Candidate will be required to personally repay any of the costs associated with the breach.
29. In accordance with the *Municipal Elections Act, 1996*, the Municipal Clerk is authorized to take the necessary action to give effect to this By-Law.

ENACTED AND PASSED THIS 17th DAY OF APRIL, 2018 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



**The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest**

Resolution No.

2018 /

APRIL 17, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT By-law **2018/34**, being a by-law to govern the use of corporate resources for a municipal election in the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

	YEAS	NAYS
BRISSON , Denise		
DUHAIME , Yvon		
FORTIER , Guy		
LARABIE , Roland		
MALETTE , Léo		
RESTOULE , Jamie		
ROBERGE , Normand		
TESSIER , Guilles		
SAVAGE , Joanne (MAYOR)		

Carried: _____

Defeated: _____

Deferred or tabled: _____



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2018/35

BEING A BY-LAW TO SIGN AN ADDENDUM TO THE VOTER LIST MANAGEMENT
SERVICES AGREEMENT WITH COMPRINT SYSTEMS INCORPORATED (KNOWN AS 'DATA FIX')
TO PROVIDE VOTE-BY-MAIL SERVICES FOR THE 2018 MUNICIPAL ELECTIONS

WHEREAS Section 42 (1) (b) of the *Municipal Elections Act, Ontario* provides that a municipal council may pass a by-law authorizing an alternative voting method in the Municipality;

AND WHEREAS By-Law **2017/40** authorizing Vote-By-Mail for the 2018 Municipal Elections for the Municipality of West Nipissing was passed at the Council meeting held on April 18th, 2017;

AND WHEREAS the Municipality of West Nipissing has entered into a Voter List Management Services Agreement with **Comprint Systems Incorporated** (DataFix) as of the 30th day of March, 2015;

AND WHEREAS the Council for the Municipality of West Nipissing deems it appropriate to execute an Addendum with **Comprint Systems Incorporated** (DataFix) for the provision of Vote by Mail services for the 2018 Municipal Election;

NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING ENACTS AS FOLLOWS:

1. That the Corporation of the Municipality of West Nipissing be authorized to enter into an Addendum to the Voter List Management Services Agreement dated the 30th day of March, 2015 with **Comprint Systems Incorporated** (DataFix), for Vote by Mail Services for the 2018 Municipal Elections in the Municipality of West Nipissing, District of Nipissing;
2. That the Municipal Clerk of the Corporation of the Municipality of West Nipissing is hereby authorized to execute the said Addendum and to affix thereto the Corporate Seal of the Municipality, as required.

ENACTED AND PASSED THIS 17th DAY OF APRIL 2018 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE,
MAYOR

MELANIE DUCHARME,
CLERK



**The Corporation of the Municipality of West Nipissing /
La Corporation de la Municipalité de Nipissing Ouest**

Resolution No.

2018 /

APRIL 17, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the Municipal Clerk be authorized to sign an Addendum to the Voter List Management Services Agreement with **Comprint Systems Incorporated** (DataFix) for Vote by Mail Services for the 2018 Municipal Elections.

	YEAS	NAYS
BRISSON, Denise		
DUHAIME, Yvon		
FORTIER, Guy		
LARABIE, Roland		
MALETTE, Léo		
RESTOULE, Jamie		
ROBERGE, Normand		
TESSIER, Guilles		
SAVAGE, Joanne (MAYOR)		

Carried: _____

Defeated: _____

Deferred or tabled: _____

Addendum
To the
VOTER LIST MANAGEMENT SERVICES AGREEMENT

This document is to be appended to the existing Voter List Management Services Agreement for the provision of VoterView List Management Services dated the 30th day of March 2015 (the "**Effective Date**").

This Addendum is made in duplicate as of the 12th day of April 2018.

BETWEEN:

COMPRINT SYSTEMS INCORPORATED (doing business as
"DataFix"), an Ontario corporation with its registered office at
40 University Avenue
Suite 1010
Toronto Ontario M5J 1T1

(**"DataFix"**)

AND:

The Corporation of the Municipality of West Nipissing
Unit 101
225 Holditch Street
Sturgeon Falls, Ontario P2B 1T1

(the "**Municipality**")

In reference to the previously issued Agreement for Voter List Management Services, dated the 30th day of March 2015, the changes and additions listed below are to be incorporated. All other conditions remain the same.

These changes/additions are the Terms and Conditions to support the addition of Vote by Mail.

Introduction

In addition to the VoterView List Management Services, DataFix will also provide Vote by Mail Services for the Municipality.

All terms and conditions under which the work will be carried out are found within the Voter List Management Services Agreement and are in force for the duration of time covered by this Addendum.

Execution and Effective Date

This Addendum to the Agreement of the 30th day of March 2015, shall become effective from the date of signing, and shall remain in effect until superseded or until December 31, 2018, whichever should come first.

1.0 Vote by Mail

DataFix will produce, through its partner Doculink Canada, a voter kit for each elector contained on the voters' list for the Municipality.

1.1 The Voter Kit

Each Voter kit will consist of the following:

- a) Outer Envelope – 24 lb. white wove 4 1/8 x 9 1/2 with double window printed black
- b) Return Envelope (Business Reply) – 24 lb. Canary (yellow) 4" x 9" with double window printed black
- c) Secrecy envelope – 24 lb. white wove 3.75" x 8.75" non-window printed black
- d) Ballot – 8.5" x 11"
- e) Voter declaration/Instruction letter – 8.5" x 11" with horizontal perforation

1.2 Responsibility of the Municipality

To guarantee that mail items are processed and deposited with Canada Post to meet the in-house delivery dates, a number of items are required by DataFix to prepare the Voter Kits. All of these requirements along with their cut-off dates will be posted on the Home Page in the VoterView application. To ensure a smooth transition it is imperative that these dates are respected.

It is the Municipality's obligation to provide all the postal requirements outlined below as well as meet the cut-off dates posted in the VoterView application. Requests received after the cut-off dates may be subject to additional processing fees.

1.3 Artwork for Postal Indicia/Canada Post Customer Number

The Municipality will be responsible for providing to DataFix, the following Canada Post items to create the Voter Kits:

- a) Business Reply Permit: A Canada Post approved artwork and permit number for use with the yellow Election Return Envelope
- b) Standard Lettermail and/or Incentive Lettermail Customer Number and Agreement Number for mailing the Voter Kits

Note: The Municipality will be invoiced directly by Canada Post for all postage usage, i.e. outgoing and the return of business reply mail items.

1.4 Camera Ready Artwork

The Municipality is responsible for providing DataFix with the required Camera-Ready Artwork of its municipal logo as well as the return address to be displayed on the voter kit. All artwork must be provided electronically and must meet the required specifications.

1.5 Blank Kits Request

Requests for blank Voter Kits and appropriate volumes must be provided to DataFix by the specified due date. Requests received after the cut-off dates may be delayed since priority will be given to the processing of the outgoing Voter Kits.

1.6 Mail Drop Date Selection

Request for mail drop dates and cut-offs will be posted in the VoterView application. Mail drop date selection will be granted on a first come first served basis. Requests received after the cut-off date will be assigned the next available print window.

Note: DataFix will ensure that all mail items are deposited with Canada Post to meet the in-house delivery dates.

2.0 Fees and Payment Terms

In consideration for the Services outlined above, the Municipality will pay DataFix an estimated fee of **\$13,900.00** plus taxes, (the “**Vote by Mail Price**”).

The Vote by Mail Price will include the following:

- (a) List Management & Vote by Mail - estimated 12,000 kits @ \$1.65
(Final Invoice will reflect the actual number of Voter Kits mailed) \$19,800.00

2.1 Payment Information:

- | | |
|--------------------------|-------------|
| (a) Payment made to date | \$ 5,900.00 |
|--------------------------|-------------|

2.2 Balance Owing

\$13,900.00

2.3 Payment Terms:

- (a) An invoice for \$5,000.00 will be sent to the Municipality in May 2018
- (b) An invoice for \$5,000.00 will be sent to the Municipality in July 2018
- (c) All of the remaining balance will be invoiced in October 2018

Note: DataFix will send an invoice to the Municipality for each required payment and the applicable taxes will be added to each invoice.

APPROVAL

The following concur with the contents of this Addendum:

DATAFIX/COMPRINT SYSTEMS INCORPORATED

By:  Hortense Harvey
Signature Print Name
National Director, Client Services
Print Title

THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

By: _____ Melanie Ducharme
Signature Print Name

Date Clerk
Print Title

RECEIVED

FEB 26 2018

February 20, 2018

Melanie Ducharme
Municipal Clerk
Municipality of West Nipissing
101-225 Holditch St
Sturgeon Falls, Ontario
P2B 1T1

RE: Noise By-Law Exemption

Dear Municipal Clerk,

I Steve Morrison am requesting a noise by-law exemption on May 26th, 2018 until 2:00 AM for the purpose of a 40th birthday party. This will be located at 416 Champagne Road, Sturgeon Falls, Ontario.

If you could please get back to me in regards to this it would be greatly appreciated.

Regards,

A handwritten signature in black ink, appearing to read 'Steve Morrison', with a long horizontal line extending to the right.

Steve Morrison



**The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest**

Resolution No.

2018 /

APRIL 17, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS a request was received from Steve Morrison seeking Council's authorization for an exemption of the municipal Noise By-Law in order to host a private celebration;

BE IT RESOLVED THAT Council authorizes an exemption of the Municipality of West Nipissing Noise By-Law 1999/75, for a private celebration, as requested by Steve Morrison, which will take place at 416 Champagne Road in Sturgeon Falls, starting on Saturday, May 26th, 2018 until 2:00 AM on Sunday, May 27th, 2018.

	YEAS	NAYS
BRISSON, Denise		
DUHAIME, Yvon		
FORTIER, Guy		
LARABIE, Roland		
MALETTE, Léo		
RESTOULE, Jamie		
ROBERGE, Normand		
TESSIER, Guilles		
SAVAGE, Joanne (MAYOR)		

Carried: _____

Defeated: _____

Deferred or tabled: _____



204 Royal Canadian (Army) Cadet Corps
JOSEPHINE P.O. (SDM 1247)
P.O. BOX 24001
66 JOSEPHINE STREET
North Bay, ON P1B 0C7
Phone: 705-472-9305 Ext. 5155



March 16, 2018

Municipality of West Nipissing

Council:

RE: 204 North Bay Algonquin Army Cadets Tag day Request

We are requesting permission to hold our annual tag day on April 29th 2018 in Sturgeon Falls. Kindly advise if this date is available for use. Should you have any questions, please feel free to contact me.

The Army Cadet Corps #204, North Bay fosters the achievements of this by providing the funding necessary to enable our Army Cadets to pursue activities that achieve these benefits. **Our objective is to promote good citizenship, leadership, youth crime prevention and a healthy life style for our youth.**

Yours Truly,

Rachel Dewar

Rachel Dewar
Support Committee Chair
204 North Bay Algonquin Army Cadets
705-491-0622



**The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest**

2018 /

APRIL 17, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS Council has received a request from 204 Royal Canadian (Army) Cadet Corps asking permission to hold a « TAG DAY » in the Municipality of West Nipissing;

BE IT RESOLVED THAT Council grants permission to the Army Cadet Corps of North Bay, to hold an «**ARMY CADET CORPS TAG DAY**» fundraiser on Sunday, April 29th, 2018, in the Municipality of West Nipissing.

	YEAS	NAYS
BRISSON, Denise		
DUHAIME, Yvon		
FORTIER, Guy		
LARABIE, Roland		
MALETTE, Léo		
RESTOULE, Jamie		
ROBERGE, Normand		
TESSIER, Guilles		
SAVAGE, Joanne (MAYOR)		

Carried: _____

Defeated: _____

Deferred or tabled: _____

BY-LAW 2018/36

**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING
TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETING
HELD ON THE 17th DAY OF APRIL, 2018**

WHEREAS the Municipality of West Nipissing deems it desirable to confirm the proceedings of Council at its meeting held on the 17th day of April, 2018, and each motion, resolution and other action passed and taken by the Council at its said meeting, is except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

The Mayor of the Municipality and the proper officer of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk or Deputy Clerk is hereby authorized and directed to affix the Corporation Seal of the Municipality to all such documents.

ENACTED AND PASSED THIS 17th DAY OF APRIL, 2018 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK