

AGENDA / ORDRE DU JOUR

A) Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires

B) Addendum and Agenda / Addenda 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 Petition: Request for 4-way Stop Signs at King and Queen Streets

COMMITTEE OF THE WHOLE / COMITÉ PLÉNIER

D-1) Sewer and Water / Les égouts et l'eau

D-1(a) Feasibility Study Report – Verner Water Supply (*separate attachment*)

D-2) Planning / Planification

D-2(a) Casa Development – Quesnel Subdivision

D-2(b) Promenade du Lac Road

D-3) Public Works / Travaux publics

D-3(a) Condition of Crystal Falls and Tomiko Road (*Mayor Savage*)

D-3(b) Commercial Traffic on Lisgar Street re: Access via Public Works yard (SF Brush)
(*Councillors Duhaime and L. Sénécal*)

D-3(c) Snow removal – River Valley Club d'Age d'Or (*Councillor Larabie*)

D-4) Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique .. NIL

D-5) Economic Development / Développement économique NIL

D-6) Social Services and Health / Services sociaux et santé NIL

D-7) Community Services / Services communautaires

D-7(a) Downtown garbage cans (*verbal*)

D-8) Environmental / L'environnement NIL

REGULAR COUNCIL / SÉANCE RÉGULIÈRE

- E) Planning / Planification..... *NIL***
- F) Correspondence and Accounts / Courier et comptes**
- F-1** Resolution to adopt the minutes of the meeting of Council held on December 3, 2019.
 - F-2** Resolution to receive the minutes of the West Nipissing Environmental Services Board meeting held August 19, 2019.
 - F-3** Resolution to receive the minutes of the Committee of Adjustment meetings held on November 4, 2019.
 - F-4** Resolution to receive the minutes of the NBPSDHU meeting held June 26, 2019.
 - F-5** Resolution to receive the disbursements of accounts payables.
- G) Unfinished business / Affaires en marche**
- H) Notice of Motion / Avis de motion**
- I) New Business / Affaires nouvelles**
- I-1** Resolution to authorize Tax Relief for Charities and Other Organizations
 - I-2** Resolution to authorize the Mayor and CAO to sign a Memorandum of Understanding with the WN Snowmobile Club (re: use of Stewart and Leblanc Roads)
 - I-3** Resolution to authorize the Mayor and CAO to enter into an agreement with the North Bay Parry Sound District Health Unit re: sharps kiosk
- J) Addendum / Addenda**
- K) Information, Questions & Mayors' Report / Information, questions et rapport du Maire**
- K-1** Mayor's Report
- L) Closed Meeting / Réunion à huis clos**
- L-1** Resolution to adopt the CLOSED minutes of the meeting of Council held on December 3, 2019
 - L-2** Resolution to proceed into closed meeting as authorized in Section 239 (2) of the Municipal Act, to discuss the following:
 - (B)** personal matters about an identifiable individual, including municipal or local board employees;
 - (i)** Human Resource Matter - Complaint
 - L-3** Resolution to adjourn the closed session
- M) Adjournment / Ajournement**
- M-1** Resolution to adopt By-law **2019/100** confirming proceedings of meeting
 - M-2** Resolution to adjourn the meeting

PRESCRIBED PETITION FORM

SUBMIT TO:



Council of the Municipality of West Nipissing
% Municipal Clerk
101 - 225 Holditch Street
Sturgeon Falls, ON L3B 3X4

REC'D/RECEIVED

03-12-2019

I/We the undersigned petition the Council of the Municipality of West Nipissing as follows:

Brief description: We would like to have a 4 way stop sign at King & Queen street intersection. It would prevent cars from speeding. In the past 5 months there was at least 3 accidents. We care for our customers security.

PRINTED NAME	MAILING ADDRESS	CONTACT NUMBER	SIGNATURE
	Also, there seems to be some confusion concerning the "crosswalk" in front of the caisse populaire.		
	There is no signs, no caution lights or no snow removal for that side walk. Also cars are parking over that "crosswalk" on both sides of the street.		
	We would like to see what is the best option to reduce speed for the safety of pedestrians.		
	Thank you		
		Marie-Paule Breton	
		owner of Stop & Shop	
		226 ^A King street Sturgeon Falls.	

MUST BE SIGNED BY SUBMITTING REQUESTOR

Contact Information:	Print Name: Marie-Paule Breton	Signature: Marie-Paule Breton
Mailing Address:	Street, City, Postal Code: 226 ^A King street, Sturgeon Falls Ont. P2B 1R9.	

Dec 3 2019

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PRINTED NAME	MAILING ADDRESS	CONTACT NUMBER	SIGNATURE
Ginette Rochon	35 Church St, Sturgeon Falls ON		<i>[Signature]</i>
MONA LACHARRE	647 Delamere Rd, Sturgeon Falls		<i>[Signature]</i>
CHRISTINE PIMEAU	220 King St Sturgeon Falls ON		<i>[Signature]</i>
Shirley Vayer	57 Booth St Cache Bay Ont		<i>[Signature]</i>
GANG BAZIN	149 ARTHUR ST		<i>[Signature]</i>
MAYO NANSÉ	VERNER ONTARIO		<i>[Signature]</i>
Lila Legault	376 Nipissing St Sturgeon		<i>[Signature]</i>
Fran-Claude Lévesque	160 John St		<i>[Signature]</i>
Howard Langlois	711 CORRAL SE		<i>[Signature]</i>
JACQUES CHASTILLOX	196 KING ST		<i>[Signature]</i>
Renée Ducharme	112 Montreal St. L3B 3H1		<i>[Signature]</i>
MARIO	Sturgeon Falls		<i>[Signature]</i>
MARIE Claude Lar	11		<i>[Signature]</i>

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 c/o Municipal Clerk
 101 - 225 Holditch Street
 Sturgeon Falls, ON L3B 3X4

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Brief description:

PRINTED NAME	MAILING ADDRESS	CONTACT NUMBER	SIGNATURE
Ed Leach		307 07 09	Ed Leach
J M Lapelle	Sturgeon Falls		J M Lapelle
R. Ouellet	Sturgeon Falls		R. Ouellet
L. Courville	Sturgeon Falls	753-4489	L. Courville
N. Bruneau-Lefort	Sturgeon Falls		N. Bruneau-Lefort
John Horner	STURGEON FALLS		John Horner
Betty Suter	St. Falls		Betty Suter
Gerre Lohide	42-1 Second	477 5863	Gerre Lohide
R. A. Gervais	42 ARTHER	753-3276	R. A. Gervais
Kim Wilson	Burnt Lake Rd. Sturgeon.	495-7662	Kim Wilson
Nicole Peterson	Sturgeon Falls		Nicole Peterson
Vince Mayer	STURGEON FALLS		Vince Mayer
Clifford Gammon	St. Falls		Clifford Gammon
Therese Began	S. FALLS		Therese Began
Therese Began	LAVIOLE		Therese Began
Biliane Leprie	Field	758-6784	Biliane Leprie

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Mailing Address:	Street, City, Postal Code:	

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M. PRONOVOST	Sturgeon Falls		M. Pronovost
Kim Colquhoun	Sturgeon Falls		Kim Colquhoun
MAISONNEUVE	676 Duane St		MAISONNEUVE
Paula Rogers	Sturgeon Falls		Paula Rogers
Sylvia Rochon	121 Salter St Sturgeon Falls		Sylvia Rochon
DUNCAN STEWART	STURGEON FALLS		DUNCAN STEWART
DORIS KLATER			DORIS KLATER
Miree Dharne	Sturgeon Falls		Miree Dharne
A. Lavoie	" "		A. Lavoie
Denise Fraser	STURGEON FALL		Denise Fraser
Paula	" "		Paula
Linda Plouffe	Cache Bay and		Linda Plouffe
MARCEL LOUAC	Vacheron Rd Cache Bay		MARCEL LOUAC
Cherhilde Givest	715 ch. Principal St. Falls		Cherhilde Givest
LINA CHEFF	215 Cache Bay Rd. Sturgeon Falls		LINA CHEFF
Sara Mailloux	718 Drive-In Road Sturgeon Falls		Sara Mailloux

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PRINTED NAME	MAILING ADDRESS	CONTACT NUMBER	SIGNATURE
Belanger	460 Sabourin Rd S.F.	705-493-5559	Belanger
S Archaibault	11684 Hwy 17	705-493-8356	Archaibault
C Bourque	12 Gould Rd	493-7559	B.
Aline Grima	651 Delorme Rd-	753-6728	Aline Grima
Denis Turcotte	Sturgeon Falls	723-9608	Denis Turcotte
LISE O'CONNOR	177 PINE ST STURGEON FALLS	753-0791	Lise O'Connor
Kym Budge	113 Ottawa St	753-9731	Kym Budge
Wanda Proven	118 Nipissing	562-8747	Wanda Proven
Rob Sparrow	280 Gould Road	753-1544	Robert Sparrow
Rob Turcotte	199 Poincarre	753-9458	Rob Turcotte
Suzette O'Neil	260 Rue Main SF	753-0122	Suzette O'Neil
Linda Desormiers	191 Cache Bay Rd SF Falls	753-0170	Desormiers
DENISE QUENNEVILLE	145 Holditch	471-4196	Denise Quenneville
DAN VALLIERE	624 SEDRONE	840-3656	Dan Valliere
JACQUES LEGAULT	297 Poirer Court	753-4432	Jacques Legault
RENE LEGAULT	Sturgeon Falls	753-9855	René Legault

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Brief description:

PRINTED NAME	MAILING ADDRESS	CONTACT NUMBER	SIGNATURE
R. ALLARD	715 COURSON RD APT 421	705-753-6618	[Signature]
M. RENAUD	66 MONTREAL	705-493-3757	[Signature]
M. Sturgeon	Sturgeon Falls	705-492-5815	[Signature]
M. Sturgeon	STURGEON FALLS		
Nicole M. Sturgeon	Sturgeon Falls	705-580-2355	[Signature]
R.A. Levesque	Sturgeon Falls	705-753-6276	[Signature]
Mario Pruneau	Vernet Ont	705-303-7507	[Signature]
DANIEL BOUTIN	Sturgeon Falls		[Signature]
CAROLYN STEVENS	649 Ted Commenda	705-753-6296	[Signature]
Mike Michaud	80 William	705-753-0589	[Signature]
Shawn Blais	Sturgeon Falls	705-995-0728	[Signature]
M. Sturgeon	Sturgeon	705-580-2520	[Signature]
Josée Boivin	Sturgeon Falls	705-753-6911	[Signature]
Lise Pharo	STURGEON FALLS	705-3589577	[Signature]
Linda Legault	Sturgeon Falls	705-753-4715	[Signature]
[Signature]	Sturgeon Falls	753-4730	[Signature]

MUST BE SIGNED BY SUBMITTING REQUESTOR

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Mailing Address:	Street, City, Postal Code:	

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Brief description: To install a 4 way stop sign at intersection
Queen & King street to reduce speeding to many
accidents have already happened.

PRINTED NAME	MAILING ADDRESS	CONTACT NUMBER	SIGNATURE
Sylvia Lacroix	72 Cachest Cote Bay	705-840-0313	[Signature]
LEO MAZEROLE	286 LEVESQUE ST.	705-303-1899	[Signature]
RUTH QUEENNEVILLE	16 Goegeand Verner	705-594-2083	[Signature]
Therese & G. Levesque	69 King St 70 JANE ST	705-753-1515 705-471-7461	[Signature]
P. Levesque	420 Roy St	705-498-7780	[Signature]
Shawnville	Bowercourt	705-580-2330	[Signature]
Roch. Gervais	604 Sand Hill Rd	705-753-5184	[Signature]
M. J. Martin	899 VACHON RD		[Signature]
DON DUBOC	72 CHURCH	705-753-3032	[Signature]
Charles Vallieres	109 Church	845-9494	[Signature]
MEURDA STARKEY	12231 Hwy 17	416-301-	[Signature]
W. CHARLIE		498 9335	[Signature]
S. DOUST	115 LEVIS	753-0230	[Signature]
L. RIVET	L. Rivet 198 Nipissing	753-3454	[Signature]
T. ROBINSON	Tom Robinson 58 "	753-4586	[Signature]

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Aline Lauzon	429 Magan	705-845-6597	
C. Bazinet	4-3 Cote, Verner	705-475-3883	
Chiberty	6902 Mile Lk Rd.	705-753-1173	
Raynaulthay	Sturgeon Falls	705 758 1445	
Marie Claire Bradley	Sturgeon Falls	705-753-2520	
ALINE MICHEL	2 COTE, VERNER, ON	705-358-5588	
66 St. Roch	19 Cote Glouville	705-753-0481	
J.C.	145 Main	705 753 1922	
Edouard	Sturgeon Falls	" "	
Jocelyne	Venne	Venne	
Rick Lacour	Sturgeon Falls		
Nicole Martel	Nicole Martel		
Paulette Blake	Paulette Blake	498 1560	828 DRIVE IN RD JACHE BAY
Jeanne Delano	Francois Delano		Jeanne Delano
Louise J. SIERRE	Louise J. SIERRE	471-9585	98 Railway St
Barb Chartrand	BARB CHARTRAND	753-1324	980 EVANSVILLE

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PRINTED NAME	MAILING ADDRESS	CONTACT NUMBER	SIGNATURE
Dan Lebrun	Vernon Ont	705-492-7357	Dan Lebrun
Estelle Stank	Cache Bay	705-477-8653	Estelle Stank
SUE GIRARD	S. Falls	705-753-3634	Sue Girard
Barbara Perkins	St. Falls	705-753-6138	Barbara Perkins
Norm Payette	Sturgeon Falls	705-471-3149	Norm Payette
Jylie Benoit	Sturgeon Falls	705-498-2195	Jylie Benoit
J. Yelland	Sturgeon Falls	705-753-2955	J. Yelland
GLAUMPELL	STURGEON FALLS	705-753-3427	Glaumpell
Lise Hayward	Sturgeon Falls	705-753-2988	Lise Hayward
GILBERT	Sturgeon Falls	705-753-9370	Gilbert
Bob Divil	STURGEON FALLS	705-753-5512	Bob Divil
Mar Bruch	Sturgeon Falls	705-753-9662	Mar Bruch
P. Bouffard	Cache Bay	845-9306	P. Bouffard
D. Turgeon	S. F.	753-6436	D. Turgeon
BRIN DUKES	S. F.	580-2804	Brin Dukes
Linda Katoile	Sturgeon Falls	753-1705	Linda Katoile

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Riko	7 Moreau St Field	705-845-9198	[Signature]
PAUL	147 DUFFERIN ST. S. FALLS	705-753-3564	Paul Dufferin
PAT	Box 625 North Bay	705-753-3900	Pat Dufferin
GERALDINE	37 CACHE ST CACHE BAY	705-753-0246	Geraldine Dufferin
Lise	25 Cache St Cache Bay	705-753-9018	Lise Dufferin
CLAIRE	664 COURSOUL STURGEON FALLS	705-753-4947	Claire Dufferin
Lyse Laurin	36, rue Principale O. Verner	705-594-2352	Lyse Laurin
Claudette	56 Queen St. Sturgeon Falls	705-753-5846	Claudette Dufferin
SIMONNE	383 Holditch	753-3824	S. Monseaux
RAY	383 Holditch		Ray Monseaux
C. Taylor	261 Ave Du Lac-Laurie	698-7418	C Taylor
R Taylor	261 Ave Du Lac	499-7464	R Taylor
J Beauchamp	764 Ave	550-2147	J Beauchamp
P. LAUTHIER	1415 Holditch St.	705-753-4150	P. Lauthier
Denis Lafrenie	111 O'Brien Rd. Verner	594-1213	Denis Lafrenie
Nicole Lafrenie	111 O'Brien Rd Verner	594-1213	Nicole Lafrenie

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Robert Ducharme	213 Levesque St	753-9981	Robert Ducharme
FRANIE LAPIERRE	403 NIPISSING RD	893 2674	Frannie Lapierre
Shawn Boufford	227 King St.	471 6770	Shawn Boufford
Lisette Morrison	3rd Third St	753-1441	Lisette Morrison
Doris Bell	319 DOVERCOURT RD	753-1642	Doris Bell
	Angie Biette	753 2715	Angie Biette
	Yolande Drouin	753-1905	Yolande Drouin
Nicole RAINVILLE	Nicole Raimville	506 3120	Nicole Raimville
DARLENE RADICS	Darlene Radics 340 Nipissing		Darlene Radics
UOLA FRASER	Uola Fraser	705 753 2037	Uola Fraser
Rachel Danis	11 William St.	705 491 0240	R. Danis
THÉRESE BOSSÉ	694 Drive-In Rd.	753-2317	Therese Bosse
SANDY Bouchard	612 Sabourin Rd	580-2422	S. Bouchard
Laetitia Poirier	13301 HWY 17	705 471 0117	Laetitia Poirier
Mary Simpson	144 John St - S-Falls	705-753-0887	Mary Simpson
Luzanne Hamley	418 Demers St. S. Falls	705-586-2169	Luzanne Hamley

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PRINTED NAME	MAILING ADDRESS	CONTACT NUMBER	SIGNATURE
LR MURCHISON	204 NIPISSING	223-4750	<i>LR Murchison</i>
Chantal LeRoy	93 avenue River Rd.	471-9862	<i>C. LeRoy</i>
MARCEL LABAILLON	710 St. Lawrence St	753-2670	<i>Marcel Labailon</i>

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MEMORANDUM

TO: Mayor and Council

FROM: Peter Ming, Manager of Water and Wastewater Operations

DATE: December 13, 2019

RE: **FEASIBILITY STUDY – VERNER WATER SUPPLY UPDATE**

At the Combined Meeting of Council held on July 16, 2019, Council agreed to retain the services of AECOM to conduct a Feasibility Study on the servicing of water from the Sturgeon Falls Water Treatment Plant to the Town of Verner.

AECOM has since completed the Feasibility Study, and based on the options proposed in the final assessment, the report concluded that the provision of water services to the Town of Verner from the Sturgeon Falls Water Treatment Plant is feasible.

My recommendation to Council is to continue with the Environmental Assessment process. This will allow us to explore further options and find the best solution. In addition, we hope to find an alternative that integrates the Sewage Treatment component for Verner as well.

We are seeking direction from Council on the next steps for this project.

Thank you,

Peter Ming, P.Eng.
Manager of Water and Wastewater Operations

Joie de vivre



www.westnipissingouest.ca

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: December 12, 2019

RE: **FILE NO. SUBD2017/03 (B & S MORRISON EXCAVATING LTD.
now WEST NIPISSING CASA DEVELOPMENTS INC.)**

Just prior to the December 3rd meeting, new information was received from the developer and its engineering firm, which amended the previously provided financial information. The following summarizes the requests from the developer with respect to the entering into of a Subdivision Agreement with the Municipality.

1. **Sidewalks:** The developer is requesting leave from the installation of sidewalks and is proposing a widened asphalt shoulder instead.
2. **Security for Hydro Infrastructure:** The developer is requesting exemption from providing security for the hydro infrastructure (poles, wires, streetlights) in the subdivision.. Without an estimate from Hydro One, it is uncertain what the extent of this request is; however, it is estimated to be a minimum of \$204,000.00 with additional costs as outlined on the second page of the independent quote which was obtained by the developer.
3. **Direct Municipal Charges:** The developer has provided his own Engineering Supervision and is therefore requesting that the Engineering Review Fees be reduced to the minimum payable (\$1,000). This request is reasonable under the circumstances.
4. **Parkland:** At a Special Meeting of Council held on November 25, Council agreed to accept cash in lieu of the Parkland Dedication.

Attached is a table on which I have attempted to illustrate the various scenarios and how it impacts the amount of security which will be required to be furnished by the developer.

Joie de vivre



www.westnipissingouest.ca

AMENDED SECURITY BREAKDOWN PROPOSAL				
	HYDRO AND SIDEWALK	HYDRO AND PAVED SHOULDER & BIKE LANE	NO SECURITY FOR HYDRO	EXPLANATORY NOTES
value of below ground services to be completed provided by Tulloch Engineering (water & sewer infrastructure)	\$57,150.00	\$57,157.00	\$57,157.00	
estimated value of above ground services to be completed provided by Tulloch Engineering (granular materials, ditching, asphalt)	\$339,910.00	\$339,910.00	\$339,910.00	
Estimated additional costs of engineering & construction for sidewalk/paved shoulder	\$104,100.00	\$15,500.00	\$15,500.00	
Hydro (poles, wires, lighting, etc. **)	\$204,000.00	\$204,000.00	\$0.00	**estimated value of hydro installations based on private contractor estimate. This number is a minimum amount.
Engineering and Contingency Fees	\$42,309.60	\$36,993.60	\$24,754.00	6% of above & below ground services to be installed as recommended by Engineering firm.
Direct Municipal Charges	\$1,000.00	\$1,000.00	\$1,000.00	Minimum agreed due to Contractor having provided his own Engineering Inspection
Security to be transferred from existing Letter of Credit	-\$110,960.00	-\$110,960.00	-\$110,960.00	this number represents 80% of previous holdback funds of 137,600 which Engineering firm has confirmed can be released to be applied to current security requirements. Municipality to retain 20%.
Letter of Credit Required for execution of Subdivision Agreement	\$637,509.60	\$543,600.60	\$327,361.00	
	Option A:	Option B:	Option C:	
	Security and infrastructure as per policy (sidewalk)	Security and paved shoulder instead of sidewalk	No Security for Hydro and Paved Shoulder	

SCHEDULE "E-1"



O/B 454001 Ontario Limited
431 Black Lake Rd., Lively, ON P3Y 1H8
Tel. 705-692-3400 Fax: 705-692-9823



July 16, 2019

Goodridge Goulet Planning & Surveying Ltd
Unit 1, 490 Main Street East
North Bay, Ontario
P1B 1B5

Att.: Mr. Don Goulet

Re: Power Supply to "Casa Subdivision" in Sturgeon Falls, ON

Dear Sir:

Further to our recent correspondence and the Hydro One Layout Drawing #00311-18-200, Rev1, A&L Line Construction (A&L) offers its price of **\$204,000.00** for the following work associated with the extension of a single phase 7,200V Hydro (power line) into the proposed "Casa Subdivision" in Sturgeon Falls, Ontario:

- 1) Supply and install up to (38) poles c/w hardware.
- 2) Supply and install all associated anchors.
- 3) Supply and install all associated guy wires.
- 4) Supply and install all associated ground units.
- 5) Supply and install (1) 1/0 ACSR phase conductor along primary line.
- 6) Supply and install (1) 3/0 AACSR neutral conductor along primary line.
- 7) Supply and install (2) 266.8 secondary buss conductors along primary line
- 8) Supply and install road crossing overhead triplex conductor from primary line to secondary poles c/w connections to secondary buss.
- 9) ESA electrical permit and inspection.

No provisions have been made for:

- A) Right-of-way clearing — which A&L assumes is already complete (or will be by others).
- B) Pole and anchor staking in the field — which A&L assumes would be completed by Hydro One prior to A&L mobilizing to the site.
- C) Locates (for existing underground utilities) — which are assumed to be by others prior to commencement.
- D) Mobilizing track equipment. A&L understands that the street work would be complete prior to A&L's commencement, and that each pole and anchor location will be readily accessible by RBD Boom and/or Bucket Truck.
- E) Backhoe or Excavator — It is assumed that the holes for the poles can be augered and helix anchors can be screwed in using conventional RBD boom trucks. A&L understands that if digging conditions are such that this is not possible, a backhoe or small excavator (c/w operator) will be provided to excavate/backfill at no cost to A&L.
- F) Bedrock. A&L offers its unit adder price of \$6,000.00 to install a poles in bedrock; although none are expected at this time.
- G) Any work associated with the proposed underground services from the 35' secondary poles to the buildings, as A&L assumes that this work would be performed by others as the houses are built.

The Hydro One layout drawing makes reference to many details related to pole framing, anchoring, guying, grounding, etc. It is assumed that Hydro One would provide a complete set of drawings for A&L's use.

If you have any questions, please feel free to call.

Sincerely,

Dean Lanthier

X _____ Date: _____
My signature confirms my acceptance of this proposal, and authorizes A&L to proceed with the work at its earliest convenience.



80 Main St. West
Huntsville, ON
P1H 1W9

T. 705 789.7851
F. 705 789.7891
TF. 877 535.0558

huntsville@tulloch.ca

www.TULLOCH.ca

December 3, 2019

Municipality of West Nipissing
101-225 Holditch Street
Sturgeon Falls, ON
P2B 1T1

Attention: Melanie Ducharme, Municipal Clerk/Planner

Re: Casa Development – Watermain Construction

Dear Melanie,

Tulloch performed inspection of the watermain construction completed by MX Construction (company name at the time of construction) between May and August of 2018 and worked with Municipal Operations staff to inspect chlorination and bacterial testing of the watermain prior to the watermain being approved for service on September 4th, 2018. Copy of watermain pressure test results were provided to the Municipality via Mr. Peter Ming on October 15, 2018 and As-Recorded drawings of the watermain construction were provided via email to Shawn and Peter dated February 6, 2019. Tulloch can confirm that the watermain construction completed during that period was in general conformance with the design plans prepared by Tulloch Engineering Inc. dated July 17, 2017.

With regards to Engineering Contingency being held by the Municipality, we would suggest is be reduced to 6% to cover the remaining inspection services required in completion of the outstanding works for acceptance by the Municipality.

I trust the above is of assistance to your office at this time. Please let me know if you have any questions regarding the above noted.

Sincerely,
Tulloch Engineering Inc.

A handwritten signature in black ink, appearing to read 'E. Maurer'.

Ted Maurer, C.E.T.
Project Manager

Cc: Casa Developments

Melanie Ducharme

From: Ted Maurer <ted.maurer@tulloch.ca>
Sent: December 3, 2019 12:58 PM
To: Melanie Ducharme
Cc: 'Steve Morrison'; Jay Barbeau; Stephan Poulin; 'Paul Goodridge'
Subject: RE: Casa Development

No problem, we will prepare a letter for you on this. 20% should be adequate for holdback in this case.

Ted Maurer, C.E.T.
Project Manager
Tulloch Engineering Inc
Office 705-789-7851 Ext 413

From: Melanie Ducharme <mducharme@municipality.westnipissing.on.ca>
Sent: December 3, 2019 12:48 PM
To: Ted Maurer <ted.maurer@tulloch.ca>
Cc: 'Steve Morrison' <smorrison@Deepconstruction.ca>; Jay Barbeau <jbarbeau@municipality.westnipissing.on.ca>; Stephan Poulin <spoulin@municipality.westnipissing.on.ca>; 'Paul Goodridge' <paul.goodridge@ggpsltd.com>
Subject: RE: Casa Development

Hi Ted,

Thank you so much – yes, a letter for the file would be very helpful.

Regarding the watermain, would 20% of the \$138,700 be a reasonable holdback or do you suggest a larger amount?

Once again, I thank you for your assistance in clarifying these matters.

Melanie

From: Ted Maurer <ted.maurer@tulloch.ca>
Sent: December 3, 2019 12:40 PM
To: Melanie Ducharme <mducharme@municipality.westnipissing.on.ca>
Cc: 'Steve Morrison' <smorrison@Deepconstruction.ca>; Jay Barbeau <jbarbeau@municipality.westnipissing.on.ca>; Stephan Poulin <spoulin@municipality.westnipissing.on.ca>; 'Paul Goodridge' <paul.goodridge@ggpsltd.com>
Subject: RE: Casa Development

Hi Melanie,

Tulloch performed inspection of the watermain construction completed by MX Construction (company name at the time of construction) between May and August of 2018 and worked with Municipal Operations staff to inspect chlorination and bacterial testing of the watermain prior to the watermain being approved for service on September 4th, 2018. Copy of watermain pressure test results were provided to the Municipality via. Mr. Peter Ming on October 15, 2018 and As-Recorded drawings of the watermain construction were provided via email to Shawn and Peter dated February 6, 2019. Tulloch can confirm that the watermain construction completed during that period was in general conformance with the design plans prepared by Tulloch Engineering Inc. dated July 17, 2017.

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: December 12, 2019

RE: **FILE NO. SUBD2017 – Promenade du Lac-01**

On March 11, 2019, The Planning Advisory Committee recommended draft approval of a proposed plan of subdivision for 4 lots on the north side of Promenade du Lac, which was confirmed by Council at its meeting of March 19, 2019.

At the statutory public meeting, many concerns were raised by residents living on the south side of the road, who have located structures and stored items on the municipal road allowance on the north side of the travelled roadway. Direction was given to obtain survey information in order that the situation could be assessed by Council with a view of determining a course of action for the future of the road and affected landowners.

Attached is a survey of the road with the travelled portion delineated in yellow and the Promenade du Lac road allowance shown in hatch-marks. The survey also indicates the location of existing structures and driveways located north of the travelled road. As is evident, the road begins to dip down onto private lands at approximately between civic addresses 96 and 98 and thereafter is almost entirely located on private lands to the end, where the municipality has acquired the turn-around. A blow-up of each individual property is also attached.

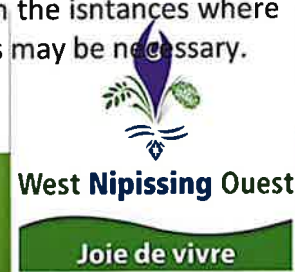
Affected owners on both sides of the road continue to have concerns about the resolution of this long-standing situation and a letter received on December 11, 2019 from the south side residents is attached. The municipality has also heard the concerns of the owner of the north side property.

Attached is a letter from Edward Veldboom of the firm of Russell Christie whose firm specializes in municipal road law. As is indicated in Mr. Veldboom's letter, there is no "one size fits all" solution as each resident is affected to a different degree depending on the nature of the encroachment(s). In his letter, Mr. Veldboom raises some options which include but are not limited to:

- (a) conveying portions of the road allowance;
- (b) acquiring property from certain landowners with compensation; and/or
- (c) moving the road to its rightful position

I am seeking direction from Council to enter into dialogue with all the affected landowners to review the various options and bring recommendations back to Council for consideration. In the instances where compensation may be an option, I would require direction to obtain appraisals, as may be necessary.

Joie de vivre



www.westnipissingouest.ca

Russell, Christie, LLP

Barristers & Solicitors

W.D. (Rusty) Russell, Q.C., (1925-2019)
Douglas S. Christie, B.A., LL.B.
Michael M. Miller, B.Sc., in Comm, LL.B.
William S. Koughan, LL.B.

Edward B. Veldboom, MSc. Pl. LL.B.
Michael F. Sirdevan, B.A. (Hons), LL.B.
Jennifer E. Biggar, B.A., (Hons), J.D.
James R. Morse, B.A., LL.B.

Please reply to:
Edward B. Veldboom (Ext. 237)
Email: eveldboom@russellchristie.com

December 13, 2019

Melanie Ducharme, Clerk
The Corporation of the Municipality of West Nipissing
101 – 225 Holditch Street
Sturgeon Falls, Ontario P2B 1T1

via email to mducharme@westnipissing.com

Dear Ms. Ducharme

Re: The Promenade Du Lac

Further to our telephone conversations this week we write to provide a summary of the options available to the Municipality.

As we understand the Promenade Du Lac was laid out as a public highway (identified as Indian Road) in Plan M-240 (registered in 1950). The Municipality is the registered owner of that road allowance (PIN 49087-0287) as shown on the parcel register (attached). It is a standard 66 foot wide road allowance. The traveled public highway, however, is not located entirely upon the 66 foot road allowance. The specific alignment is shown in yellow on a survey prepared by Goodridge Goulet Planning & Surveying Ltd. (undated). Generally speaking the traveled road “wanders off and on” the road allowance. In some locations it is actually located entirely upon the lots located between the road allowance and the lake.

In those locations where the road is not located on the road allowance, the Municipality does not have “paper title” to the land upon which is located. That said those deviations remain under the jurisdiction and control of the Municipality.

The location of the traveled road has become a “live” issue as a result of the proposed division of lands fronting upon the north side of the road allowance. The survey of the road allowance and traveled road also reveals the existence of numerous improvements (buildings, cleared areas used

for parking) on the “unused” portions of the road allowance. The improvements were likely conducted by the owners of the lake front property on the opposite side of the traveled road. You have advised that some of the improvements may have been authorized by the Municipality or predecessor municipality.

As a result of the existing situation the creation of any new lots on the north side of the road allowance will be compromised by: 1) the fact that there is privately owned land between the newly created lots and the traveled road; and 2) there may be improvements on the road allowance between the newly created lots and the traveled road.

In order to consider how to address and resolve those complications some explanation of the Municipality’s rights and obligations is required.

Regardless of the location of the traveled road, no person is entitled or authorized to construct any improvements upon the road allowance without the express written permission/authorization of the municipality. The Municipality has the right to require all improvements to be removed from the road allowance. In those cases where the Municipality may have issued authorization, further investigation may be required to determine the extent of such authorization and whether there were any conditions, termination dates etc.

Based upon the fact that most, if not all owners, would have purchased their land with the road in its current location, it would be reasonable to assert that the Municipality is entitled to receive paper title to those locations based upon the principles related to “forced/trespass road” or “deviation roads”. Although arguments could be made by the Municipality that there was a dedication by the original subdivider (who may have been the one to construct the road) and thus no compensation is required, in the grand scheme of things, any formal dispute over or litigation on this issue may be more costly for all parties (owners and the Municipality) than coming to an agreement on compensation or the conveyance of the unused and unopened road allowance (where possible).

Options

1. The Municipality could realign the road such that is entirely within the road allowance as shown on Plan M-240. In conjunction therewith, it could also require the applicable owners to remove any improvements from the road allowance at their own cost. If the owners failed to comply, the Municipality could remove the improvements and, if deemed appropriate, take measures to impose the cost of the removal upon the applicable property owners. The Municipality would have to determine whether the cost of the realignment should be “charged back” to the property owners along the road (through a fees and charges by-law) or to pay for it out of the general revenues of the Municipality).

2. The Municipality could survey the locations of the road where it is not within the road allowance and request the paper title holder to transfer those parts to the Municipality. The property acquisition would have to include necessary land/space for accommodation of road side drainage. In exchange for the transfer of the land upon which the traveled road exists, the Municipality could either:

- a. convey the unused and unopened portion of the road allowance on the opposite side of the traveled road; or
- b. pay compensation based upon the fair market value of the land and retain ownership

of the existing road allowance and require removal of any improvements. As a further alternative exists; unused portions of the road allowance could be sold to the owner of lands on the north side of the road (rather than being retained by the Municipality); revenues from those sales could be used to fund payments for the acquisition of those portions of the traveled road.

The practicality of sub-option 2a may be impacted or be dependent upon the specific “state” of the road allowance (i.e. the existence/orientation of improvements on the road allowance).

3. A combination of options 1, 2a and 2b.

4. A combination of options 1, 2a and 2b with an additional “option”. To avoid many of the issues that arise concerning the presence of improvements on the road allowance, when considering approval of the proposed lot creation on the north side of the road allowance, proposed Lot 4 and the remaining land to the east could be accessed via a “private road/right of way” connection to the traveled road in the area south of the boundary of proposed Lots 3 and 4. I have attached a rough sketch of such an arrangement.

Comments

Pursuing Option 1 as a universal resolution may have the possibility of being the most disruptive and expensive approach. In contrast, Option 4 above may be the least disruptive in terms of the conditions as they exist.

It may be most helpful to review the circumstances that are relevant to each abutting parcel of land when considering the options. We will organize our comments with reference to the “identity” of the lakeside parcel.

Lots 1 through 7, Plan M240

The traveled road is almost entirely located within the road allowance with only minor deviations on to Lots 1, 2, 3 and 7. The Municipality could consider a minor realignment of the traveled road or obtaining title to the deviations. . The relative cost of each approach would likely be a determining factor. The value of the land obtained would appear to be nominal. There appear to be no improvements on the road allowance in this area.

Lot 8, Plan M240

The deviation of the road on to this lot is more substantial (than those mentioned above). Obtaining title to the deviation may create a zoning setback issue concerning the existing frame garage, however that may be negated by provisions in the Municipality’s Zoning By-law (for example concerning non-compliance arising from Municipal road widenings).

As there are no accessory buildings on the road allowance there would appear to be no negative implications with respect to access from the traveled road to proposed Lot 3 on the north side of the road allowance.

Lots 9 and 10, Plan M240

The travelled road is almost entirely located on these two relatively narrow lots. Both lot owners also appear to have constructed a number of improvements on the road allowance that would interfere with access to proposed Lot 4 on the north side of the road allowance. Those improvements would also abut the “front yard” of the proposed lot.

If realignment is not proposed in the area of Lots 7 and 8, it would appear that the most expedient option would be to obtain title to the deviation and compensate the owners for the value of the land acquired. In combination therewith, the Municipality would have to consider forced removal of the improvements on the road allowance to facilitate access to proposed Lot 4 on the north side of the road allowance. Option 4 would eliminate the access issue and the municipality could then consider exchanging most of the road allowance for the location of the traveled road.

No. 88 (Part of Lot 11 Plan M240 being Part 1, Plan NR-392)

The traveled road is entirely on the lakeside lot. In addition this owner has constructed a wood platform and frame garage on the road allowance. Unless a large scale realignment is considered, the only option would appear to be the acquisition of the location of the traveled road along with the land (white) between the road and the road allowance. Depending upon the approach taken with respect to Lots 9 and 10, some removal of the improvements on the road allowance may be required to facilitate access to proposed Lot 4 on the north side of the road allowance. In this case, the Municipality could consider a partial exchange of the easterly section of the road allowance where the frame garage is located while retaining or selling the remainder of the road to the owner of the land on the north side of the road allowance. Option 4 would eliminate this issue and the municipality could then consider exchanging these lands for the location of the traveled road.

No. 84 (Part of Lot 11 Plan M240 being Part 2, Plan NR-392)

The travelled road is entirely located on this relatively narrow lot. The owner appears to have cleared some of the road allowance and may use it to store vehicles/boats, however no other improvements are revealed. This section would seem to be most amenable to acquisition along with the lands between the traveled road and the road allowance (white). The Municipality could retain the road allowance (or sell to the owner on the north side) to facilitate access to the undeveloped lands on the north side of the road allowance. Option 4 would eliminate this issue and the municipality could then consider exchanging these lands for the location of the traveled road.

No. 82 (Part of Lot 11 Plan M240 being Part3, Plan NR-392)

The travelled road is entirely located on this relatively narrow lot. The owner appears to have cleared some of the road allowance and may use it to store vehicles/boats; it is unclear whether the small frame shed on the road allowance is associated with this property or the neighbouring property (No. 80.). We suspect it relates to this property based upon the arrangement of the cleared portions of the road allowance.

This section of the traveled road would seem to be most amenable to acquisition along with the lands between the traveled road and the road allowance (white). The Municipality could retain the road allowance to facilitate access to the undeveloped lands on the north side of the road allowance or sell it to that owner. Option 4 would eliminate this issue and the municipality could then consider exchanging these lands for the location of the traveled road.

No. 80 (Part 4, Plan NR-392)

The travelled road is entirely located on this lot. The owner appears to have cleared some of the road allowance and may use it to store a trailer. This section would seem to be most amenable to acquisition along with the lands between the traveled road and the road allowance (white). The Municipality could retain the road allowance or sell it to the owner on the north side to facilitate access to the undeveloped lands. Option 4 would eliminate this issue and the municipality could then consider exchanging these lands for the location of the traveled road.

No. 74

The travelled road is almost entirely located on this lot. The owner also appears to have constructed significant improvements on the road allowance. This section of the road would seem to be most amenable to an exchange of land. Although the property would be separated by the road, measures could be put in place (through zoning or by way of agreement) to ensure the lakeside property and the "backlands" are not sold separately (such measures may also be applicable to other properties discussed above). Based upon the arrangement of the lands discussed with respect to Nos. 80, 82 and 84 above (including Option 4), the continued existence of the improvements and private ownership of the road allowance would not compromise access to the lands on the north side of the road allowance and would not be directly in the "front yard" of those lands.

Obviously each situation may be subject to additional nuances and preferences of the associated landowner. As such, discussions with all of the affected landowners should occur at the start of the process.

Upon your review of our letter please do not hesitate to contact the undersigned.

Sincerely,

A handwritten signature in black ink, appearing to read 'Edward B. Veldboom', with a long horizontal flourish extending to the right.

Edward B. Veldboom
(electronically signed)

December 11th, 2019

Promenade du Lac Residents
Sturgeon Falls, Ontario

Municipality of West Nipissing
101-225 Holditch Street
Sturgeon Falls, Ontario
P2B 1T1

RE: Forced Road/Road Allowance on Promenade du Lac

TO: Melanie Ducharme
Municipal Clerk/Planner

It has come to our attention that there will be a meeting on December 17th, 2019 where Mrs. Ducharme (Municipal Clerk/Planner) will be presenting the results of the road allowance /forced road survey and offer recommendations to the West Nipissing Council.

We, the owners of the seven properties on Promenade du Lac affected by this forced road are very concerned about the outcome of this meeting and would like to voice our concerns and recommendations. We have included a brief history of the situation.

On July 24th, 2017 Michael Stevens file # C29/2017 made an application to create new lots on Promenade du Lac. During the presentation of the proposal it was repeated numerous times by both Mrs. Ducharme and Mr. Goodridge (surveyor) that one big parcel lot was landlocked. It was also noted that because of the forced/road allowance problem, the lot would sell at a "good price". So, the owner was well aware of this situation as was the municipality and any potential buyer would know that a parcel of the lot was landlocked. Several Promenade du Lac residents were present at this meeting and subsequently wrote letters to the West Nipissing Municipality attesting to the fact that the lot was described as landlocked.

On March 11th, 2019 file # SUB 02019/01 an application was submitted for a plan of subdivision to create 4 new lots out of a portion of that same parcel. Again, we voiced our concerns in letters and at the meeting about the forced road/road allowance situation, access to the lots and the misrepresentation of the location of the road on the Subdivision Plan. The Town Clerk explained that the municipality had to give the owner access to the property. It was determined that such access could be granted at the northwest corner of Carmen VanEmple and Raymond Swarbrick's property. It was also recommended by the Planning Advisory Committee that the travelled road be surveyed

and that the existing sheds remain with a written encroachment agreement. These recommendations were then approved by the Council on March 19th, 2019.

Since this is a forced road not on original road allowance according to the Municipal Act 2001, S.O. 2001 c25 Ontario.ca section 66, we, the seven properties affected by the loss of property would like to continue the use of the soil and freehold of the original road allowance.

Since 1985, the residences have been granted permission to use the road allowance for sheds and storage with permits and the ok from the Municipality. Due to the lengthy period of time of use, this implied ownership should continue to be honored. It was a problem known by the Municipality and all the property owners knew it was a forced road. Again, this is why we always had the use of the road allowance. Furthermore, the buyer was aware of this.

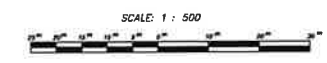
We look forward to the Council meeting and await your decision.

Sincerely yours,

Jacques & Danielle Louiseize	96 Promenade du Lac
Mario Roberge & Chantal Fortin	92 Promenade du Lac
Raymond Swarbrick & Carmen VanEmple	88 Promenade du Lac
Janet & Paul Côté	84 Promenade du Lac
Jessica Cool	82 Promenade du Lac
Yvan Perron	80 Promenade du Lac
Richard Mayotte & Sandra Spooner	74 Promenade du Lac

PLAN OF SURVEY OF
 PART OF LOT 1, CONCESSION C
 AND ALL OF
 LOT 10 AND 11, REGISTERED PLAN M-240
 GEOGRAPHIC TOWNSHIP OF SPRINGER
 MUNICIPALITY OF WEST NIPISSING

DISTRICT OF NIPISSING
 PAUL GOODRIDGE, OLS.

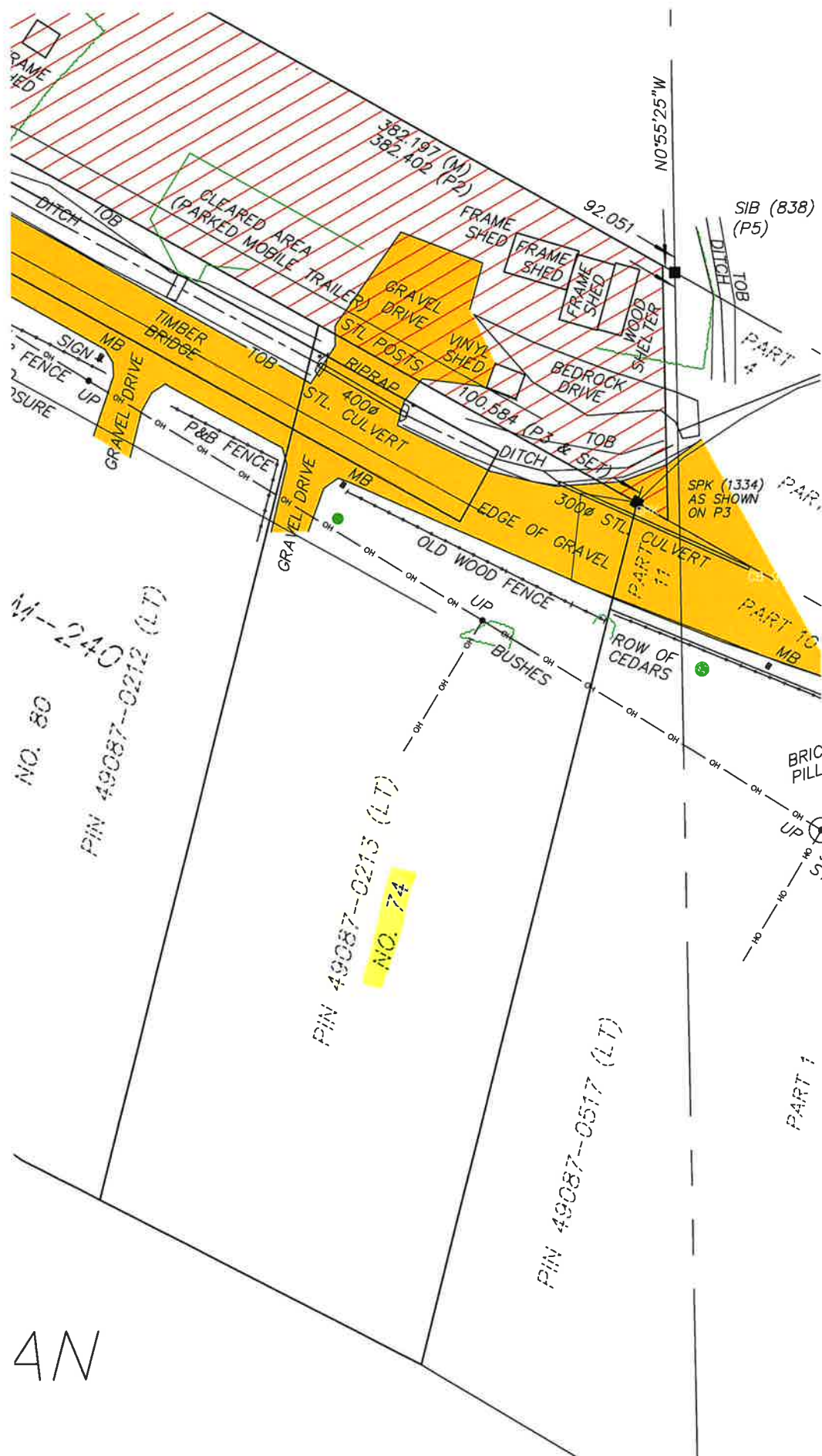


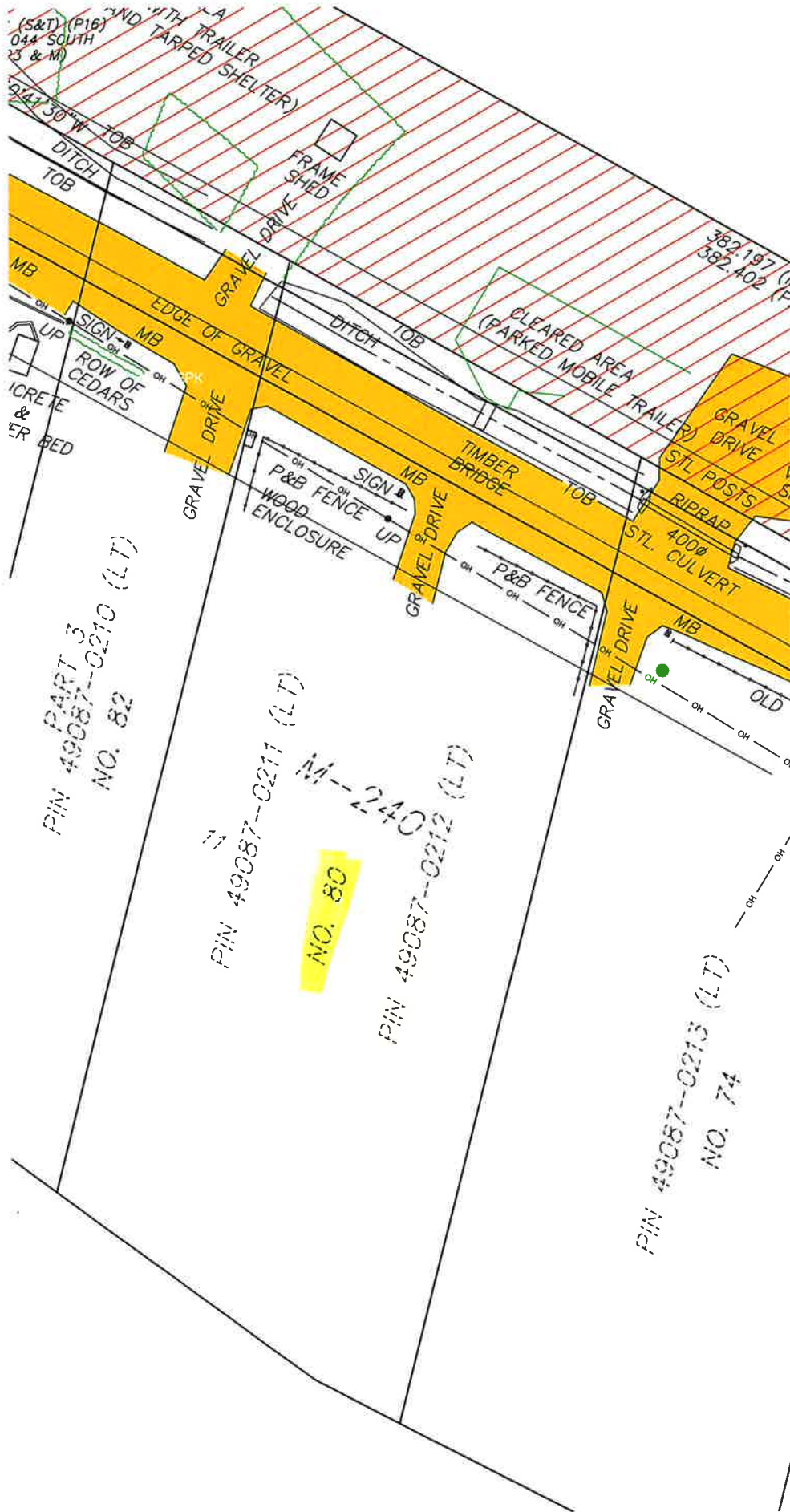
METRIC
 DISTANCES & CO-ORDINATES
 SHOWN ON THIS PLAN ARE IN
 METRES AND CAN BE
 CONVERTED TO FEET
 BY DIVIDING BY 0.3048.

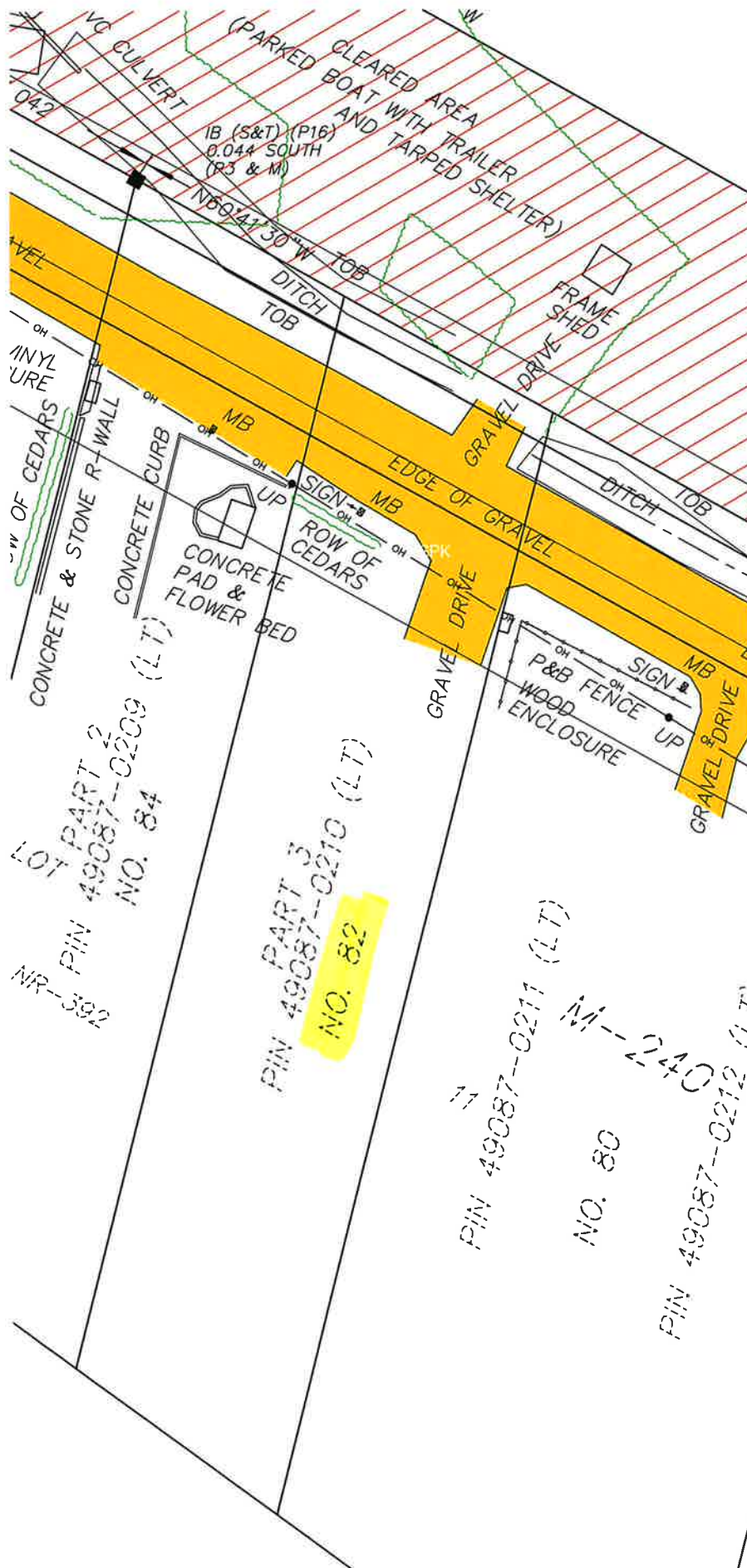
GOODRIDGE GOULET
 PLANNING & SURVEYING LTD.

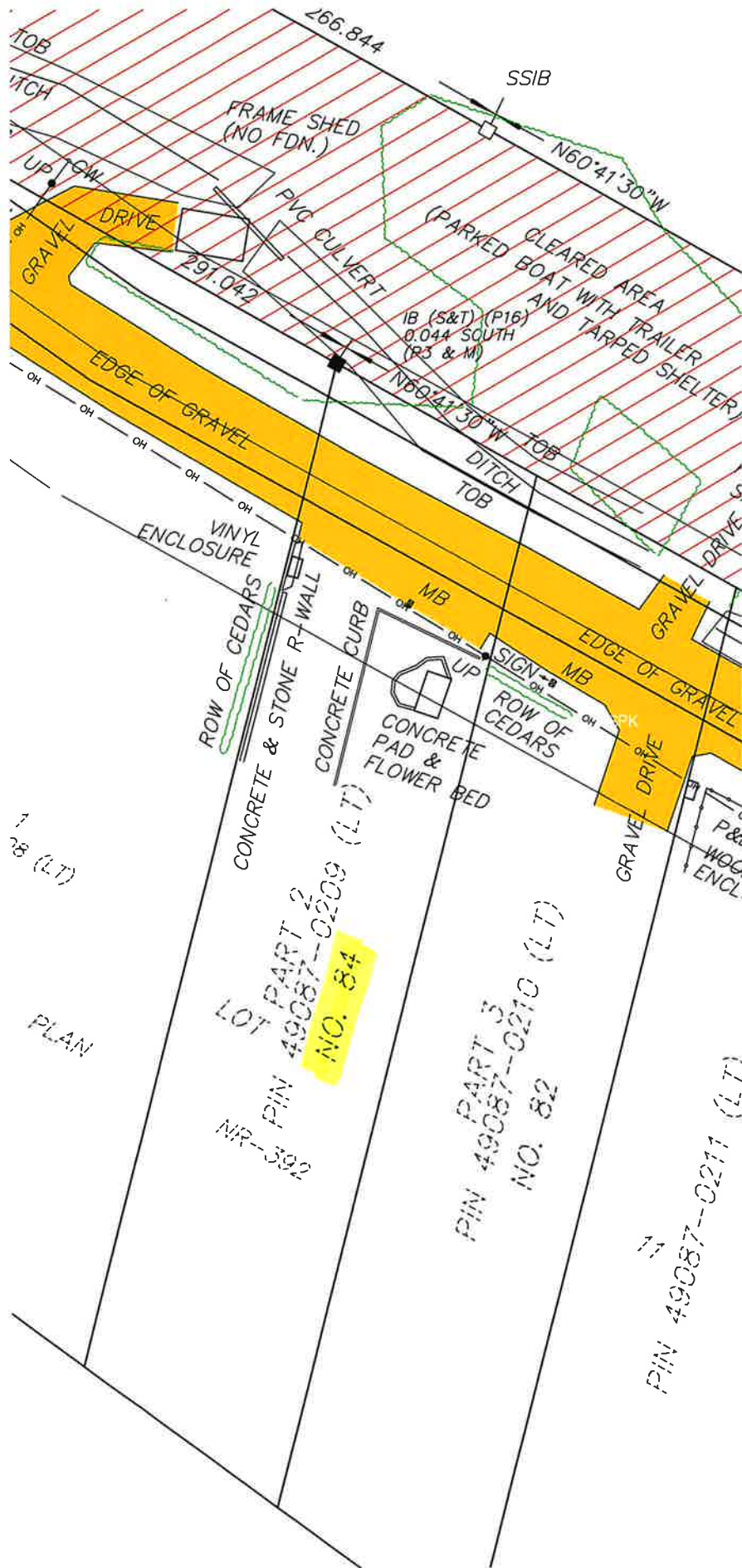
ONTARIO LAND SURVEYOR - LAND USE PLANNER - DEVELOPMENT CONSULTANTS
 UNIT 1 - 490 MAIN STREET EAST, NORTH BAY, ON P1B 1B5
 705-493-1770 paul.goodridge@ggspltd.com
 705-493-7374 don.goulet@ggspltd.com
 341-1717, 516-wens-Promenade-Rp1.dwg

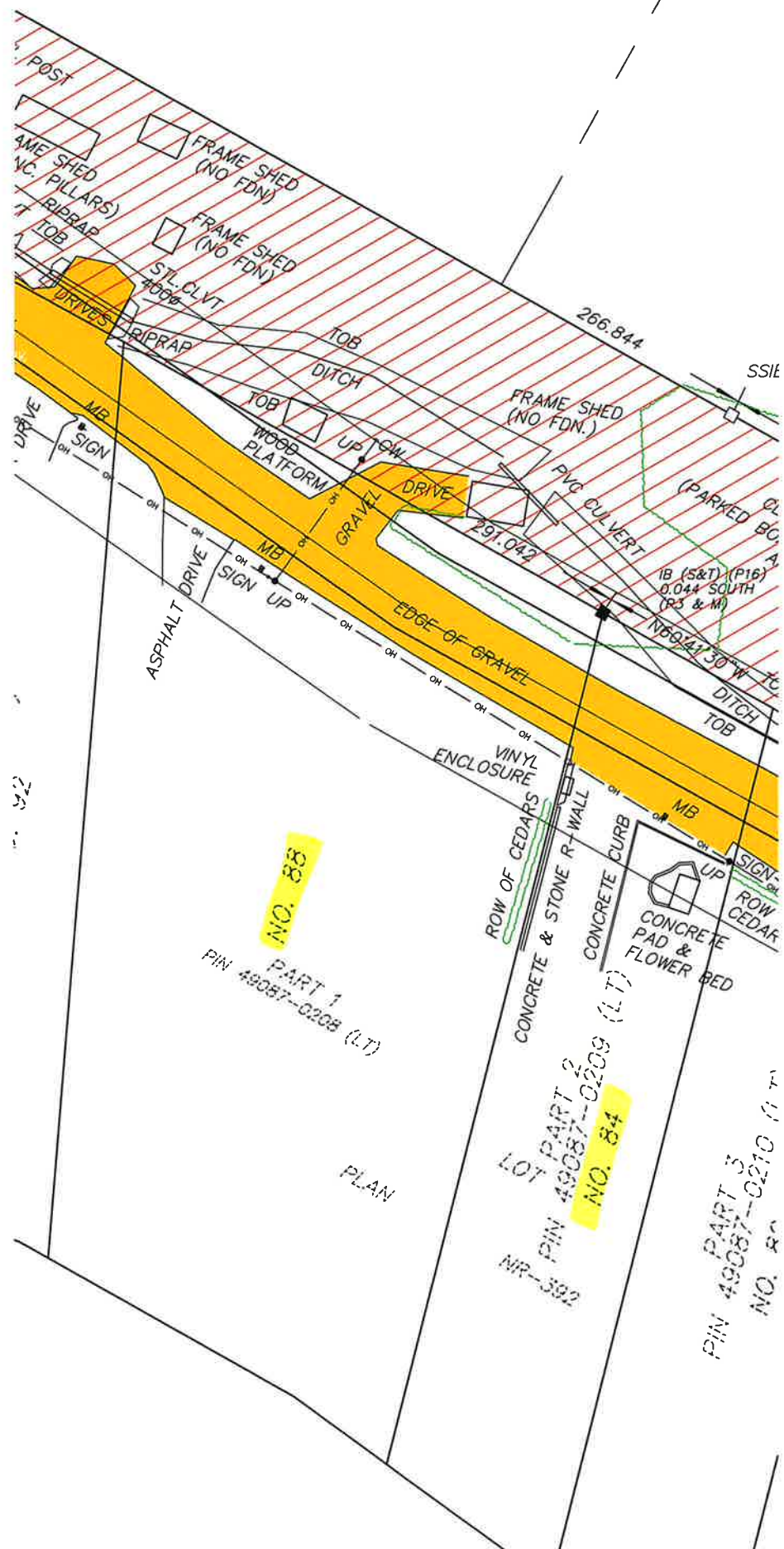
FIELD	OFFICE	FILE
A.S./M.L./A.D.	D. GOSSET	341-17

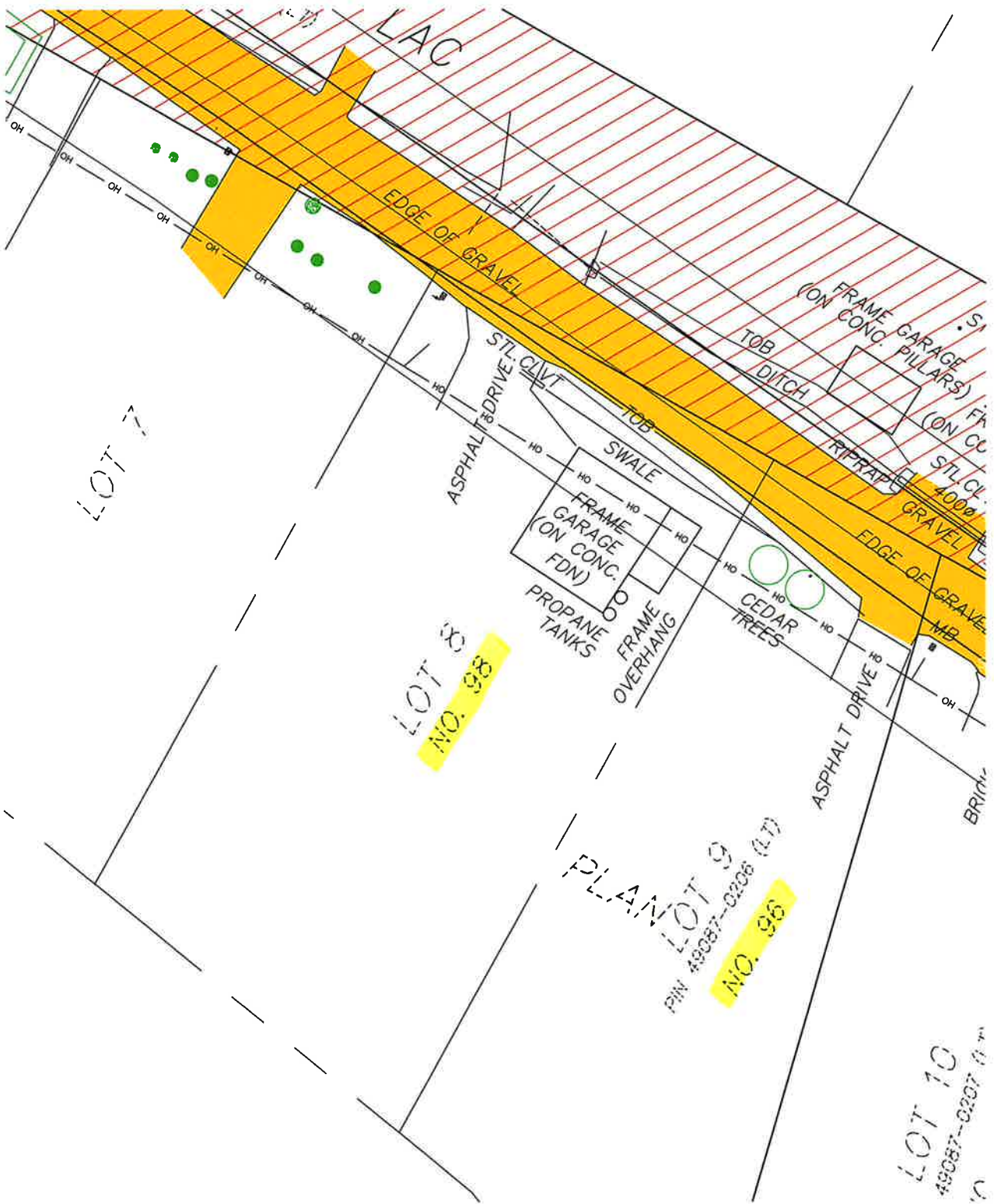


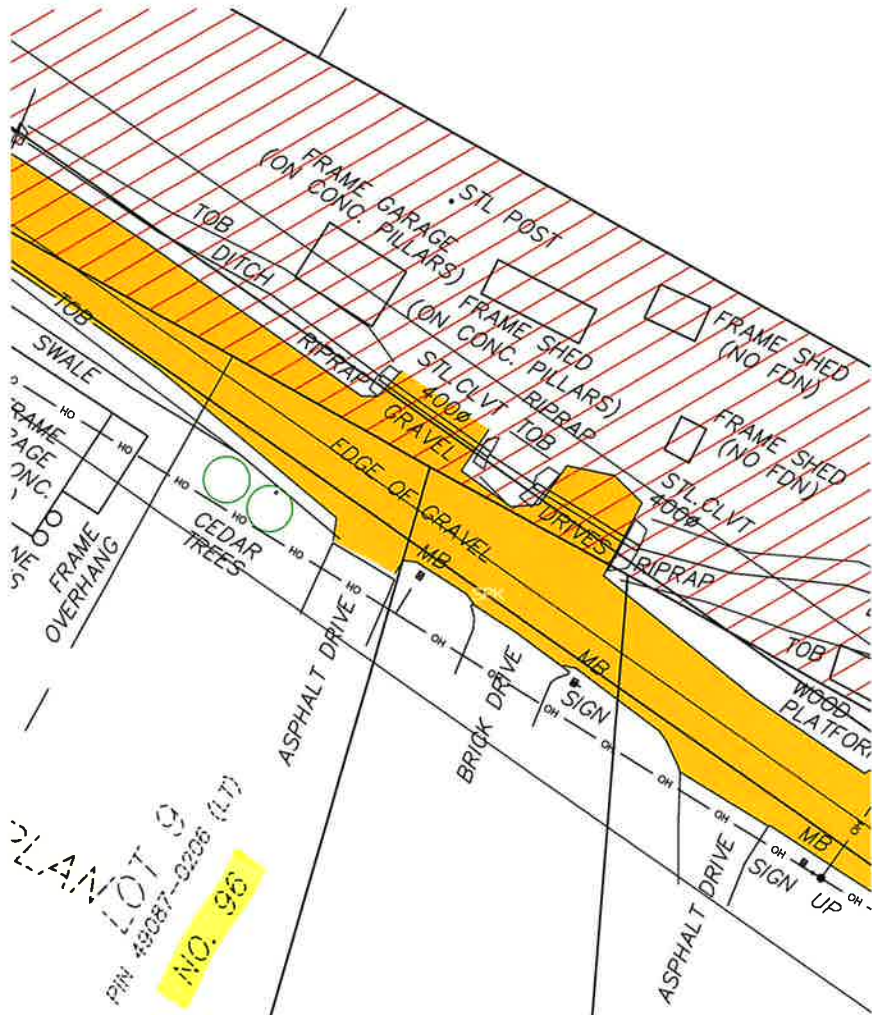




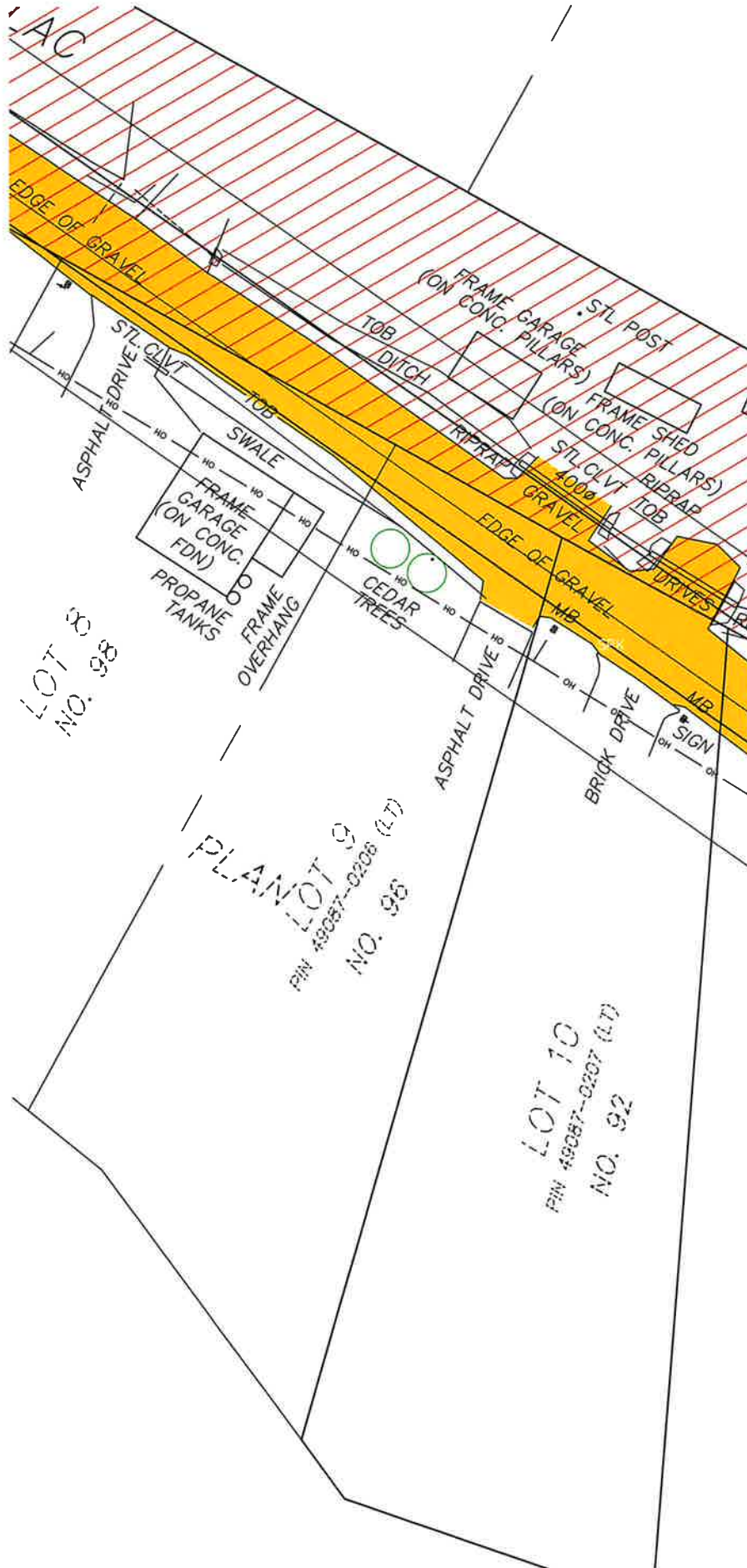









NO. 88
PAR
PIN 49087-0208 (LT)



SCHEDULE "B" OF BY-LAW 2019/24

 AGENDA ITEM REQUEST FORM			
PLEASE PRINT CLEARLY:			
Requested Council Meeting Date:		Dec 3, 2019	
Name of Requestor:	Joanne Savage Mayor		Date submitted: Nov. 12, 2019
Address:	Full mailing address:		
Phone:	Home:	Business / Cell: 705 498 0819	Fax:
E-Mail:			
Requested Agenda Item/Subject:		Crystal Falls and Tomiko Roads	
Additional details / background information:		<input checked="" type="checkbox"/> see below <input type="checkbox"/> Supporting documents attached separately	
<p><i>Please attach/include pertinent information to support this item. This will assist staff in conducting any research or obtaining background information; which may be required to make an informed decision in the best interest of the municipality.</i></p> <p>Condition of roads listed above Short term and long term remedial measures Capital investment required Recd complaints wk of Nov 5 and photos Service request done (how many done in last 12 'hrs) Councillor of Ward recd same complaint PW Chair also did f/u with PW Manager</p>			
ADMINISTRATIVE APPROVAL			
STEP 1 → Submit your completed form to the CAO or designate for required review and approval. Every effort will be made to accommodate requests however the complexity of subject may require the matter to be heard on another date other than the original date requested and the requestor will be notified.			
Signature of CAO or designate:		Date:	
MUNICIPAL OFFICE USE			
STEP 2 → This form must be returned to the Clerk's office no later than 12 noon on the Wednesday preceding the Council Meeting at which the item is to be considered, subject to CAO approval and scheduling.			
Date Received:	NOVEMBER 12, 2019	Received from:	Mayor Savage
Meeting Date Requested:	DECEMBER 3, 2019	Mode of Notification:	<input type="checkbox"/> in person <input type="checkbox"/> by telephone <input checked="" type="checkbox"/> by e-mail <input type="checkbox"/> other: _____
Processing of request:	<input type="checkbox"/> Information only <input type="checkbox"/> Action Item <input type="checkbox"/> Discussion/Action Item <input type="checkbox"/> Report Required <input type="checkbox"/> Public Hearing <input type="checkbox"/> Closed Session		
APPROVED FOR AGENDA:			
Scheduled for (date):	DECEMBER 17, 2019 (Public Works)		<input type="checkbox"/> Regular meeting <input type="checkbox"/> Committee of Whole meeting
Requestor Notification:	The above requestor _____ was notified on _____ (date)		
Action Taken:			
Notes / Comments:			

November 27, 2019

Dear Mayor and Councillors,

RE: Crystal Falls Road and Tomiko Road

At this time, I am making you aware of ongoing issues that have become both concerning and at times dangerous.

The condition of Crystal Falls Road as well as Tomiko Road require repairs, upgrades and more frequent maintenance in order to be brought to a level which would allow for safe travel and without the risk of damage to vehicles, circumstance which have been experienced in the past by ourselves and by motorists in this area.

The issues have been ongoing but have deteriorated in the last two years to a point that redefines "country roads". Many residents have placed calls to the Public Works Department in the past to request road maintenance, proper snow removal and grading of the road.

Below are some examples of concerning road conditions we experience:

- **Potholes:** Pictures (in attachment) demonstrate very clearly the condition we encounter yearly. We do call Public Works to advise of the situation which results in subsequent grading but not always with the results one would expect as potholes reappear within a few days.
- **Muddy, Rutted Roads:** During the spring thaw the road become very hazardous due to a combination of mud, ice and lack of granular material. Motorists must advance carefully in those sections, for fear of sliding off the road.
- **Frost Heaving:** Once freezing occurs, road heaving, (mostly on hilly parts) can be very dangerous causing drivers to bottom out their cars suspension or having to make unsafe maneuvers (i.e moving to the other side of the road and potentially face oncoming traffic) to avoid these problematic areas.

As previously expressed to Councillors Duhaime and Fisher on November 22th while they toured part of our roads, our request remains that the municipality provide the much-needed upgrades and maintenance protocols that will remediate the, at times, dangerous road conditions.

We remain,

Yours truly,



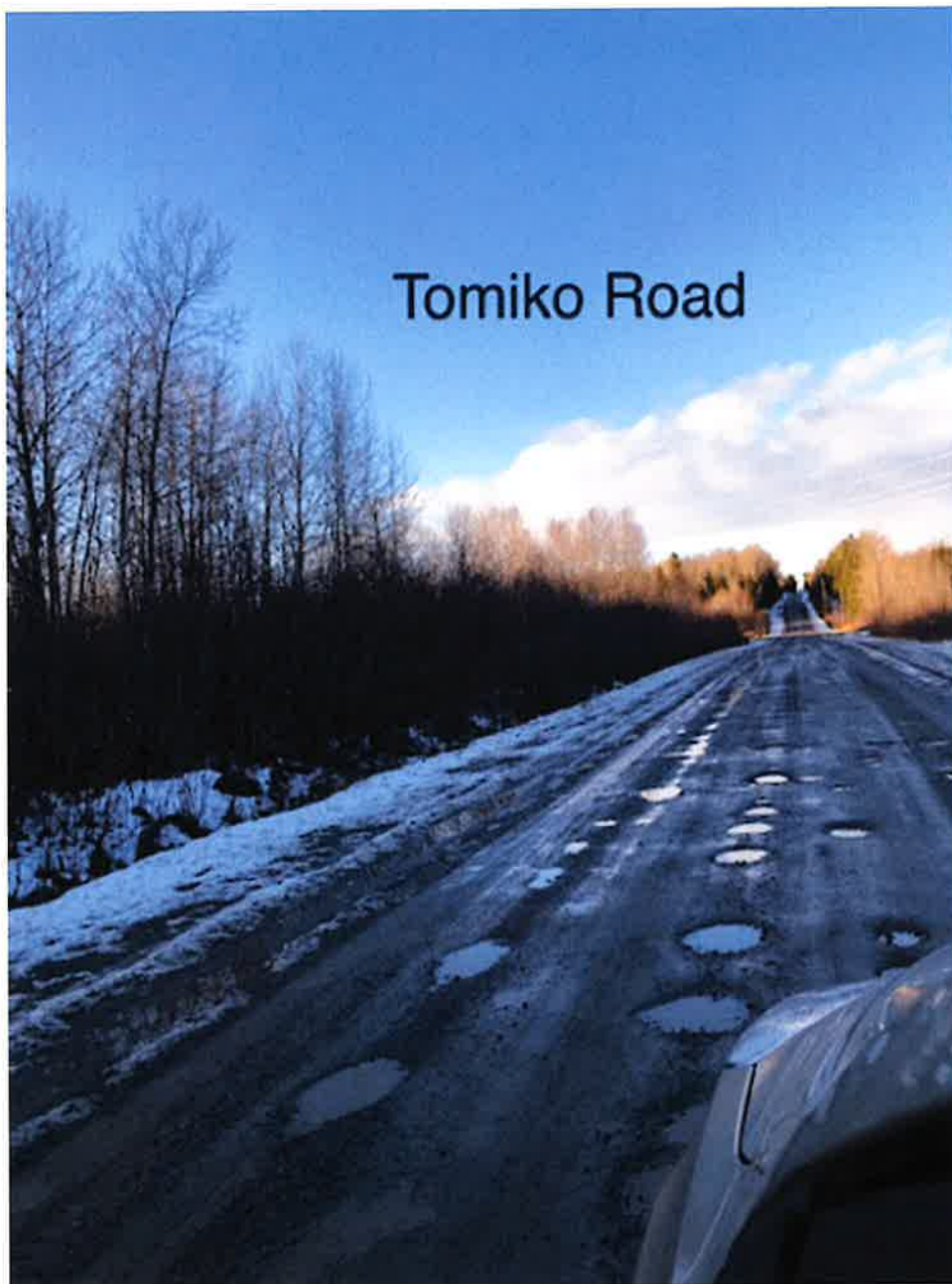
Marc and Nicole Lepage

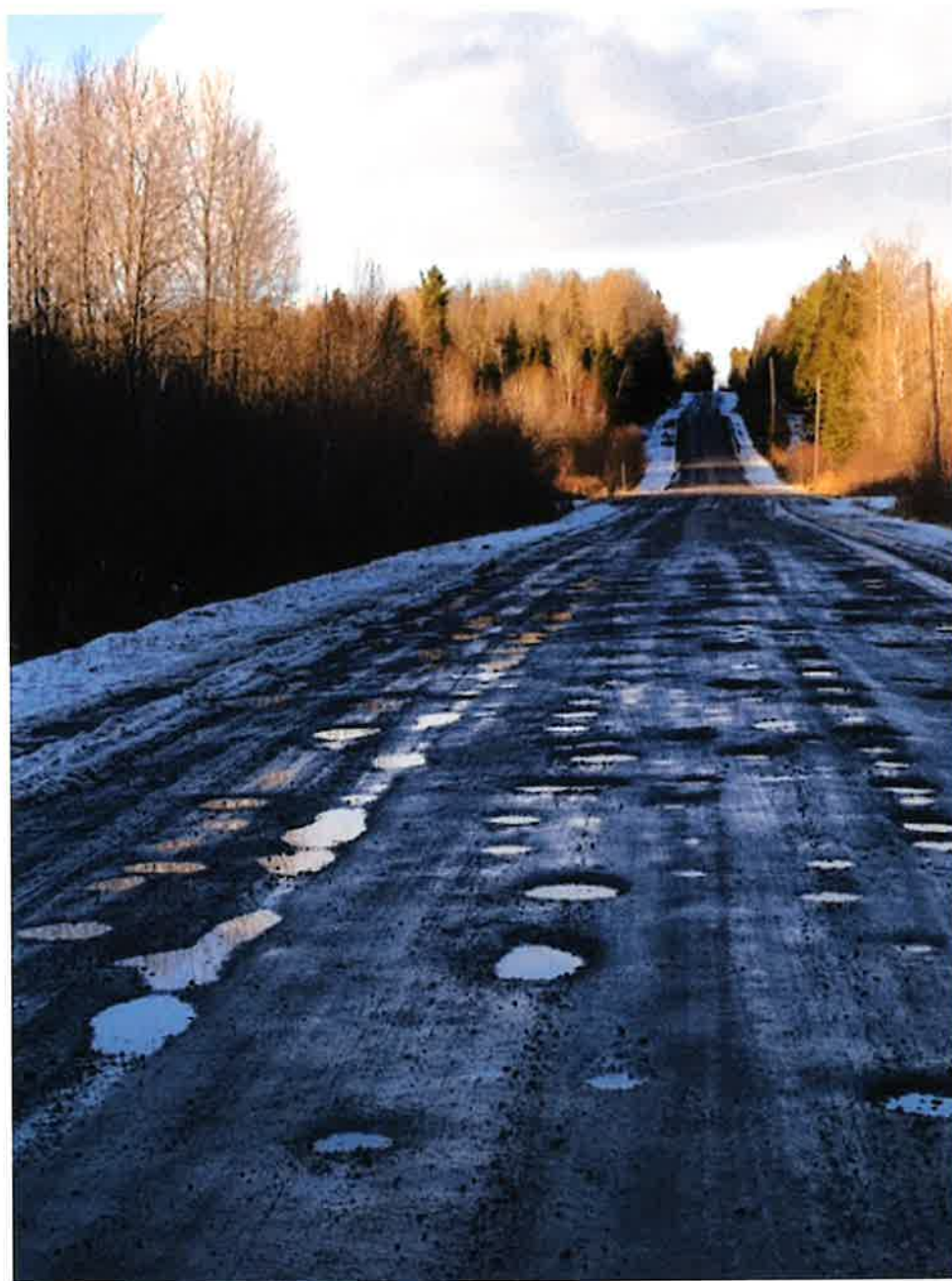


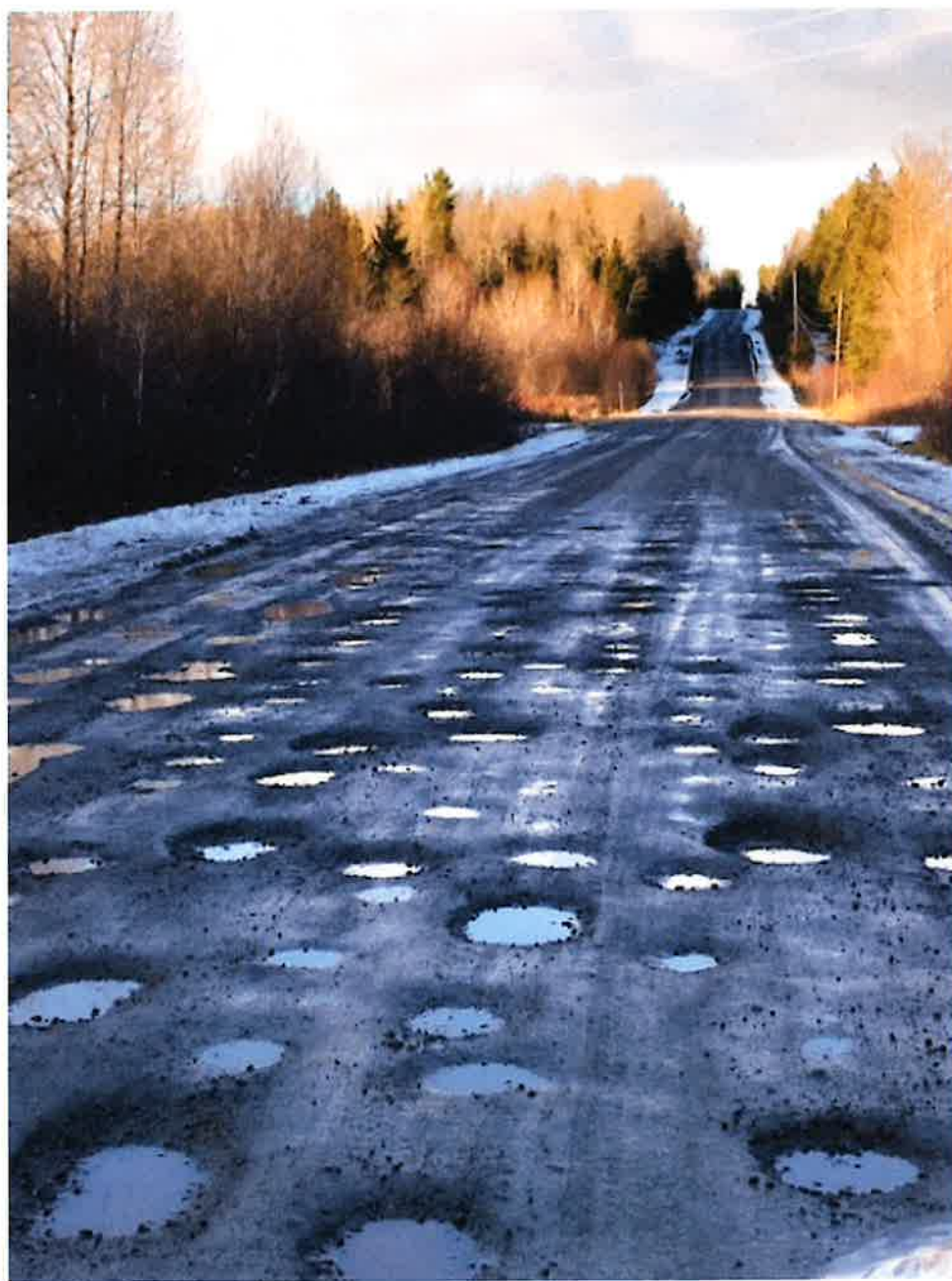
Crystal Falls Rd

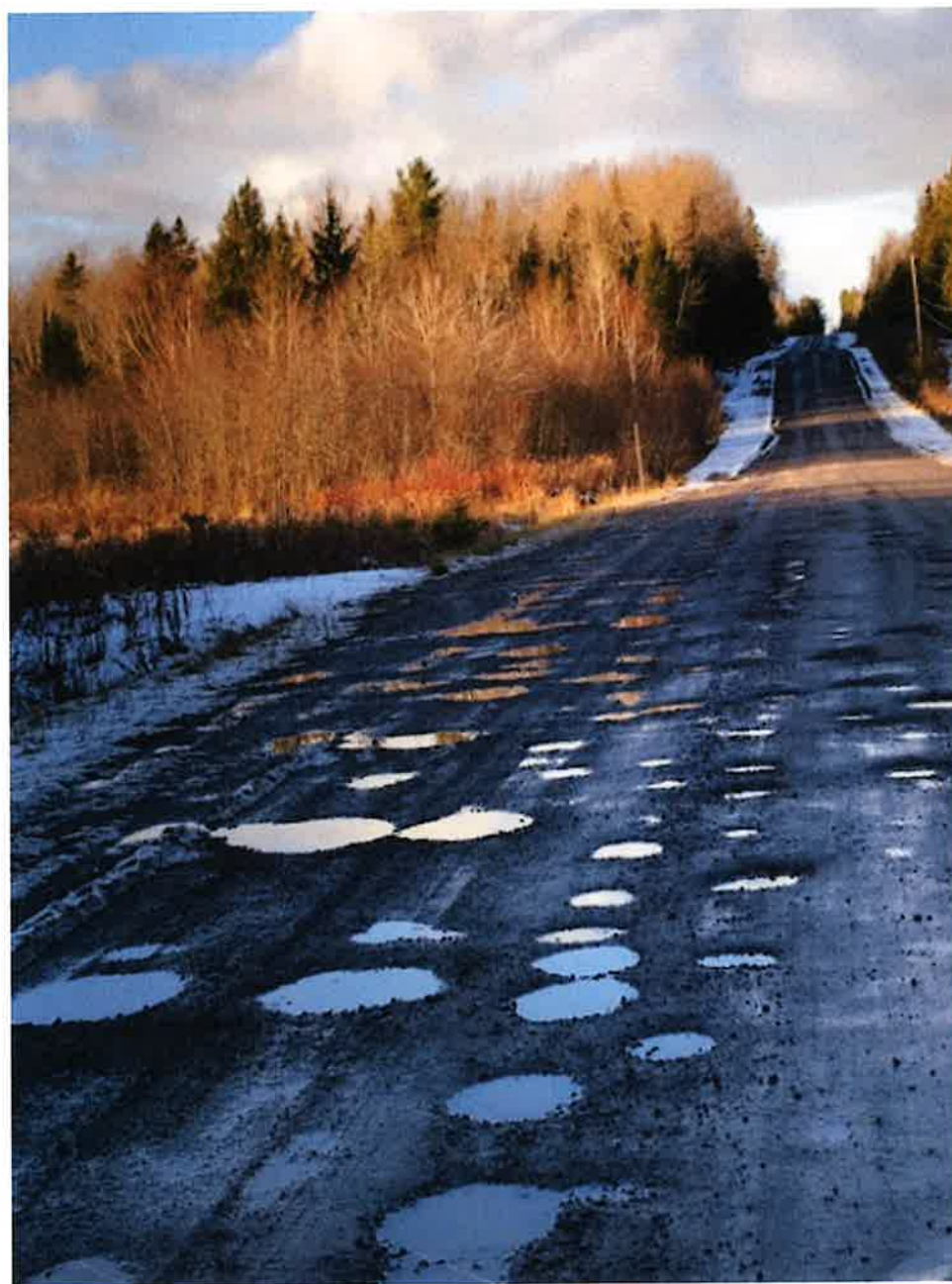


Tomiko Road













SCHEDULE "B" OF BY-LAW 2019/___

AGENDA ITEM REQUEST FORM			
PLEASE PRINT CLEARLY:			
Requested Council Meeting Date:		Dec 3 2019.	
Name of Requestor:	Yvon Dutilleul		Date submitted:
Full mailing address:			
Address:			
Phone:	Home: 499 6439.	Business / Cell:	Fax:
E-Mail:			
Requested Agenda Item/Subject:		Public Works.	
Additional details / background information:		<input type="checkbox"/> see below <input type="checkbox"/> Supporting documents attached separately	
<p>Please attach/include pertinent information to support this item. This will assist staff in conducting any research or obtaining background information; which may be required to make an informed decision in the best interest of the Municipality.</p> <p>RE: THE POSSIBILITY OF Having THE GATE OPEN AT PUBLIC WORKS TO ALLOW STURGEON BRUSH ENTRY TO THEIR BUSINESS TO AVOID TRAFFIC ON LISBURN STREET.</p>			
ADMINISTRATIVE APPROVAL			
STEP 1 → Submit your completed form to the CAO or designate for required review and approval. Every effort will be made to accommodate requests however the complexity of subject may require the matter to be heard on another date other than the original date requested and the requestor will be notified.			
Signature of CAO or designate:		Date: Nov. 19 2019.	
MUNICIPAL OFFICE USE			
STEP 2 → This form must be returned to the Clerk's office no later than 12 noon on the Wednesday preceding the Council Meeting at which the item is to be considered, subject to CAO approval and scheduling.			
Date Received:	NOVEMBER 19, 2019	Received from:	Councillor Dutilleul
Meeting Date Requested:	DECEMBER 3, 2019	Mode of Notification:	<input checked="" type="checkbox"/> in person <input type="checkbox"/> by telephone <input type="checkbox"/> by e-mail <input type="checkbox"/> other:
Processing of request:	<input type="checkbox"/> Information only <input type="checkbox"/> Action Item <input type="checkbox"/> Discussion/Action Item <input type="checkbox"/> Report Required <input type="checkbox"/> Public Hearing <input type="checkbox"/> Closed Session		
APPROVED FOR AGENDA:			
Scheduled for (date):	December 17, 2019 (Public Works)		<input type="checkbox"/> Regular Meeting <input type="checkbox"/> Committee of Whole Meeting
Requestor Notification:	The above requestor _____ was notified on _____ (date)		
Action Taken:			
Notes / Comments:			

SCHEDULE "B" OF BY-LAW 2019/24

AGENDA ITEM REQUEST FORM			
PLEASE PRINT CLEARLY:			
Requested Council Meeting Date:	December 17, 2019		
Name of Requestor:	Lise Senecal	Date submitted: December 10, 2019	
Address:	Full mailing address:		
Phone:	Home:	Business / Cell: 705 690-4267	Fax:
E-Mail:			
Requested Agenda Item/Subject:	Transports utilizing Lisgard Street as a shortcut		
Additional details / background information: <div style="display: inline-block; vertical-align: top; margin-left: 10px;"> <input checked="" type="checkbox"/> see below <input type="checkbox"/> Supporting documents attached separately </div>			
<i>Please attach/include pertinent information to support this item. This will assist staff in conducting any research or obtaining background information; which may be required to make an informed decision in the best interest of the municipality.</i>			
Could you please add the following on our next council meeting; Update on Transports driving troughs Lisgard Street. This safety issue was brought on council November 5, 2019. Thank you			
ADMINISTRATIVE APPROVAL			
STEP 1 → Submit your completed form to the CAO or designate for required review and approval. Every effort will be made to accommodate requests however the complexity of subject may require the matter to be heard on another date other than the original date requested and the requestor will be notified.			
Signature of CAO or designate:		Date:	
MUNICIPAL OFFICE USE			
STEP 2 → This form must be returned to the Clerk's office no later than 12 noon on the Wednesday preceding the Council Meeting at which the item is to be considered, subject to CAO approval and scheduling.			
Date Received:	December 10, 2019	Received from:	Councillor L. Sénécal
Meeting Date Requested:	December 17, 2019	Mode of Notification:	<input type="checkbox"/> in person <input type="checkbox"/> by telephone <input checked="" type="checkbox"/> by e-mail <input type="checkbox"/> other: _____
Processing of request:	<input type="checkbox"/> Information only <input type="checkbox"/> Action Item <input type="checkbox"/> Discussion/Action Item <input checked="" type="checkbox"/> Update <input type="checkbox"/> Report Required <input type="checkbox"/> Public Hearing <input type="checkbox"/> Closed Session		
APPROVED FOR AGENDA:			
Scheduled for (date):	<input type="checkbox"/> Regular meeting <input type="checkbox"/> Committee of Whole meeting		
Requestor Notification:	The above requestor _____ was notified on _____ (date)		
Action Taken:			
Notes / Comments:			

AGENDA ITEM REQUEST FORM

PLEASE PRINT CLEARLY:

Requested Council Meeting Date: <u>Tuesday Dec 3rd</u>		Date submitted: <u>Nov 25th 2019</u>	
Name of Requestor:	<u>Rolly Larabie</u>		
Address:	<u>127 HWY 539A RIVER VALLEY, ONT.</u>		
Phone:	Home: <u>705-758-6899</u>	Business / Cell: <u>705-471-1777</u>	Fax:
E-Mail:	<u>R.LARABIE@WEST NIPISSING.CA</u>		
Requested Agenda Item Subject:	<u>SNOWPLOWING OF GOLDEN AGE CLUB YARD RIVER - VALLEY</u>		

Additional details / background information: ☒ see below
☐ Supporting documents attached separately

Please attach/include pertinent information to support this item. This will assist staff in conducting any research or obtaining background information; which may be required to make an informed decision in the best interest of the municipality.

THE Golden age Club in River Valley is a non for profit club that helps the hole community by holding all community events. It is the comonunity hall center and since the municipality is offering this service to Field community Hall and Larigue community center

ADMINISTRATIVE APPROVAL

STEP 1 → Submit your completed form to the CAO or designate for required review and approval.

Signature of CAO or designate:	Date:
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MUNICIPAL OFFICE USE

STEP 2 → This form must be duly authorized by Administration and returned to the Clerk's office no later than 12 noon on the _____ preceding the Council Meeting at which the item is to be considered.

Notification Date: <u>November 25, 2019</u>	Notified By: <u>Councillor Larabie</u>
Meeting Date: <u>December 3, 2019</u>	Mode of Notification: <input checked="" type="checkbox"/> in person <input type="checkbox"/> by telephone <input type="checkbox"/> by e-mail <input type="checkbox"/> other: _____
Processing of request:	<input type="checkbox"/> Information only <input type="checkbox"/> Action Item <input checked="" type="checkbox"/> Discussion/Action Item <input type="checkbox"/> Report Required <input type="checkbox"/> Public Hearing <input type="checkbox"/> Closed Session

APPROVED FOR AGENDA:

Date of Meeting: <u>December 17, 2019 (Public Works)</u>	<input type="checkbox"/> Regular meeting <input type="checkbox"/> Committee of Whole meeting
Requestor Notification: The requestor _____ was notified on _____ (date)	
Action Taken:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Tabled <input type="checkbox"/> Other: _____

Notes / Comments:

Golden Age Club

16 Jacques St.
River Valley ON, P0H2C0 (705) 758-9705

Mayor and Council;

This request is for having the River Valley's Golden Age Club to have maintenance assistance in relation to snow removal and sanding when necessary. It would tremendously help us with financial hardship of maintenance service fees.

Thank you in advance.

A handwritten signature in black ink, appearing to read 'Yvon Goulard', written over a horizontal line.

YVON GOULARD

President

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

**MINUTES OF THE COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, DECEMBER 3, 2019 AT 6:30 PM**

PRESENT: MAYOR JOANNE SAVAGE
COUNCILLOR YVON DUHAIME
COUNCILLOR CHRISTOPHER FISHER
COUNCILLOR ROLAND LARABIE
COUNCILLOR LÉO MALETTE
COUNCILLOR DAN ROVEDA
COUNCILLOR JEREMY SÉGUIN
COUNCILLOR DENIS SÉNÉCAL
COUNCILLOR LISE SÉNÉCAL

ABSENT:

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

Councillor Séguin declared a conflict of interest pertaining to **Item D-1(c)** – Betty Road – Drainage Matter of the agenda.

B) AGENDA and ADDENDUM / ORDRE DU JOUR et ADDENDA

B-1 A resolution was passed to adopt the Agenda.

No. 2020/417 Moved by: Councillor Fisher
Seconded by: Councillor Malette

BE IT RESOLVED THAT the Agenda for the meeting of Council held on December 3, 2019 be adopted as
☐ presented / ☒ amended.

CARRIED

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS NIL

COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER

D-1) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL

D-1(a) Proposed changes to the Tax Rate for Island properties (Councillor D. Sénécal)

Councillor D. Sénécal raised the issue of parity for island property owners with respect to the tax ratio for island residents. The Treasurer provided some clarification with respect to how some other municipalities are making adjustments for certain services. Several councillors indicated that they could not support such an initiative stating that services are shared across the municipality. Others indicated a will to explore the possibility of taking a look at what services the islands are not receiving in comparison to other properties. The CAO indicated that the services issue may already be factored into the assessment; however this would be subject to confirmation. Following discussion, a majority agreed that staff take a look at the options and identifying services as it relates to island properties and provide information at a future meeting.

D-1(b) Definition of Seniors in By-Law 2019/47 - Tax Assistance for Elderly and Disabled Residents who are property owners

The Treasurer provided information on the definition of “low income senior” in the municipality’s by-law for tax relief. The Treasurer also indicated that while the municipality is allowed to make its own definition; it would be difficult to set a threshold without social services input and cautioned that should

the Municipality wish to amend the current definition, that caution be taken in ensuring that the thresholds set can be applied across the board. It was identified that there are other groups which may also benefit from some sort of assistance.

D-1(c) Betty Road – Drainage Matter

The CAO provided additional information with respect to the recent presentation made to council by residents of Betty Road. The CAO conceded that there may have been some errors in communications throughout the process which, although unfortunate, would not have changed the staff recommendation. The CAO also indicated that there is a process under the *Drainage Act*; which provides for opportunities for appeals of assessment. The CAO also indicated that given the potential liability that he would not want to address the allegations made by the landowners. Following discussion, council generally agreed that the drainage process proceed and that, if possible, if there is some remedial work that can be done in the short-term to stabilize the slope.

Lise Sénécal,
Chair

Melanie Ducharme,
Clerk

MOTION TO EXTEND MEETING :

At 7:50 PM, a motion was tabled to take a 10-minute recess.

Moved by: Councillor L. Sénécal
Seconded by: Councillor Larabie

CARRIED

D-2) PLANNING / PLANIFICATION

D-2(a) Casa Development - Quesnel Subdivision

The Planner explained that in light of new information received, that the matter be deferred to December 17, 2019 in order to re-package the presentation for discussion.

Denis Sénécal,
Chair

Melanie Ducharme,
Municipal Planner

D-3) EMERGENCY MEASURES AND PUBLIC SAFETY / MESURES D'URGENCE ET SÉCURITÉ PUBLIQUE *NIL*

D-4) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUE *NIL*

D-5) SOCIAL SERVICES AND HEALTH / SERVICES SOCIAUX ET SANTÉ *NIL*

D-6) SEWER AND WATER / LES ÉGOUTS ET L'EAU *NIL*

D-7) ENVIRONMENTAL / L'ENVIRONNEMENT *NIL*

REGULAR COUNCIL / SÉANCE RÉGULIÈRE

E) PLANNING / PLANIFICATION

- E-1** A resolution was passed to approve By-Law **2019/97** to amend the Zoning By-Law for a certain property on Hwy 64.

No. 2019/418 Moved by: Councillor Malette
Seconded by: Councillor Fisher

BE IT RESOLVED THAT By-law **2019/97**, being a by-law to amend Zoning By-law 2014/45, as amended, to rezone certain lands located at 12289 Highway 64 from Community Facility (CF) Zone to Rural Residential (RR) Exception Zone, shall come into force and take effect on the date it is passed.

CARRIED

F) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURRIER

- F-1** A resolution was passed to adopt the minutes of the meeting of Council held on November 19, 2019.

No. 2019/419 Moved by: Councillor Fisher
Seconded by: Councillor Malette

BE IT RESOLVED THAT the minutes of the meeting of Council held on November 19, 2019 be adopted, as ☒ presented / ☐ amended.

CARRIED

- F-2** A resolution was passed to adopt the minutes of the SPECIAL meeting of Council held on November 25, 2019.

No. 2019/420 Moved by: Councillor Malette
Seconded by: Councillor Fisher

BE IT RESOLVED THAT the minutes of the SPECIAL meeting of Council held on November 25, 2020 be adopted, as ☒ presented / ☐ amended.

CARRIED

- F-3** A resolution was passed to receive the minutes of the Au Chateau Board of Management meeting.

No. 2019/421 Moved by: Councillor Malette
Seconded by: Councillor Fisher

BE IT RESOLVED THAT the minutes of the Au Chateau Board of Management meeting held on October 16, 2016 be received.

CARRIED

- F-4** A resolution was passed to receive the minutes of the District of Nipissing Social Services Administration Board (DNSSAB) meeting.

No. 2019/422 Moved by: Councillor Fihser
Seconded by: Councillor Malette

BE IT RESOLVED THAT the minutes of the District of Nipissing Social Services Administration Board (DNSSAB) meeting held on October 24, 2019 be received.

CARRIED

G) UNFINISHED BUSINESS / AFFAIRES EN MARCHÉ NIL

H) NOTICE OF MOTION / AVIS DE MOTIONS

I) NEW BUSINESS / AFFAIRES NOUVELLES

- I-1** A resolution was passed to authorize the Municipality of West Nipissing to transfer funds to West Nipissing Power Generation Ltd.

No. 2019/423 Moved by: Councillor Larabie
Seconded by: Councillor Séguin

BE IT RESOLVED THAT the Council for The Corporation of the Municipality of West Nipissing hereby authorizes a transfer of \$1,500,000.00 (One million, five hundred thousand dollars) to West Nipissing Power Generation with no specific terms of repayment, bearing interest at a rate of the Bank of Canada's prime rate.

CARRIED

- I-2 A resolution was passed to authorize the Head of Council to approve expenditures for Council Legal Fees.

No. 2019/424 Moved by: Councillor Séguin
Seconded by: Councillor Larabie

WHEREAS Council has sought legal advice pertaining to a municipal Human Resources Investigation matter;

AND WHEREAS there will be ongoing legal expenditures with respect to the Human Resources Investigation matter;

BE IT THEREFORE RESOLVED THAT Council hereby authorizes the Head of Council to authorize and approve invoices, in the amount of \$3,082.64 for the period ending October 18, 2019, relating to the current Human Resources Investigation matter.

CARRIED AS AMENDED

- I-3 A resolution was passed to approve By-Law 2019/98 to establish a Code of Conduct for Board and Committee Members.

No. 2019/425 Moved by: Councillor Larabie
Seconded by: Councillor Séguin

BE IT RESOLVED THAT By-Law 2019/98, being a by-law to adopt a Code of Conduct for Boards and Committees, shall come into force and take effect on the date it is passed.

CARRIED

- I-4 Resolution to declare certain equipment as surplus and to authorize the disposition thereof.

No. 2019/426 Moved by: Councillor Séguin
Seconded by: Councillor Larabie

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 disposal of the said surplus equipment:

WATER & SEWER DEPARTMENT:

(1)	2004	Dump Trailer	2JDUTD22641002189
-----	------	--------------	-------------------

CARRIED

- I-5 Collective Bargaining Agreements (CUPE Local 525-01 and 535-02)

The matter of the collective agreements for the two local CUPE bargaining units were discussed. The agreements were briefly summarized, and the CAO indicated that the ratifications were fairly straightforward this time. Council agreed that the agreements are acceptable however that Council be informed in the future of union negotiations.

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. 2019/427 Moved by: Councillor Larabie

Seconded by: Councillor Séguin

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) Main Street gully – Update
 - (ii) Lease of municipal facility space
- ~~(D) labour relations or employee negotiations; **REMOVED**~~
 - ~~(iii) Collective Bargaining Agreements (CUPE Local 535-01 and 535-02)~~
 - **Moved to New Business**
- (E) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - (iv) Update – Morrison lawsuit
- (B) personal matters about an identifiable individual, including municipal or local board employees;
 - (v) Investigation Report – Human Resource Matter

CARRIED

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

No. 2019/428 Moved by: Councillor Séguin

Seconded by: Councillor Larabie

BE IT BE IT RESOLVED THAT the Closed meeting of Council held on December 3, 2019 be adjourned at 10:02 PM in order to proceed with the regular meeting

CARRIED

M) ADJOURNMENT / AJOURNEMENT

M-1 A resolution was passed to adopt By-law **2019/99** confirming the proceedings of Council at its meeting held on December 3, 2019.

No. 2019/429 Moved by: Councillor Larabie

Seconded by: Councillor Séguin

BE IT RESOLVED THAT By-law No. **2019/99** 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 December 2019, 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. 2020/430 Moved by: Councillor Séguin

Seconded by: Councillor Larabie

BE IT RESOLVED THAT the meeting of Council held on December 3, 2019 be adjourned.

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
THE WEST NIPISSING ENVIRONMENTAL SERVICES
HELD ON AUGUST 19th, 2019
AT THE STURGEON FALLS LANDFILL**

DIRECTORS PRESENT: SEGUIN, Jeremy
 ROCHON, Ginette
 ALLAIRE, Louise
 MARLEAU, Ray
 BIZIER, Bertrand
 OLIVIER, Dan

ABSENT: LARABIE, Roland

STAFF: BARBEAU, Jay (Municipal C.A.O)
 SULLIVAN, Jason (Acting Manager / Recycling Coordinator)

RECORDING SECRETARY: LEVAC, Chantale

Meeting was called to order at 5:57 p.m.

- 1. DECLARATION OF PECUNIARY INTEREST** None
- 2. ADOPTION OF THE AGENDA**

Resolution number 2019-08-01

Moved by: Bertrand Bizier

Seconded by: Jeremy Seguin

BE IT RESOLVED THAT the agenda for the Regular Meeting held August 19th, 2019 be adopted as presented.

-CARRIED

It was suggested that we proceed with line item # 6 at this time.

6. NEW BUSINESS:

- a) Personnel Matter

Resolution number 2019-08-02

Moved by: Jeremy Seguin

Seconded by: Bertrand Bizier

BE IT RESOLVED THAT we proceed into a closed meeting to discuss the following:

- a) Personnel Matter

-CARRIED

Minutes of the Regular meeting held August 19th, 2019

The C.A.O. and the members proceeded to discuss the roles and responsibilities of the Acting Manager and it was recommended that the position be changed to Manager.

Resolution number 2019-08-03

Moved by: Jeremy Seguin

Seconded by: Bertrand Bizier

BE IT RESOLVED THAT the closed meeting held August 19th, 2019 be adjourned at 6:13 a.m.

-CARRIED

Resolution number 2019-08-04

Moved by: Raymond Marleau

Seconded by: Louise Allaire

BE IT RESOLVED THAT Jason Sullivan be appointed has Manager of West Nipissing Environmental Services.

-CARRIED

3. APPROVAL OF MINUTES

Resolution number 2019-08-05

Moved by: Louise Allaire

Seconded by: Ray Marleau

BE IT RESOLVED THAT the following minutes be adopted as presented.

1. June 17th 2019 AGM Meeting
2. June 17th 2019 Regular Meeting

-CARRIED

4. FINANCIAL MATTERS

a) Disbursements

Resolution number 2019-08-06

Moved by: Louise Allaire

Seconded by: Bertrand Bizier

THAT the following West Nipissing Environmental Services expenditures be received as printed and that same be attached to form part of this resolution

June 2019	\$152,739.59
July 2019	\$129,081.39

-CARRIED

Minutes of the Regular meeting held August 19th , 2019

Mr. Sullivan proceeded to answer questions and comments regarding the disbursements list.

b) Budget& Reports

Mr. Sullivan proceeded to go through the Income Statement.

- Recycling material is low
- Salary increase due to part time employees filling in for employees on sick leave

5. MANAGER'S REPORT

- a) Daily operations
 - Atmosphere between employees and staff is going well
- b) By-Law
 - garbage by-law has been approved
- c) Curbside pick up
 - emphasize on doing it correctly and respecting by-law
 - OOPS stickers and social media to be used to improve curbside pick up
- d) Recycling Coach
 - App on telephone to be used to help with weekly pick up and recycling information (e.x: time of pick up, route, truck problems)
- e) 2012 International Truck
 - No longer operational- very costly to fix
 - Surplus and will try to sell as is
- f) New truck
 - should be ready for the end of this year or early next year

Due to mechanical problems with vehicles Mr. Sullivan has made arrangements with Nipissing First Nation in case the need arise for them to do our garbage run. He has also checked with the option of renting a truck on monthly basis.

- 7) Landfill capacity
 - Mr. Sullivan shared with the members that there has been a discrepancy with the life expectancy of the landfill site. It was noted that an official capacity survey will be redone since the first 2 have contradictory information.

7. UNFINISHED BUSINESS:

- a) Costing per residential unit
 - a) % of \$267.00 per residential unit was determined using operational costing. Mr. Sullivan is to look at finding this baseline information to share at a future meeting. Members are satisfied with the information shared.

Minutes of the Regular meeting held August 19th, 2019

8. NEXT MEETING:

Regular Meeting October 21st /19 6:00 p.m.

9. ADJOURNMENT:

Resolution number 2019-08-07

Moved by: Louise Allaire

Seconded by: Ray Marleau

BE IT RESOLVED THAT this meeting be adjourned at 7:02p.m.

-CARRIED



Chairperson



Recording Secretary



MINUTES

Municipality of West Nipissing
Meeting of the Committee of Adjustment
On November 4, 2019 at 6:30 PM
Chair: Normand Roberge

PRESENT: Christopher Fisher
Roger Gagnon
Fernand Pellerin
Normand Roberge
Denis Senecal

ABSENT:

CALL TO ORDER

RESOLUTION #2019/077

Moved by: Roger Gagnon

Seconded by: Denis Senecal

That the Agenda for the meeting of November 4, 2019 be approved, as presented. **CARRIED**

MINUTES

RESOLUTION #2019/078

Moved by: Denis Senecal

Seconded by: Roger Gagnon

That the Minutes of the Committee of Adjustment meeting held on September 9, 2019, be adopted, as presented. **CARRIED**

APPLICATIONS FOR MINOR VARIANCE AND CONSENT

MV2019/12-Application for Minor Variance by Martin and Shella Scrocchi-Owners

A Minor Variance application made by Martin and Sheila Scrocchi to increase maximum gross floor area of sleeping cabin from 50m² to 96.62m² on Island 166, Legally described as Island 166, Township of Bertram, Municipality of West Nipissing.

RESOLUTION #2019/079

Moved by: Roger Gagnon

Seconded by: Denis Senecal
CARRIED

MV2019/15 Application for Minor Variance by Brian Lavoie and Shani Giroux-Owners

A Minor Variance application made by Brian Lavoie and Shani Giroux to reduce the maximum projection of a canopy to the lot line from 1.0m to 0.40m at 36 John Street, legally described as Part of Lots 18 and 19, Plan 11, Parts 1 and 4, 36R-10019, Sturgeon Falls, Municipality of West Nipissing.

RESOLUTION #2019/080

Moved by: Denis Senecal

Seconded by: Roger Gagnon
CARRIED

MV2019/16 Application for Minor Variance by Brian Lavoie and Shani Giroux-Owners

A Minor Variance application made by Brian Lavoie and Shani Giroux to reduce the maximum projection of a canopy to the lot line from 1.0m to 0.40m at 46 John Street, Legally described as Part of Lots 18 and 19, Plan 11, Parts 2,3,5,6, 36R-10019, Sturgeon Falls, Municipality of West Nipissing.

RESOLUTION #2019/081

Moved by: Roger Gagnon

Seconded by: Denis Senecal

CARRIED

C38/2019 Application for Consent by Lorraine Courchesne-Owner

A consent application made by Lorraine Courchesne for the creation of a new lot at 24 Coutu Road, Legally described as Part of Lot 9, Concession 6, Township of Loudon, Municipality of West Nipissing.

RESOLUTION #2019/082

Moved by: Denis Senecal

Seconded by: Roger Gagnon

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before November 6, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That the severed lands be transferred into the same name as the abutting lands to the east in order to be merged and a PIN consolidation for the severed lands and the abutting vacant lands be registered.

CARRIED

C39/2019 Application for Consent by Georges and Gisele Brouillette-Owners

A consent application made by Georges and Gisele Brouillette for the creation of a new lot at 140 Promenade du Lac, Legally described as Part of Lot 1, Concession C, Part 7, 36R-9449, Township of Springer, Municipality of West Nipissing.

RESOLUTION #2019/083

Moved by: Roger Gagnon

Seconded by: Denis Senecal

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before _____, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That any portion municipally maintained and travelled road located on the subject land be conveyed to the Municipality of West Nipissing.

6. That an easement be granted to the Municipality of West Nipissing for Drainage – exact location and dimension to be confirmed by the Manager of Public Works.

DEFEATED

REASON FOR REFUSAL: Inconsistent with provisions of West Nipissing Official Plan and Zoning By-law.

MV2019/13 Application for Minor Variance by Brouillette, Georges and Gisele-Owners

A Minor Variance application made by Georges and Gisele Brouillette to reduce the minimum lot frontage from 60m to 51.5m on the severed land and from 60m to 30.75m on the retained and to reduce the minimum lot area from 1Ha. to 0.20 on the severed land and reduce from 1Ha. to 0.22 Ha. on retained land at 140 Promenade du Lac, Legally described as Part of Lot 1, Concession C, Part 7, 36R-9449, Springer Twp., Municipality of West Nipissing.

RESOLUTION #2019/084

Moved by: Denis Sénécal

Seconded by: Roger Gagnon

DEFEATED

REASON FOR REFUSAL: Inconsistent with provisions of West Nipissing Official Plan and Zoning By-law.

C40/2019 Application for Consent by Taillefer, Alain-Owner

A consent application made by Alain Taillefer for the creation of a new lot (**technical severance**) on 210 Main Street, Legally described as Pt of Lot 11, Plan 11, Town of Sturgeon Falls, Municipality of West Nipissing.

RESOLUTION #2019/085

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before November 6, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. The owner shall obtain an easement for the natural gas service at 210 Main Street over the lands known as 218 Main Street.

CARRIED

C41/2019 Application for Consent by Joel and Melanie Olivier-Owners

A consent application made by Joel and Melanie Olivier for an addition to a lot at 11715 Highway 64, Legally described as Part of Lot 9, Concession 3, Part 1, 36R-3685, Township of Caldwell, Municipality of West Nipissing.

RESOLUTION #2019/086

Moved by: Christopher Fisher

Seconded by: Roger Gagnon

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;

2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before November 6, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That any portion municipally maintained and travelled road located on the subject land be conveyed to the Municipality of West Nipissing.
6. That a Pin Consolidation be filed in the Land Registry Office in order to consolidate the lot addition.
7. That a restrictive covenant be registered on title to preclude the conveyance of the lot originally created by Consent from being conveyed separately from the lot addition.

CARRIED

C42/2019 Application for Consent by Rachel Beaudry-Owner

A consent application made by Rachel Beaudry for an addition to a lot at 95 Front Street, Legally described as Part of Lots 5 and 6, Plan 11, Town of Sturgeon Falls, Municipality of West Nipissing.

RESOLUTION #2019/087

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before November 6, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That a Pin Consolidation be filed in the Land Registry Office in order to consolidate the lot addition with the parcel it is being added to.

CARRIED

C43/2019 Application for Consent by Dore, Camille and Rosalie-Owners

A consent application made by Camille and Rosalie Dore for the creation of a new lot together with an easement to separate two existing dwellings located on a single lot, both of which are already serviced by separate field beds. An easement is being sought for the common well supply at 186 Promenade du Lac, Legally described as Part of Lot 1, Concession C, Parts 7 and 8, 36R-7360, Township of Springer, Municipality of West Nipissing.

RESOLUTION #2019/088

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;

3. That all conditions be met on or before November 6, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That any portion municipally maintained and travelled road located on the subject land be conveyed to the Municipality of West Nipissing.
6. That an agreement be entered into between the dominant and servient tenements (severed and retained lands) regarding the easement for the supply of water to the severed lands to ensure that the dominant tenement will, at all times, have access to shut-off the water supply to the property. Alternatively, a shut-off valve be installed at the property line.

CARRIED

MV2019/14 Application for Minor Variance by Dore, Camille and Rosalie-Owners

A Minor Variance application made by Camille and Rosalie Dore to reduce the minimum lot frontage from 60m to 17.4m on the severed land and from 60m to 22.0m on the retained.

To reduce the minimum lot area from 1Ha. to 0.078Ha. on the severed land and reduce from 1Ha. to 0.089 Ha. on retained land.

To increase the maximum lot coverage for accessory building from 5% to 7.5%.

To decrease minimum side yard set-back from 3.0m to 0m at 186 Promenade du Lac, Legally described as Part of Lot 1, Concession C, Parts 7 and 8, 36R-7360, Springer Twp., Municipality of West Nipissing.

RESOLUTION #2019/089

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

CARRIED

C44/2019 Application for Consent by 1729153 Ontario Limited-Owner

A consent application made by 1729153 Ontario Limited for the creation of a new lot on King Street, Legally described as Part of Lot 4, Concession 1, Parts 3,4,5, 36R-10026, Township of Springer, Municipality of West Nipissing.

RESOLUTION #2019/090

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before November 6, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That an easement in the amount of 4.0m be granted to Greater Sudbury Utilities, as required.

CARRIED

C45/2019 Application for Consent by Legault, Claude and Marjolaine-Owners

A consent application made by Claude and Marjolaine Legault for the creation of a new lot on vacant land South of the Sturgeon River, Legally described as Part of Lot 3, Concession 3, Part 1, 36R-13070, Township of Badgerow, Municipality of West Nipissing.

RESOLUTION #2019/091

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before November 6, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. Owners shall provide written confirmation from an Ontario Land Surveyor that the subject property elevation are above the flood contour for the Sturgeon River.

CARRIED

C46/2019 Application for Consent by Field Lumber (1976) Ltd.-Owner

A consent application made by Field Lumber (1976) Ltd. for an addition to a lot (for parking) on 98 Desjardins Street, Legally described as Part of Lot 14, Concession 5, Township of Field, Municipality of West Nipissing.

RESOLUTION #2019/092

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before November 6, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That a PIN Consolidation be registered to consolidate the lot addition with the lands to which it is being added and that a copy of the registered PIN Consolidation be provided to the Municipality of West Nipissing.

CARRIED

C47/2019 Application for Consent by Thea Sebastiany and Robin Frazer-Owners

A consent application made by Thea Sebastiany and Robin Frazer for the creation of a new lot and lot additions for the purpose of providing properties on the South side of Fortin Road with sufficient lands to construct accessory structures on lands at 40 Fortin Road, legally described as Part of Lot 2, Concession C, Township of Caldwell, Municipality of West Nipissing.

RESOLUTION #2019/093

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before November 6, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That the lands shown as Severed 2 (Lot addition 1) and Severed 3 (Lot addition 2) shall be re-zoned, along with the lands to which they are proposed to be added to create two (2) new SR zones which shall include the lands on both sides of the road. This condition will ensure that the lands on which the accessory structures may be constructed be conveyed along with the dwellings to which they are appurtenant). The zoning amendment will include a provision that the permitted uses shall be limited to accessory structures.

CARRIED

ADJOURNMENT


RESOLUTION #2019/094

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

That the West Nipissing Committee of Adjustment meeting be adjourned to December 9, 2019 in the Library Auditorium of the West Nipissing Municipal Building.

CARRIED



Chair



Secretary-Treasurer

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, June 26, 2019, at 345 Oak Street West, North Bay, Ontario.

PRESENT:**Nipissing District:**

Central Appointee

Central Appointee

Central Appointee

Central Appointee

Eastern Appointee

Western Appointee

Parry Sound District:

North Eastern Appointee

South Eastern Appointee

Western Appointee

Public Appointees:

Dave Butti

Stuart Kidd

Scott Robertson

Tanya Vrebosch

Dean Backer

Dan Roveda

Blair Flowers

Marianne Stickland

Don Brisbane (*Vice-Chairperson*)

John D'Agostino

Gary Guenther

Mike Poeta

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer

Indigenous Engagement Coordinator, Health Living

Program Manager, Health Living

Public Health Dietitian, Healthy Living

Master of Public Health Student

Dr. Chirico

Samara Lewis

Chris Bowes

Jessica Love

Dr. Carol Zimbalatti

REGRETS:

Central Appointee - Nipissing

Nancy Jacko (*Chairperson*)**RECORDER:**

Management Administrative Assistant

Sheri Beaulieu

1.0 CALL TO ORDER

Don Brisbane, Board of Health Vice-Chairperson called the Board of Health meeting to order at 6:04 p.m.

2.0 APPROVAL OF THE AGENDA

The agenda for the June 26, 2019, Board of Health meeting was reviewed and the following motion was read:

Board of Health Resolution #BOH/2019/06/01 *Kidd/Vrebosch

Be It Resolved, that the Board of Health Agenda, dated June 26, 2019, be approved.

"Carried"

3.0 CONFLICT OF INTEREST DECLARATION

A conflict of interest was declared by John D'Agostino for any business related to Mindoka Corporation.

4.0 PRESENTATION: INDIGENOUS ENGAGEMENT

Chris Bowes, Manager of the Healthy Living team and Samara Lewis, Healthy Living's Indigenous Engagement Coordinator joined the Board of Health meeting to provide a presentation on Indigenous engagement.

Following the introductions, Chris Bowes provided some background on the concept of the presentation and rationale for public health's involvement in Indigenous engagement before handing over the presentation to Samara Lewis.

Indigenous engagement is a requirement under the Ontario Public Health Standards (Standards), and calls on the public health for relationship building.

The presentation provided details on the importance of Indigenous engagement, an overview of the Indigenous people of our region, local data findings for both Indigenous adults and children, the current work that is happening at the Health Unit related to Indigenous engagement, and the overarching activities of the Diabetes Prevention Program.

According to local data findings, the median age of the Indigenous population in our districts is 32. There are higher rates of chronic disease, lower incomes, higher rates of mood disorders, alcohol use, and lifetime cannabis use.

Board of Health members were provided a pocket guide of the Truth and Reconciliation Report, 2015. The Report contained 94 calls to action, with 8 specifically related to health.

Questions and comments were received and addresses.

Chris and Samara were thanked for their presentation and excused themselves from the meeting at 6:32 p.m.

5.0 APPROVAL OF PREVIOUS MINUTES

5.1 Board of Health Minutes – April 24, 2019

The minutes from the Board of Health meeting held on April 24, 2019, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2019/06/02 *Robertson/D'Agostino

Be It Resolved, that the minutes from the Board of Health meeting held on April 24, 2019, be approved as presented.

"Carried"

6.0 DATE OF NEXT MEETING

Date: September 25, 2019

Time: To be determined

Location: Nipissing Room, 345 Oak Street West, North Bay

7.0 BUSINESS ARISING

There was no discussion under Business Arising.

8.0 REPORT OF THE MEDICAL OFFICER OF HEALTH

The [Report of the Medical Officer of Health for June 26, 2019](#), was presented to the Board of Health for information purposes.

Statistics on the Health Unit's needle exchange buy-back program was requested for the September Board of Health meeting.

There was a group discussion on the opioid crisis, engaging schools in the crisis, and the opioid alert system pilot project initiated by the Health Unit.

9.0 BOARD COMMITTEE REPORTS

9.1 Personnel Policy, Labour/Employee Relations Committee

Recommendations from a Personnel Policy, Labour/Employee Relations Committee meeting held prior to the Board of Health meeting were brought forward for approval.

The following motions were read:

Board of Health Resolution #BOH/2019/06/03 *Robertson/Kidd

Be It Resolved, that on the recommendation of the Personnel Policy, Labour/Employee Relations Committee the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to and renewal of B-P-001 – Preventing Workplace Harassment, as presented; and

Furthermore Be It Resolved, that the Board of Health approve revisions to and renewal of B-P-004 – Occupational Health and Safety, as presented; and

Furthermore Be It Resolved, that the Board of Health approve revisions to and renewal of B-P-005 – Scent Free Workplace, as presented; and

Furthermore Be It Resolved, that the Board of Health approve revision to and approval of B-P-007 – Tobacco, Cannabis, and Electronic Cigarette Use Policy, as presented; and

Furthermore Be It Resolved, that the Board of Health approve revision to and approval of B-P-009 – Preventing Workplace Violence, as presented.

“Carried”

Board of Health Resolution #BOH/2019/06/04 *Vrebosch/Stickland

Whereas, the North Bay Parry Sound District Health Unit (Health Unit) has been unable to recruit and retain qualified genetic counsellors due to a shortage throughout Ontario and especially the north; and

Whereas, the accepted standard of care for a qualified genetic counsellor is to hold a Master level degree in genetic counselling; and

Whereas, the Board of Health for the North Bay Parry Sound District Health Unit has been kept apprised of the local Genetic program challenges and has given direction to the Medical Officer of Health/Executive Officer to explore options to best serve the Genetic clients throughout the Health Unit district; and

Whereas, the Northern Regional Genetics Program (NRGP) is recommending the establishment of a regional Genetics service model for the north consisting of both in-person and virtual consultations; and

Whereas, the Health Unit has been working with the NRGP collaboratively to find solutions; and

Whereas, the Health Unit has developed a divestment and communications plan in order to ensure the continuity of client care;

Therefore Be It Resolved, that on the recommendation of the Personnel Policy, Labour/Employee Relations Committee that the Board of Health for the North Bay Parry Sound District Health Unit (Health Unit) approve divesting the Health Unit’s Genetic program to the Northern Regional Genetics Program in Sudbury; and

Furthermore Be It Resolved, that the Health Unit will return any current year unspent funds to Health Sciences North when divestment is complete; and

Furthermore Be It Resolved, that the Health Unit proceed with its divestment and communications plan ensuring the continuity of client care until the divestment is complete.

"Carried"

9.2 Finance and Property Committee

Recommendations from a Finance and Property Committee meeting held prior to the Board of Health meeting were brought forward for approval.

The following motion was read:

Board of Health Resolution #BOH/2019/06/05 *Butti/Stickland

***Be It Resolved**, that on the recommendation of the Finance and Property Committee the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to and renewal of Board of Health policy B-F-002 – Asset Protection, as presented; and*

***Furthermore Be It Resolved**, that the Board of Health approve revisions to and renewal of B-F-003 – Corporate Sponsorships and Donation, as presented.*

"Carried"

10.0 CORRESPONDENCE

Board of Health correspondence listed for the June 26, 2019, meeting is available for review by Board members in the Board of Health online portal.

11.0 NEW BUSINESS

11.1 Northeast Public Health Transformation Initiative

Board of Health Chairs for the northeast region have been involved in teleconference related to the northeast public health regional transformation. Boards of health in the northeast were asked to bring forward a motion in support of the initiative.

Board members were also provided with an overview of the ongoing work related to the initiative by the Steering Committee.

The following motion was read:

Board of Health Resolution #BOH/2019/06/06 *Roveda/Guenther

***Whereas**, since November 2017, the boards of health in Northeastern Ontario, namely the Boards for Algoma Public Health, Public Health Sudbury & Districts, Porcupine Health Unit,*

North Bay Parry Sound District Health Unit, and Timiskaming Health Unit, have proactively and strategically engaged in the Northeast Public Health Collaboration Project to identify opportunities for collaboration and potential shared services; and

***Whereas,** the Northeast Public Health Collaboration Project work to date has been supported by two one-time funding grants from the Ministry of Health and Long-Term Care (Ministry); and*

***Whereas,** subsequent to the proposed transformation of public health announced in the April 11, 2019, provincial budget, the work of the Collaboration has been accelerated and reoriented as the Northeast Public Health Transformation Initiative with the vision of a healthy northeastern Ontario enabled by a coordinated, efficient, effective, and collaborative public health entity; and*

***Whereas,** the Board understands there will be opportunities for consultation with the Ministry on the regional implementation of public health transformation;*

***Therefore Be It Resolved,** that the Board of Health for the North Bay Parry Sound District Health Unit is committed to the continued collaboration of the boards of health in Northeastern Ontario and looks forward to ongoing Ministry support for this work; and*

***Furthermore Be It Resolved,** that the Board, having engaged in this work since 2017, anticipates sharing with the Ministry its experiences so that other regions may benefit and further anticipates providing to the Ministry its expert advice on public health functions and structures for the Northeast; and*

***Furthermore Be It Resolved,** that this motion be shared with the Honourable Doug Ford, Premier, the Honourable Christine Elliott, Minister of Health and Long-Term Care, Dr. David Williams, Chief Medical Officer of Health, Vic Fedeli, MPP – Nipissing, Norm Miller, MPP – Parry Sound-Muskoka, John Vanthof, MPP – Timiskaming-Cochrane, the Association of Local Public Health Agencies, Ontario Boards of Health, and member municipalities.*

“Carried”

11.2 Association of Local Public Health Agencies (alPHA) 2019 Annual General Meeting and Conference – Update

Board of Health member, Tanya Vrebosch, attended the June 9-11 alPHA 2019 Annual General Meeting and Conference in Kingston and provided a verbal summary of the conference.

Topics noted were Lyme disease and ticks, the tour provided of the street clinic team, the federal mandate of vaccine hesitancy, resiliency in youth, and the impact of alcohol, and various discussions related to public health modernization

12.0 IN CAMERA

There was no in camera session.

13.0 ADJOURMENT

Having no further business, the Board of Health Vice-Chair adjourned the Board of Health meeting at 7:16 p.m.

Original Signed by Nancy Jacko

2019.09.25

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original Signed by Sheri Beaulieu

2019.09.25

Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)



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

Resolution No.

2019 /

DECEMBER 17, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the accounts payables disbursement sheets for NOVEMBER 2019 be received, as presented.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

MEMORANDUM

TO: MAYOR and COUNCIL

FROM: Louise Laforge, Deputy Treasurer/Tax Collector

DATE: December 6, 2019

SUBJECT: TAX RELIEF FOR ELIGIBLE CHARITIES AND SIMILAR ORGANIZATIONS

Pursuant to By-Law 2012/50 taxes in the amount of \$26,683.50 will be written off for 7 organizations. These charities and /organizations qualified under Section 361 of the *Municipal Act*.

Louise

Joie de vivre



West **Nipissing** Ouest

Joie de vivre

www.westnipissingouest.ca



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

Resolution No.

2019 /

DECEMBER 17, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS Section 361(4), of the *Municipal Act* 2001 S.O. 1991, as amended, provides authority for municipalities to establish tax rebate programs for eligible charities for the purpose of giving them relief from taxes or amounts paid on account of taxes on eligible property they occupy;

BE IT RESOLVED THAT the 2019 taxes for the organizations listed below be rebated in the amounts shown:

**COLLECTOR'S ROLL FOR THE YEAR 2019
NON PROFIT / CHARITABLE ORGANIZATIONS**

NAME	Municipal Taxes	Education Taxes			TOTAL
Centre Culturel Lavigne	1,269.24	193.20			1,462.44
Club d'Age d'Or (River Valley)	822.36	125.18			947.54
Royal Canadian Legion (Branch 225)	3,260.36	496.28			3,756.64
Club d'Amitié (Verner)	3,431.24	1,856.58			5,287.81
Chevalier de Colomb (Verner)	1,070.92	163.01			1,233.93
Golden Age Club Sturgeon Falls and Joyeux Copains	7,784.53	4,212.05			11,996.58
College Boréal	3,241.83	1,754.09	4,995.92	40%	1,998.55
TOTALS:					26,683.50

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2012/50

BEING A BY-LAW TO ESTABLISH A TAX REBATE PROGRAM
FOR THE PURPOSES OF PROVIDING RELIEF FROM TAXES OR AMOUNTS PAID IN
ACCOUNT OF TAXES ON ELIGIBLE PROPERTY OCCUPIED BY ELIGIBLE CHARITIES
AND SIMILAR ORGANIZATIONS

WHEREAS the Municipality of West Nipissing is required to have a Tax Rebate Program for eligible charities and may have a Tax Rebate Program for similar organizations, for the purpose of giving them relief from taxes on eligible property they occupy, pursuant to s. 361 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (hereinafter referred to as "The Act",

AND WHEREAS the Council of the Corporation of the Municipality of West Nipissing deems it appropriate to enact this By-law for the purpose of establishing a Tax Rebate Program;

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

In this by-law

1. THE FOLLOWING DEFINITIONS SHALL APPLY

- 1.1 "Corporation" shall mean the Corporation of the Municipality of West Nipissing.
- 1.2 "Eligible charity" shall mean a registered charity as defined in subsection 248 (1) of the *Income Tax Act* (Canada) that has a registration number issued by the Canada customs and Revenue Agency;
- 1.3 "Eligible property" means property that is in one of the commercial property classes or in one of the industrial property classes within the meaning of subsection 308 (1) of the *Act*;
- 1.4 "Qualified Application" means an application for a property tax rebate that demonstrates to the satisfaction of the Treasurer of the Municipality of West Nipissing the entitlement of the applicant charity or similar organization to receive a rebate in accordance with this By-law.

2. APPLICATIONS

- 2.1 An eligible charity or similar organization that pays taxes on eligible property that it occupies may make application to the Municipality of West Nipissing for a rebate of the property taxes or amounts on account of taxes in respect of the eligible property.
- 2.2 The application shall be in a form required by the Treasurer of the Municipality of West Nipissing.
- 2.3 The application for a taxation year shall be made after January 1 of the taxation year and no later than the last day of February of the year following the taxation year.
- 2.4 The charity or similar organization that is otherwise eligible for a rebate on eligible property under this By-Law is not entitled to any rebate if the eligible property has received a property tax reduction pursuant to s. 362 of the *Act*.
- 2.5 The amount of the rebate shall be:
 - a) for Charitable Organizations and Similar Organizations, 100% of the taxes, providing that all eligibility criteria in Schedule 'A' are met;
 - b) such other percentage as may have been prescribed by the Minister of Finance; or,
 - c) if the eligible charity is required to pay an amount under s. 367 or s.368 of the *Act*, the amount of the rebate shall be the total of the amounts the charity is required to pay under those sections.
- 2.6 The Council for the Municipality of West Nipissing may by resolution, designate similar organizations for the purposes of this By-Law.
- 2.7 The Council for the Municipality of West Nipissing may by resolution, designate that property classes other than the commercial property classes and the industrial property classes are to

be included within the definition of "eligible property" for the purposes of this By-Law.

- 2.8 In making a designation under s. 2.7 of this By-law, the Council shall have regard to the guidelines attached as Schedule "A" and "B" hereto and forming part of this By-Law.

3. **REPEALS**

- 3.1 Any and all other by-laws or resolutions inconsistent with this by-law are hereby repealed.

4. **ENACTMENT**

- 4.1 This by-law shall come into force and take effect immediately upon the final passing thereof.

ENACTED AND PASSED THIS 4th DAY OF SEPTEMBER, 2012 AS WITNESSED BY THE SEAL
OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.



MAYOR



CLERK

See attachments

THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

SCHEDULE "A" TO BY-LAW 2012/50

PROPERTY TAX REBATE PROGRAM FOR REGISTERED CHARITIES (pursuant to Section 361, *Municipal Act*, S.O. 2001, c.s5, as amended)

The Municipality of West Nipissing's Tax Rebate Program for registered charities, as provided by By-Law No. 2012/50, is authorized by Section 361 of *The Municipal Act*, 2001, S.O. 2001, c.25 as amended. This legislation obligates municipalities within the Province of Ontario to rebate certain registered charities 40% of the property taxes paid by them directly or through a lease.

To be eligible for a property tax rebate, the following conditions must be met:

- The applying organization must be a "registered" charity under the *Income Tax Act* (Canada), and as such, possess a valid Canada Customs & Revenue Agency BN/Registration Number of a Non-Profit Organization as defined in the *Income Tax Act* (Canada);
- The applying registered charity must own and occupy the commercial and industrial property for which the rebate is being sought; or be a tenant in a commercial or industrial property for which a rebate is being sought;
- The applying registered charity must fulfill the application requirements and submit a fully completed application form;
- An application for a taxation year must be made after January 1 of the taxation year and no later than the last day of February of the following year;
- The applying registered charity must agree to supply the municipality additional information as may be requested to substantiate the application;
- In order to process a property tax rebate request, the attached ORIGINAL application form must be completed in full and submitted annually.
- Section 1 is to be completed by the registered charity (or registered charity's agent).
- Section 2 is to be completed by the property owner (or property owner's agent) if the registered charity leases the commercial or industrial property for which a rebate is being sought.
- A copy of the registered charity's current CONFIRMATION OF REGISTRATION letter referencing the BN/Registration number, as issued by the Charities Directorate (Canada Customs & Revenue Agency) **MUST** accompany the original application form.
- This CONFIRMATION OF REGISTRATION letter is readily available by contacting the federal government's Client Assistance, Charities Directorate (Canada Customs & Revenue Agency) by telephone at 1-800-267-2384.

Please note:

1. The Charity Rebate Program is an annual program; a new and complete application must be filed each year. A previous year's application (and supporting documentation) does not constitute precedence or legitimate any right of entitlement for the current year.
2. Where the rebate amount has been determined based on the estimated property taxes of the eligible property, the amount of the rebate shall be recalculated after the determination of the property taxes and the appropriate adjustments made.

THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

SCHEDULE "B" TO BY-LAW 2012/50

REGISTERED CHARITY TAX REBATE APPLICATION

Assessment Roll Number (from landlord) 4852- _____ - _____ - _____ - _____

Form must be received at the tax office by the last day of February of the year following the tax year to which the application relates.

SECTION 1

Calendar year for which Rebate applies:	
Name of Applicant Charity:	
Contact Name:	Contact telephone:
Mailing Address:	
	Postal Code:
Address for which Rebate applies:	
	Postal Code:
Canada Customs & Revenue Reg./Business No.	
(Submit copy of Charter)	

SECTION 2

From the Landlord: (submit a letter from the landlord that supports the total actual amount of property taxes paid for the application year)

Landlord or Property Manager name _____ Tel: _____

Property Class for property occupied by Charity _____ Commercial _____ Industrial _____

Total Property Tax	\$ _____	
Charity Property Tax amount in above Property Class	\$ _____	(A)
(receipt from owner/landlord of taxes paid)		
Rebate percentage		40% (B)
Rebate entitlement (A) + (B)	\$ _____	(C)
Landlord or Property Manager Signature _____	Date _____	

Charity Declaration

I, the undersigned, hereby certify that the information is true and complete to the best of my knowledge and belief and authorize the Municipality to verify all information contained in this statement.

Name of Authorized Officer _____ Title: _____

Signature _____ Date: _____

"It is a serious offence to make a false statement"

For office use only	4852- _____ - _____ - _____ - _____
Verification of Commercial or industrial	_____ yes _____ No
Verification of Registered charity	_____ yes _____ No
Actual Taxes paid	\$ _____ Date: _____
Estimate of rebate entitlement	\$ _____ \$ _____
First installment (50%)	\$ _____
Final Installment	\$ _____
Balance payable (Recoverable)	\$ _____
Action taken: _____	
By (print) _____	Date: _____

MEMORANDUM

TO: Mayor and Council
FROM: Melanie Ducharme, Municipal Clerk/Planner
DATE: December 12, 2019
RE: WEST NIPISSING SNOWMOBILE CLUB – USE OF STEWART AND LEBLANC ROAD(S)

On November 12, Council was advised that a request had been received from the West Nipissing Snowmobile Club concerning the use of a portion of Leblanc Road along with the unmaintained portion of Stewart Road, which the Snowmobile Club commenced using in 2018. Council was agreeable to the arrangement.

Attached is an Agreement between the West Nipissing Municipality and the West Nipissing Snowmobile Club for the use of these roads during the winter season as part of its trail system. Proof of Insurance has been provided by the club, however Council's approval of the Agreement is required to satisfy all conditions of its insurers.

Thank you,

Melanie

Joie de vivre



West Nipissing Ouest

Joie de vivre

www.westnipissingouest.ca



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

Resolution No.

2019 /

DECEMBER 17, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the Municipality of West Nipissing be authorized to execute a Memorandum of Understanding with the **WEST NIPISSING SNOWMOBILE CLUB** to authorize the use of a portion of Stewart and Leblanc Roads for their trail system.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Chris		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SENECAL, Denis		
SEGUIN, Jeremy		
SENECAL, Lise		
SAVAGE, Joanne (MAYOR)		

Carried: _____

Defeated: _____

Deferred or tabled: _____

MEMORANDUM OF UNDERSTANDING (MOU)

PRESCRIBED SNOWMOBILE TRAIL LAND USE PERMISSION

(PLEASE PRINT OR TYPE)

On this 10TH day of DECEMBER year 2019 I, the undersigned, owner/occupier of the MUNICIPAL ROADWAYS KNOWN AS STEWART RD (CLOSED PORTION) AND KEBLANC RD (INDICATED) WITHIN County/District/Region of WEST NIPISSING do hereby give the WEST NIPISSING SNOWMOBILE CLUB

(snowmobile club), hereinafter referred to as the "local snowmobile club" (a member in good standing of the Ontario Federation of Snowmobile Clubs – OFSC), permission to legally enter, establish, groom, maintain, sign and use that portion of the premises herein designated by me for the exclusive purpose of allowing legally permitted snowmobiles and their riders to use said designated premises for snowmobiling under the following terms and conditions:

1. This MOU is valid for the period commencing DECEMBER 2019 and ending APRIL, UNTIL REVOKED
2. The local snowmobile club shall at all times remain a member in good standing of the OFSC and be able to verify this to the owner/occupier with a current OFSC certificate or this agreement shall be immediately null and void.
3. The local snowmobile club will provide liability insurance in the amount of \$15,000,000 for liability arising from the grooming, maintenance and use of the snowmobile trail but only with respect to the negligence of the local snowmobile club name for those operations usual to a snowmobile trail. This coverage is confirmed to the undersigned owner/occupier by signing this memorandum of understanding on the condition no fee has been charged by the owner/occupier for the use of designated premises.
4. The insurers will add the landowner as an additional insured but only with respect to liability arising from the operations of the named local snowmobile club name. Coverage will be extended to the location listed in the landowner agreement through an insurance policy held by the OFSC and its member organization snowmobile club.
5. The above referenced insurance liability policy will not provide any coverage for the willful misconduct and or negligence on the part of the landowner.
6. The designated premises shall be sketched on a separate sheet of paper or shown on an attached map and a copy of each/both shall be initialed by both parties hereto and attached to each copy of this agreement.
7. It is understood that the local snowmobile club, with the owner/occupier's verbal consent on each occasion, shall have access to the designated premises prior to and after the winter months for the purpose of opening and closing, upgrading and maintaining the trail when there is no snow cover.
8. The local snowmobile club shall maintain that portion of the designated premises to be used as a trail in reasonably good condition for snowmobiling purposes only; and undertake to post appropriate signage; remove on an annual basis any litter and repair or replace property damaged by valid permitted and exempted snowmobiles and their riders on that portion of the designated property used for snowmobiling.
9. Each party hereto shall give the other sixty (60) days prior written notice to the address below of any changes to, or cancellation of this agreement.
10. Representative of the local snowmobile club or district are hereby authorized to be the owner/occupier's agent(s) to cooperate with local law enforcement agencies in their efforts to supervise and enforce the uses defined hereunder with respect to the designated premises in accordance with the Trespass to Property Act R.S.O. 1990, c.T21; the Motorized Snow Vehicles Act R.S.O. 1990, c.M44; and the Occupiers Liability Act R.S.O. 1990, c.O-2 as amended.
11. The landowner/occupier and the local snowmobile club mutually confirm that the landowner/occupier, by signing this MOU is not requesting nor granting permission for a registered easement over the designated premises.
12. Additional Conditions: WNWSC WILL PROVIDE/INSTALL ALL LEGALLY REQUIRED TRAIL SIGNAGE AND REMOVE IN THE SPRING OF EACH SEASON.

LANDOWNER/OCCUPIER

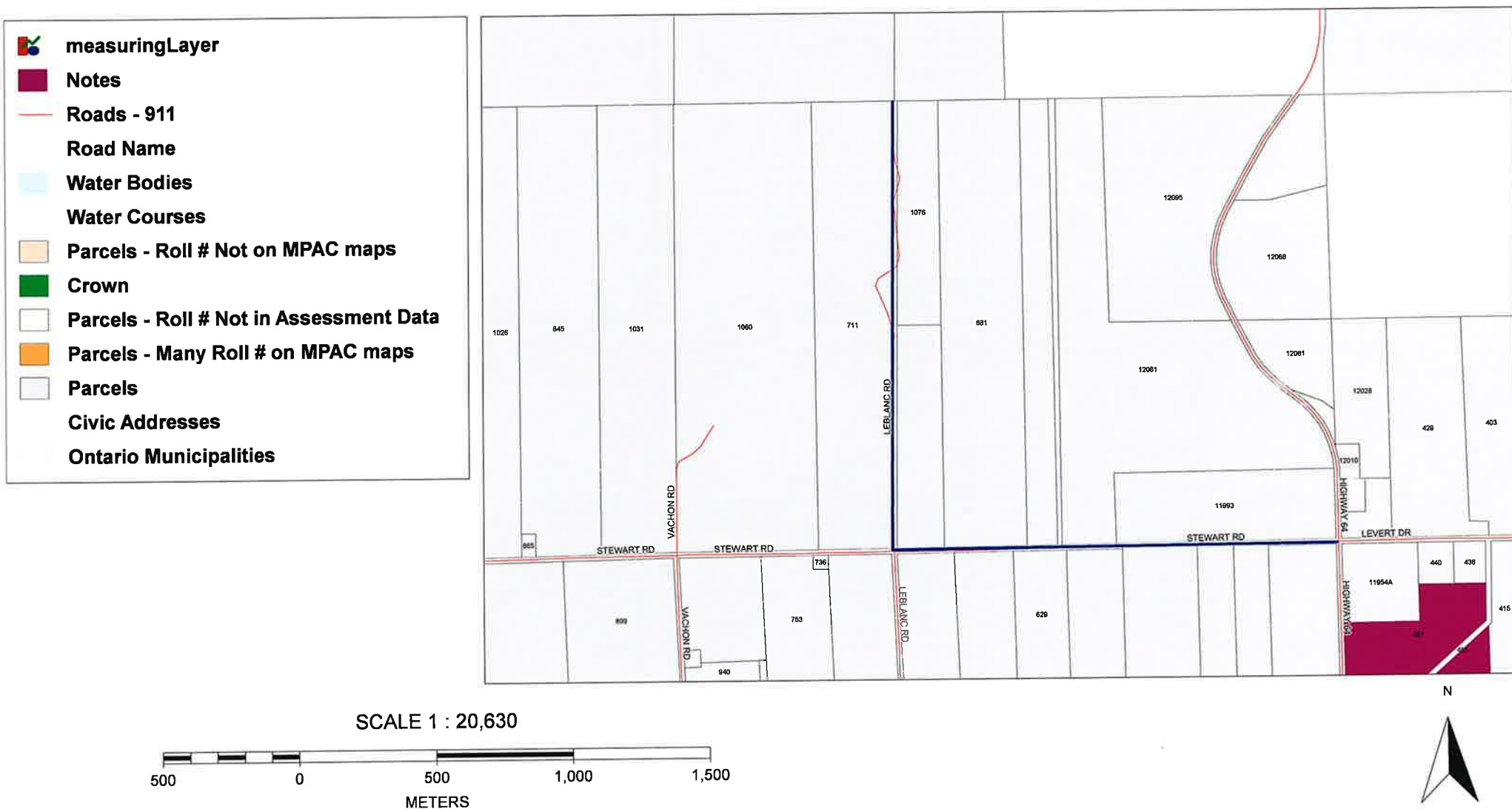
Name	<u>MUNICIPALITY OF WEST NIPISSING</u>	Phone:	<u>705-753-2250</u>
Address	<u>101-885 HOLDITCH ST. STURGEON FALLS, ON PABITI</u>	Email:	
Landowner Signature			

LOCAL SNOWMOBILE CLUB

Club Name	<u>WEST NIPISSING S.C.</u>	Phone:	<u>705 753 6338 (ROSE ANNE)</u>
Address	<u>P.O. BOX 6 VERNER</u>	Email:	
Alternate Contact (District)	<u>MICHELLE ROSS (WNNTA)</u>	Alternate Phone/Email	<u>705 495 4333</u>
Club Signature	<u>[Signature] (WNWSC OPERATIONS CO-ORDINATOR)</u>		

Privacy Policy: Personal information provided on this form will only be used for purposes related to this agreement.

West Nipissing



MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: December 13, 2019

RE: **COMMUNITY SHARPS BIN & AGREEMENT WITH NBDHU & ALLIANCE CENTRE**

On November 5, 2019, Council discussed the matter of installing a receptacle for the safe disposal of used sharps and agreed upon a location between Queen Street and Main Street.

Since that time, staff have been working with the Health Unit to co-ordinate the installation and to finalize the agreement to be entered into between the parties, including the Centre Alliance who will be assisting the Health Unit in the carrying out of its duties. The Agreement sets out the obligations of all of the parties with the Health Unit being responsible for the initial installation and education campaign and the municipality being responsible for the ongoing monitoring and maintenance except for emptying which will be carried out by a service provider.

As indicated in the Agreement, installation is anticipated to take place in early January with staff from Public Works, Community Services and administration, present to ensure that the location is accessible for the intended users and can be maintained by municipal staff (snow removal, etc.)

Thank you,

Joie de vivre



West **Nipissing** Ouest

Joie de vivre

www.westnipissingouest.ca



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

Resolution No.

2019 /

DECEMBER 17, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS the Municipality of West Nipissing, the Alliance Centre and the North Bay Parry Sound District Health Unit wish to participate in a community sharps bin project that involves the installation of **one community sharps bin** to collect used injection drug use equipment;

AND WHEREAS the Municipality of West Nipissing, the Alliance Centre and the North Bay Parry Sound District Health Unit have mutually agreed to the installation of the community sharps bin at the intersection of Queen and Main Streets in Sturgeon Falls;

BE IT THEREFORE RESOLVED THAT the Municipality of West Nipissing be authorized to execute an Agreement with the **NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT (NBPSDHU)** and the **ALLIANCE CENTRE** for the installation and maintenance of the community sharps bin at the intersection of Queen and Main Streets in Sturgeon Falls;

BE IT FURTHER RESOLVED THAT all community partners work together to provide any required training and to establish a safe handling protocol for all personnel involved in sharps pick-up and disposal.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Chris		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SENECAL, Denis		
SEGUIN, Jeremy		
SENECAL, Lise		
SAVAGE, Joanne (MAYOR)		

Carried: _____

Defeated: _____

Deferred or tabled: _____

COMMUNITY SHARPS BIN IN WEST NIPISSING

THIS AGREEMENT dated the 17th day of December, 2019

BETWEEN

The Corporation of the Municipality of West Nipissing

(hereinafter "Municipality")

-and-

North Bay Parry Sound District Health Unit

(hereinafter "Health Unit")

-and-

West Nipissing General Hospital-The Alliance Centre

(hereinafter "The Alliance Centre")

WHEREAS the Municipality and the Health Unit wish to participate in a community sharps bin project that involves the installation of **one community sharps bin (see appendix A for image)** to collect used drug use equipment;

AND WHEREAS this agreement is to set out the terms and conditions outlining each organization or agency's role in this project.

NOW THEREFORE the parties agree to the following roles and responsibilities:

BIN LOCATION AND INSTALLATION

1. The Health Unit will provide one community sharps bin (hereinafter "bin"), and fund the transport and initial installation of the bin. The bin will be transported by ECS Cares to the Municipality on the day of install.
2. The Health Unit will work with The Alliance Centre and the Municipality to determine an appropriate location for the bin in the Municipality of West Nipissing.
3. Once a location is determined, the Health Unit will connect with municipal council to determine if the proposed location is deemed appropriate.

4. Upon approval of the location for the bin, the Health Unit will contact ECS Cares to install the bin between the dates of January 6th and January 17th, 2020, or another mutually agreed upon date.
5. The Health Unit will connect with ECS Cares to ensure the bin is installed directly into the cement sidewalk. The Health Unit, ECS Cares as well as the Municipality will be present during installation. Upon installation of the bin, the Health Unit relinquishes property of the bin to the Municipality. All costs associated with the maintenance, upkeep and disposal of sharps related to the bin will become the responsibility of the Municipality.
6. The Municipality will install a garbage can no closer than 5 feet and no farther than 20 feet from the bin upon its installation.

SHARPS EDUCATION CAMPAIGN

1. The Health Unit will ensure that there is a one-time education campaign for both people who use substances as well as the general public once the bin is installed. Education will focus on the location, purpose and benefits of the bin installation to citizens within the Municipality.
2. The cost of the one-time education campaign will be shared by the Municipality and the Health Unit. The Municipality will be responsible for the cost of local radio ads (Health Unit will provide ads) while the Health Unit will incur all other costs associated with the one-time education campaign.
3. Should the Municipality wish to do additional education (i.e., after the one-time education campaign) it is recommended that they connect with the Health Unit to develop materials, resources etc. Costs associated with additional education will be the responsibility of the Municipality.

BIN MAINTENANCE AND SHARPS PICK-UP

1. The Municipality will be responsible for coordinating maintenance, upkeep and disposal of sharps for the bin located within the Municipality. The Health Unit will support the Municipality with the initial set-up process for sharps pick-up and disposal with ECS Cares.
2. Upon installation of the bin the Health Unit will connect the Municipality with ECS Cares to arrange for sharps pick-up and disposal. Regular pick-up will occur on a _____ basis as per the Municipality's request. The Health Unit will provide the Municipality with ECS Cares' contact information should they wish to change the regular pick-up schedule or have any questions about pick-up and disposal.
3. Public Works for the Municipality will be responsible for the following duties (but are not limited to):
 - a. Inspect the bin for damage and report any damage to the Municipality in keeping with the manufacturer's specifications.

- b. Monitor bin level (i.e., fullness) and report this to Municipality should it be 2/3 full (prior to the next ECS Cares pick-up date. Note: Unscheduled pick-up with ECS Cares can take up to 10 business days.
 - c. Clear the area around the bin of any debris, garbage and/or sharps materials that may have been disposed of on the ground in an appropriate fashion (see #8 below for responsibility re: Occupational Health and Safety Training).
 - d. Shovel and salt the area around the bin twice a week during the appropriate months to ensure the bin is easily accessible.
 - e. The Alliance Centre and Health Unit will work together to develop and change signage on the bin, as needed.
 - f. Report any unusual occurrences, situations or encounters with the bin to the Municipality.
 - g. It is recommended that maintenance and inspection of the bin take place at least twice a week.
- 4. Community Services with the Municipality will be responsible for the following duties (but not limited to):
 - a. Install a garbage can at the specified location (see above) upon installation of the bin.
 - b. Empty the garbage can, place a new garbage bag in the can twice a week (or as necessary) throughout the year, and ensure garbage is properly disposed of using personal protective equipment provided by the Health Unit (e.g., puncture-proof gloves). It is the responsibility of the Municipality to determine if a best practice exists in relation to changing and handling garbage to reduce the likelihood of needle stick injuries.
- 5. Should the Municipality wish to change the schedule of regular pick-ups with ECS Cares or should they require an immediate pick-up the Municipality will be responsible to connect with ECS Cares directly to coordinate this.
- 6. It is strongly recommended that the Municipality set-up a process by which community members can report damage to the bin, bin level (i.e., fullness) and other unusual circumstances surrounding the bin. It is recommended that an after-hours telephone number for local community members be provided and displayed on the bin. Once this process is in place the Health Unit will create signage to denote this process and fixate it to the bin.
- 7. Initial personal protective equipment (PPE) and materials needed to maintain the bin will be provided by the Health Unit to the Municipality. Thereafter the Municipality is responsible for purchasing additional equipment necessary to maintain the bin at their own cost. Equipment provided includes:
 - a. Set of puncture proof gloves (2 sets)
 - b. Disposable gloves (1 box)
 - c. Small sharps containers-1L (minimum 5 sharps containers)
 - d. Set of tongs (2 sets)
 - e. Lock de-icer (2 bottles)
- 8. It is the responsibility of the Municipality to provide their maintenance staff with appropriate occupational health and safety training with regards to the maintenance of the bin. The Municipality may consult with the Health Unit with regards to appropriate training recommendations and materials as required.

9. The Municipality will report the number of bin pick-ups and approximate number of sharps collected to the Health Unit on a quarterly basis. If the Municipality prefers that the Health Unit contact ECS Cares directly to obtain these numbers then they will direct the Health Unit to do so.
10. The Municipality and Health Unit shall not be held liable for any actions of any persons using the kiosk.

[This space is left intentionally blank]

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed as of the date first set forth above.

THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Per: _____
Mayor

Per: _____
Clerk

THE NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT

Per: _____
Executive Director, Community Services

Per: _____
Executive Director, Clinical Services

WEST NIPISSING GENERAL HOSPITAL

Per: _____
President & CEO

APPENDIX A

Image of the Community Sharps Bin





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

M-1

BY-LAW 2019/100

**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 DECEMBER, 2019**

WHEREAS the Municipality of West Nipissing deems it desirable to confirm the proceedings of Council at its meeting held on the 17th day of December 2019, 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 DECEMBER 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK