

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 NIL

COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER

- D-1) Sewer and Water / Les égouts et l'eau
- D-1 (a) Update re: Waste water By-pass into municipal waterways
- D-2) Environmental / L'environnement NIL
- D-3) General Government / gouvernement général
- D-3 (a) Policing Transition – Financial Update
- D-3 (b) WN Police Services Board – Request for Payment of Legal Expenditures
- D-3 (c) Request for monthly rent support – Filles d'Isabelle
- D-3 (d) Integrity Commissioner – Draft Request for Proposal
- D-3 (e) Information for January 8th Meeting Re: Cannabis Legislation (*scanned as separate document*)
- D-4) Planning / Planification NIL
- D-5) Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique NIL
- D-6) Economic Development / Développement économique NIL
- D-7) Social Services and Health / Services sociaux et santé
- D-7 (a) Update re: Municipal Levy for the construction of the North Bay Regional Health Centre
- D-8) Public Works / Travaux publics
- D-8 (a) Discussion re : potential amendment to By-Law # 2006/63 – Snow
Fouling/Encumbering of Public Highways (Snow Plowing By-Law)
- D-9) Community Services / Services communautaires
- D-9(a) Club Calumet – Use of Cache Bay Community Centre

**REGULAR COUNCIL MEETING /
RÉUNION RÉGULIÈRE**

E) Planning / Planification

- E-1 Resolution to receive Drainage Petition to appoint an Engineer to carry out an examination of the area (97 Poirier Road - Northland Farms/Daniel Schwartzentruber.
- E-2 Resolution to receive Drainage Petition to appoint an Engineer to carry out an examination of the area (Trottier Road - Roy Haines.)
- E-3 Resolution to approve By-Law **2018/94** to accept, assume and dedicate lands for public highway purposes (Consent File No. C40/18 - Pt of Laplage Rd in Verner)
- E-4 Resolution to approve By-Law **2018/95** to accept, assume and dedicate lands for public highway purposes (Consent file C05/17 - Pt of Marleau Rd, Springer Twp.)

F) Correspondence and Accounts / Comptes et courrier

- F-1 Resolution to adopt the minutes of the meeting of Council held on November 14, 2018.
- F-2 Resolution to adopt the minutes of the meeting of Council held on December 11, 2018.

G) Unfinished Business / Affaires en marche *NIL*

H) Notice of Motion / Avis de motion..... *NIL*

I) New Business / Affaires nouvelles

- I-1 Resolution to approve By-Law **2018/96** to enact a Code of Conduct for Council
- I-2 Resolution to write off 2018 taxes for certain Charities and Organizations.
- I-3 Resolution to award the bid tender for drainage work on the Krause-Piquette Drain
- I-4 Resolution to approve By-Law No. **2018/97**, Re: Authorized Signatories for Cheques/Financial Documents
- I-5 Resolution to approve By-Law No. **2018/98**, Re: Authorized Signatories for Agreements, Contracts, Documents
- I-6 Resolution to request the Provincial Government to restore the Franco-Ontarian acquired rights.
- I-7 Resolution to support a resolution from the Town of Kearney pertaining to the creation, maintenance and general quality of the Municipal Voters' List.

I) Addendum / Addenda

J) Information & Questions / Information et questions

- J-1 Mayor's Report

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

L) Adjournment / Ajournement

- L-1 Resolution to adopt By-law **2018/99** confirming proceedings of meeting
- L-2 Resolution to adjourn the meeting

MEMORANDUM

TO: Mayor & Council

AND TO: Jay Barbeau, CAO

FROM: Peter Ming, Manager of Water and Wastewater Operations

DATE: December 14, 2018

RE: Storm water inflow to Sanitary Collection System

Purpose

To provide awareness to Council and the public of the ongoing problem of combined sewers in the Municipality of West Nipissing and to seek options for mitigation of the quantity of storm water entering the sanitary collection systems in Field, Verner and Sturgeon Falls.

Background

On November 13, 2018, the Environmental Commissioner of Ontario released her 2018 Environmental Protection Report, Back to Basics, to the Ontario Legislature, which cited both Verner and Field as towns with combined sewers, that is, sewers that contain both storm water and sanitary sewage. The consequence of combined sewers is that during storm events, high flows result in poorer treatment at the wastewater treatment plant and/or overflows of untreated sewage to the rivers.

- **Field:** An inspection audit report of the Field treatment plant conducted on June 18, 2018, by the Ministry of Environment, Conservation and Parks (MECP), included a number of plant performance failures for the past two years since the new plant was commissioned. The newly built plant included a surge tank for periods of high flow, but the amount of combined flow during long storm events and spring melt, exceed the design capacity. The plant was not designed to handle high flows for extended periods of time.
- **Verner:** Sanitary sewage in the town of Verner is collected and treated in two lagoons, which are designed to discharge to the Veuve River during specific time periods in the spring and fall. Consistently, early spring releases are required each year due to high flows. Early release is a violation of the allowable time period effluent is permitted to discharge to the Veuve River.
- **Sturgeon Falls:** During heavy or prolonged rain events, the main pumping stations in Sturgeon Falls cannot keep up with the increased flows, resulting with raw sewage overflowing to the Sturgeon River.

Joie de vivre



www.westnipissingouest.ca

In excess of 30 million dollars was invested by the Municipality and the Province of Ontario in infrastructure upgrade projects in Sturgeon Falls from 2005 to 2018, all with a large component of the funding allocated to separate combined sewers to individual sanitary and storm sewers. These projects include the downtown, the residential areas east and north of downtown, Highway 64 connecting link (from Highway 17 to Sabourin Road), and most recently, Michaud and Holditch Streets. Further, storm separations were made along Cache Bay Road in 2001 and 2003.

During the same period, a number of new residential projects were developed, including, Cedar Grove Phases I, II and III, Rivet Subdivision Phases I and II, Demers and Riverfront Streets, Dovercourt Street, Domina Crescent, the Industrial Park, and Guenette Subdivisions including Spruce, Birch and Oak Courts.

Options

- Commence an awareness and education program for all users of the systems about the need to stop the inflow of storm water
- Provide a grace period to disconnect (6 months? One year?)
- Amend the current by-law to be more clear, including provisions for warnings, right to enter and enforceable penalties
- Promote an incentive (budget permitting) program to start separating;
- Add a levy to all system users, removable upon inspection that they are separated
- Commence a program of inspection, with fines for violation

DECEMBER 2018

Policing Transition

Financial Update



West **Nipissing** Ouest

Joie de vivre

INTRO

The Municipality of West Nipissing Staff wishes to work collaboratively with Council. It is imperative that all members be well informed and knowledgeable on the topic of the OPP Transition.

As staff responsible for ensuring that projects are carried out in a cost effective manner, we have provided a forecast of expenditures and savings. When assessing the cost benefit of any project, the general premise from a financial perspective is rather simple:

What does it cost now?
What are the potential savings?
What are the other costs related to the decision?
Are the net savings significant enough to proceed?








In order to ensure a comprehensive financial update, our process and methodology were discussed with a third party auditor. This document provides a summary of future expenditures related to this file.

Contents

Timeline: October 2016 to December 2018
Information Update
Operating Costs Comparison
Start up and Temporary Facility
Expenditure Plan and Net Benefit














TIMELINE

2016-2017

	October 18, 2016	By Resolution No. 2016/431, Council for the Municipality of West Nipissing requests costing from the Ontario Provincial Police (OPP) for the provision of policing services for the Municipality.
	December 2016	The Council is informed that the request is in the queue with an expected start date of Summer 2017.
	May 2017	Exchange of profile information with the OPP.
	July 21, 2017	OPP notifies the Municipality by letter that the facility is not adequate. Council is informed at the August 8, 2017 meeting.
	November 14, 2017	OPP Costing Proposal and Treasurers Financial Analysis presented to Council.
	November 22, 2017	A Public Forum is held allowing residents to participate and learn more about a potential transition.
	December 5, 2017	Municipal By-Law 2017/85 is adopted confirming that Council accepts the OPP Costing proposal.

TIMELINE

2018

	April 10, 2018	Council is informed that the Province will assume 48% of new facility costs and that the new facility would serve as an Administrative Centre for the Sudbury Detachment. Council approves the temporary site.
	April 2018	John Street facility is found suitable by OPP.
	April 30, 2018	Board applies for a judicial review.
	May 1, 2018	Resolution is passed at Council to submit a proposal authorizing the submission for the disbandment to OCPC.
	May 30, 2018	Board applies to OCPC to delay the disbandment decision.
	June 14, 2018	Board files for interim stay.
	June 18, 2018	OCPC confirms that it will withhold its decision on the disbandment brief until July 16, 2018 in order that the interim stay be heard on July 12, 2018.
	July 12, 2018	Superior Court Judge grants the interim stay under the conditions that the By-law remain in force, and that the OCPC continue its assessment of the application for disbandment.
	July 20, 2018	OPP confirm that they are putting all HR activity for uniform and civilian members on hold until after the October judicial review.
	August 29, 2018	The OCPC approves the Municipality's request for disbandment.
	October 10, 2018	Judicial Review: an immediate resolution is deferred.
	November 14, 2018	The Court dismisses the Board's application for judicial review. On the following day, OPP confirms February 2019 transition date.
	December 3, 2018	OPP confirms transition is delayed to June 2019.

INFORMATION UPDATE

In 2017, a multi-year analysis was presented to compare cost effectiveness of OPP and WNPS. The projections were based on the best information available and a detailed analysis of past and present trends. As of December 2018, some details have changed.

THEN

NOW

TRANSITION

The initial proposal used transition date of January 2018 as an arbitrary point of reference for financial forecasting.

OPP originally proposed an October 2018 transition. Following the judicial review dismissal, the transition date was changed to February 2019. It has since been delayed to June 2019.

FACILITIES

Original costing proposal was based on transition to new permanent facility. It was then determined that the OPP would require a temporary location.

OPP confirmed the John Street Facility is suitable. Renovating cost estimated at \$315,000 (capital asset expenditure). The temporary facility will serve as a platoon housing with some administrative services.

Assumptions were that the Municipality would cover 100% of the costs to build and maintain the permanent facility, with an estimated construction cost of \$8,000,000.

The Province has confirmed that it will contribute to the construction and maintenance, leaving our anticipated share at 52%.

PERSONNEL

One time exit costs were projected to be \$2,518,709 (comprised of respective severance payments and estimated pension adjustment).

Slight decrease in severance cost due to a decrease in our number of civilian members.

COSTS

OPP proposed an FTE Model for the first 3 years and OPP Billing Model for following years, allowing us to reach a cash flow positive status within 4 years.

Due to delays in transition, the FTE Model will be in place for 3.5 years. We now anticipate that the positive cash flow status can only be reached in year 5.

The 10 year comparison indicated that from year 4 forward, the projected savings would be greater than \$700,000 per year (\$729,127 in year 4, up to \$828,575 in year 10).

Due to new assumptions such as shared building costs and reallocations, projected yearly saving are now estimated at \$1,000,000.



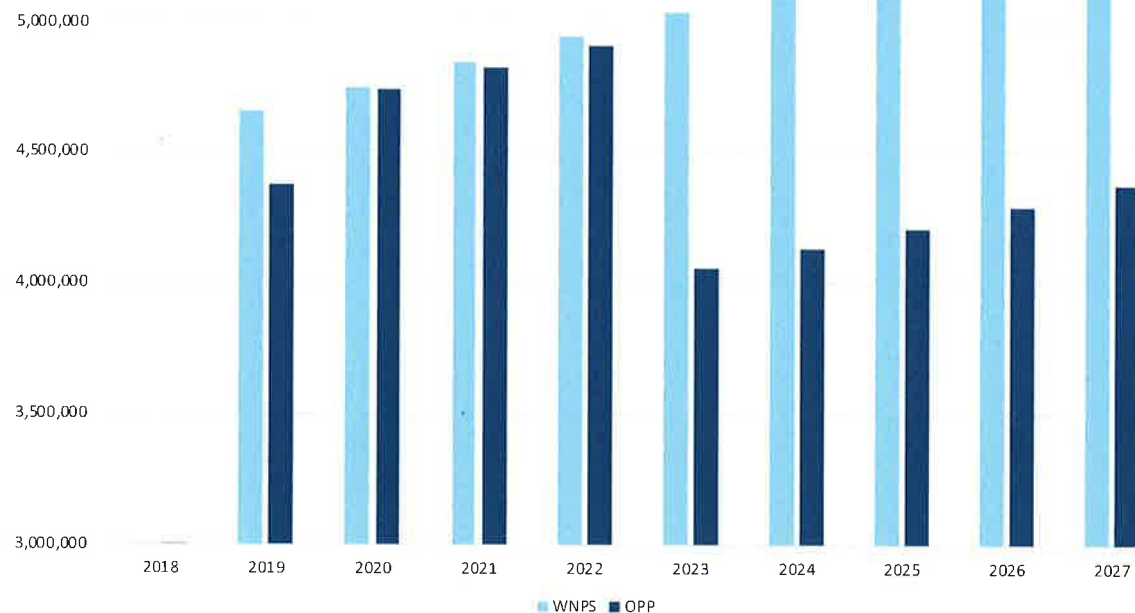
FINANCIAL UPDATE

Operating Costs Comparison

	2019	2020	2021	2022	2023	2024	2025	2026	2027
WNPS	4,658,754	4,749,384	4,846,705	4,945,846	5,037,266	5,130,379	5,224,992	5,321,582	5,419,962
OPP	4,374,139	4,743,182	4,823,757	4,905,855	4,059,390	4,134,058	4,211,216	4,290,990	4,373,512

Operating Costs Comparison

Including Facility Costs



Start up and Temporary Facility

Start up Costs	617,429
Disposal of assets	(75,000)
2019 Operational savings	(150,437)
From Reserve	391,992

Temporary Facility	315,000
2018 Operational savings	(192,900)
2018 Capital Reserve balance	(117,000)
From Reserve	5,100

FINANCIAL UPDATE

Expenditure Plan

	2019	2020	2021	2022	2023	2024	2025	2026	2027
Expenditures Budget	4,656,735	4,747,364	4,844,684	4,943,824	5,035,243	5,128,355	5,222,967	5,319,556	5,417,935
Actual Operating Costs	4,517,976	4,402,535	4,480,810	4,560,557	3,711,600	3,783,808	3,858,449	3,935,648	4,015,537
Facility	64,400	340,647	342,946	345,298	347,790	350,250	352,767	355,341	357,975
Total Operating Costs	4,582,376	4,743,182	4,823,757	4,905,855	4,059,390	4,134,058	4,211,216	4,290,990	4,373,512
Surplus from Operations	74,359	4,182	20,927	37,969	975,852	994,297	1,011,751	1,028,567	1,044,423
Transition Costs									
OPP Start Up	617,429								
Disposal of Assets	(75,000)								
Exit Costs Financing	106,500	213,000	213,000	213,000	213,000	213,000	213,000	213,000	213,000
Surplus (Deficit)	(574,570)	(208,818)	(192,073)	(175,031)	762,852	781,297	798,751	815,567	831,423
Transfer from General Reserve	574,570	208,818	192,073	175,031					
Repayment to General Reserve					(762,842)	(393,150)			
Net Benefit					10	388,147	798,751	815,567	831,423

We are proceeding with the understanding that one the fundamental concerns associated to the transition is whether our residents will experience a tax rate increase.

Operating costs of policing will be substantially lower once the transition to the OPP occurs. In the plan presented above, we have kept the police expenditures at the same levels as if the WNPS were to continue providing service. We will be utilizing these savings to assist with the transition costs.

We will also be utilizing our general reserves and some short term financing for the next few years to assist with the transition costs. Once the costs have been covered, we will then replenish the general reserves to original levels. Reserves by their very nature are utilized for this purpose.

Once the transition expenses have been covered and the reserve position has been replenished to the Treasurer's and Council's comfort, the decision to reallocate savings will be brought to Council as part of regular budget discussions. This will include such options as passing the savings along to the ratepayers or reinvesting in other needs.

Information found in this package will be discussed in greater detail during the December 18, 2018 Meeting.

Should you require further clarification regarding specific items, please schedule a meeting with a member of the Senior Management Team.



Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, ave Memorial
Orillia (ON) L3V 7V3

Tel: (705) 329-6200

Fax: (705) 330-4191

File number/Référence: 612-10

December 03, 2018

Her Worship Mayor Joanne Savage
Municipality of West Nipissing
101-225 Holditch Street
Sturgeon Falls, Ontario, Canada
P2B 1T1

Mayor Savage,

The successful transition of your municipality to the OPP policing services is contingent on many factors including adherence to the OPP prescribed timelines and the reciprocal exchange of information throughout the process. In order for the amalgamation to proceed in February 2019 as scheduled, the hiring process as detailed in the Information Manual for the OPP Contract Proposal Process, needed to commence following the delivery of the judicial review decision on November 14, 2018.

West Nipissing Police Chief Ray St. Pierre has advised us that he was directed by the West Nipissing Police Services Board to pause any actions/activities pending the expiration of the stay to By-law 2017/85, scheduled for December 14, 2018, including collaborating with the OPP and responding to requests for information necessary to proceed with the hiring process.

The time constraints created by this delay have resulted in the need to reschedule the amalgamation date for your municipality from February 2019 to June 2019.

The OPP is committed to adequate, effective, and sustainable police service delivery in Ontario, and we look forward to working cooperatively with your municipality towards a successful amalgamation. Should you have any questions, please email Municipal Policing Bureau at opp.municipalpolicing@opp.ca or Sergeant Withrow at Kelly.Withrow@opp.ca.

Sincerely

M.M. (Marc) Bedard
Superintendent
Commander,
Municipal Policing Bureau

Twitter @OPP_Mun_Pol

/nv

cc. North East Regional Commander, Chief Supt Fern Labelle
Sudbury OPP Detachment Commander, S/Sgt Kevin Webb
West Nipissing CAO Jean-Pierre (Jay) Barbeau

MEMORANDUM

TO: Mayor and Council

AND TO:

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

DATE: December 14, 2018

RE: Police Board estimates and expenditures

In the Council package, there are two letters from the Chair of the West Nipissing Police Services Board ("the Board") regarding the Board expenditures.

In early June, I became aware that the Board had exceeded its budget for 2018 operations. The Board budget is separate and distinct from the operating Police Services budget. The Board budget for 2018 is included below.

Police Board Honorarium	13,000	
Conventions	4,000	
Membership Fees	1,300	
Legal	10,000	
Awards & Recognition	1,300	
Meeting Costs	1,200	
Operating Expenses	17,800	

The Chair was informed that the budget was over spent and that I did not have the authority to continue to process expenditures in a budget that was already expended. In late June, I received a resolution from the board, transferring \$72,000 from "recoverable salaries" to Board legal. Attached to the resolution was a revised budget that actually transferred \$110,000 from a variety of Police budget operating expenses to the Board budget.

The Police Services Act does state that councils do not have the authority to approve or disprove specific items; however, the Police Services Act does require that a separate estimates be provided for the amounts required to

- (a) to maintain the police force and provide it with equipment and facilities; and
 - (b) to pay the expenses of the board's operation other than the remuneration of board members
- [Section 39 (4)]

Joie de vivre



www.westnipissingouest.ca

Councils have the ability to accept or decline these estimates. To this end, the Board is not able to unilaterally shift funds from operating (funds to maintain the police force and provide it with equipment and facilities) to Board legal (expenses of the board's operation).

The Municipality and the Board independently approached the Ontario Civilian Policing Commission (OCPC) to seek clarification on the Board's authority. Section 39 (5) of the Police Services Act gives OCPC the authority to resolve budget issues, if the Board feels that a Council has not provided a budget *"sufficient to maintain an adequate number of police officers or other employees of the police force or to provide the police force with adequate equipment or facilities"*. OCPC advised both parties that it did not have authority to intercede in this current budget dispute.

Additionally, the Municipality sought a legal opinion on our responsibilities under the Police Services Act and the budget dispute. We received the advice that the Board had moved funds inappropriately from the policing category to the board operation category. This was beyond the Board's authority. Council did have the authority to review the change and determine if it was to be approved. In August, the amended budget for the Board and proposed amendments to the Police operating budget were brought to Council for consideration. A resolution authorizing the transfer of funds from Police operating to Board expenditures was presented and defeated.

Regardless of these decisions, the Board has continued to approve expenditures beyond its authorized budget. These expenditures have not been paid. The Municipality was also been advised that there is legal precedent to determine that debts of a Police Services Board are not the debts of a Municipality. Despite the above, Council has the authority to accept or reject these expenditures. I await your discussion and direction on the matter.

MEMORANDUM

COPY

TO: Mayor and Council

AND TO:

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

DATE: August 10, 2018

RE: Police Board estimates

In July, I provided an update to Council regarding the Police Board's amendment to its operating and board budgets. As the capacity for the Police Board to maintain costs is part of the ongoing Judicial Review process, I expected that the issue would have been part of the July 12 hearing. However, on July 12th, the judge only heard the issue of the stay of proceedings.

As mentioned in my previous memo, clarification on the ability for the Police Board to transfer funds from operating to board expenditures, without Council approval, had been brought up to the Ontario Civilian Police Commission (OCPC). Despite its ability to intervene in disputes between municipalities and boards in regards to insufficient budget for the maintenance of an adequate number of police officers, OCPC confirmed that it did not have any authority to intervene in this situation.

The Police Board has passed a resolution authorizing the transfer of \$72,000 from recoverable salaries to Board legal. The Board has submitted a revised budget that included a transfer of \$110,000 from operating expenditures to Board expenditures, not just the \$72,000 outlined in the resolution. The revised estimates include a transfer of \$72,000 from sworn salaries, \$10,000 from work clothes & safety, \$7,000 from training, \$10,000 from equipment purchases, \$6,000 from equipment repairs & maintenance, and an additional \$5,000 in operating expenses over a variety of small lines.

As previously outlined, under the Police Services Act, the estimates for amounts required to maintain a police force and amounts to pay the expenses of the board's operation are two separate estimates. Councils have the ability to accept or decline these estimates.

Impact on Operating Budget

Transfer of \$72,000 of sworn salaries – As the police force declined from 20 front line officers and 2 senior officers to 20 front line officers and 1 senior officer at the end of June, it would be expected that there may be some single year savings in this line. This is predicated on the Police Board not replacing the second senior officer position, which has not been confirmed. The current trend of payroll expenditures, at the end of July, indicates that this is not achievable. It will take a significant cut back in salaries in order to have a surplus of \$72,000 in sworn salaries.

Transfer of \$21,000 of materials & supplies expenses (\$10,000 for equipment purchases, \$6,000 for equipment repair, and \$5,000 across a variety of expenditures) – This would reduce the overall materials & supplies budget from \$312,780 to \$291,780. At the end of July, there had been \$188,000 of expenses already paid. Based on the current level of expenditures and this reduced budget, the police officers would run out of operating dollars in November. Additionally, the reduction of equipment purchases and repairs seems to contradict the Police Board's position of the police service as a going concern.

Transfer of \$17,000 in training and safety (\$7,000 in training and \$10,000 in work clothes and safety) – These expenses are easier to control. This would reduce the overall training budget from \$21,000 to \$14,000 and work clothes and safety from \$25,000 to \$15,000. Over the previous 5 years, the police service has spent an average of \$19,500 on training and \$27,800 on work clothes and safety. The proposed reduction is a significant departure from prior trends and again seems to contradict the Police Board's position of the police service as a going concern.

In summary, even if Council accepts the syphoning of operating dollars for police officers to board expenditures is a reasonable course of action in this situation, I am not confident that the revised operating budget is achievable. As the Police Board's actions have led to a delay in the implementation of a transition to OPP until after the new year, we must assume that the police service requires a full year of operating funding. The current and historic spending patterns of the department conflict with the proposed ability to control expenditures to the proposed level.

COPY



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

Resolution No.

2018 / 3 2 1

AUGUST 14, 2018

Moved by / Proposé par :

Seconded by / Appuyé par :

WHEREAS the West Nipissing Police Service Board passed a resolution authorizing the transfer of \$72,000 from recoverable salaries to Board Legal coverage;

AND WHEREAS the West Nipissing Police Service Board has submitted a revised budget which includes a transfer of \$110,000 from Operating Expenditures to Board Expenditures; which breakdown is as follows:

Sworn Salaries	\$72,000
Work Clothes & Safety	\$10,000
Training	\$7,000
Equipment Purchases	\$10,000
Equipment Repairs & Maintenance	\$6,000
Operating Expenses	\$5,000

BE IT RESOLVED THAT Council for the Municipality of West Nipissing hereby approves the revised West Nipissing Police Service budget.

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

Carried: _____

Defeated:  _____

Deferred or tabled: _____

MEMORANDUM

COPY

TO: Mayor and Council

AND TO: Jay Barbeau, CAO

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

DATE: July 5, 2018

RE: Police Board estimates

In early June, I became aware that the West Nipissing Police Services Board ("the Board") had exceeded its budget for Board operations. The Board Chair was informed of the situation. At the June 20, 2018 meeting of the Board, the Board passed a resolution stating that \$72,000 be transferred "from recoverable salaries to Board legal." I received a copy of the resolution, a letter from the Board, and a copy of the proposed revised estimates.

The revised estimates include a transfer of \$72,000 from sworn salaries, \$10,000 from work clothes & safety, \$7,000 from training, \$10,000 from equipment purchases, \$6,000 from equipment repairs & maintenance, and an additional \$5,000 in operating expenses over a variety of small lines. The net impact is a transition of \$110,000 from operating (amounts required to maintain the police force) to Board legal expenses.

The Police Services Act does state that councils do not have the authority to approve or disprove specific items; however, the Police Services Act does require that a separate estimates be provided for the amounts required to

- (a) to maintain the police force and provide it with equipment and facilities; and
 - (b) to pay the expenses of the board's operation other than the remuneration of board members
- [Section 39 (4)]

Councils have the ability to accept or decline these estimates. In short, the Board is not able to unilaterally shift funds from operating to Board legal.

Clarification was requested from Ontario Civilian Police Commission (OCPC). The Board Chair also contacted OCPC. OCPC confirmed that despite the ability of the Commission to intercede in disputes between boards and municipalities if the board feels that council has established an insufficient budget for the maintenance of an adequate number of police officers [Section 39 (5)], OCPC does not have any authority to intervene in the present conflict over Board budget.

The question of the Board's ability to transfer funds from operating to Board expenditures has become part of the ongoing Judicial Review process and will be heard by the Court on July 12, 2018. I will await the outcome of the July 12, 2018 proceedings prior to taking any further action on the re-allocation of funds and the potential consequences to the overall Municipal budget as a result of this proposed budget revision.

**WEST NIPISSING POLICE SERVICES BOARD
CONSEIL DES SERVICES POLICIERS DE NIPISSING OUEST**



MUNICIPALITY OF WEST NIPISSING
101 – 225 HOLDITCH STREET
STURGEON FALLS ONTARIO P2B 1T1

TELEPHONE: (705) 753-2250

MUNICIPALITÉ DE NIPISSING OUEST
101 – 225 RUE HOLDITCH
STURGEON FALLS, ONTARIO P2B 1T1

TÉLÉPHONE: (705) 753-2250

2018-12-05

Her Worship Mayor Joanne Savage
Municipality of West Nipissing
Sturgeon Falls, Ontario

Re: West Nipissing Police Services Board Budget

Madam Mayor,


I am writing to you in your capacity as head of Municipal Council.

This is a follow-up to our June 29 letter regarding the above noted subject. Attached is the original correspondence for your ease of reference.

The Police Services Board's remains steadfast in its belief that municipal staff do not have the authority to withhold budgetary funds. Initially it appeared that only expenses related to legal costs were withheld, however at this time all Board expenditures are being redirected and all payments are being held in abeyance indefinitely.

The Board wishes council to acknowledge this transgression and direct municipal staff to process the Board's expenses as approved in the normal course of business.

Respectfully,



Barry Bertrand
Chair

West Nipissing Police Services Board

**WEST NIPISSING POLICE SERVICES BOARD
CONSEIL DES SERVICES POLICIERES DE NIPISSING OUEST**



MUNICIPALITY OF WEST NIPISSING
101 – 225 HOLDITCH STREET
STURGEON FALLS ONTARIO P2B 1T1

TELEPHONE: (705) 753-2250

MUNICIPALITÉ DE NIPISSING OUEST
101 – 225 RUE HOLDITCH
STURGEON FALLS, ONTARIO P2B 1T1

TÉLÉPHONE: (705) 753-2250

2018-12-13

Her Worship Mayor Joanne Savage
Municipality of West Nipissing
Sturgeon Falls, Ontario

Re: Legal Invoices

Madam Mayor,

I am writing to you in your capacity as head of Municipal Council.

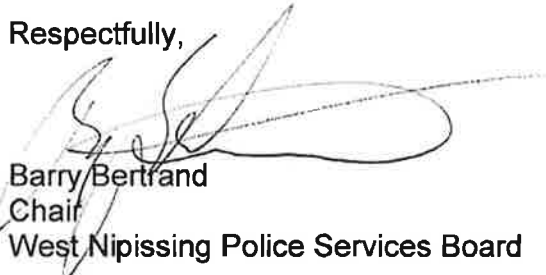
This is a follow-up to our December 5 letter pertaining to our legal expenditures. An updated in relation to our expenditures shows an unpaid balance of \$101,966.20

As previously indicated not all our legal expenditures are associated to the Costing Process dispute. \$3,429.55 does not pertain to the Costing dispute.

We have sufficient funds in our budget to cover all of these costs.

Please ensure that municipal staff is directed to process these invoices as a normal course of business.

Respectfully,



Barry Bertrand
Chair

West Nipissing Police Services Board

**WEST NIPISSING POLICE SERVICES BOARD
CONSEIL DES SERVICES POLICIERS DE NIPISSING OUEST**



MUNICIPALITY OF WEST NIPISSING
101 – 225 HOLDITCH STREET
STURGEON FALLS ONTARIO P2B 1T1

TELEPHONE: (705) 753-2250

MUNICIPALITÉ DE NIPISSING OUEST
101 – 225 RUE HOLDITCH
STURGEON FALLS, ONTARIO P2B 1T1

TÉLÉPHONE: (705) 753-2250

2018-06-29

Mayor Joanne Savage

Re: West Nipissing Police Services Board Budget

Madam Mayor,

I am writing to you in your capacity as head of Municipal Council.

As you are aware, the West Nipissing Police Services Board and the Municipality are currently involved in litigation before the Divisional Court regarding By-Law 2017/85 as well as a pending section 40 application before the Ontario Civilian Police Commission.

A separate but related issue has recently arisen between the Board and the Municipality regarding the Board's budget. In summary, the Municipal staff is refusing to process the payment of all approved Board legal expenses related to, *inter alia*, the above-noted matters.

For ease of reference, we enclose copies of the relevant correspondence which is self-explanatory:

1. An email from Alisa Craddock (Municipal Treasurer) to Barry Bertrand (Board Chair) dated June 5, 2018;
2. A letter from Barry Bertrand to Alisa Craddock (with enclosures) sent on June 22, 2018; and
3. An email from Alisa Craddock to Barry Bertrand dated June 26, 2018.

So we are clear, on June 20, 2018, consistent with its obligations under the *Police Services Act*, the Board approved a reallocation of funds within its existing 2018 budget in order to increase the Board's legal budget from \$10,000 to \$120,000. No changes were made to the Board's overall 2018 budget (i.e. it remains at \$4,297,822.00 as originally

approved by Council). The reallocation of funds by the Board was consistent with its usual practices.

In her email of June 26th, Ms. Craddock advises that this matter will be brought before Council. It is the Board's position that Council does not have the right or authority to challenge the Board's reallocation of funds within the existing approved budget nor does Municipal staff have the right to refuse to process the payments of approved Board legal expenses.

We wish to remind Council that section 39(4) of the *Police Services Act* states: "In establishing an overall budget for the board, the council does not have the authority to approve or disapprove specific items in the estimates." Further, we wish to remind Council that the courts and the Commission have clearly recognized that although a municipality is responsible for providing the budget to the police services board, the *Act* has been deliberately set up to avoid a police services board being subject to political interference by a municipal council.

In light of the foregoing, the Board asks that you please confirm that Municipal staff will be directed to process the Board's approved legal expenses in the normal course of business.

Yours very truly,

Barry Bertrand
Board Chair

Sturgeon Falls Ontario

le 27 Novembre,2019

Mme la Maire, Mme Joanne Savage

225, rue Holditch, local 101

Sturgeon Falls, Ontario P2B 1T1

Chère Mme la Maire,

Depuis avril 2009, le Conseil municipal de Nipissing Ouest octroie aux Filles d'Isabelle un montant de 300,00\$ par mois pour leur aider à défrayer les coûts de nourriture pour les gens nécessiteux de Nipissing Ouest qui font demande d'aide aux Filles d'Isabelle pour boucler les fins de mois ou leur aider quand des dépenses supplémentaires essentielles arrivent.

Ce Centre vient en aide aux plus démunis de Nipissing Ouest. Les vêtements sont donnés aux personnes qui n'ont pas les moyens et un coût minime est demandé aux autres. Ce qui permet de voir aux dépenses occasionnées par une telle entreprise. La balance de l'argent qu'on fait est remis à la communauté venant en aide à ceux qui ont besoin soit de nourriture pour boucler les fins de mois ou acheter des choses essentielles qu'on n'a pas dans le magasin.

Depuis ce temps, sur demande de notre part, ce montant de 300,00\$, fut octroyé aux Filles d'Isabelle.

Nous avons à cœur le bien-être de notre communauté de Nipissing Ouest, surtout pour les plus fragiles qui ont besoin d'aide pour garder courage devant leur situation difficile.

Les Filles d'Isabelle sont là depuis 73 ans et à l'exemple de leur patronne, la Reine Isabelle de Castille qui est considérée comme la patronne des Amériques, nous donnons le meilleur de nous-mêmes pour cette cause.

Espérant pouvoir compter encore sur votre soutien en 2019, qui nous permettra de continuer notre œuvre de bienfaisance pour le bien des gens de Nipissing Ouest, je vous salue et vous remercie à l'avance de votre soutien.

Bien vôtres,

Les Filles d'Isabelle

Cercle Mgr Lécuyer #694 Sturgeon Falls

A handwritten signature in cursive script, reading "ML Butchart".

par Marie-Lise Butchart, régente

161 Salter Strret

Sturgeon Falls, ON

P2B 3B4

705-753-5156

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: December 14, 2018

RE: **Proposed Scope of Work and Qualifications for Integrity Commissioner Services**

Further to the meeting of Council on December 11, 2019, outlined below are the proposed information, qualifications and scope of work to be incorporated into a Request for Proposal for the services of an Integrity Commissioner.

If acceptable, these will be incorporated into the Municipality's form of RFP to be released in early January with a proposed closing of January 28, 2018. It is proposed that the contract be awarded in early February to meet the legislative deadline of March 1, 2019.

PURPOSE

- The Municipality of West Nipissing is requesting proposals for the provision of services as an Integrity Commissioner to administer the Code of Conduct approved by the Municipality Council, including providing advice to Members of Council, and investigating complaints. The appointment will be based on an as required basis, for a term of four (4) years.
- The Municipality is seeking an Integrity Commissioner to be used at an hourly rate as and when required.

2. QUALIFICATIONS OF RESPONDENT

Qualifications for this position should include:

- Ability to provide service in both official languages
- Proven impartiality and neutrality;
- Ability to provide services on a part-time, flexible and as-needed basis;
- No other involvement in political campaigning/endorsement, or related conflicts of interest;
- No financial interest in the work undertaken by the Municipality of West Nipissing;
- An independent person who personifies high ethical standards;666
- Experience managing sensitive inquiries, conducting investigations and making appropriate recommendations;
- Excellent communication and superior writing skills;
- Familiarity with investigator procedures and the applicable legal principles;
- General knowledge and appreciation of municipal government;

Joie de vivre



www.westnipissingouest.ca

- Ability to interpret and apply the provisions of various statutes, regulations, policies and other enabling frameworks;
- Impartiality, wisdom, sound judgment combined with the ability to inspire trust and confidence; and,
- At least ten years of senior-level management, legal or quasi-judicial experience.
- It is not the purpose of the Municipality to award this contract to any Respondent who does not furnish satisfactory evidence of possessing the ability and experience in this class of work to ensure acceptable performance and completion of the work.

SCOPE OF SERVICES TO BE PROVIDED TO THE MUNICIPALITY OF WEST NIPISSING:

The Integrity Commissioner will be responsible for administering the Council Code of Conduct and for investigating formal complaints and alleged breaches of the said Code of Conduct in accordance with the accountability and transparency provisions of the *Municipal Conflict of Interest Act*. This is a critical role in maintaining public confidence in the Municipality's government.

The Integrity Commissioner will perform four basic roles:

(a) Advisory

- Provides advice to Council to prevent potential violations of the Code of Conduct
- Reviews the Code of Conduct to ensure it meets the needs of Council
- Provides advice to the public on matters relating to the conduct of Council
- Provides advice regarding the *Municipal Conflict of Interest Act*

(b) Education

- Provides educational information to members of Council on the Code of Conduct and integrity
- Provides information to the public on the expected conduct of the members of Council through the development of a website
- Prepares and deliver an annual report to Council containing a summary of activities, if any, during the previous calendar year

(c) Complaint investigation

- Assesses complaints from the public to determine their validity
- Investigates valid complaints
- Conducts inquiries upon complaint for *Municipal Conflict of Interest Act* and code of conduct (MCIA) matters
- Reports the results of the investigations to Council and the public

(d) Complaint adjudication

- Determines whether a member of Council has violated a Municipal protocol, by-law or policy governing ethical behaviour
- Recommends appropriate discipline as outlined in the By-Law for members found in violation of the Code of Conduct
- Reports the results of an investigation through Council
- After completing an investigation, could decide to apply to a judge for a determination as to whether the member contravened the MCIA
- The Integrity Commissioner does not have authority over the conduct of Municipal employees.

Respectfully submitted,

Melanie Ducharme,
Municipal Clerk/Planner

MEMORANDUM

TO: Mayor and Council
FROM: Melanie Ducharme, Municipal Clerk/Planner
DATE: December 14, 2018
RE: Documentation for January 8, 2019 Meeting

Documentation is being provided to Council, relating to the legalization of cannabis and the municipality's required decision to opt in or out of the retail sales thereof in April, 2019. In the event the municipality wishes to opt out, then a decision must be forwarded to the Province prior to January 22, 2019.

A comprehensive memo along with supporting documentation from the province and municipal associations are attached.

Council is being requested to review the documents over the Christmas break with a view of discussing the matter at the January 8th meeting in order to make a decision on the Municipality's position in these matters.

Respectfully submitted,

Melanie Ducharme,
Municipal Clerk/Planner

Joie de vivre



www.westnipissingouest.ca



November 05, 2018

Mayor Joanne Savage
Corporation of the Municipality of West Nipissing
225 Holditch Street, Suite 101
Sturgeon Falls ON P2B 1T1

Dear Mayor Savage;

Thank you for taking an active part in the building of the new North Bay Regional Health Centre.

The new NBRHC offers a state-of-the-art acute care hospital and a modern, recovery-focused mental health facility, in a one-stop cooperative health care campus. This Health Centre will meet a real and urgent need for an improved hospital in our area. It is the first of its kind in the province of Ontario.

The North Bay Regional Health Centre became a reality because of the kindness and concern of our community and people who share our vision of providing excellent patient care to our district.

In 2017/2018, our Health Centre was busier than last fiscal year. The Emergency Department had over 56,300 visits, Labour & Delivery saw 923 babies born and the Laboratory performed over 873,500 tests. Thank you again for your generous pledge we look forward to your continued support.

This is notice that your next payment is due. Thank you again for your generous support.

Sincerely,

Tammy Morison, CFRE
President & CEO

cc Mr. Jay Barbeau

PLEDGE UPDATE			
Total Pledged:	\$793,704.00	Next Payment:	\$52,914.00
Pledge Balance	\$82,351.30		

P.S. Please note that pledge reminders are sent based on the payment schedule established when the agreement was signed. If you prefer not to receive this update or would like to change your payment schedule, please call Annie at 495-8128. BN88773 1123 RR0001

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: December 14, 2018

RE: **By-Law No. 2006/63, as amended – Snow Removal By-Law**

Attached hereto is a copy of By-Law No. 2006/63.

Council is being asked to consider an amendment to the by-law which would permit property owners to move snow from one side of the road to the other on receiving written permission from the opposite property owner for so doing.

Thank you,

Joie de vivre



www.westnipissingouest.ca

- 1.3 In this By-law, the singular sense is deemed to be inclusive and interchangeable with the plural sense.

2. GENERAL PROVISIONS

- (a) No person shall deposit or cause to be deposited any snow, ice or any other matter upon any portion of any highway, sidewalk or bridge located within the limits of the Municipality of West Nipissing.
- (b) No person shall deposit or cause to be deposited any snow, ice or any other matter on or immediately adjacent to a fire hydrant, or in any manner that obstructs access to a fire hydrant or in such a manner so as to obstruct drainage to any drain or sewer.
- (c) No person shall move snow within the street allowance from one side of the cleared portion of the street allowance intended for vehicular and pedestrian traffic, to the other side of the street allowance.
- (d) No person shall relocate snow within the street allowance in such a manner as to encroach on the cleared portion of the street allowance intended for vehicular or pedestrian traffic, or that would result in the obstruction of the normal visibility of the safe movement of vehicular and pedestrian traffic on the street allowance.
- (e) No person shall permit icicles to accumulate on the eaves or gutters of any building on a commercial property owned or occupied by him or her so as to become dangerous to persons passing on a sidewalk, street or pathway.
- (f) No person engaged in removing snow from any yard or other premises shall do so in any manner that obstructs traffic on the street.
- (g) This by-law shall apply to the whole of the Municipality of West Nipissing.
- (h) That whereas Section 19 (2) of the *Municipal Act* gives the authority to council that where a council directs or requires by by-law or otherwise that any matter or thing be done, the council may direct that in default of its being done by the person directed or required to do it, such matter or thing shall be done at his or her expense, and the corporation may recover the expense incurred in doing so by action, or the same may be recovered in like manner as municipal taxes.
- (i) That when a member of the West Nipissing Police Service or any officer of the Municipality of West Nipissing directs or requires that snow or any other matter be removed, the person or business shall be given 24 hours notice in writing. If the snow or matter is not removed within this time, the work will be done by the Corporation or its agent and the expenses recovered in the same manner as municipal taxes.

3. PENALTY

Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act as shown in the set fine schedule in Appendix A.

MEMORANDUM

TO: Mayor and Council

FROM: Stephan Poulin, Director of Economic Development and Community Services

DATE: December 14, 2018

RE: Request by the Club Calumet for the use of the Cache Bay Community Centre

The Club Calumet is searching for a new location in the community and they have inquired about the availability of the Cache Bay Community Centre (main hall and kitchen). Preliminary discussions with them indicate that they are offering to pay rent and that they would be responsible for maintaining the space they occupy (janitorial, etc). They would also coordinate and oversee any rentals/private functions at that facility.

I am seeking council's direction and authorization to further discuss this opportunity and to negotiate a draft lease agreement that will be brought back to council for review and approval.

Information for consideration:

- We currently have a lease agreement with the Knights of Columbus for the use of the kitchen and main hall for fundraising events. They host a spaghetti dinner once a month. We would ensure that the agreement is maintained and supported by the Club Calumet.
- Another group that regularly uses the hall and kitchen are the Cache Bay Volunteer Firefighters. They mainly use the facility for fundraising events (monthly bingo, etc.). We would also make sure that the use of the facility would be maintained and supported.
- We would ensure that the facility be made available to the municipality as needed for such things as community consultations, meetings, functions, library activities, etc.
- The municipality would maintain the administration and control of the small hall at the Cache Bay community Centre.
- We would ensure that the Club Calumet makes the hall available for private rental to residents and community groups for functions and events (ex. weddings, fishing derby, etc.).

Joie de vivre



www.westnipissingouest.ca



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

Resolution No.

2018 /

DECEMBER 18, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS on November 14th, 2018, a Petition for new drainage works under Section 4(1) of the *Drainage Act* was received from Northland Farms & Contracting Inc., registered owner of Roll No. 48-52-060-001-33522, being Part of Lot 12, Concession B, Township of Caldwell, municipally located at 97 Poirier Road, Verner;

AND WHEREAS the drainage works is required for the drainage of lands used for agricultural purposes;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing, having considered the Petition, hereby agrees to proceed with the proposed drainage works pursuant to the *Drainage Act*; and

BE IT FURTHER RESOLVED THAT K. Smart Associates Ltd. be appointed, pursuant to Section 8(1) of the *Drainage Act*, to make an examination of the area requiring drainage being Part of Lot 12, Concession B, Township of Caldwell, located at 97 Poirier Road, Verner in the Municipality of West Nipissing (Roll No. 48-52-060-001-33522).

	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: _____



**Petition for Drainage Works by Owners
Form 1**

Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Municipality of West Nipissing

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

97 Poirier Road, Lavigne, ON P0H 1R0

(property has frontage on both Poirier and Rainville Road)

Part of Lot 12, Con. B

Caldwell Twp

Municipality of West Nipissing

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name)	(First Name)	Telephone Number
Schwartzentruber	Daniel	519 949-2866 ext.

Address	
Road/Street Number	Road/Street Name
97	Poirier Road, Lavigne

Location of Project			
Lot	Concession	Municipality	Former Municipality (if applicable)
12	B	West Nipissing	Caldwell Twp.

What work do you require? (Check all appropriate boxes)

- ☒ Construction of new open channel
☒ Construction of new tile drain
☒ Deepening or widening of existing watercourse (not currently a municipal drain)
☐ Enclosure of existing watercourse (not currently a municipal drain)
☐ Other (provide description ▼)

Name of watercourse (if known)

Estimated length of project

463m +/-

General description of soils in the area

Clay

What is the purpose of the proposed work? (Check appropriate box)

- ☐ Tile drainage only ☐ Surface water drainage only ☒ Both

Petition filed this 14th day of November, 20 18

Name of Clerk (Last, first name)

Ducharme, Melanie

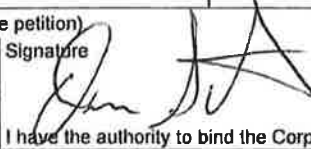
Signature

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number 97	Property Description Poirier Road
Ward or Geographic Township Caldwell Twp.	Parcel Roll Number 48-52-060-001-33522

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

<input type="checkbox"/> Sole Ownership		
Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
<input type="checkbox"/> Partnership (Each partner in the ownership of the property must sign the petition form)		
Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
<input checked="" type="checkbox"/> Corporation (The individual with authority to bind the corporation must sign the petition)		
Name of Signing Officer (Last, First Name) (Type/Print) Schwartzentruber, Daniel		Signature 
Name of Corporation Northland Farms & Contracting Inc.		I have the authority to bind the Corporation.
Position Title Sole Director/Officer		Date (yyyy/mm/dd) 2018/11/14

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

<input type="checkbox"/> Sole Ownership		
Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
<input type="checkbox"/> Partnership (Each partner in the ownership of the property must sign the petition form)		
Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
<input type="checkbox"/> Corporation (The individual with authority to bind the corporation must sign the petition)		
Name of Signing Officer (Last, First Name) (Type/Print)		Signature
Name of Corporation		I have the authority to bind the Corporation.
Position Title		Date (yyyy/mm/dd)

<input type="checkbox"/> Check here if additional sheets are attached	Clerk Initial 
---	---

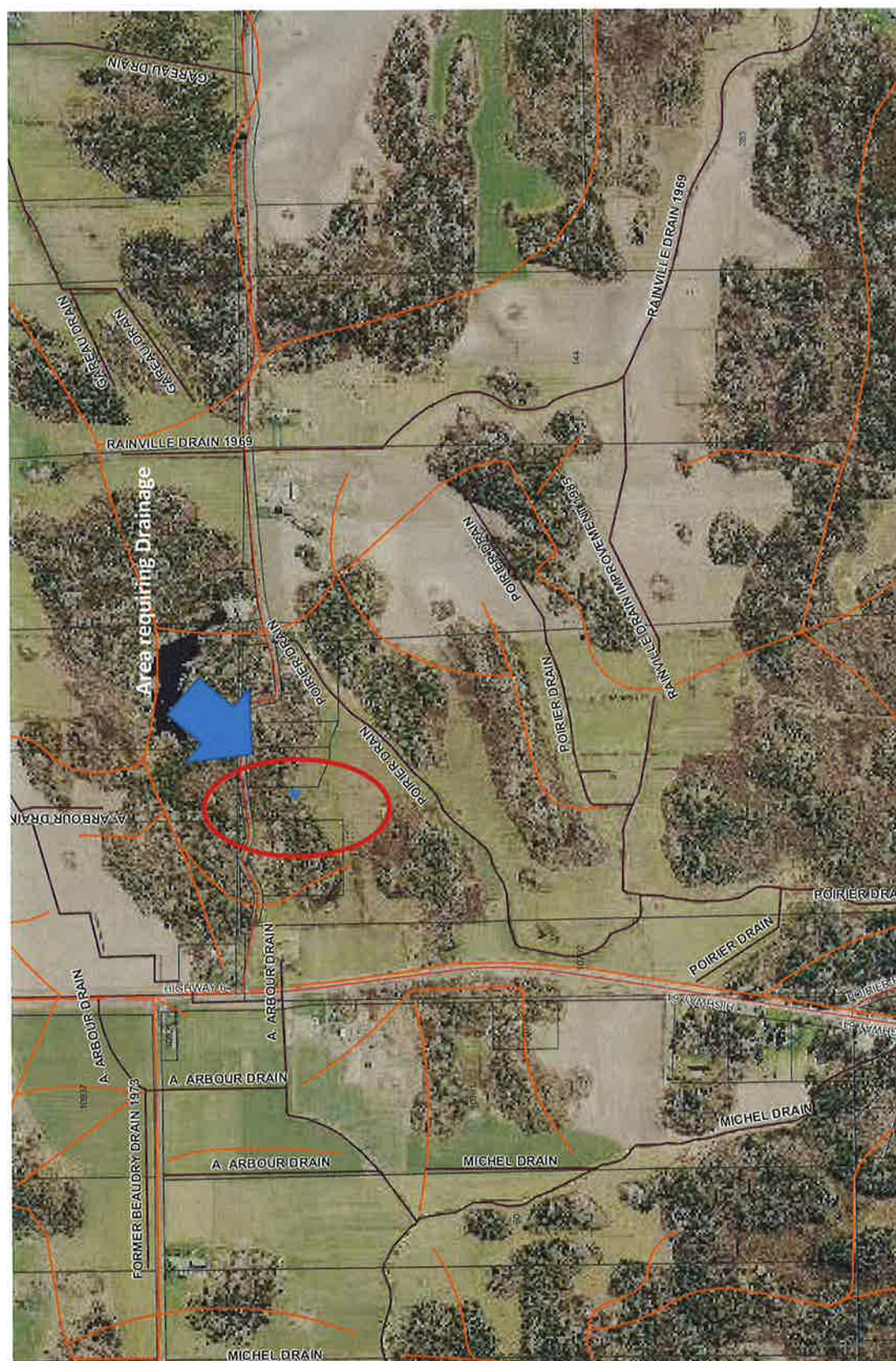
Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (*municipality to complete*)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.





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

Resolution No.

2018 /

DECEMBER 18, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS on November 14th, 2018, a Petition for new drainage works under Section 4(1) of the *Drainage Act* was received from Roy Hains, registered owner of Roll No. 48-52-100-001-04200, being Part of Lot 1, Concession 2, Part 6, Plan 36R-13548, Township of Macpherson, municipally located on Trottier Road in Lavigne;

AND WHEREAS the drainage works is required for the drainage of lands used for agricultural purposes;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing, having considered the Petition, hereby agrees to proceed with the proposed drainage works pursuant to the *Drainage Act*; and

BE IT FURTHER RESOLVED THAT K. Smart Associates Ltd. be appointed, pursuant to Section 8(1) of the *Drainage Act*, to make an examination of the area requiring drainage being Part of Lot 1, Concession 2, Part 6, Plan 36R-13548, Township of Macpherson, located Trottier Road in the Municipality of West Nipissing (Roll No. 48-52-100-001-04200).

	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: _____



**Petition for Drainage Works by Owners
Form 1**

Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Municipality of West Nipissing

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

Part of Lot 1, Concession 2

Part 6, 36R-13548

Twp. Macpherson

District of Nipissing

Property receiving water from property owner to the west via 2 existing road culverts. Owner seeks options to alleviate flooding from adjacent property to the west.

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name)	(First Name)	Telephone Number
Hains	Roy	416 806-5093 ext.
Address		
Road/Street Number	Road/Street Name	
	Trotter Road, Lavigne	

Location of Project			
Lot	Concession	Municipality	Former Municipality (if applicable)
1	2	West Nipissing	Twp. Macpherson

What work do you require? (Check all appropriate boxes)

- ☒ Construction of new open channel
☒ Construction of new tile drain
☐ Deepening or widening of existing watercourse (not currently a municipal drain)
☒ Enclosure of existing watercourse (not currently a municipal drain)
☐ Other (provide description ▼)

Name of watercourse (if known)

Estimated length of project

1000m +/-

General description of soils in the area

clay

What is the purpose of the proposed work? (Check appropriate box)

- ☐ Tile drainage only ☐ Surface water drainage only ☒ Both

Petition filed this 14th day of November, 20 18

Name of Clerk (Last, first name)

Ducharme, Melanie

Signature

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description Vacant farmland - Trotter Road, Lavigne
---------------	--

Ward or Geographic Township Macpherson	Parcel Roll Number 48-52-100-001-04200
--	--

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

<input checked="" type="checkbox"/> Sole Ownership		
Owner Name (Last, First Name) (Type/Print) Hains, Roy F.	Signature 	Date (yyyy/mm/dd) 2018/11/14

<input type="checkbox"/> Partnership (Each partner in the ownership of the property must sign the petition form)		
Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

<input type="checkbox"/> Corporation (The individual with authority to bind the corporation must sign the petition)		
Name of Signing Officer (Last, First Name) (Type/Print)	Signature	
Name of Corporation		
Position Title	I have the authority to bind the Corporation. Date (yyyy/mm/dd)	

Number	Property Description
---------------	-----------------------------

Ward or Geographic Township	Parcel Roll Number
------------------------------------	---------------------------

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

<input type="checkbox"/> Sole Ownership		
Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

<input type="checkbox"/> Partnership (Each partner in the ownership of the property must sign the petition form)		
Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

<input type="checkbox"/> Corporation (The individual with authority to bind the corporation must sign the petition)		
Name of Signing Officer (Last, First Name) (Type/Print)	Signature	
Name of Corporation		
Position Title	I have the authority to bind the Corporation. Date (yyyy/mm/dd)	

<input type="checkbox"/> Check here if additional sheets are attached	Clerk initial
---	----------------------

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (*municipality to complete*)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.





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

Resolution No.

2018 /

DECEMBER 18, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT By-law **2018/94**, being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

Part of Lot 3, Concession C,
Part3, 36R-13931
Geographic Township of Caldwell
Municipality of West Nipissing
District of Nipissing

Being part of the travelled road known as chemin Laplage Road, Verner, Ontario.

	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 2018/94

**BEING A BY-LAW TO ACCEPT, ASSUME AND DEDICATE LANDS
FOR PUBLIC HIGHWAY PURPOSES – LAPLAGE ROAD, CALDWELL TWP.**

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

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

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

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

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

Part of Lot 3, Concession C,
Part 3, Plan 36R-13931
Geographic Township of Caldwell
Municipality of West Nipissing
District of Nipissing

Being parts of the travelled road known as chemin Laplage Road, Verner, Ontario.

ENACTED AND PASSED THIS 18TH DAY OF DECEMBER, 2018 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ovest

Resolution No.

2018 /

DECEMBER 18, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT By-law **2018/95**, being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

Part of Lot 5, Concession B,
Part 2, Plan 36R-9011
Geographic Township of Springer
Municipality of West Nipissing
District of Nipissing

Being parts of the travelled road known as chemin Marleau Road, Sturgeon Falls, Ontario.

	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 2018/95

BEING A BY-LAW TO ACCEPT, ASSUME AND DEDICATE LANDS
FOR PUBLIC HIGHWAY PURPOSES – MARLEAU ROAD, SPRINGER TWP.

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

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

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

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

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

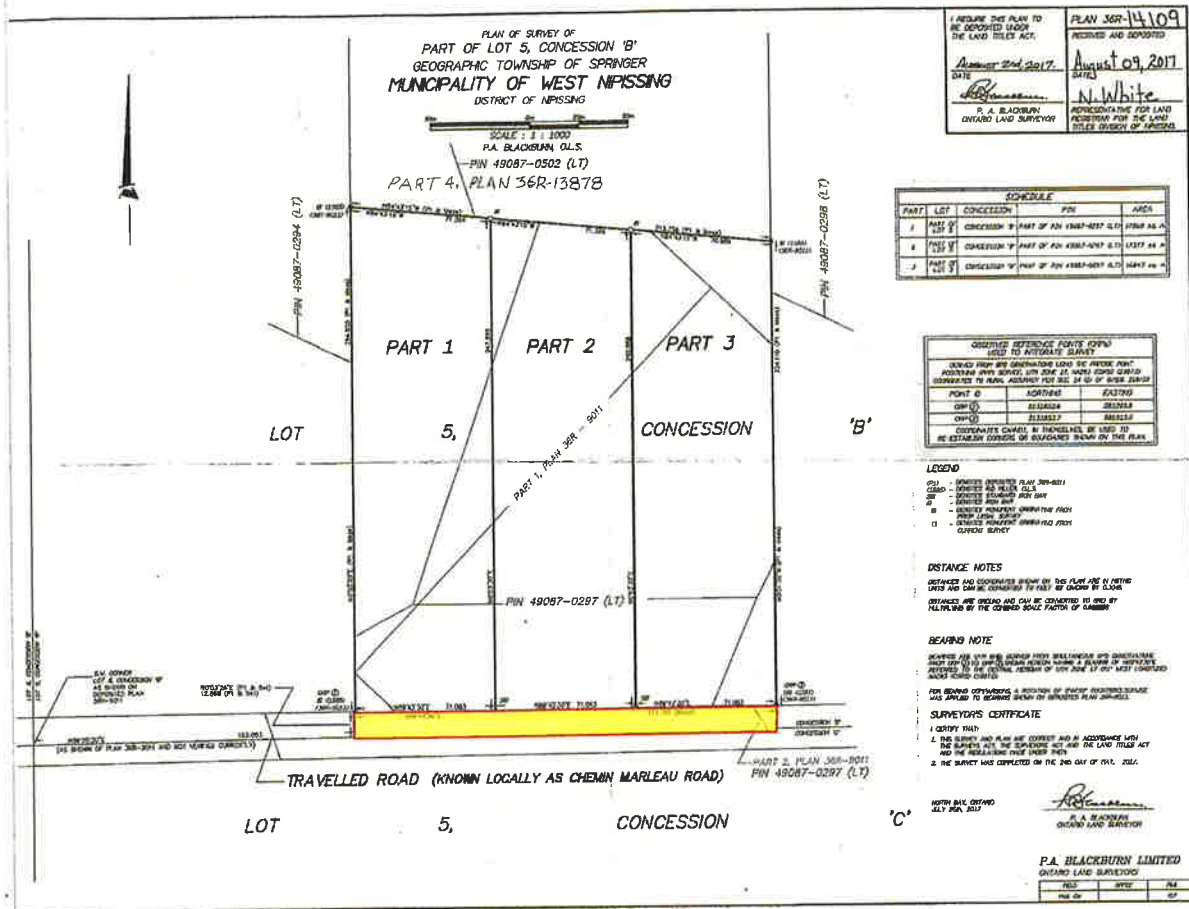
Part of Lot 5, Concession B,
Part 2, Plan 36R-9011
Geographic Township of Springer
Municipality of West Nipissing
District of Nipissing

Being parts of the travelled road known as chemin Marleau Road, Sturgeon Falls, Ontario.

ENACTED AND PASSED THIS 18TH DAY OF DECEMBER, 2018 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK





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

Resolution No.

2018 /

DECEMBER 18, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

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

	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: _____



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

**MINUTES OF THE COMBINED COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, NOVEMBER 13, 2018 AT 6:30 PM**

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

ABSENT: COUNCILLOR GUILLES TESSIER

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

There were no pecuniary interests declared.

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

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

No. 2018/385 Moved by: Councillor Larabie

Seconded by: Councillor Fortier

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

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

No. 2018/386 Moved by: Councillor Fortier

Seconded by: Councillor Larabie

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

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS NIL

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

D-1) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUE NIL

D-2) SOCIAL SERVICES AND HEALTH / SERVICES SOCIAUX ET SANTÉ NIL

D-3) PUBLIC WORKS / TRAVAUX PUBLICS NIL

D-4) COMMUNITY SERVICES / SERVICES COMMUNAUTAIRES

D-4(a) Verner Outdoor Rink

↳ (refer to Addendum section)

D-5) SEWER AND WATER / LES ÉGOUTS ET L'EAU **NIL**

D-6) ENVIRONMENTAL / L'ENVIRONNEMENT **NIL**

D-7) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL **NIL**

D-8) PLANNING / PLANIFICATION **NIL**

D-9) EMERGENCY MEASURES AND PUBLIC SAFETY / MESURES D'URGENCE ET SÉCURITÉ PUBLIQUE **NIL**

REGULAR COMMITTEE MEETING /
RÉUNION RÉGULIÈRE

E) PLANNING / PLANIFICATION **NIL**

F) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURIER

F-1 A resolution was passed to adopt the minutes of the meeting of Council held on October 9, 2018.

No. 2018/387 Moved by: Councillor Larabie
 Seconded by: Councillor Fortier

BE IT RESOLVED THAT the minutes of the meeting of Council held on October 9, 2018 be adopted, as
☒ presented / ☐ amended.

CARRIED

F-2 A resolution was passed to adopt the minutes of the meeting of Council held on November 6, 2018.

No. 2018/388 Moved by: Councillor Fortier
 Seconded by: Councillor Larabie

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

CARRIED

F-3 A resolution was passed to adopt the minutes of the CLOSED meeting of Council held on November 6, 2018.

No. 2018/389 Moved by: Councillor Larabie
 Seconded by: Councillor Fortier

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

CARRIED

F-4 A resolution was passed to receive the minutes of the Au Chateau Board of Management meeting.

No. 2018/390 Moved by: Councillor Fortier
 Seconded by: Councillor Larabie

BE IT RESOLVED THAT the minutes of the Au Chateau Board of Management meeting held on September 19, 2018 be received.

CARRIED

F-5 A resolution was passed to receive the minutes of the West Nipissing Police Services Board meetings.

No. 2018/391 Moved by: Councillor Larabie
 Seconded by: Councillor Fortier

BE IT RESOLVED THAT the minutes of the West Nipissing Police Services Board meetings held on August 15, 2018 and September 20, 2018 be received.

CARRIED

F-6 A resolution was passed to receive the minutes of the West Nipissing Public Library Board meeting.

No. 2018/392 Moved by: Councillor Duhaime
 Seconded by: Councillor Brisson

BE IT RESOLVED THAT the minutes of the West Nipissing Library Board meeting held on September 13, 2018 be received.

CARRIED

F-7 A resolution was passed to receive the minutes of the Committee of Adjustment meeting.

No. 2018/393 Moved by: Councillor Brisson
 Seconded by: Councillor Duhaime

BE IT RESOLVED THAT the minutes of the West Nipissing Committee of Adjustment meeting held on September 10, 2018 be received.

CARRIED

F-8 A resolution was passed to receive the disbursements of accounts payables.

No. 2018/394 Moved by: Councillor Duhaime
 Seconded by: Councillor Brisson

BE IT RESOLVED THAT the accounts payables disbursement sheets be received in the amount of:
General Accounts\$ 1,811,776.96

CARRIED

G) UNFINISHED BUSINESS / AFFAIRES EN MARCHE NIL

H) NOTICE OF MOTION / AVIS DE MOTIONS NIL

I) NEW BUSINESS / AFFAIRES NOUVELLES

I-1 A resolution was passed to eliminate the regularly scheduled November 20, 2018 Council meeting.

No. 2018/395 Moved by: Councillor Brisson
 Seconded by: Councillor Duhaime

WHEREAS during the meeting held on November 6th, 2018; Council discussed and agreed to the proposed elimination of the Committee of the Whole meeting scheduled for November 20th, 2018;

BE IT THEREFORE RESOLVED THAT Council's Committee of the Whole meeting scheduled for November 20th, 2018 be eliminated.

CARRIED

I-2 A resolution was passed authorizing the temporary closure of certain streets in order to host the Annual Santa Clause Parade of Lights followed by the downtown Moonlight Madness event.

No. 2018/396 Moved by: Councillor Duhaime
 Seconded by: Councillor Brisson

BE IT RESOLVED THAT Council grants permission for the following temporary street closures for the West Nipissing Santa Claus Parade of Lights to be held on Friday, December 7, 2018, starting at 6:30 p.m. :

- close Clark Street between John and Queen Streets;
- close John Street between Clark and Michaud Streets;
- close Michaud Street between John and Ethel Streets;
- close Ethel Street between Michaud and King Streets;
- close King Street between Ethel and Queen Streets;
- close Queen Street between King and Clark Streets.

BE IT FURTHER RESOLVED THAT Council also grants permission for the extended closure of King Street, from Queen Street to Front Street, until 9:00 PM, in order to host a Moonlight Madness event immediately following the Parade of Lights.

BE IT FURTHER RESOLVED THAT emergency services be duly notified of the temporary street closures.

CARRIED

- I-3** A resolution was passed to approve the 2018-2019 Winter Maintenance Agreements for certain roads.

No. 2018/397 Moved by: Councillor Duhaime
 Seconded by: Councillor Brisson

WHEREAS the Municipality of West Nipissing has received Private Road Winter Maintenance Agreements for certain roads within the municipality;

AND WHEREAS the roads in question have been duly inspected and identified as meeting the municipality's standards for maintenance;

BE IT RESOLVED THAT the Mayor and Chief Administrative Officer be authorized to sign the 2018-2019 Private Road Winter Maintenance Agreements with the residents of each of the following roads:

- ❖ **ALFRED ROAD**
- ❖ **ARGO ROAD**
- ❖ **PELLERIN ROAD**
- ❖ **POINT ROAD**
- ❖ **PRANG'S LANE**
- ❖ **ST-JEAN ROAD**

CARRIED

- I-4** A resolution was passed to authorize By-Law **2018/89** to amend Schedule "F" – Rates of Speed on municipal roads of the Traffic and Parking By-Law 2015/62.

No. 2018/398 Moved by: Councillor Brisson
 Seconded by: Councillor Duhaime

BE IT RESOLVED THAT By-law **2018/89**, being a by-law to amend By-law 2015/62, as amended, being a By-law to Regulate Traffic and Parking in the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

CARRIED

- I-5** A resolution was passed to support a request from the Municipality of East Ferris seeking support for re-appointment of a Councillor to the Board of Directors of FONOM.

No. 2018/399 Moved by: Councillor Duhaime
 Seconded by: Councillor Brisson

WHEREAS the Municipality of West Nipissing received a letter from the Federation of Northern Ontario Municipalities (FONOM), dated October 25th, 2018, attached hereto, seeking an appointee to represent the District of Nipissing on the FONOM Board of Directors;

AND WHEREAS the Municipality also received a request from the Municipality of East Ferris, dated October 29th, attached hereto, seeking support for the re-appointment of Councillor Terry Kelly to the FONOM Board of Directors for the next board term of (2019/2020) to represent the District of Nipissing;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing supports the Municipality of East Ferris for the re-appointment of Councillor Terry Kelly to the FONOM Board of Directors for the next board term (2019/2020) to represent the District of Nipissing;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to FONOM.

CARRIED

- I-6** Resolution to authorize By-Law to guarantee a loan for West Nipissing Generation Ltd.
(refer to Addendum section)

J) ADDENDUM / ADDENDA

D-4(a) Verner Outdoor Rink

The Director of Economic Development and Community Services provided Council with additional information concerning the Verner Outdoor Rink. An option has been found for the provision of water for the rink and a snow blower is being obtained for the cleaning of the rink. For this year, the usage will be monitored with a view of increasing or augmenting infrastructure in future years. In addition, a quotation for the ongoing maintenance of the rink will be posted along with all of the other outdoor rink operator requests.

- I-6** A resolution was passed to authorize By-Law **2018/91** to guarantee a loan for West Nipissing Generation Ltd. for the rehabilitation of three (3) turbines.

No. 2018/400 Moved by: Councillor Brisson
 Seconded by: Councillor Duhaime

BE IT RESOLVED THAT By-law **2018/91**, being a by-law of the Municipality of West Nipissing to guarantee West Nipissing Power Generation Ltd.'s loan, shall come into force and take effect on the date it is passed.

CARRIED

K) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS

- K-1** The Mayor gave her report.

L) CLOSED MEETING / RÉUNION À HUIS CLOS..... *NIL*

M) ADJOURNMENT / AJOURNEMENT

- M-1** A resolution was passed to adopt By-law **2018/90** confirming the proceedings of Council at its meeting held on November 13, 2018.

No. 2018/401 Moved by: Councillor Duhaime
 Seconded by: Councillor Brisson

BE IT RESOLVED THAT By-law No. **2018/90** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 13th day of November 2018, shall come into force and take effect on the date it is passed.

CARRIED

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

No. 2018/402 Moved by: Councillor Brisson
 Seconded by: Councillor Duhaime

BE IT RESOLVED THAT the meeting of Council held on November 13, 2018 be adjourned.

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



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

Resolution No.

2018 /

DECEMBER 18, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the minutes of the meeting of Council held on December 11, 2018, be adopted, as ☐ presented / ☐ amended.

	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: _____



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

**MINUTES OF THE COMBINED COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, DECEMBER 11, 2018 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

There were no pecuniary interests declared.

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

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

No. 2018/403 Moved by: Councillor Larabie

Seconded by: Councillor Roveda

BE IT RESOLVED THAT the Addendum for the meeting of Council held on December 11, 2018 be adopted as ☒ presented / ☐ amended. **CARRIED**

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

No. 2018/404 Moved by: Councillor Roveda

Seconded by: Councillor Larabie

BE IT RESOLVED THAT the Agenda for the meeting of Council held on December 11, 2018 be adopted as ☒ presented / ☐ amended. **CARRIED**

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS NIL

**REGULAR COMMITTEE MEETING /
RÉUNION RÉGULIÈRE**

D) NEW BUSINESS / AFFAIRES NOUVELLES

D-1 A resolution was passed to appoint the Chairs for the various Committees of the Whole.

No. 2018/405 Moved by: Councillor Larabie

Seconded by: Councillor Roveda

BE IT RESOLVED THAT the following members of Council be appointed to act as Chairs for the Committees of the Whole for the current Council term (2018 – 2022):

GENERAL GOVERNMENT	Lise Sénécal
PUBLIC WORKS	Yvon Duhaime
COMMUNITY SERVICES	Jeremy Séguin
EMERGENCY MEASURES & PUBLIC SAFETY	Christopher Fisher
WATER AND SEWER	Dan Roveda

SOCIAL SERVICES AND HEALTH	Léo Malette
ECONOMIC DEVELOPMENT	Joanne Savage
PLANNING	Denis Sénécal
ENVIRONMENTAL	Roland Larabie

CARRIED

D-2 A resolution was passed to appoint the Deputy Mayor.

No. 2018/406 Moved by: Councillor Roveda
Seconded by: Councillor Larabie

BE IT RESOLVED THAT Councillor Yvon Duhaime be appointed DEPUTY MAYOR for the Corporation of the Municipality of West Nipissing for a one (1) term ending December 31st, 2019.

CARRIED

D-3 A resolution was passed to appoint Council Members to various municipal Committees.

No. 2018/407 Moved by: Councillor Larabie
Seconded by: Councillor Roveda

BE IT RESOLVED THAT members of Council be appointed to the following Committees:

COMMITTEE	APPOINTMENT
West Nipissing Municipal Accessibility Advisory	(1) Roland Larabie
West Nipissing Municipal Agricultural Advisory	(1) Denis Sénécal (2) Jeremy Séguin (<i>alternate</i>)
West Nipissing Doctor Recruitment	(1) Joanne Savage (2) Léo Malette
West Nipissing Planning Advisory	(1) Yvon Duhaime (2) Christopher Fisher (3) Denis Sénécal (4) Dan Roveda (5) Joanne Savage
Committee of Adjustment	(1) Christopher Fisher (2) Denis Sénécal
West Nipissing Youth Action Advisory	(1) Jeremy Séguin
Sturgeon River House Museum Advisory	(1) Léo Malette (2) Joanne Savage

CARRIED

D-4 A resolution was passed to appoint Council Members to various Boards.

No. 2018/408 Moved by: Councillor Roveda
Seconded by: Councillor Larabie

BE IT RESOLVED THAT the members of Council be appointed to the following Boards:

BOARD	APPOINTMENT
West Nipissing Police Services Board	(1) Christopher Fisher (2) Denis Sénécal
West Nipissing Public Library Board	(1) Jeremy Séguin
West Nipissing Cemetery Board	(1) Roland Larabie (2) Denis Sénécal
District of Nipissing Social Services Administration Board	(1) Dan Roveda (<i>Jan-1-2019 to Dec-31-2022</i>)
Au Chateau Home for the Aged – Board of Management	(1) Joanne Savage (2) Lise Sénécal (3) Léo Malette (4) Yvon Duhaime

West Nipissing Non-Profit Housing Board	(1) Joanne Savage (2) Lise Sénécal (3) Yvon Duhaime (4) Jeremy Séguin
North Bay Parry Sound District Health Unit	(1) Dan Roveda
West Nipissing General Hospital Board	(1) Léo Malette
The West Nipissing Environmental Services	(1) Roland Larabie (2) Jeremy Séguin

CARRIED

D-5 A resolution was passed to appoint the Board of Directors to the West Nipissing Power Distribution.

No. 2018/409 Moved by: Councillor Larabie
Seconded by: Councillor Roveda

WHEREAS the membership of the Board of Directors for West Nipissing Power Distribution Limited is to include all members of the Municipal Council;

BE IT THEREFORE RESOLVED THAT the Mayor and all members of Council be appointed to the Board of Directors for West Nipissing Power Distribution Limited, for the term of 2018 to 2022.

CARRIED

D-6 A brief meeting of West Nipissing Power Distribution was held to pass a resolution to confirm the bank loan documents for the rehabilitation of the units 4, 5 and 6.

E) CLOSED MEETING / RÉUNION À HUIS CLOS

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

No. 2018/410 Moved by: Councillor Larabie
Seconded by: Councillor Roveda

BE IT RESOLVED THAT we 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) Volunteer Applications

CARRIED

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

No. 2018/411 Moved by: Councillor Malette
Seconded by: Councillor Sénécal

BE IT BE IT RESOLVED THAT the Closed meeting of Council held on December 11th, 2018 be adjourned at 7:00 PM in order to proceed with the regular meeting

CARRIED

F) APPOINTMENT OF VOLUNTEER COMMUNITY MEMBERS TO VARIOUS MUNICIPAL BOARDS AND COMMITTEES

F-1 A resolution was passed to appoint volunteer members to the West Nipissing Accessibility Advisory Committee.

No. 2018/412 Moved by: Councillor D. Sénécal
Seconded by: Councillor Malette

BE IT RESOLVED THAT the following individuals be appointed to the West Nipissing Accessibility Advisory Committee for the term of 2018 to 2022:

(1)	Brian Robert
(2)	Sylvie Bélanger
(3)	Tammy Rhéaume-Fortin
(4)	Roberte Giroux
(5)	Céleste Auger-Proulx
(6)	Yvon Gauthier
(7)	Rachel Gagnon

CARRIED

F-2 A resolution was passed to appoint volunteer members to the West Nipissing Agricultural Committee.

No. 2018/413 Moved by: Councillor Malette
Seconded by: Councillor D. Sénécal

BE IT RESOLVED THAT the following individuals be appointed to the West Nipissing Agricultural Advisory Committee for the term of 2018 to 2022:

(1)	Dan Schwartzentruber
(2)	Normand Roberge
(3)	Diane DesChatelets
(4)	Hubert Beaudry

CARRIED

F-3 A resolution was passed to appoint volunteer members to the West Nipissing Cemetery Board.

No. 2018/414 Moved by: Councillor D. Sénécal
Seconded by: Councillor Malette

BE IT RESOLVED THAT the following individuals be appointed to the West Nipissing Cemetery Board for the term of 2018 to 2022:

(1)	Jean-Pierre Martin
(2)	Jennifer Ritchie
(3)	Jean-Pierre Courchesne
(4)	Hubert Beaudry

CARRIED

F-4 A resolution was passed to appoint volunteer members to the West Nipissing Court of Revision.

No. 2018/415 Moved by: Councillor Malette
Seconded by: Councillor D. Sénécal

BE IT RESOLVED THAT the following individuals be appointed to the West Nipissing Court of Revision for the term of 2018 to 2022:

(1)	Dan Schwartzentruber
(2)	Janet Parsons
(3)	Hubert Beaudry

CARRIED

F-5 A resolution was passed to appoint volunteer members to the West Nipissing Environmental Services Board.

No. 2018/416 Moved by: Councillor D. Sénécal
Seconded by: Councillor Malette

BE IT RESOLVED THAT the following individuals be appointed to the West Nipissing Environmental Services for the term of 2018 to 2022:

(1)	Louise Allaire
(2)	Bertrand Bizier
(3)	Raymond Marleau
(4)	Daniel Olivier
(5)	Ginette Rochon

CARRIED

F-6 A resolution was passed to appoint volunteer members to the West Nipissing Planning Advisory Committee

No. 2018/417 Moved by: Councillor Malette
Seconded by: Councillor D. Sénécal

BE IT RESOLVED THAT the following individuals be appointed to the West Nipissing Planning Advisory Committee for the term of 2018 to 2022:

(1)	Fernand Pellerin
(2)	Normand Roberge

CARRIED

F-7 A resolution was passed to appoint volunteer members to the West Nipissing Committee of Adjustment.

No. 2018/418 Moved by: Councillor D. Sénécal
Seconded by: Councillor Malette

BE IT RESOLVED THAT the following individuals be appointed to the West Nipissing Committee of Adjustment for the term of 2018 to 2022:

(1)	Roger Gagnon
(2)	Fernand Pellerin
(3)	Normand Roberge

CARRIED

F-8 A resolution was passed to appoint volunteer members to the West Nipissing Property Standards Committee

No. 2018/419 Moved by: Councillor D. Sénécal
Seconded by: Councillor Malette

BE IT RESOLVED THAT the following individuals be appointed to the West Nipissing Property Standards Committee for the term of 2018 to 2022:

(1)	Brian Robert
-----	--------------

CARRIED

F-9 A resolution was passed to appoint a volunteer member to the West Nipissing Police Services Board

No. 2018/420 Moved by: Councillor Malette
Seconded by: Councillor D. Sénécal

BE IT RESOLVED THAT the following individual be appointed to the West Nipissing Police Services Board for the term of 2018 to 2022:

(1)	Roch St-Louis
-----	---------------

CARRIED

F-10 A resolution was passed to appoint volunteer members to the West Nipissing Public Library Board

No. 2018/421 Moved by: Councillor Fisher
Seconded by: Councillor Malette

BE IT RESOLVED THAT the following individuals be appointed to the West Nipissing Public Library Board for the term of 2018 to 2022:

(1)	Steven Friedrich
(2)	Suzanne Pilon
(3)	Anne Langevin
(4)	Danielle Venne

CARRIED

COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER

G-1) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUE NIL

G-2) SOCIAL SERVICES AND HEALTH / SERVICES SOCIAUX ET SANTÉ NIL

G-3) PUBLIC WORKS / TRAVAUX PUBLICS NIL

G-4) COMMUNITY SERVICES / SERVICES COMMUNAUTAIRES NIL

G-5) SEWER AND WATER / LES ÉGOUTS ET L'EAU NIL

G-6) ENVIRONMENTAL / L'ENVIRONNEMENT NIL

G-7) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL

G-7(a) Council Code of Conduct and Integrity Commissioner

Council discussed the Code of Conduct as presented in a report provided by the Municipal Clerk. Council was agreeable to executing the Code of Conduct in the form presented, aware that changes may be required or suggested upon appointment of an Integrity Commissioner prior to March 1st. Council also provided direction to staff to proceed with an RFP for an Integrity Commissioner. Council confirmed that a criteria for the appointment would be to secure someone who can communicate in both French and English.



Lise Sénécal,
Chair

Melanie Ducharme,
Clerk

G-8) PLANNING / PLANIFICATION NIL

G-9) EMERGENCY MEASURES AND PUBLIC SAFETY / MESURES D'URGENCE ET SÉCURITÉ PUBLIQUE

G-9(a) Policing Transition – Financial Update **MOVED TO DEC-18th MEETING**

**REGULAR COMMITTEE MEETING /
RÉUNION RÉGULIÈRE**

H) PLANNING / PLANIFICATION

H-1 A resolution was passed to approve By-Law 2018/92 to accept, assume and dedicate lands for public highway purposes.

No. 2018/422 Moved by: Councillor Malette
Seconded by: Councillor Fisher

BE IT RESOLVED THAT By-law **2018/92**, being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

Part of Lot 11, Concession 3,
Part 2, Plan 36R-14250
Geographic Township of Springer
Municipality of West Nipissing
District of Nipissing

Being parts of the travelled road known as chemin Stewart Road, Cache Bay, Ontario.

CARRIED

I) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURIER NIL

J) UNFINISHED BUSINESS / AFFAIRES EN MARCHÉ NIL

K) NOTICE OF MOTION / AVIS DE MOTIONS NIL

L) NEW BUSINESS / AFFAIRES NOUVELLES

- L-1** A resolution was passed to guarantee the West Nipissing Power Generation Loan

No. 2018/423 Moved by: Councillor Fisher
 Seconded by: Councillor Malette

In consideration of the loans and advances of money granted or which may be granted by National Bank of Canada (the "Bank") to its Client, WEST NIPISSING POWER GENERATION LTD., for the purpose of its business, and generally, in consideration of the business relations between the Bank and its Client as well as the business relations between said Client and this Corporation, and whereas the financial assistance provided to said Client in the manner hereinafter referred to is in the best interests of this Corporation,

NOW THEREFORE BE IT RESOLVED:

That this Corporation be and is hereby authorized to guarantee the payment of all sums of money, which WEST NIPISSING POWER GENERATION LTD., the Client owes or in the future may owe to the Bank up to an amount of FIFTEEN MILLION SIX HUNDRED THOUSAND SEVEN HUNDRED AND FIFTY dollars (\$ 15,600,750.00) in principal, interest, costs and incidental charges. Such guarantee shall bind this Corporation jointly and severally with the Client and shall be subject to all the terms and conditions set out on the form used at the Bank, entitled "Guarantee", a copy of which is attached hereto after having been submitted to the Directors and that the Mayor and Chief Administrative Officer, respectively , be authorized and instructed to jointly sign and execute said guarantee for and on behalf of the Corporation and that the financial assistance provided by this Corporation to said Client in said guarantee and any security required from time to time by the Bank in connection with said guarantee is in the best interests of this Corporation.

CARRIED

- L-2** Resolution to execute a Memorandum of Understanding with the WN Snowmobile Club for permission to use certain municipal lands for trail system.

➤ **Refer to Addendum Section**

M) ADDENDUM / ADDENDA

L) NEW BUSINESS / AFFAIRES NOUVELLES

- L-2** A resolution was passed to execute a Memorandum of Understanding with the WN Snowmobile Club for permission to use certain municipal lands for trail system.

No. 2018/424 Moved by: Councillor Fisher
 Seconded by: Councillor Séguin

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 certain municipal lands for their trail system.

CARRIED

N) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS

- N-1** The Mayor gave her report.

O) CLOSED MEETING / RÉUNION À HUIS CLOS

P) ADJOURNMENT / AJOURNEMENT

- P-1** A resolution was passed to adopt By-law **2018/01** confirming the proceedings of Council at its meeting held on December 11, 2018.

No. 2018/425 Moved by: Councillor Séguin

Seconded by: Councillor Fisher

BE IT RESOLVED THAT By-law No. **2018/93** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 11th day of December 2018, shall come into force and take effect on the date it is passed.

CARRIED

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

No. 2018/426 Moved by: Councillor Fisher

Seconded by: Councillor Séguin

BE IT RESOLVED THAT the meeting of Council held on December 11, 2018 be adjourned.

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



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

Resolution No.

2018 /

DECEMBER 18, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS at the Committee of the Whole meeting held on December 11th, 2018; the West Nipissing Council reviewed the proposed Policy regarding "Code of Conduct for Council";

BE IT RESOLVED THAT By-law **2018/96**, being a by-law to adopt a Code of Conduct Policy for Council, shall come into force and take effect on the date it is passed.

BE IT FURTHER RESOLVED THAT the adopted "Code of Conduct for Council" Policy become part of the Municipality of West Nipissing's Policy Manual.

	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 2018/96

BEING A BY-LAW TO ADOPT A CODE OF CONDUCT POLICY FOR COUNCIL

AND WHEREAS: *Section 11 of the Municipal Act S.O. 2001, c. 25, as amended*, authorizes municipalities to pass by-laws regarding Accountability and Transparency of the municipality and its operations;

AND WHEREAS: Part V.1, Accountability and Transparency, *Section 223.2(1) of the Municipal Act, 2001, c.25, as amended*, authorizes a municipality to establish codes of conduct for Members of Council of the municipality and of local boards of the municipality;

AND WHEREAS: the Council of the Corporation of the Municipality of West Nipissing deems it expedient to adopt a Code of Conduct Policy for Council;

NOW THEREFORE the Council of the Corporation of the Municipality of West Nipissing hereby enacts a Code of Conduct for Council, attached hereto as Schedule "A".

1. SEVERABILITY

In the event that section or sections of this by-law thereof are found by a Court of competent jurisdiction to be invalid or ultra vires, such section, sections or parts thereof shall be deemed to be severable, with all other sections or parts of this by-law remaining in the full force and effect.

2. SCHEDULE

THAT the following schedule is attached and forms part of this by-law:

- (a) **Schedule "A"** - Code of Conduct for Council.

ENACTED AND PASSED THIS 18th DAY OF DECEMBER, 2018 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



SCHEDULE "A"
to
BY-LAW 2018/96

CODE OF CONDUCT FOR COUNCIL

Joie de vivre



TABLE OF CONTENTS

1. PURPOSE	3
2. DUTY OF COUNCIL.....	3
3. POLICY STATEMENT.....	4
4. DEFINITIONS.....	4
5. RESPONSIBILITIES	5
(1) Statement of Commitment.....	5
(2) Standard of Conduct.....	6
(3) Conduct to be observed	6
(4) Confidentiality	7
(5) Personal Gain.....	8
(6) Respect the Decision Making Process	8
(7) Conduct Respecting Staff.....	8
(8) Interpersonal Behaviour of Members	9
(9) Gifts, Hospitality and other Benefits	9
(10) Use of Municipal Property, Services and Other Resources	10
(11) Conflict of Interest.....	11
6. BREACH OF POLICY.....	12
7. ACKNOWLEDGMENT	14

1. PURPOSE

The purpose and intent of this policy is to establish guidelines for ethical and interpersonal standards of conduct for Members of Council by improving the quality of public administration and governance and by encouraging high standards of conduct on the part of all government officials to:

- (a) Protect the public interest.
- (b) Promote high ethical standards among Municipal Council Members.
- (c) Encourage a universal understanding of the fundamental rights, privileges, and obligations of Municipal Council Members and members of local boards and committees.
- (d) Provide a means for Municipal Council Members to obtain authorization for some contemplated conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct.
- (e) Set out the means of correcting unethical conduct.
- (f) Municipal Council Members and Members of local boards and committees hold positions of privilege. Therefore, they must discharge their duties in a manner that recognizes a fundamental commitment to the well-being of the community and regard for the integrity of the Corporation.
- (g) The importance of Policy:
 - (i) ensures equitable treatment of citizens;
 - (ii) ensures equitable treatment of employees;
 - (iii) communicating corporate priorities to employees;
 - (iv) ensuring compliance with statutory requirements;
 - (v) minimize liability risks;
 - (vi) ensures accountability at all levels;
 - (vii) ensures optimal use of available resources;

2. DUTY OF COUNCIL

This Code of Conduct is a public declaration of the principles of good conduct and ethics (standards of behavior) "that the Members of the West Nipissing Council have decided its' stakeholders could reasonably expect of Members of Council to demonstrate in the performance of our responsibilities as elected community representatives".

Attaining an elected position within one's community is a privilege which carries significant responsibilities and obligations. Members of Council are held to a high standard as leaders of the community and they are expected to become well informed on all aspects of municipal governance, administration, planning and operations. They are also expected to carry out their duties in a fair, impartial, transparent and professional manner. The key stakeholders, although obvious at first, represent a broad base of interests and concerns which require fair and open attention, adjudication and disposition.

These key stakeholders include but are not limited to:

- (a) Residents
- (b) Ratepayers
- (c) Other Members of Council
- (d) Staff
- (e) Local Boards and Committees
- (f) Province of Ontario
- (g) School Boards and other Public Agencies
- (h) Suppliers
- (i) Chambers of Commerce

To assist the Municipality of West Nipissing Council in interacting effectively with all stakeholders, the following obligations are expected of each **Member of Council**:

- (a) That they solemnly promise, declare and carry out their responsibilities as prescribed in the oath of office.
- (b) That they familiarize themselves with and follow the Procedural By-law for Council and its Committees.
- (c) That they follow the provisions of the *Municipal Act, as amended*, and read and follow the *Municipal Conflict of Interest Act* under E-laws: <http://www.e-laws.gov.on.ca/index/html>

3. POLICY STATEMENT

Local Government is an open, accessible, and accountable form of government. The relationship of public trust and mutual respect that has evolved between government and the public requires high standards of ethical conduct by municipal Council Members.

4. DEFINITIONS

- (a) **“Chief Administrative Officer”** includes Clerk-Administrator or such other employee who is responsible for exercising general control or management of the administration and affairs of the Municipality and other duties as directed by Council.
- (b) **“Child”** includes a child born within or outside of marriage and includes an adopted child and a person to whom the Member has demonstrated a settled intention to treat as a child of his or her family.
- (c) **“Closed/In-Camera Meeting”** means any meeting of Council, Committee of the Whole, Standing Committee or Board that is closed to the public in accordance with the *Municipal Act*, 2001.
- (d) **“Confidential Information”** includes information in the possession of, or received in confidence by the Municipality, that the Municipality is prohibited from disclosing, that the Municipality is required to refuse to disclose, or that the Municipality chooses not to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), or other legislation or policy of the Municipality. Without limiting the generality of the foregoing, Confidential Information also includes all information concerning matters dealt with at closed meetings,

information that is marked as "confidential", information obtained by the Member by virtue of their position as a Member that is not in the public domain, or information that is otherwise determined to be confidential by the Chief Administrative Officer, Clerk or as specifically declared by Council.

- (e) **"Council"** means the Council of the Municipality of Mississippi Mills;
- (f) **"Ethically"** means behaving in a manner characterized by honesty, fairness and equality in interpersonal relationships and with respect for the dignity and rights of other people.
- (g) **"Family Member"** includes:
 - (i) A Spouse of the Member;
 - (ii) A Child of the Member;
 - (iii) A Parent of the Member;
 - (iv) A Sibling of the Member, whether by birth, marriage or adoption;
 - (v) A Grandchild, grandparent, aunt, uncle, niece or nephew of the Member;
 - (vi) A Parent-in-law of the Member; and
 - (vii) Any person who lives with the Member on a permanent basis.
- (h) **"Gift"** means any cash or monetary equivalent, fee, object of value, service, personal benefit, travel and accommodation or entertainment. A gift does not include remuneration.
- (i) **"Harassment"** includes, but is not limited to, engaging in a course of vexatious or unwanted comment or conduct that is known or ought reasonably to be known to be unwanted and includes Sexual Harassment as defined in the *Occupational Health and Safety Act*, as amended from time to time.
- (j) **"Member of Council"** or **"Member"** includes an elected member of the Municipal Council;
- (k) **"Municipality"** means the Corporation of the Municipality of Mississippi Mills.
- (l) **"Parent"** includes those persons who demonstrated a settled intention to treat as a child the Member, whether or not the Member is their natural child.
- (m) **"Spouse"** means a person to whom the Member is married or with whom the Member is living in a conjugal relationship outside of marriage.
- (n) **"Staff"** includes anyone employed by the Municipality, including full-time, part-time, temporary, casual or seasonal Staff, contract Staff, students and volunteers (in accordance with the *Municipal Act*, Council Members are not considered employees of the Municipality).

5. RESPONSIBILITIES

(1) Statement of Commitment

The Members of the Corporation of the Municipality of West Nipissing Council, are committed to discharging our duties conscientiously and to the best of our ability.

In the performance of our community role we will act with honesty and integrity and generally conduct ourselves in a way that both generates community trust and confidence in

us as individuals and enhances the role and image of the Council and local government generally.

In addition to all legislative requirements, we the Members of the Corporation of the Municipality of West Nipissing Council have adopted the requirements of this Code of Conduct and ethics are standards that we will adopt in the performance of our role.

(2) Standard of Conduct

- (a) Members must not make improper use of information acquired or have improper use of their position as a Member of Council;
- (b) Members are to act honestly and with reasonable care and exercise due diligence in the performance and discharge of official functions and duties;
- (c) Members shall, at all times, seek to advance the common good of the community which they serve and act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality is not compromised;
- (d) Members shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability; and
- (e) Members shall perform the functions of office in good faith, honestly and in a transparent manner.

(3) Conduct to be observed

(a) Statutory Provisions Regulating Conduct

This *Code of Conduct* is supplemental to the existing statutes governing the conduct of members. Legislation governing the conduct of Members includes:

- (i) *Municipal Act, 2001*;
- (ii) *Municipal Conflict of Interest Act*;
- (iii) *Municipal Elections Act, 1996, as amended*;
- (iv) *Municipal Freedom of Information and Protection of Privacy Act*;
- (v) *Provincial Offences Act*;
- (vi) Ontario Human Rights Code
- (vii) *Ontario Occupational Health and Safety Act*
- (viii) Criminal Code of Canada

(b) Municipal Act 2001, as amended – Legislated Responsibilities

The following are distinct and specialized roles carried out by Council as a whole and by individual Councillors' when performing their other roles. The key requirements of these roles are captured as noted under 3. c).

(c) Role of Council as noted under Section 224. 2006, c. 32, Sch. A, s.99

- (i) to represent the public & to consider the well-being & interests of the municipality;
- (ii) to develop and evaluate the policies and programs of the municipality;
- (iii) to determine which services the municipality provides;
- (iv) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of the Council;

- (v) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (vi) to maintain the financial integrity of the municipality; and
- (vii) to carry out the duties of council under this or any other Act.

Role of Head of Council as noted under Section 225. 2006, c. 32, Sch. A, s. 100

- (i) to act as Chief Executive Officer of the municipality;
- (ii) preside over Council meetings so that its business can be carried out efficiently and effectively;
- (iii) to provide leadership to the Council;
- (iv) without limiting clause (iii), to provide information and recommendations to the Council with respect to the role of Council described in 224 (d) and (d.1);
- (v) to represent the municipality at official functions; and
- (vi) to carry out the duties of the head of Council under this or any other Act.

Role of Officers and Employees as noted under Section 227. 2006, c.32, Sch. A, s.100

- (i) to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- (ii) to undertake research and provide advice to Council on the policies and programs of the municipality; and
- (iii) to carry out other duties required under this or any Act and other duties assigned by the municipality.

(4) Confidentiality

Every municipal Council Member must hold in strict confidence all information of a confidential nature acquired in the course of his or her term with the municipality.

Without restricting the scope of this rule, the following shall be considered breaches of the Code of Conduct:

- (a) To use confidential information, which is not available to the general public, and to which Members of Council have access by reason of his/her position with the municipality to further his/her personal interests or the interests of others.
- (b) To disclose, either directly or indirectly, release, make public or in any way divulge any such information (verbal or written) or any aspect of the in "Closed Session" deliberations to anyone, unless expressly authorized by Council or required by law to do so.
- (c) To disclose to unauthorized persons confidential information to which the Member of Council has access by reason of his/her position as a Member of Council with the municipality.
- (d) Members shall comply with the *Municipal Freedom of Information and Protection of Privacy Act* at all times. Public comments, discussions and disclosures to the media regarding employees of individuals that breach a person's privacy is deemed to be a contravention of this Code of Conduct.

(5) Personal Gain

- (a) Members may not use their position, privileges, or confidential information obtained as a result of their position for private gain or to improperly benefit another person.
- (b) Members may not be a party to or beneficiary under a contract for:
 - (i) the provision of goods or services to the municipality; or
 - (ii) the performance of any work otherwise than as a Councillor for the municipality;
- (c) A Member may not obtain a financial interest in any business of the municipality; or
- (d) A Member may not appear on behalf of any other person before the Council or a Committee for a fee or other consideration.

(6) Respect the Decision Making Process

All Members shall communicate accurately the decision of Council or Committees, in such a manner that shows respect for the decision making process of Council or Committees whether they agree or not.

(7) Conduct Respecting Staff

Only Council as a whole, where applicable, has the authority to approve budget, policy, Committee processes and other such matters. Accordingly, Members shall direct requests outside of Council or Committees approved budgets. Unless an emergency, all Staff responses will be provided during regular work hours.

- (a) Under the direction of the CAO or designate, staff serves the Council as a whole and the combined interests of all members as evidenced through the decisions of Council.
- (b) Members shall be respectful of the role of staff to advise based on political fairness, and objectivity, and without due influence from any individual member or group of the Council.
- (c) No Member shall maliciously or falsely harm the professional or ethical reputation or the prospects or practice of staff. All Members shall show respect for the professional capacities of the staff of the Municipality of West Nipissing.
- (d) No Member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing such activities.
- (e) Members shall not use or attempt to use their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering with the person's duties including the duty to disclose improper activity.
- (f) **No Member shall:**
 - maliciously or falsely injure the professional or ethical reputation by spreading malicious rumours;
 - cause persistent, excessive nit-picking, unjustified criticism and constant scrutiny;
 - exclude or ignore the target;
 - refuse to acknowledge the target or his/her contributions;
 - undermine the target's efforts by setting impossible goals and deadlines; and
 - impede or have influence on an employee's effort in advancing, promotions or transfers.

(8) Interpersonal Behaviour of Members

(a) Treat Every Person with Dignity, Understanding and Respect

Members shall abide by the provisions of the *Human Rights Code* and, in doing so, shall treat every person including other Members of Council, Committees, Boards, corporate employees, individuals providing services on a contract basis and the public with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination.

(b) Not to Discriminate

Members shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability. "Age", "disability", "family status", "record of offences", "same sex partnership status" shall be as defined in the *Human Rights Code*.

(c) Not to Engage in Harassment

Members shall not:

- (i) make racial, homophobic, sexist or ethnic slurs;
- (ii) display pornographic, homophobic, sexist, racist or other offensive or derogatory material;
- (iii) make leering (suggestive staring) or other offensive gestures;
- (iv) make written or verbal abuse or threats;
- (v) vandalize the personal property of others;
- (vi) commit physical or sexual assault;
- (vii) make unwelcome remarks, jokes, innuendos or taunting statements about a person's physical appearance, racial background, colour, ethnic origin, place of origin, citizenship, ancestry, creed (religion or belief), sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, disability (physical or mental);
- (viii) make unwelcome remarks, insulting gestures or jokes which cause embarrassment or awkwardness;
- (ix) refuse to converse or interact with anyone because of their racial or ethnic background, colour, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability;
- (x) make unnecessary or unwanted physical contact, including touching, patting, or pinching; or
- (xi) demand sexual favours or requests.

(9) Gifts, Hospitality and other Benefits

The objective of these policies is to ensure that Members decisions are based on impartial and objective assessment of each situation free from influence of gifts, favours, hospitality or entertainment.

- (a) The stipend paid to each Member of Council is intended to fully remunerate Members for service to the Corporation.

- (b) Members are prohibited from soliciting, accepting, offering or agreeing to accept a gifts of any kind, personally or through a family member or business connection, that is connected directly or indirectly with the performance of duties of office or dealings with the municipality or could reasonably be construed as being given in anticipation of future or recognition of past "special consideration".
- (c) The above policy does not preclude Members of Council from accepting:
 - (i) Token gifts, souvenirs, mementoes or hospitality received in recognition for service on a committee for speaking at an event or for representing the Corporation at an event;
 - (ii) Political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
 - (iii) Food and beverages at meetings, banquets, receptions, ceremonies or similar events;
 - (iv) Food, lodging, transportation, entertainment provided by other levels of government, by other local governments or by local government boards or commissions;
 - (v) A stipend from a board or commission that the Councillor serves on as a result of an appointment by Council;
 - (vi) Reimbursement of reasonable expenses incurred in the performance of office;
 - (vii) Reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;
 - (viii) Gifts of a nominal value that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of the office;
 - (ix) Services provided without compensation by persons volunteering their time for election campaign.
- (d) Where it is not possible to decline unauthorized gifts, Members shall report the matter to the Chief Administrative Officer. The Chief Administrative Officer may require that the gift be returned to the sender with an acknowledgement of the return and reference to this Code of Conduct or be retained by the Corporation or be disposed for charitable purposes.
- (e) Members shall not place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment.

(10) Use of Municipal Property, Services and Other Resources

- (a) No Member shall for personal purposes or profit, use or permit the use of any Municipal property, equipment, services, or supplies other than for purposes connected with the discharge of Municipal duties or associated community activities of which Council has been advised, unless the use is reasonable and incidental personal use of equipment such as computers, fax machines, cell phones, tablets etc., where the Municipality incurs no additional costs relating to such use, and the use is of limited duration and frequency.
- (b) No member shall utilize Municipal equipment, such as computers, tablets, phones or

other technological devices for intentionally making, accessing, downloading, uploading or saving inappropriate material which includes, but is not limited to, (i) pornographic, violent or hate material, or (ii) statements which are derogatory, defamatory, harassing, fraudulent or threatening.

- (c) This policy does not apply to the use of Municipal property and facilities where such use is universally known to be available to other residents upon request and on equal terms.
- (d) No Member shall obtain financial gain from the use of Municipally developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the Municipality.

(11) Conflict of Interest

- (a) Members must be familiar with and comply with the *Municipal Conflict of Interest Act*, as amended. It is the responsibility of each Member, not Staff, to determine whether they have a direct or indirect pecuniary interest with respect to matters arising before Council, a Board or Committee. Each Member shall determine whether he or she has a direct or indirect pecuniary interest and shall at all times comply with the Act.
- (b) For purposes of this Code, a pecuniary interest, direct or indirect, of a Family Member of the Member shall be deemed to also be the personal/pecuniary interest of the Member. All Members shall declare a conflict of interest where they or their Family Member has a pecuniary interest in a matter and shall take all of the actions prescribed in the *Municipal Conflict of Interest Act* as if the Act applied to that interest.
- (c) In addition to pecuniary interests, Members must perform their duties impartially, such that an objective, reasonable observer would conclude that the Member is exercising their duties objectively and without undue influence. Each Member shall govern their actions using the following as a guide:
 - (i) in making decisions, always place the interests of the taxpayers and the Municipality first and, in particular, place those interests before your personal interests and the interests of other Members, staff, friends, business colleagues or Family Members;
 - (ii) interpret the phrase "conflict of interest" broadly and with the objective of making decisions impartially and objectively;
 - (iii) if there is doubt about whether or not a conflict exists, seek the advice of the Integrity Commissioner or legal counsel;
 - (iv) do not make decisions that create an obligation to any other person who will benefit from the decision;
 - (v) do not make decisions or attempt to influence any other person for the purpose of benefitting yourself, other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals;
 - (vi) do not put yourself in the position where a decision would give preferential treatment to other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals; and
 - (vii) do not promise or hold out the prospect of future advantage through your influence in return for a direct or indirect personal interest.

- (d) Direct or indirect personal interests do not include:
 - (i) a benefit that is of general application across the Municipality;
 - (ii) a benefit that affects a Member or his or her Family Members, friends or business colleagues as one of a broad class of persons; or
 - (iii) the remuneration of Council, a Member or benefits available to Council or Members.
- (e) Every Member has the following obligations:
 - (i) To make reasonable inquiries when there is reason to believe that a conflict of interest may exist;
 - (ii) To make Council or the Board or Committee aware of the potential conflict of interest and where appropriate declare the interest;
 - (iii) To refuse to participate in the discussion of Council, the Board or Committee and to not vote on the matter or seek to influence the vote of any other Member where a conflict of interest exists;
 - (iv) To refuse to be involved in any way in the matter once the conflict is identified, including without limitation participating in meetings, facilitating meetings or introductions to Staff or Members or providing advice to any person that would materially advance the matter; and
 - (v) If the matter which creates the conflict of interest is discussed in closed session, the Member may not attend that portion of the closed session where that matter is discussed.

6. BREACH OF POLICY

- (a) Any member including the Mayor may submit a confidential written allegation of a breach of the Code of Conduct for Council to the Chief Administrative Officer.
- (b) The Chief Administrative Officer shall hold the allegation in confidence and shall place the personal matter on the next Regular or Special Meeting of Council Agenda in Closed Session.
- (c) Should Council determine that a Member has potentially breached a policy of the Code of Conduct, Council shall rise and report that such a determination has been made and pass a resolution as to the outcome and the consequences for such breach.

The breach shall be ratified by resolution in Open Session of Council.
- (d) Pursuant to Section 223.3 of the *Municipal Act*, 2001, the Municipality of West Nipissing shall appoint an Integrity Commissioner who reports to Council and the Integrity Commissioner shall be appointed by By-law of the Municipality.
- (e) The Integrity Commissioner shall operate independently of Council in accordance with all of the authority and powers granted by the *Municipal Act*.
- (f) The Integrity Commissioner may delegate his or her duties and powers to any person, other than a Member. The delegation shall be in writing, shall be disclosed to the Clerk and shall set out the precise delegation, including the duration of the delegation.
- (g) Any delegation shall be at the sole discretion of the Integrity Commissioner, provided that the delegate is qualified and capable of independently undertaking the work.

- (h) The Integrity Commissioner shall make an assessment prior to undertaking any investigation as to whether the complaint gives rise to the need for another entity to undertake an investigation. In those circumstances where the allegations disclose a potential Criminal Code offence or the breach of other legislation (other than the *Municipal Conflict of Interest Act*), the Integrity Commissioner shall refer the investigation to the appropriate entity and shall not conduct his or her own investigation unless the entity determines that no investigation is required.
- (i) The Integrity Commissioner shall prepare and submit to Council an Annual Report that shall include at a minimum:
 - a) A break-down of costs incurred for the following categories of work performed (advice/investigations/dispute resolution/training);
 - b) A summary of the nature of requests made and the resolution of the matters, without providing any confidential information in the Report; and
 - c) Any recommendations for improvements to this Code or processes or any procedure, rule or policy of the Municipality governing the ethical behavior of the Member.
- (j) Should a breach occur consequences for such breach may include, but are not limited to, removal from Committee assignments either permanently or for an interim period, barring the Member from attendance at closed session meetings either permanently or for an interim period, "barring" the Member from being circulated / informed of confidential materials/matters, or demand of an apology.
- (k) All breach's under this By-Law will be treated fair and in keeping with the severity of the infraction giving due regard to the individual's previous conduct.
- (l) Nothing in this section restricts or attempts to countermand a Member's legal right to challenge a decision by Council through established legal channels.

7. ACKNOWLEDGMENT

SIGNATORY PAGE

I, the undersigned Member of Council for the Municipality of West Nipissing hereby acknowledge receipt of a copy of By-law 2018/ [redacted], being the "Code of Conduct By-law".

Signature of Member:

Date of Signature:

Printed Member Name:

NOTE:

The Member acknowledges that a copy of By-law 2018/ [redacted] containing the Code of Conduct Policy for Council was provided to the Member. One signed copy of the "ACKNOWLEDGMENT" was returned to the Clerk and the Member of Council retained a complete copy of the By-law.

MEMORANDUM

TO: Mayor and Council

FROM: Louise Laforge, Deputy Treasurer / Tax Collector

DATE: November 15, 2018

RE: **TAX RELIEF FOR ELIGIBLE CHARITIES AND SIMILAR ORGANIZATIONS**

Pursuant to by-law 2012/50 taxes in the amount of \$25,617.35 will be written off for 6 organizations. These charities and /organizations qualified under Section 361 of the Municipal Act.

Thank you,

Louise Laforge

Deputy Treasurer/Tax Collector

Joie de vivre



West Nipissing Ovest

Joie de vivre

www.westnipissingouest.ca



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

Resolution No.

2018 /

DECEMBER 11, 2018

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 2018 taxes for the organizations listed below be rebated in the amounts shown:

**COLLECTOR'S ROLL FOR THE YEAR 2018
NON PROFIT / CHARITABLE ORGANIZATIONS**

NAME	Municipal Taxes	Education Taxes			TOTAL
Centre Culturel Lavigne	1,230.72	204.00			1,434.72
Club d'Age D'Or (River Valley)	794.84	131.75			926.59
Royal Canadian Legion (Branch 225)	3,102.45	514.25			3,616.70
Club d'Amitié (Verner)	3,110.17	1,836.65			4,946.82
Chevalier de Colomb (Verner)	999.96	165.75			1,165.71
Golden Age Club Sturgeon Falls & Joyeux Copains	7,242.07	4,276.66			11,518.73
College Boréal	3,156.31	1,863.90	5,020.21	40%	2,008.09
TOTALS:					25,617.35

	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
La Corporation de la Municipalité de Nipissing Ouest**

2018 /

DECEMBER 18, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS tenders for the construction of the **KRAUSE-PIQUETTE DRAIN** were received and opened publicly on November 16, 2018 by the Municipal Clerk/Planner and the Director of Corporate Services;

AND WHEREAS five (5) tenders were received;

AND WHEREAS K. Smart Associates Ltd. Consulting Engineers and Planners have reviewed the tenders and are satisfied that the award being recommended herein consists of the best prices meeting all of the specifications;

AND WHEREAS Council concurs with the recommendation received;

BE IT RESOLVED THAT the tender for the **KRAUSE-PIQUETTE DRAIN** be awarded to **JOHNSON CONSTRUCTION**, being the lowest tender received at a cost of \$109,435.00 (plus HST), meeting all specifications.

	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: _____

Project	Krause-Piquette Drain Construction		
Closing Information	November 16, 2018 @ 2:00 PM		
Opened By	Alisa Craddock	and	Melanie Ducharme
Name	Date Received	Bid Submission	
Johnson Construction	November 16, 2018	\$109,435.00	
Pro-X	November 16, 2018	\$112,230.00	
Nu-Style Construction Co	November 16, 2018	\$598,872.96	
RM Belanger Limited	November 16, 2018	\$187,155.00	
Ed Seguin & Sons	November 16, 2018	\$124,678.60	



K. SMART ASSOCIATES LIMITED

CONSULTING ENGINEERS AND PLANNERS

85 McIntyre Drive
Kitchener ON N2R 1H6

Tel: (519) 748-1199
Fax: (519) 748-6100
www.ksmart.ca

November 29, 2018

File No. 14-043

Mayor and Council
c/o Melanie Ducharme
Municipal Clerk/Planner
Municipality of West Nipissing
101 – 225 Holditch Street
Sturgeon Falls ON P2B 1T1

RE: KRAUSE-PIQUETTE DRAIN

Dear Mayor and Council:

After reviewing the tender bid from Johnson Construction, it is the Engineer's recommendation that the contract for the Krause-Piquette Drain be awarded to Johnson Construction. Attached is a summary of the tenders. The tender bid, as submitted, did contain two calculation errors. These errors have been discussed with the Contractor and have been revised as follows:

- Item 11 shall be \$6,870, revised from \$6,875.
- The sub-total in Part ii) shall be \$24,720, revised from \$23,570.
- The total of Parts i) to iv) shall be \$98,435, revised from \$97,285.
- The new total tender shall be **\$109,435**, revised from **\$108,285**.

The references and local municipalities listed by the Contractor were contacted as this is the first time this Contractor has bid on municipal drain work in this municipality. There were no negative comment from the reference or from local municipalities.

Further to our recommendations, we remain confident that Johnson Construction can complete the work and that the contractor can reasonably deal with landowner and Council concerns. *We recommend that the Township award the tender to the **lowest bidder at \$109,435, Johnson Construction**.* This price is 112% of the Engineer's estimate. Please release the tender deposits for the remaining bids.

If you have any concerns with the contractor, *please contact the undersigned* at 1-800-265-6456 ext. 240, fax 519-748-6100 and email nmorris@ksmart.ca.

Yours truly,

N. W. Morris, P. Eng.

mw

cc: John Linley (Drainage Superintendent, Municipality of West Nipissing)
Alisa Craddock (Treasurer, Municipality of West Nipissing)



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

Resolution No.

2018 /

December 18, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT By-Law 2018/97, being a by-law to authorize the signing of cheques, promissory notes and other documents shall come into force and take effect on the date it is passed.

	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 2018/97

**BEING A BY-LAW TO AUTHORIZE THE SIGNING OF CHEQUES,
PROMISSORY NOTES AND OTHER DOCUMENTS**

WHEREAS authority is granted to a Municipal Council by the provisions of the *Municipal Act* to authorize the signing of cheques, promissory notes and other documents;

AND WHEREAS it is deemed expedient to appoint such signing officers;

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

1. **THAT** two (2) elected officials and three (3) appointed officials be authorized to sign cheques, promissory notes and other documents;
2. **THAT** two (2) signatures will be required at all times and that one be by an elected official and one be an appointed official;
3. **THAT** the authorized signing officers be as follows:

ELECTED: Joanne Savage, Mayor
Lise Sénécal, Chair of General Government

APPOINTED: Jean Pierre Barbeau, Chief Administrative Officer
Louise Laforge, Tax Collector / Deputy Treasurer
Alisa Craddock, Director of Corporate Services / Treasurer

4. **THAT** by-law 2015/04 is hereby repealed.
5. **THAT** this by-law shall come into force and take effect on the date of passing.

ENACTED AND PASSED THIS 18th DAY OF DECEMBER 2018 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



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

Resolution No.

2018 /

December 18, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT By-Law 2018/98, being a by-law to authorize the signing of agreements, contracts and other documents shall come into force and take effect on the date it is passed.

	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 2018/98

**BEING A BY-LAW TO AUTHORIZE THE SIGNING OF CONTRACTS,
DOCUMENTS AND ANY INSTRUMENTS WHICH ARE REQUIRED
TO BE UNDER SEAL**

WHEREAS authority is granted to a Municipal Council by the provisions of the *Municipal Act* to authorize the signing of contracts, documents and any instruments which are required to be under seal;

AND WHEREAS it is deemed expedient to appoint such signing officers;

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

1. **THAT** three (3) elected officials and three (3) appointed officials be authorized to sign contracts, documents and any instruments which are required to be under seal;
2. **THAT** two (2) signatures will be required at all times and that one be by an elected official and one be an appointed official;
3. **THAT** the authorized signing officers be as follows:

ELECTED: Joanne Savage, Mayor
Yvon Duhaime, Deputy Mayor (ending December 31, 2019)
Lise Sénécal, Chair of General Government

APPOINTED: Jean-Pierre Barbeau, Chief Administrative Officer
Melanie Ducharme, Municipal Clerk /Planner
Alisa Craddock, Director of Corporate Services / Treasurer

4. **THAT** by-law 2016/57 is hereby **repealed**.
5. **THAT** this by-law shall come into force and take effect on the date of passing.

ENACTED AND PASSED THIS 18th DAY OF DECEMBER 2018 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



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

Resolution No.

2018 /

DECEMBER 18, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

ATTENDU QUE l'énoncé économique présenté par le gouvernement provincial de Doug Ford le 15 novembre 2018 a aboli le Commissariat aux services en français et l'Université de l'Ontario français. Deux acquis et piliers de la communauté franco-ontarienne disparaissent et cette dernière prend un grand recul dans son destin et son développement.

ATTENDU QUE la présence francophone en Ontario remonte à plus de 400 ans.

ATTENDU QUE le gouvernement de l'Ontario a présenté des excuses officielles en 2016 pour les torts causés à la communauté franco-ontarienne lors de la crise du Règlement XVII (1912-1927).

ATTENDU QUE la fondation d'une université de langue française en Ontario est réclamée par la communauté franco-ontarienne depuis des décennies.

ATTENDU QUE la recommandation principale des États généraux communautaires sur le postsecondaire en Ontario français de 2013 était la fondation d'une université de langue française en Ontario.

ATTENDU QUE les Franco-Ontariens(nes) sont en droit d'étudier dans leur langue dans des institutions qui les rassemblent et ressemblent et que la création de l'Université de l'Ontario français se veut le parachèvement de ce droit.

ATTENDU QUE la communauté franco-ontarienne est en droit se doter d'outils collectifs afin d'assurer sa pérennité et son développement.

ATTENDU QUE la Loi sur les services en français, adoptée à l'unanimité par l'Assemblée législative de l'Ontario en 1986, jouit d'un statut quasi-constitutionnel.

ATTENDU QUE le Commissariat aux services en français se dotait de son mandat avec rigueur et professionnalisme depuis sa fondation en 2007.

ATTENDU QUE le Commissaire aux services en français est un officier indépendant de l'Assemblée législative de l'Ontario depuis le 1er janvier 2014.

ATTENDU QUE l'indépendance du commissaire, doté d'un pouvoir d'enquête, permettait d'assurer une supervision de l'application de la Loi sur les services en français et offrait un recours aux Franco-Ontariens(nes) lorsque cette loi était bafouée par les instances gouvernementales et les organismes désignés.

QU'IL SOIT RÉSOLU QUE la Municipalité du Nipissing Ouest implore le gouvernement Provincial de l'Ontario de revoir leurs décisions qui sont des plus désavantageuses pour l'ensemble de l'Ontario et de remettre en vigueur les droits des Franco-Ontariens(nes).

QU'IL SOIT DE PLUS RÉSOLU QU'une copie de cette résolution soit envoyée au Premier Ministre de l'Ontario, Ministre d'éducation de l'Ontario, Commissariat aux services en français de l'Ontario, Député de Timiskaming-Cochrane, Député de Nickel Belt, Association des municipalités de l'Ontario (AMO) et les municipalités avoisinantes.

	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 /
La Corporation de la Municipalité de Nipissing Ouest**

Resolution No.

2018 /

DECEMBER 18, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS the Municipality of West Nipissing received a resolution from the Corporation of the Town of Kearney on November 23rd, 2018, attached hereto, seeking support from all Ontario Municipalities for the re-establishment of a multi-stakeholder working group to explore ways to create and maintain the Voters' List for Municipal Elections;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing supports the Corporation of the Town of Kearney in the re-establishment of a multi-stakeholder working group to explore ways to create and maintain the Voters' List for Municipal Elections;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Ministry of Municipal Affairs, Ministry of Finance, Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), Municipal Property Assessment Corporations (MPAC) and Elections Ontario.

	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: _____

Janice Dupuis

Subject: FW: Council Resolution re Voters' List for Municipal Elections

From: Cindy Filmore [<mailto:cindy.filmore@townofkearney.ca>]

Sent: November 23, 2018 1:55 PM

To:

Cc: Brenda Fraser <brenda.fraser@townofkearney.ca>

Subject: Council Resolution re Voters' List for Municipal Elections

Good afternoon,

In light of the recent municipal election, the Council of the Corporation of the Town of Kearney passed the following resolution in regard to the creation, maintenance and general quality of the Municipal Voters' List:

Resolution #

10.(d)(iii)/21/11/2018

WHEREAS concern over the quality of the Municipal Voters' List is not a new phenomenon;

AND WHEREAS in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a "Voters' List Position Paper" and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;

AND WHEREAS the Preliminary List of Electors which forms the Voters' List in Ontario is supplied by data from the Municipal Property Assessment Corporation (MPAC);

AND WHEREAS despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current process and the Voters' List continues to be flawed with data inaccuracies and outdated information;

AND WHEREAS a transformational solution to the way that the Voters' List is created and managed is required;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney supports the re-establishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;

AND FURTHER Council requests an update be provided from this 'Voters' List Working Group' on the transformational solutions being discussed;

AND FURTHER that this resolution be circulated to all Ontario Municipalities for their consideration and support.

CARRIED

We hope that this resolution will be of interest to your Municipality, and that you will support this endeavour moving forward.

Sincerely,

Cindy Filmore

Senior Office Assistant

Town of Kearney

Ph# (705) 636-7752

Fax (705) 636-0527



Municipality of Northern Bruce Peninsula

56 Lindsay Road 5, R.R. #2, Lion's Head, ON N0H 1W0
Telephone: (519) 793-3522 • Fax: (519) 793-3823
www.northbrucepeninsula.ca

December 4, 2018

TOWN OF KEARNEY
8 MAIN STREET
KEARNEY, ON
P0A 1M0

Att: Cindy Filmore

Dear Ms. Filmore:

Re: The Creation, Maintenance and General Quality of the Municipal
Voters' List

The resolution received by the Town of Kearney (attached), was reviewed by the Council of the Municipality of Northern Bruce Peninsula on December 3, 2018, relating to the above noted item. At this meeting, Resolution # 28-07-2018 was carried and adopted by Council:

"THAT Council supports the attached resolution No. 10.(d)(iii)/21/11/2018 from The Corporation of the Town of Kearney in regards to the creation, maintenance and general quality of the municipal voters' list. "

The above is being provided for your information.

Yours truly,

Mary Lynn Standen
Clerk

Encl.

Subject:

Council Resolution re Voters' List for Municipal Elections

Good afternoon,

In light of the recent municipal election, the Council of the Corporation of the Town of Kearney passed the following resolution in regard to the creation, maintenance and general quality of the Municipal Voters' List:

Resolution #

10.(d)(iii)/21/11/2018

WHEREAS concern over the quality of the Municipal Voters' List is not a new phenomenon;
AND WHEREAS in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a "Voters' List Position Paper" and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;

AND WHEREAS the Preliminary List of Electors which forms the Voters' List in Ontario is supplied by data from the Municipal Property Assessment Corporation (MPAC);

AND WHEREAS despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current process and the Voters' List continues to be flawed with data inaccuracies and outdated information;

AND WHEREAS a transformational solution to the way that the Voters' List is created and managed is required;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney supports the re-establishment of the multi-stakeholder working group between the Ministry of

Municipal Affairs, Ministry of Finance, AMCTO, MPAC and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;

AND FURTHER Council requests an update be provided from this 'Voters' List Working Group' on the transformational solutions being discussed;

AND FURTHER that this resolution be circulated to all Ontario Municipalities for their consideration and support.

CARRIED

We hope that this resolution will be of interest to your Municipality, and that you will support this endeavour moving forward.

Sincerely,

Cindy Filmore

Senior Office Assistant

Town of Kearney

Ph# (705) 636-7752

Fax (705) 636-0527

Janice Dupuis

Subject: FW: Council Resolution re Voters' List for Municipal Elections

From: Cindy Filmore [<mailto:cindy.filmore@townofkearney.ca>]

Sent: November 23, 2018 1:55 PM

To:

Cc: Brenda Fraser <brenda.fraser@townofkearney.ca>

Subject: Council Resolution re Voters' List for Municipal Elections

Good afternoon,

In light of the recent municipal election, the Council of the Corporation of the Town of Kearney passed the following resolution in regard to the creation, maintenance and general quality of the Municipal Voters' List:

Resolution #

10.(d)(iii)/21/11/2018

WHEREAS concern over the quality of the Municipal Voters' List is not a new phenomenon;

AND WHEREAS in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a "Voters' List Position Paper" and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;

AND WHEREAS the Preliminary List of Electors which forms the Voters' List in Ontario is supplied by data from the Municipal Property Assessment Corporation (MPAC);

AND WHEREAS despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current process and the Voters' List continues to be flawed with data inaccuracies and outdated information;

AND WHEREAS a transformational solution to the way that the Voters' List is created and managed is required;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney supports the re-establishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;

AND FURTHER Council requests an update be provided from this 'Voters' List Working Group' on the transformational solutions being discussed;

AND FURTHER that this resolution be circulated to all Ontario Municipalities for their consideration and support.

CARRIED

We hope that this resolution will be of interest to your Municipality, and that you will support this endeavour moving forward.

Sincerely,

Cindy Filmore

Senior Office Assistant

Town of Kearney

Ph# (705) 636-7752

Fax (705) 636-0527

Janice Dupuis

Subject: FW: Council Resolution re Voters' List for Municipal Elections

From: Cindy Filmore [<mailto:cindy.filmore@townofkearney.ca>]

Sent: November 23, 2018 1:55 PM

To:

Cc: Brenda Fraser <brenda.fraser@townofkearney.ca>

Subject: Council Resolution re Voters' List for Municipal Elections

Good afternoon,

In light of the recent municipal election, the Council of the Corporation of the Town of Kearney passed the following resolution in regard to the creation, maintenance and general quality of the Municipal Voters' List:

Resolution #

10.(d)(iii)/21/11/2018

WHEREAS concern over the quality of the Municipal Voters' List is not a new phenomenon;

AND WHEREAS in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a "Voters' List Position Paper" and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;

AND WHEREAS the Preliminary List of Electors which forms the Voters' List in Ontario is supplied by data from the Municipal Property Assessment Corporation (MPAC);

AND WHEREAS despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current process and the Voters' List continues to be flawed with data inaccuracies and outdated information;

AND WHEREAS a transformational solution to the way that the Voters' List is created and managed is required;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney supports the re-establishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;

AND FURTHER Council requests an update be provided from this 'Voters' List Working Group' on the transformational solutions being discussed;

AND FURTHER that this resolution be circulated to all Ontario Municipalities for their consideration and support.

CARRIED

We hope that this resolution will be of interest to your Municipality, and that you will support this endeavour moving forward.

Sincerely,

Cindy Filmore

Senior Office Assistant

Town of Kearney

Ph# (705) 636-7752

Fax (705) 636-0527