



COUNCIL MEETING – TUESDAY, DECEMBER 3, 2019 – 6:30 PM
RÉUNION DU CONSEIL – MARDI, LE 3 DÉCEMBRE 2019 – 18H30

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 / COMITÉ PLÉNIER

- D-1) **General Government / Gouvernement général**
- D-1(a) Proposed changes to the Tax Rate for Island properties (*Councillor D. Sénécal*)
- D-1(b) Definition of Seniors in By-Law 2019/47 - Tax Assistance for Elderly + Disabled Residents who are property owners
- D-1(c) Betty Road – Drainage Matter
- D-2) **Planning / Planification**
- D-2(a) Casa Development - Quesnel Subdivision (*separate document - Subdivision Agreement*)
- D-3) **Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique** ... **NIL**
- D-4) **Economic Development / Développement économique** **NIL**
- D-5) **Social Services and Health / Services sociaux et santé** **NIL**
- D-6) **Sewer and Water / Les égouts et l'eau** **NIL**
- D-7) **Environmental / L'environnement** **NIL**

REGULAR COUNCIL / SÉANCE RÉGULIÈRE

- E) **Planning / Planification**
- E-1 Resolution to approve By-Law **2019/97** to amend the Zoning By-law for a certain property on Highway 64 (G & C Larabie)
- F) **Correspondence and Accounts / Courier et comptes**
- F-1 Resolution to adopt the minutes of the meeting of Council held on November 19, 2019.

- F-2** Resolution to adopt the minutes of the SPECIAL meeting of Council held on November 25, 2019.
- F-3** Resolution to receive the minutes of the Au Chateau Board of Management meeting held on October 16, 2019.
- F-4** Resolution to receive the minutes of the DNSSAB Board meeting held on October 24, 2019.

G) Unfinished business / Affaires en march

H) Notice of Motion / Avis de motion

I) New Business / Affaires nouvelles

- I-1** Resolution to authorize the Municipality of West Nipissing to transfer funds to West Nipissing Power Generation Ltd.
- I-2** Resolution to authorize the Head of Council to approve expenditures for Council Legal Fees
- I-3** Resolution to approve By-Law **2019/98** to establish a Code of Conduct for Board and Committee Members
- I-4** Resolution to declare certain equipment as surplus and to authorize the disposition thereof.

J) Addendum / Addenda

K) Information, Questions & Mayors' Report / Information, questions et rapport du Maire

- K-1** Mayor's Report

L) Closed Meeting / Réunion à huis clos

- L-1** Resolution to proceed into closed meeting as authorized in Section 239 (2) of the Municipal Act, to discuss the following:
 - (A)** the security of the property of the municipality or local board;
 - (i)** Main Street gully – Update
 - (ii)** Lease of municipal facility space
 - (D)** labour relations or employee negotiations;
 - (iii)** Collective Bargaining Agreements (CUPE Local 535-01 and 535-02)
 - (E)** litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - (iv)** Update – Morrison lawsuit
 - (B)** personal matters about an identifiable individual, including municipal or local board employees;
 - (v)** Investigation Report – Human Resource Matter *(Mayor Savage)*
- L-2** Resolution to adjourn the closed session

M) Adjournment / Ajournement

- M-1** Resolution to adopt By-law **2019/99** confirming proceedings of meeting
- M-2** Resolution to adjourn the meeting



AGENDA ITEM REQUEST FORM

PLEASE PRINT CLEARLY:

Requested Council Meeting Date:	Nov 12 / 2019		
Name of Requestor:	DENIS SENECHAL		Date submitted: Nov 04 / 2019
Address:	Full mailing address: 20 CARON RD.		
Phone:	Home: 471-4463	Business / Cell:	Fax:
E-Mail:	dsenechal@WestNipissing.ca		

Requested Agenda Item/Subject:

Additional details / background information:

☒ see below☒ Supporting documents attached separately

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

I would like to bring forward a request by Island cottagers for the Municipality to look into creating a residential water access category (tax) would like for Council to agree to a resolution for staff to look into possibilities of having a different tax ratio for islanders which has been done in Little Current and the Muskokas.

ADMINISTRATIVE APPROVAL

STEP 1 →

Submit your completed form to the CAO or designate for required review and approval. Every effort will be made to accommodate requests however the complexity of subject may require the matter to be heard on another date other than the original date requested and the requestor will be notified.

Signature of CAO or designate:

Date:

MUNICIPAL OFFICE USE

STEP 2 →

This form must be returned to the Clerk's office no later than 12 noon on the Wednesday preceding the Council Meeting at which the item is to be considered, subject to CAO approval and scheduling.

Date Received:	November 4, 2019	Received from:	Councillor D. Sénéchal
Meeting Date Requested:	November 12, 2019	Mode of Notification:	<input checked="" type="checkbox"/> in person <input type="checkbox"/> by telephone <input type="checkbox"/> by e-mail <input type="checkbox"/> other: _____
Processing of request:	<input type="checkbox"/> Information only <input type="checkbox"/> Action Item <input type="checkbox"/> Discussion/Action Item <input type="checkbox"/> Report Required <input type="checkbox"/> Public Hearing <input type="checkbox"/> Closed Session		

APPROVED FOR AGENDA:

Scheduled for (date):

December 3, 2019

☐ Regular meeting☒ Committee of Whole meeting

Requestor Notification:

The above requestor _____ was notified on _____ (date)

Action Taken:

Notes / Comments:

Thank you for the information which you provided in your email. Rest assured that as your councillor I will be keeping this conversation going at the council table. Just to clarify what class for tax ratios is Little Current using . Do they call it residential and then reducing the tax ratio? Also please explain to me what NEMI stands for?

Sincerely

Denis Sénécal

Sent from my iPad

On May 22, 2019, at 3:51 PM, Sarah Remillard [REDACTED] wrote:

Good afternoon,

I wanted to thank you for bringing up this topic at the council meeting last evening. It has been requested in the past, and was much appreciated by all water access property owners. (copied herein)

We are very hopeful this subject can be discussed regarding the 2020 tax ratio for water access properties in West Nipissing.

Upon further reflection of last night's council meeting- I wish to clarify that seasonal tax rate is in fact not reflective of what we are requesting. (many seasonal dwellings are drive access and receive several municipal services that water access do not) I believe a category of residential water access is more appropriate. A fair comparable would be Little Current and NEMI. Ward 1 there is the islands which has a lower tax ratio of 0.57% vs. 1.1 % for land properties in other wards. Also of interest, their tax revenue from the island properties do not go to such things as sidewalks, road maintenance, street lights, sewers, storm sewers, or water.

I do believe the tax ratio for West Nipissing changed along with the amalgamation; however I do not believe the level of service for water access properties changed or was enhanced.

Another comparable community would be Kawartha Lakes, where they have a similar situation of multiple residential tax ratios based on the ward.

MPAC was clear in discussions with them that their assessment is what it's felt the property can sell for, taking into account no roads, street lights, side walks, municipal services- they do not however have any input regarding the tax ratio the municipality choses to tax its property owners. That is the Municipality's decision as per the Municipal Act Section 312.

Given there are other municipalities who have water access/varying tax ratios only proves a solution can be found. Variable tax ratios are a possibility.
We hope our voices are not forgotten come discussions for the 2020 tax ratio deliberations.

Again, thank you for your time and effort with this matter.

Sarah Remillard

Sarah Remillard
BioAdvance Coordinator
Coordonnatrice BioAdvance

Tel: [REDACTED]

Fax: [REDACTED]

Email: [REDACTED]
<image004.jpg>

From: Sarah Remillard

Sent: May 16, 2019 1:21 PM

To: jsavage@westnipissing.ca; yduhaime@westnipissing.ca; dsenecal@westnipissing.ca

Cc: [REDACTED]

Subject: Sandy Island Cottage owner

Dear Madame the Mayor, Councillor Duhaime and Councillor Senecal,

Please see my email thread below, my apologies for the length of the entire chain, however I feel it is necessary to forward all of it.

It is with sincere regret I am using the current state of emergency as an example, however I feel it is quite evident that the events of the last 10 days solidify our request for seasonal or recreational tax rate on our island properties. It is quite evident that as cottage owners on lake Nipissing we do not benefit from the same services as a permanent resident. (residential) Yet, we continue to be taxed as residential. As explained below, I am not disputing my MPAC assessment, I am disputing the rate at which the Municipality choses to tax us. MPAC has directed me to the Municipality as they do not influence the tax rate. (as per my emails below)

I understand it is impossible to offer residential services on an island, as it is currently quite obvious, so please accept this as my official request for this matter to be brought to council for reassessment of Island cottage/property tax rate to seasonal or recreational.

Your consideration of this matter is appreciated,

Sarah

Sarah Remillard
BioAdvance Coordinator
Coordonnatrice BioAdvance

[REDACTED]
[REDACTED]
[REDACTED]
Email: [REDACTED]
<image001.jpg>

From: Sarah Remillard <[REDACTED]>

Sent: February 8, 2018 11:57 AM

To: Louise Laforge <llaforge@municipality.westnipissing.on.ca>

RE: Sandy Island Cottage owner

Sarah Remillard [REDACTED]

Wed 5/22/2019 4:43 PM

To: Denis Senecal <dsenecal@municipality.westnipissing.on.ca>

Cc: Joanne Savage <jsavage@municipality.westnipissing.on.ca>; Yvon Duhaime
<yduhaime@municipality.westnipissing.on.ca> [REDACTED]

Thank you for your prompt response.

NEMI stands for Northeastern Manitoulin and the islands.

My understanding is they have different municipal tax rates based on wards which also relates to varied level of services. Ward 1 there is the islands and their tax rate is lower 0.57% (I believe still residential) Little Current is 1.1% This information came from councillors of NEMI. Kawartha Lakes is very similar, they have tax ratios based on their wards as well- all residential.

Ex: Sandy Island, French River would be residential water access ideally taxed at a lower ratio keeping the MPAC assessment the same.

Again, thank you for your ongoing support.

Sarah

Sarah Remillard
BioAdvance Coordinator
Coordonnatrice BioAdvance

Email [REDACTED]



From: Denis Senecal <dsenecal@municipality.westnipissing.on.ca>

Sent: May 22, 2019 4:23 PM

To: Sarah Remillard <Sarah.Remillard@bioadvancemail.ca>

Cc: Joanne Savage <jsavage@municipality.westnipissing.on.ca>; Yvon Duhaime
<yduhaime@municipality.westnipissing.on.ca> [REDACTED]

Subject: Re: Sandy Island Cottage owner

Good afternoon Sarah

MEMORANDUM

TO: Mayor and Council

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

DATE: November 29, 2019

RE: **ISLAND PROPERTIES**

Property classes are established under the *Assessment Act*. The classes that are set out in the Act are

1. The residential property class.
2. The multi-residential property class.
3. The commercial property class.
4. The industrial property class.
5. The pipe line property class.
6. The farm property class.
7. The managed forests property class
8. The new multi-residential property class.
9. The office building property class.
10. The shopping centre property class.
11. The parking lots and vacant land property class.
12. The residual commercial property class.
13. The large industrial property class.
14. The professional sports facility property class.
15. The resort condominium property class.
16. The landfill property class

The Assessment Act does allow for subclasses, in respect to vacant or excess commercial or industrial land or farmland awaiting development.

Tax ratios, and the subsequent tax rates, are based on these established property classes. Municipalities have some flexibility, within a prescribed set of guidelines, to determine ratios of all the classes using the residential property class as the common factor. Municipalities do not have the ability to determine separate tax ratios outside of these classes.

Assessment of properties is determined by the Municipal Property Assessment Corporation (MPAC). MPAC establishes current value assessments. In determining assessment, the five major factors that impact an assessment are age of the property (adjusted for renovations and additions), living area, location, lot dimensions, and quality of construction. Within location, consideration is given to urban,

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rural, waterfront (including where values are impacted by accessibility by water), and condominium markets.

If Council wishes to evaluate opportunities for changing how some areas of the Municipality are taxed, there are provisions under the *Municipal Act* that allow for bylaws for special services. The Municipality may designate the area that receive a special service or benefit and may apportion the additional costs to properties within the area. The result of these special areas do not result in a reduced tax rate for a specific area of the municipality. The result is additional charges to a specific area, therefore producing a differentiation of tax rates across the municipality. For example, the District of Muskoka sets a common (general) tax rate. There are three special districts – waste management, waterworks, and sanitary sewer. This is above the user fees charged for actual water consumption and wastewater collection. The rationale is that a portion of the water infrastructure is related to fire fighting and is therefore borne by the property, not the water system. The sewer tax rate is based on infrastructure needs. The rates for waterworks or sanitary sewer is the same across the District; however it only applies to the properties that have the service. The result is that an urban home, connected to water and sewer, is levied a higher combined tax rate.

MEMORANDUM

TO: Mayor and Council

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

DATE: November 29, 2019

RE: **TAX RELIEF FOR LOW INCOME SENIORS AND PERSONS WITH DISABILITIES**

Section 319 of the Municipal Act allows Municipalities the ability to offer cancellation, or deferral, or other relief on residential properties where the owners or spouse of owner is

- a) Low-income seniors
- b) Low-income persons with disabilities

Municipalities include various different rules within their bylaws, establishing length of time of ownership, principal residency, amount of cancellation, how long or how much can be deferred. The definition of a low-income senior or low-income person with disabilities is also defined by the municipal bylaw. Municipalities do have the ability to establish what definition is used. Overwhelmingly, municipalities use other government support systems to determine the definition of low income, typically Guaranteed Income Supplement (GIS) and Ontario Disability Support Program (ODSP). In upper tier municipalities, some allowance is made around persons with disability, based on a consultation with the social services department within the region or county. The use of other government support systems to determine the definition of low-income ensures that a threshold for income is met while reducing potential liability for claims of discrimination.

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MEMORANDUM

D-1(c)

TO: MAYOR and COUNCIL

FROM: Jean-Pierre (Jay) Barbeau, CAO

DATE: November 29th, 2019

SUBJECT: PRESENTATION REGARDING BETTY ROAD

At the November 12th meeting, a presentation was made by residents regarding a ditch that receives water from Betty Road. Many assertions were made regarding this file. We have forwarded the presentation to our solicitor for confirmation of our position prior to responding to Council. The affected landowners have intimated on several occasions civil liability on our part (threatening legal action). When this occurs, we are instructed by our insurers to proceed very cautiously. That being said, in the public interest, I will be providing a verbal report to Council on salient points.

The request of the proponents is to reconsider the motion to petition for a drain whereby the existing damage forms part of the costs. This matter will be discussed.

Jay Barbeau, CAO

from the desk of :
Jean-Pierre (Jay) Barbeau
C.A.O.

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MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: November 29, 2019

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

On January 15, 2018 the West Nipissing Planning Advisory Committee recommended draft plan approval of a subdivision consisting of 48 lots, both partially and fully serviced. The WNPAC recommendation was approved by Council on January 16, 2018.

Since that time, the developer has been working with staff for the installation of the required services and infrastructure. The Developer now wishes to enter into a Subdivision Agreement with the Municipality, but is seeking exemption from certain provisions of the West Nipissing Subdivision Policy:

1. **Parkland:** At a Special Meeting of Council held on November 25, Council agreed to accept cash in lieu of the Parkland Dedication.
2. **Sidewalks:** The developer is requesting leave from the installation of sidewalks and is proposing a widened asphalt shoulder instead. Engineering for road profiles will have to be amended for sidewalk/paved shoulder, as determined.
3. **Security:** The developer is requesting exemption from providing security for the hydro infrastructure (poles, wires, streetlights) in the subdivision.. Without an estimate from the hydro provider, it is uncertain what the extent of this request is; however, it is estimated to be approximately \$200,000.00.
4. **Direct Municipal Charges:** The Subdivision Policy provides for an Engineering and Review Fee. Since West Nipissing does not have an in-house Engineering Department, the developer has had to provide his own Engineering Supervision, he is therefore requesting that the Engineering Review Fees be reduced to the minimum payable. This request is reasonable under the circumstances.

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5. **Reduction in Letter of Credit:** The developer is requesting a reduction in the new letter of Credit in the amount of \$137,800, being the amount of security provided in 2017 for the installation of the waterline and road construction (Subdivision Amending Agreement 2017/54). A recent visual inspection by the Manager of Public Works indicates that the road, while passable, is not complete and it is staff's recommendation to require the developer to have his engineers provide an estimate on the value of works to be completed (additional granulars, ditching, etc.) before agreeing to any release or transfer of this security.

The Table below illustrates the security which is required pursuant to the West Nipissing Subdivision Policy and in the next column, the amount the Developer is proposing instead. As is shown, should the development not be completed for some reason and, if lots have already been sold, the municipality could be responsible for infrastructure in the order of \$475,000.00.

CASA DEVELOPMENT SUBDIVISION AGREEMENT			
INFRASTRUCTURE FOR WHICH SECURITY IS HELD	BY-LAW 2007/35	DEVELOPER'S PROPOSAL	EXPLANATORY NOTES
below ground (water and sewer)	\$57,157.00	\$57,157.00	based on Engineer's estimates
above ground (roads, sidewalks, drainage)	\$339,910.00	\$339,910.00	based on Engineer's estimates
hydro	\$204,000.00	\$0.00	based on private estimate for \$204,000
Engineering & Contingencies	\$120,213.00	\$0.00	this amount is based on security for engineering fees and contingencies.
Direct Municipal Charges	\$12,162.00	\$1,000.00	This is the minimum fees for subdivisions with no services to be installed.
		-\$138,700.00	developer is proposing that security provided for Subdivision Amending Agreement 2017/54 for construction of waterline and road base be transferred to off-set new security requirements. Waterline has been assumed. Road base incomplete.
	\$733,442.00	\$259,367.00	
			\$733,422.00 - 259,367.00 = \$474,055.00

I am also attaching, as a separate document, the WN Subdivision policy document for your information and review.



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

2019 /

DECEMBER 3, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

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

	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 2019/97

**BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2014/45 TO REZONE
CERTAIN LANDS ON 12289 HIGHWAY 64
FROM COMMUNITY FACILITY (CF) TO RURAL RESIDENTIAL (RR) EXCEPTION ZONE
(ZONING AMENDMENT FILE NO. ZBLA 2019-11)**

WHEREAS the owners of the subject property have initiated an amendment to Zoning By-Law 2014-45, for the properties located on 12289 Highway 64, being Part of Lot 4, Concession 4, Part 1, NR-65, Twp. Springer, Municipality of West Nipissing;

AND WHEREAS the Council of the Corporation of the Municipality of West Nipissing has ensured that adequate information has been made available to the public, and has held at least one (1) public meeting after due notice for the purpose of informing the public of this By-Law;

AND WHEREAS it is deemed desirable to amend the zone designation shown on Schedule 'F5-1' of By-Law No. 2014/45 pursuant to Section 34 of the *Planning Act* R.S.O. 1990, as amended;

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

1. Schedule 'F5-1' of By-Law No. 2014/45 is amended by changing the zoning designation of the property shown on Schedule 'A' attached hereto, which property is more particularly described as Part of Lot 4, Concession 4, Part 1, NR-65, Springer Twp., Municipality of West Nipissing, shown on Schedule 'A' attached hereto from Community Facility (CF) Zone to Rural Residential (RR) Zone.

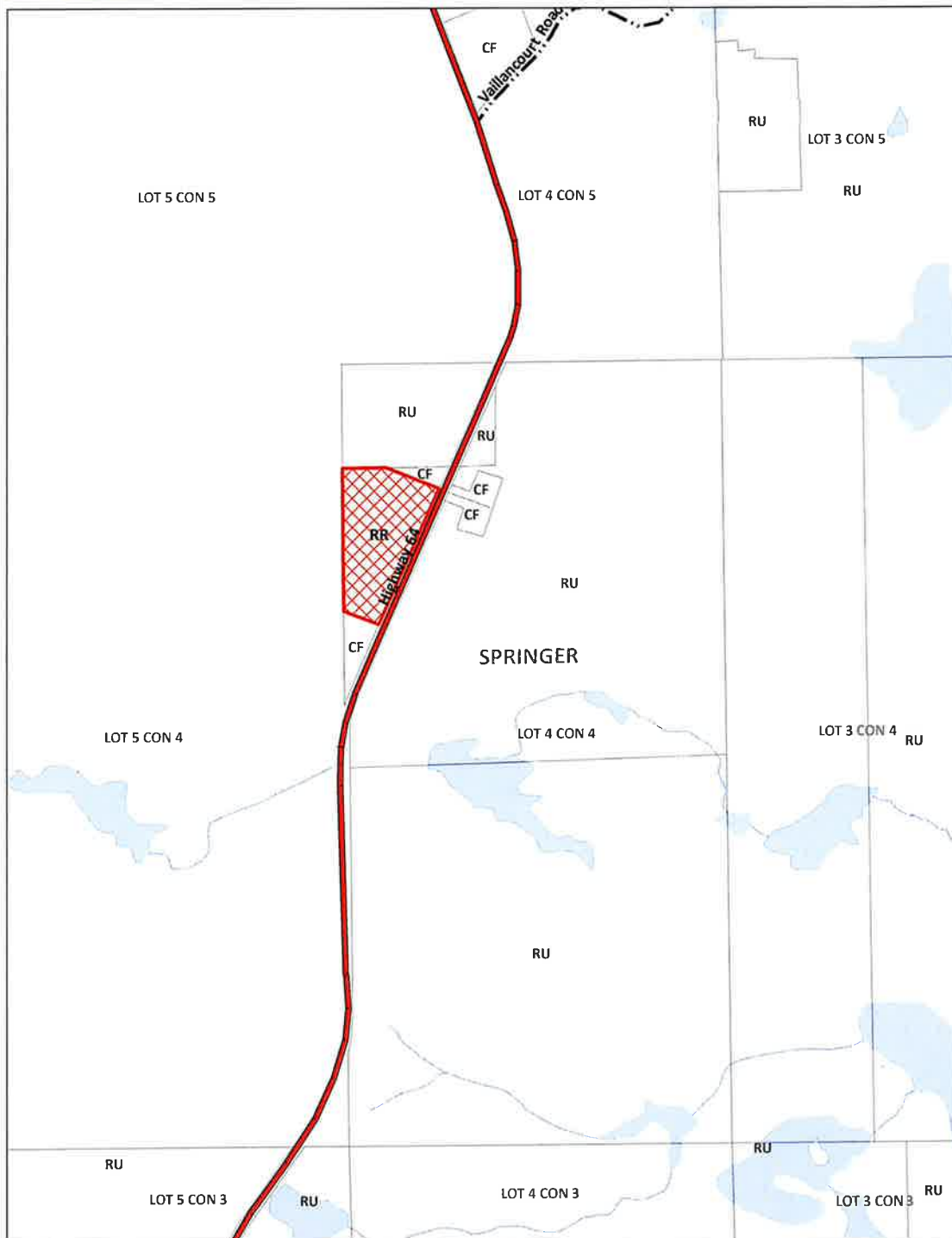
EXCEPTION	BY-LAW	LOCATION	SCHEDULE	SPECIAL PROVISIONS
	2019/97	Part of Lot 4, Concession 4, Part 1, NR-65 Township of Springer, Municipality of West Nipissing.	F5-1	<ul style="list-style-type: none">• Permitted Uses and Accessory Uses shall be as in Table 6.1 and 6.2 for the RR zone.


2. This By-law shall take effect on the date of passage and come into force in accordance with Section 34 of the Planning Act, RSO 1990, Ch. P 13.

ENACTED AND PASSED THIS 3rd DAY OF DECEMBER, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



 LANDS TO BE REZONED FROM COMMUNITY FACILITY (CF)
 TO RURAL RESIDENTIAL (RR)

MUNICIPALITY OF WEST NIPISSING OVEST
 GEOGRAPHIC TOWNSHIP OF SPRINGER - SCHEDULE F5-1

PART OF LOT 4, CONCESSION 4
 PART 1 - NR65
 GEOGRAPHIC TOWNSHIP OF SPRINGER
 MUNICIPALITY OF WEST NIPISSING OVEST



250 125 0 250 Metres

THIS IS SCHEDULE 'A' TO
 BY-LAW NO. 2019- 97 PASSED THIS
3rd DAY OF December 2019.

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

**MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, NOVEMBER 19, 2019 AT 6:30 PM**

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

ABSENT:

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

No pecuniary interest declared.

B) AGENDA and ADDENDUM / ORDRE DU JOUR et ADDENDA

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

No. 2019/390 Moved by: Councillor Malette
Seconded by: Councillor Fisher

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

CARRIED

B-2 A resolution was passed adopting the agenda as presented.

No. 2019/391 Moved by: Councillor Fisher
Seconded by: Councillor Malette

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

CARRIED

It was moved by Councillor Fisher, seconded by Councillor D. Sénécal and approved by all of Council that the Community Consultation pertaining to camping trailers in the Municipality take place immediately following the delegation and that the order of the items be adjusted to approve time sensitive resolutions on a priority basis.

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS

C-1 Quesnel Road Subdivision (Presenter: Paul Goodridge for Casa Development)

Mr. Paul Goodridge provided a presentation on behalf of Casa Development for the purpose of addressing the requests of the developer pertaining to the subdivision on Quesnel Road.

D) PLANNING / PLANIFICATION

D-1 Leblanc Road – Additional Information

➡ *Refer to the Addendum Section for all details.*

E) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURRIER

E-1 A resolution was passed CLOSED minutes of the meeting of Council held on October 1, 2019.

No. 2019/393 Moved by: Councillor Malette
 Seconded by: Councillor Fisher

BE IT RESOLVED THAT the minutes of the CLOSED meeting of Council held on October 1, 2019 be adopted, as ☒ presented / ☐ amended. **CARRIED**

E-2 A resolution was passed to adopt the minutes of the meeting of Council held on October 15, 2019.

No. 2019/394 Moved by: Councillor Fisher
 Seconded by: Councillor Malette

BE IT RESOLVED THAT the minutes of the meeting of Council held on October 15, 2019 be adopted, as ☒ presented / ☐ amended. **CARRIED**

E3_ A resolution was passed to adopt the CLOSED minutes of the meeting of Council held on October 15, 2019.

No. 2019/395 Moved by: Councillor Malette
 Seconded by: Councillor Fisher

BE IT RESOLVED THAT the minutes of the CLOSED meeting of Council held on October 15, 2019 be adopted, as ☒ presented / ☐ amended. **CARRIED**

E-4 A resolution was passed to adopt the minutes of the SPECIAL meeting of Council held on October 29, 2019.

No. 2019/396 Moved by: Councillor Fisher
 Seconded by: Councillor Malette

BE IT RESOLVED THAT the minutes of the SPECIAL meeting of Council held on October 29, 2019 be adopted, as ☒ presented / ☐ amended. **CARRIED**

E-5 A resolution was passed to adopt the minutes of the meeting of Council held on November 5, 2019.

No. 2019/397 Moved by: Councillor Malette
 Seconded by: Councillor Fisher

BE IT RESOLVED THAT the minutes of the meeting of Council held on November 5, 2019 be adopted, as ☒ presented / ☐ amended. **CARRIED**

E-6 A resolution was passed to adopt the minutes of the meeting of Council held on November 12, 2019.

No. 2019/398 Moved by: Councillor Duhaime
 Seconded by: Councillor Roveda

BE IT RESOLVED THAT the minutes of the meeting of Council held on November 12, 2019 be adopted, as ☒ presented / ☐ amended. **CARRIED**

E-7 A resolution was passed to adopt the minutes of the CLOSED meetings of Council held on October 29th and November 12th, 2019

No. 2019/399 Moved by: Councillor Roveda
 Seconded by: Councillor Séguin

BE IT RESOLVED THAT the minutes of the CLOSED meeting of Council held on October 29th and November 12th, 2019 be adopted, as ☒ presented / ☐ amended **CARRIED**

E-8 A resolution was passed to receive the minutes of the Committee of Adjustment meeting.

No. 2019/400 Moved by: Councillor Duhaime
 Seconded by: Councillor Roveda

BE IT RESOLVED THAT the minutes of the West Nipissing Committee of Adjustment meeting held on September 9, 2019 be received. **CARRIED**

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

No. 2019/401 Moved by: Councillor Roveda
Seconded by: Councillor Duhaime

BE IT RESOLVED THAT the minutes of the West Nipissing Planning Advisory Committee meeting held on September 9, 2019 be received. . **CARRIED**

E-10 A resolution was passed to receive the minutes of the Au Chateau Board of Management meeting.

No. 2019/402 Moved by: Councillor Duhaime
Seconded by: Councillor Roveda

BE IT RESOLVED THAT the minutes of the Au Chateau Board of Management meeting held on September 11, 2019 be received. **CARRIED**

E-11 A resolution was passed to receive the minutes of the West Nipissing Accessibility Advisory Committee meetings.

No. 2019/403 Moved by: Councillor Roveda
Seconded by: Councillor Duhaime

BE IT RESOLVED THAT the minutes of the West Nipissing Accessibility Advisory Committee meetings held on February 28 and May 16, 2019 be received. **CARRIED**

E-12 A resolution was passed to receive the minutes of the District of Nipissing Social Services Administration Board (DNSSAB) meeting.

No. 2019/404 Moved by: Councillor Duhaime
Seconded by: Councillor Roveda

BE IT RESOLVED THAT the minutes of the District of Nipissing Social Services Administration Board (DNSSAB) meeting held on September 25, 2019 be received. **CARRIED**

E-13 A resolution was passed to receive the disbursement sheets.

No. 2019/405 Moved by: Councillor Roveda
Seconded by: Councillor Duhaime

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

F) UNFINISHED BUSINESS / AFFAIRES EN MARCHÉ

F-1 Leblanc Road – Additional Information

 Moved under Planning / Planification.

G) NOTICE OF MOTION / AVIS DE MOTIONS

H) NEW BUSINESS / AFFAIRES NOUVELLES

H-1 Snow removal at Field Church Parking Lot

The Chief Administrative Officer provided information concerning the cessation of snow plowing services to the church parking lot in Field. Councillor Fisher provided information as to the services that are provided to the community from this venue. Following discussion, Council agreed that the church parking lot continue to be maintained. Councillor Senecal raised the issue of the plowing at the Centre Communautaire de Lavigne (CCL) in Lavigne; which was previously maintained by the municipality. The CAO indicated that it was his understanding that the municipality had moved to a contractor with the Municipality picking up the tab. Staff indicated that it would be investigated as to what is the most expedient and cost efficient means of getting that parking lot plowed.

H-2 A resolution was passed to receive the 3rd Quarter Variance Financial Update for the Municipality.

No. 2019/406 Moved by: Councillor Duhaime

Seconded by: Councillor Roveda

BE IT RESOLVED THAT the 2019 – 3rd Quarter Variance Financial Report for the Municipality of West Nipissing be received, as presented.

CARRIED

H-3 A resolution was passed to authorize Public Works to submit a funding application to the Ministry of Transportation.

No. 2019/407 Moved by: Councillor Roveda

Seconded by: Councillor Duhaime

WHEREAS funding is available from the Ministry of Transportation through the Connecting Links Program;

AND WHEREAS the Municipality of West Nipissing is one of 77 qualifying municipalities within Ontario with designated municipal roadways and bridges that connect two ends of a provincial highway;

BE IT THEREFORE RESOLVED THAT the Council for the Municipality of West Nipissing authorizes the Manager of Public Works to submit a funding application to the Ministry of Transportation under the Connecting Links Program for a 2-year project to rehabilitate Front Street from Champlain Bridge to Coursol Road.

CARRIED

H-4 A resolution was passed to declare various equipment as surplus in order to allow the disposition.

No. 2019/408 Moved by: Councillor Larabie

Seconded by: Councillor Séguin

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

BE IT ALSO RESOLVED THAT Council hereby authorizes the disposal of the said surplus equipment:

FIRE DEPARTMENT:

(1)	2000	Polaris Trail Snowmachine	4XAST5BS2XC004661
(2)	1997	Hyland Quad Trailer	2H9SS6154WB059486
(3)	1994	Yamaha VK540 Snowmachine	8AC000235VK540EU
(4)	2007	Ford Freestar	2FMZA55257BA23998
(5)	1997	LBW Trailer	2L9SS3115VB067D86

POLICE DEPARTMENT:

(6)	2008	Dodge Truck	1D8HN44H98B161248
(7)	2016	Dodge Truck Charger	2C2CDXKT3GH147134

WATER & SEWER DEPARTMENT:

(8)	2003	Ford Truck	2FTRF17213CA91568
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CARRIED

H-5 A resolution was passed to authorize temporary street closures for the Annual Parade of Lights.

No. 2019/409 Moved by: Councillor Séguin

Seconded by: Councillor Larabie

BE IT RESOLVED THAT Council grants permission for the following temporary streets closures for the West Nipissing Santa Claus Parade of Lights to be held on Friday, December 6, 2019, 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 Emergency Services be duly notified of the temporary street closures.

CARRIED

- H-6 A resolution was passed to authorize continued financial support for Les Filles d'Isabelle.

No. 2019/410 Moved by: Councillor Larabie
Seconded by: Councillor Séguin

WHEREAS at the November 5th meeting, Council received a request from Les Filles d'Isabelle requesting that the financial assistance received from the Municipality of West Nipissing, to be applied toward their leasing responsibilities, be continued for the year 2020;

BE IT THEREFORE RESOLVED THAT Council authorizes the financial contribution of \$3,600.00 (\$300.00 per month) be sustained for Les Filles d'Isabelle, to be applied toward their operational costs for the year 2020.

CARRIED

- H-7 A resolution to approve By-Law 2019/95 to amend the Procedural By-Law was approved as amended.

No. 2019/411 Moved by: Councillor Séguin
Seconded by: Councillor Larabie

BE IT THEREFORE RESOLVED THAT By-law 2019/94, **as amended** being a by-law to repeal By-Law 2018/26, as amended, to govern the proceedings of the Municipal Council, the conduct of its members and the calling of meetings, shall come into force and take effect on the date it is passed.

CARRIED

MOTION TO EXTEND MEETING :

At 9:30 PM, a motion was tabled to extend the meeting beyond the regular curfew time of 9:30PM in order to continue discussions:

Moved by: Councillor Malette
Seconded by: Councillor Fisher

CARRIED

- H-8 Resolution to authorize the submission of an Expression of Interest to the Ministry of Municipal Affairs and Housing for the Municipal Modernization Program.

➡ *Refer to the Addendum Section for all details.*

I) ADDENDUM / ADDENDA

D) PLANNING / PLANIFICATION

D-1 Leblanc Road – Additional Information

Council discussed the matter of Leblanc Road and the request for maintenance by the landowner. Council generally agreed that if the road is up to standard and can be maintained, that the Municipality should do so.

H) NEW BUSINESS / AFFAIRES NOUVELLES

- H-8 A resolution was passed to authorize the submission of an Expression of Interest to the Ministry of Municipal Affairs and Housing for the Municipal Modernization Program.

No. 2019/392 Moved by: Councillor Larabie
Seconded by: Councillor Séguin

WHEREAS Council has expressed an interest in conducting a Municipal Operational Review;

AND WHEREAS staff was directed to seek sources of funding to off-set the costs of such a review;

AND WHEREAS the Municipality of West Nipissing has received correspondence from the Ministry of Municipal Affairs and Housing, dated November 12, 2019; wherein the Ministry announces that **INTAKE 1** of the Municipal Modernization Program is now open to receive *Expressions of Interest to help 405 small and rural municipalities conduct new service delivery reviews, implement recommendations from previous reviews and undertake a range of*

projects, such as IT solutions or process improvements, in order to achieve cost savings and efficiencies;

BE IT THEREFORE RESOLVED THAT Council for the Municipality of West Nipissing authorizes the submission of an Expression of Interest (**INTAKE 1**) to the Ministry of Municipal Affairs and Housing in order to carry out an Operational Review of the Municipality of West Nipissing, which would assist in implementing service delivery efficiencies to help achieve cost savings.

CARRIED

J) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS

J-1 Mayor Savage gave her report.

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

L) ADJOURNMENT / AJOURNEMENT

L-1 A resolution was passed to adopt By-law **2019/95** to confirm the proceedings of Council at its meeting of November 19, 2019.

No. 2019/412 Moved by: Councillor Séguin

Seconded by: Councillor Larabie

BE IT RESOLVED THAT By-law No. **2019/95**, being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 19 day of November 2019, shall come into force and take effect on the date it is passed.

CARRIED

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

No. 2019/413 Moved by: Councillor Larabie

Seconded by: Councillor Séguin

BE IT RESOLVED THAT the meeting of Council held on November 19, 2019 be adjourned.

CARRIED

JOANNE SAVAGE,
MAYOR

MELANIE DUCHARME,
CLERK

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

**MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON MONDAY, NOVEMBER 25, 2019 AT 5:15 PM**

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

ABSENT: COUNCILLOR DAN ROVEDA
COUNCILLOR CHRISTOPHER FISHER

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

No pecuniary interest declared.

B) AGENDA / ORDRE DU JOUR

B-1 A resolution was passed adopting the agenda as presented.

No. 2019/414 Moved by: Councillor L. Sénécal
Seconded by: Councillor Malette

BE IT RESOLVED THAT the Agenda for the SPECIAL MEETING of Council held on November 25, 2019 be adopted, as ☒ presented / ☐ amended. **CARRIED**

C) PLANNING / PLANIFICATION

C-1 SUBD 2017/03-- Casa Development – Park Land

Council reviewed the matter of the parkland dedication versus cash in lieu, as provided in the Planning Act with respect to the Subdivision of Casa Development. Following discussion, it was agreed that Council would accept the 5% cash in lieu of parkland dedication.

D) ADJOURNMENT / AJOURNEMENT

D-1 A resolution was passed to adopt By-law **2019/63** to confirm the proceedings of Council at its meeting of August 6, 2019.

No. 2019/415 Moved by: Councillor L. Sénécal
Seconded by: Councillor Malette

BE IT RESOLVED THAT By-law No. **2019/96**, being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 25th day of November 2019, shall come into force and take effect on the date it is passed. **CARRIED**

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

No. 2019/416 Moved by: Councillor L. Sénécal
Seconded by: Councillor Malette

BE IT RESOLVED THAT the SPECIAL MEETING of Council held on November 25, 2019 be adjourned. **CARRIED**

JOANNE SAVAGE,
MAYOR

MELANIE DUCHARME,
CLERK

**Minutes of the Regular Meeting
of the Board of Management of Au Château
held in Au Château's Boardroom
on October 16, 2019 at 12:00 noon**

PRESENT: MEMBERS :	Lise Senécal	Chair
	Yvon Duhaime	
	Jacques Dupuis	Administrator / Secretary
	Léo Malette	
	Dan O'Mara	
	Joanne Savage	
	Nicole Janson	Recording Secretary

01. Meeting called to order

Meeting was called to order.

02. Declaration of Conflict of Interest

No declaration of conflict of interest declared.

03. Adoption of Agenda

Resolution No. 52

Moved by : Léo Malette

Seconded by : Joanne Savage

BE IT RESOLVED THAT the Agenda of the Regular Meeting on October 16, 2019 be approved as presented at 11:57 am.

Carried

04. Adoption of Minutes

Resolution No. 53

Moved by : Joanne Savage
Seconded by : Léo Malette

BE IT RESOLVED THAT the Minutes of the Regular Meeting held September 11, 2019 be approved as presented.

Carried

Since no Provincial Appointees have filled the two (2) vacancies on the Board and no vacancies have been posted on the Ministry's website it was recommended that a letter be sent to the MOHLTC Appointment Branch and c.c. to Vic Fedeli MPP, for help to move the appointment process forward.

05. New Business:

a) Health & Safety Committee Meeting Minutes

The Health and Safety Committee Meeting Minutes were accepted as presented and the following resolution was adopted:

Resolution No. 54

Moved by : Léo Malette
Seconded by : Joanne Savage

BE IT RESOLVED THAT the Minutes of the Joint Health and Safety Committee have been received.

Carried

b) Quality Management Team Meeting Minutes

The Quality Management Team Meeting Minutes were accepted as presented and the following resolution was adopted:

Resolution No. 55

Moved by : Joanne Savage
Seconded by : Léo Malette

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

Carried

c) **Staffing Report Review and Analysis**

Administrator summarized the staffing report to conclude that in terms of hours worked on the floors, the Home is consistent with the province.

d) **MOH-LTC- Funding Announcement**

The Ministry has announced its extension of the Structural Compliance Premium to March 31, 2020 and the High Wage Transition Fund to December 31, 2020.

e) **OHT Update**

Administrator highlighted key notes of the session held in September. Discussion was held on the process, how it will be implemented, who can be part of the OHT and how it will be governed. The Board will be updated on any new developments.

f) **Strategic Plan – Update on Redevelopment**

Administrator informed the Board that the Association was provided with a recommendation to potentially extend / delay the redevelopment to 10 years. After further discussion, the Board agreed to start the planning process regarding the 102 shelter.

06. **Unfinished Business:**

a) **Financial Report**

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

Resolution No. 56

Moved by : Yvon Duhaime

Seconded by : Dan O'Mara

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

Carried

b) Administrative Report

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

Resolution No. 57

Moved by : Dan O'Mara
Seconded by : Yvon Duhaime

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

Carried

07. In-Camera Session

None

08. Other Business / Information Items

a) Next Meeting

The next meeting is scheduled for November 20th, 2019 at 12:00 noon.

b) Information Items

None


09. Adjournment


Resolution No. 58

Moved by : Yvon Duhaime
Seconded by : Dan O'Mara

BE IT RESOLVED THAT the meeting now adjourn at 12:57 pm.

Carried


Chairperson


Administrator / Secretary

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

MINUTES OF PROCEEDINGS

REGULAR BOARD MEETING – THURSDAY OCTOBER 24, 2019 3:00 PM –DNSSAB BOARDROOM, 3RD FLOOR, CITY HALL

MEMBERS PRESENT:

Councillor Mac Bain (North Bay)
Councillor Dave Mendicino (North Bay)
Mayor Dan O'Mara (Temagami) via teleconference
Councillor Dan Roveda (West Nipissing)
Councillor Scott Robertson (North Bay)
Mayor Dean Backer (East Nipissing) via teleconference
Councillor Chris Mayne (North Bay) via teleconference
Representative Amanda Smith (Unincorporated)
Councillor Terry Kelly (East Ferris)

REGRETS:

Mayor Jane Dumas (South Algonquin)
Councillor Bill Vrebosch (North Bay)
Councillor Mark King (North Bay)

STAFF ATTENDANCE:

Melanie Shaye, A/Chief Administrative Officer, Director of Corporate Services
Marianne Zadra, Executive Coordinator and Communications
Jason Corbett, Contract & Purchasing Specialist
Justin Avery, Manager of Finance
Pierre Guenette, Manager, Housing Operations
Stacey Cyopeck, Manager, Housing Programs
Lynn Demore-Pitre, Director, Children's Services
Michelle Glabb, Director, Social Services and Employment
Dave Plumstead, Manager Planning, Outcomes & Analytics. EMS Liaison

Guests

Laureen Linklater-Pizzale – Executive Director, North Bay Indigenous Hub

Brandy Fong, - Manager of Children's Services, North Bay Indigenous Hub

CALL TO ORDER

The Regular Board Meeting was called to order at 3:04 PM by Acting Chair Mac Bain.

Adoption of the Roll Call
Resolution No. 2019-140

Moved by: Councillor Dan Roveda

Seconded by: Mayor Dean Backer

That the Board of Directors accepts the Roll Call as read for the Regular Board meeting of October 24, 2019. Motion carried.

Adoption of the Agenda
Resolution No. 2019-141

Moved by: Mayor Dean Backer

Seconded by: Councillor Terry Kelly

That the Board accepts the agenda for the Regular Board meeting of October 24, 2019. Motion carried.

DECLARATION OF CONFLICTS OF INTEREST

No conflicts were declared. The chair invited anyone to declare if they found themselves in conflict as the meeting progressed.

CHAIR'S REMARKS

Acting Chair Mac Bain indicated he will Chair the meeting as Councillor Mark King is still busy post-election campaign. He talked about the meeting yesterday with Ministers Yakabuski and Fedeli in Toronto. They discussed the challenges DNSSAB is facing, indicating the Ontario Works base amount is \$980,000 less than we had anticipated. The Minister Fedeli indicated they will meet with the Minister of MCCSS directly. Minister Yakabuski suggested we provide a five-year average of base amounts provided to DNSSAB. The numbers we will look at are the total net costs. Manager of Finance Justin Avery will look at the numbers first and then incorporate the information into the letter that will be sent to the ministers as a follow up to the meeting. The Acting Chair also indicated to the ministers that the Board's stance is not to negotiate in the media but to hear from the DNSSAB directly. Senior staff will be available to speak to any ministers' questions.

The Acting Chair also spoke about a meeting last week with the CAOs and finance people of the DNSSAB's member municipalities about the budget pressures DNSSAB

faces.

The Acting Chair noted that in the Executive meeting minutes there was a discussion about succession planning and indicated that will still be front and centre moving forward.

PRESENTATIONS

Indigenous Hub – Laureen Linklater-Pizzale, Nipissing First Nation Executive Director of the North Bay Indigenous Hub and Brandy Fong the Manager of Children's Services with the Indigenous Hub.

Brandy Fong provided the background of the Indigenous Hub and the partners that were involved in the project from the perspective of children's services and early childhood development and learning. The health side was brought into the Hub discussion as well with the primary care team.

Laureen Linklater-Pizzale reviewed the services that will be provided, including primary care that fills gaps in a cultural connection to language, land and community. They will be using both Western and traditional approaches (two-eyed seeing) to care. The Hub is currently recruiting people for the project. They are reaching out to different communities to see what their needs are and how the Hub can support those and services will be customized to that needed support.

There are 87 children in the child care component from infants to school aged children. The outdoor space will be very important and will be used for ceremony as well, i.e. teepee and lodges. The Hub will be offering the EarlyOn program in a culturally safe environment while meeting ministry guidelines for EarlyOn programs. The teaching kitchen will also be used. There will be elders to teach the language.

The hub will support indigenous families in North Bay and partner first nations. Through partnerships, this will increase inclusivity and efforts towards reconciliation in the city. The North Bay Indigenous Hub is now incorporated and has a board of directors. The next steps were reviewed, including establishing policy and a parent advisory council, and obtaining a child care license.

This space will be open to all children. This will not be funded by DNSSAB but by various ministries. The Hub will be hiring about 35 more staff, 42 in total. There will be services for Ojibway and Cree.

The Chair thanked the presenters and added there is excitement in the community about the project.

CAO Report**Resolution #2019-143****Moved by:** Councillor Chris Mayne**Seconded by:** Representative Amanda Smith**Resolved THAT the Board of Directors accepts the Report from the Chief Administrative Officer B07-19, dated October 24, 2019.**

Justin Avery provided an update on the meeting with municipalities about the budget and the impact of the budget on the municipal levy. The figure for the levy would be a number without impact on services. The board is comfortable with Justin informing the municipalities about the estimated increase, ideally one that is lower than 5.5%. Justin should be able to reach a conservative estimated figure in a few weeks and can bring this to the executive committee in two weeks so that the committee can provide direction to Justin. This would be an estimate to help municipalities plan their budgets. During our budget process in November, the board will see the entire proposed budget and will be able to vote on a figure. The Chair advised that any media inquiries will be directed as per our protocol, but that the message remains that we continue to work collaboratively with our partners and the province. Marianne will circulate the budget pressures report once again to municipalities and board members.

Melanie reviewed some of the items in the CAO Report, including the reversal of the Child Benefit Tax and that funding for community support worker position has been secured for another year through Nipissing Mental Health Housing Support Services.

Consent Agenda (These items are subject to change)**Resolution #2019-144****Moved by:** Mayor Dan O'Mara**Seconded by:** Councillor Scott Robertson**Resolved THAT the Board of Directors approves the Consent Agenda of October 24, 2019 which includes the following:****7.1 Executive Audit Committee Minutes – October 9, 2019****7.2 Social Services and Employment Committee Minutes – October 9, 2019****7.3 Children's Services and EMS Committee Minutes – October 9, 2019****7.4 Housing Services Minutes – October 9, 2019****7.5 Correspondence/Media Coverage****7.5.1 Sept 3 Letter from Minister Clark to Chair RE AMO Delegation****7.5.2 Sept 26 Media Release RE Paramedics awards****7.5.3 Sept 27 Bay Today Article RE DNSSAB gives tips on the bed bug problem****7.5.4 Sept 30 MyWestNipissingNow and MyNorthBayNow Article RE Don't let the bedbugs bite**

7.5.5 October 10 Nugget Article RE 'It's a horrible solution, but it's the only solution'
7.5.6 Oct 10 Nugget Article RE Shopping for a job
7.5.7 Oct 10 BayToday Article RE Need a job - North Bay Job fair at the mall Friday Oct 10
BayToday Article RE The Gathering Place is the new Warming Centre but cots may not be permitted
7.5.8 Oct 15 BayToday RE Hundreds turn out for job fair
7.5.9 Oct 16 Nugget Article RE King George sold to film company
7.5.10 Oct 22 Letter to minister Clark from CAO RE CSW funding
Carried.

HS17-19 Reaching Home Community Plan
Resolution #2019-145

Moved by: Councillor Scott Robertson
Seconded by: Councillor Dave Mendicino

Resolved THAT the Board of Directors approve the Reaching Home – Community Plan, attached as Appendix A, for the District of Nipissing as set out in report HS17-19. **Carried.**

HS20-19 Edgewater Collaborative Update
Resolution #2019-146

Moved by: Councillor Dan Roveda
Seconded by: Councillor Chris Mayne

Resolved THAT the Board of Directors receives report HS20-19, Edgewater Collaborative Update, for information purposes.

In - Camera
Resolution #2019-147

Moved by: Representative Amanda Smith
Seconded by: Councillor Chris Mayne

THAT the Board move in-camera at 4:02 under exception #3 of the By-laws, to discuss a proposed or pending acquisition or disposition of land by the municipality or local board, and exception #2 – a matter about an identifiable individual. **Carried.**

[Stacey, Justin, Melanie and Marianne stayed in the room.]

The In-Camera Minutes are filed separately.

Adjourn In-Camera
Resolution #2019-148

Moved by: Representative Amanda Smith
Seconded by: Councillor Terry Kelly

THAT the Board adjourns in-camera at 4:47 PM. Motion carried.

Approve In-Camera
Resolution No. 2019-149

Moved by: Representative Amanda Smith
Seconded by: Councillor Terry Kelly

THAT the Board accepts action(s) discussed in-camera. Motion carried.

New Business

Members were advised of potential changes to committee start times for November and December to allow for extended budget discussions.

Next Meeting Date

Wednesday, November 20, 2019 DNSSAB Boardroom, North Bay City Hall.

Adjournment
Resolution No. 2018-150

Moved by: Mayor Dan O'Mara
Seconded by: Councillor Dan Roveda

Resolved That the Board meeting be adjourned at 4:49 p.m.
Motion carried.

MAC BAIN
ACTING CHAIR OF THE BOARD

MELANIE SHAYE
ACTING SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator

MEMORANDUM

TO: Mayor and Council

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

DATE: November 29, 2019

RE: **TRANSFER OF FUNDS TO WEST NIPISSING POWER GENERATION**

During the rehabilitation of the turbines at the power plant, West Nipissing Power Generation also undertook significant repairs to stabilize the facility. This unplanned work has created a short term cash flow issue for West Nipissing Power Generation. In consultation with Dan Longlade, it was agreed that an acceptable course of action was a transfer of funds from the Municipality to West Nipissing Power Generation. This transfer of funds is intended to be short term in nature but will be paid back without any fixed terms. Interest will be calculated based on the Bank of Canada prime rate. This is in keeping with the short term nature of the cash flow issue and is consistent with the existing debt that the Municipality holds from West Nipissing Power Generation.

Joie de vivre



www.westnipissingouest.ca



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

Resolution No.

2019 /

DECEMBER 3, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

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

	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.

2019 /

DECEMBER 3, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

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

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

BE IT THEREFORE RESOLVED THAT Council hereby authorizes the Head of Council to authorize and approve invoices relating to the current Human Resources Investigation matter.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: December 3, 2019

RE: **CODE OF CONDUCT FOR BOARDS AND COMMITTEES**

Pursuant to recent changes to the Municipal Act, all municipal Councils as well as Boards and Committees are required to adopt Codes of Conduct.

The attached Code of of Conduct intended to be adopted by all West Nipissing boards and committees is identical to the one adopted by West Nipissing Council, including the Request for Investigation form, except for necessary changes to amend references and delete certain sections which are specific to elected officials only.

Once Council has adopted this form, it will be presented to all West Nipissing Boards and Committees for execution by its non-elected members.

Joie de vivre



www.westnipissingouest.ca



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2019/98

BEING A BY-LAW TO ADOPT A CODE OF CONDUCT POLICY FOR BOARDS AND COMMITTEES OF THE MUNICIPALITY OF WEST NIPISSING

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 its Boards and Committees;

NOW THEREFORE the Council of the Corporation of the Municipality of West Nipissing hereby enacts a Code of Conduct for Boards and Committees, 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. APPLICABILITY

This Code of Conduct Policy for Boards and Committees will be applicable to the following :

- a) West Nipissing Accessibility Advisory Committee
- b) West Nipissing Agricultural Advisory Committee
- c) West Nipissing Cemetery Board
- d) West Nipissing Committee of Adjustment
- e) West Nipissing Court of Revision
- f) West Nipissing Environmental Services
- g) West Nipissing Heritage Committee
- h) West Nipissing Sturgeon River House Museum Advisory Committee
- i) West Nipissing Planning Advisory Committee
- j) West Nipissing Property Standards Committee
- k) West Nipissing Youth Advisory Committee

3. SCHEDULES

THAT the following schedules are attached and shall form part of this by-law:

- (a) **Schedule "A"** - Code of Conduct for Boards and Committees.
- (b) **Schedule "B"** – Request for Investigation – Boards or Committees Code of Conduct

4. THAT this by-law shall take effect on the date it is enacted.

ENACTED AND PASSED THIS 3rd DAY OF DECEMBER, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



**SCHEDULE “A”
to
BY-LAW 2019/98**

**CODE OF CONDUCT
FOR BOARDS AND
COMMITTEES**

Joie de vivre





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1. PURPOSE

The purpose and intent of this policy is to establish guidelines for ethical and interpersonal standards of conduct for Members of Boards and Committees of the Municipality of West Nipissing by improving the quality of public administration and governance and by encouraging high standards of conduct on the part of all non-elected members of Boards and Committees to:

- (a) Protect the public interest.
- (b) Promote high ethical standards among Municipal Board and Committee Members.
- (c) Encourage a universal understanding of the fundamental rights, privileges, and obligations of members of local boards and committees.
- (d) Provide a means for Municipal Board and Committee 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 Board and Committee Members 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 BOARDS AND COMMITTEES

This Code of Conduct is a public declaration of the principles of good conduct and ethics (standards of behavior) that the non-elected Members of the West Nipissing Boards and Committees will demonstrate in the performance of their responsibilities as non-elected community representatives”.

Appointment to a Board and/or Committee within a community is a privilege; which carries significant responsibilities and obligations. Members of Boards and Committees are 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) 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 Boards and Committees**:

- (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 any terms of reference or legislated responsibilities of the Board or Committee to which they are appointed;
- (c) That they follow the provisions of 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 Board and Committee Members.

4. DEFINITIONS

- (a) **"Boards and Committees"** means a Planning Board, or any other board, commission, committee, body or local authority established or exercising any power under any act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority;
- (b) **"Chief Administrative Officer"** means an 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.
- (c) **"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.
- (d) **"Closed/In-Camera Meeting"** means any meeting of Board and Committee, Committee of the Whole, Standing Committee or Board that is closed to the public in accordance with section 239(2), (3) or 3.1) of the *Municipal Act*, 2001.
- (e) **"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.
- (f) **"Council"** means the Council of the Municipality of West Nipissing;
- (g) **"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.
- (h) **"Family Member"** includes:
 - (i) A Spouse of the Member;
 - (ii) 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.
- (i) **"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.
- (j) **"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.
- (k) **"Integrity Commissioner"** shall mean any Integrity Commissioner, appointed from time to time, by the Council for the Municipality of West Nipissing, pursuant to Section 223.1 of the *Municipal Act*, 2001 the responsibilities of whom are more particularly described in *By-Law No. 2019/29, being a By-Law to Establish the Office of the Integrity Commissioner and a Process for the Hearing of Complaints Regarding Elected Officials in the Municipality of West Nipissing*
- (l) **"Member of Boards or Committees"** or "Member" includes any non-elected official appointed by Council to a Board or Committee;

- (m) **“Municipality”** means the Corporation of the Municipality of West Nipissing.
- (n) **“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.
- (o) **“Spouse”** means a person to whom the Member is married or with whom the Member is living in a conjugal relationship outside of marriage.
- (p) **“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 Boards and Committees are committed to discharging their duties conscientiously and to the best of their ability.

In the performance of their community role, they will act with honesty and integrity and generally conduct themselves in a way that both generates community trust and confidence in them as individuals and enhances the role and image of the Board and Committee and local government generally.

In addition to all legislative requirements, the Members of the municipal Boards and Committees have adopted the requirements of this Code of Conduct and ethics are standards that they will adopt in the performance of their 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 Boards and Committees;
- (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 Freedom of Information and Protection of Privacy Act*;
- (iv) *Provincial Offences Act*;
- (v) Ontario Human Rights Code
- (vi) *Ontario Occupational Health and Safety Act*
- (vii) Criminal Code of Canada

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

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

(c) Role of Board and Committee Members

- (i) to represent the public and to consider the well-being and 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 Board and Committee;

- (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 Board and Committee under this or any other Act.

Role of Integrity Commissioner as noted in S.223.1

- (i) The application of the code of conduct for members of Board and Committee and the code of conduct for members of local boards.
- (ii) The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of Board and Committee and of local boards.
- (iii) The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to members of local boards.
- (iv) Requests from members of local boards and committees for advice respecting their obligations under the code of conduct applicable to the member.
- (v) Requests from members of local boards and committees for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
- (vi) Requests from members of local boards and committees for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
- (vii) The provision of educational information to, members of local boards and committees, the municipality and the public about the municipality's codes of conduct for members of local boards and committees and about the *Municipal Conflict of Interest Act*. 2017, c. 10, Sched. 1, s. 19 (1).

(4) Confidentiality

Every municipal Board and Committee 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 Board and Committee or required by law to do so.
- (c) To disclose to unauthorized persons confidential information to which the Member of Board and Committee has access by reason of his/her position as a Member of Board and Committee 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 Board and Committeelor 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 Board and Committee, in such a manner that shows respect for the decision making process of Board and Committee whether they agree or not.

(7) Conduct Respecting Staff

- (a) Under the direction of the CAO or designate, staff may assist or facilitate Boards and Committees.
- (b) Members shall be respectful of the role of staff to advise based on fairness, and objectivity, and without due influence from any individual member.
- (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, if applicable, paid to each Member of Board and Committee is intended to fully



remunerate Members for service to the Corporation.

- (b) Members are prohibited from soliciting, accepting, offering or agreeing to accept a gift 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 Board and Committee 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 member 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 Integrity Commissioner. The Integrity Commissioner 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 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 Board and Committee 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 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 a Member or benefits available to 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 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 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 person may submit a confidential written allegation of a breach of the Code of Conduct for Boards and Committees to the Integrity Commissioner, in the form attached hereto.
- (b) The Integrity Commissioner shall receive the Request for Investigation and shall carry out an investigation pursuant to the provisions of By-Law No. 2019/29;
- (c) All breaches under this By-Law will be treated fairly and in keeping with the severity of the infraction giving due regard to the individual's previous conduct.
- (d) Nothing in this section restricts or attempts to countermand a Member's legal right to challenge any decision by Board and Committee through established legal channels.



7. ACKNOWLEDGMENT

SIGNATORY PAGE

I, the undersigned Member of _____ for the Municipality of
West

(name of Board or Committee)

Nipissing hereby acknowledge receipt of a copy of By-law 2019/98, being the "Code of Conduct By-Law for Boards and Committees".

Signature of Member:	Date of Signature:
Printed Member Name:	

NOTE:

The Member acknowledges that a copy of By-law 2019/98, containing the Code of Conduct Policy for Board and Committee was provided to the Member. One signed copy of the "ACKNOWLEDGMENT" was returned to the Clerk and the Member of Board and Committee retained a complete copy of the By-law.



West Nipissing Ovest

SCHEDULE 'B' OF BY-LAW 2019/98

Joie de vivre

The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ovest
101-225, rue Holditch Street, Sturgeon Falls, ON P2B 1T1

P/T (705) 753-2250 (1-800-263-5359)

F/TC (705) 753-3950

**REQUEST FOR INVESTIGATION
CODE OF CONDUCT FOR BOARDS and COMMITTEES**

PLEASE PRINT CLEARLY:

Name:

Address:

Phone:

Home:

Business / Cell:

Fax:

E-Mail:

I, _____
(full name)

of the _____ of _____

District of _____, in the Province of Ontario,

MAKE OATH AND SAY (OR AFFIRM):

1. I have personal knowledge of the facts set out in this affidavit.

(insert reasons for personal knowledge)

2. I have reasonable grounds to believe that _____
(name of individual)

has contravened section(s) _____ of By-Law No. **2019/98**. (Code of
Conduct By-Law for Boards and Committees), as amended from time to time.

PARTICULARS: (please provide information such as date, time and location of conduct, names of all persons involved, including witnesses, if any and
information as to how they may be reached. If you require more space please use attached Schedule "B" - PARTICULARS) :

3. This affidavit is made for the purposes of requesting that this matter be investigated and for no improper purpose.

SWORN (or affirmed) before me at the
Municipality of West Nipissing, District of Nipissing,
Province of Ontario, this _____ day of
_____, 20_____.

Commissioner, etc.

Signature of Applicant

SUBMIT YOUR COMPLETED FORM TO:

Patrice J. Cormier,
Integrity Commissioner
Municipality of West Nipissing
c/o 132 rue Race Street • Hawkesbury, ON • K6A 1V2
[pjgormier@julien-cormier.ca](mailto:pjcormier@julien-cormier.ca)
Tel: 613-632-0148 • Fax: 613-632-1810

SCHEDULE "B" – PARTICULARS

**REQUEST FOR INVESTIGATION
CODE OF CONDUCT FOR BOARDS and COMMITTEES**



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

Resolution No.

2019 /

DECMEBER 3, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

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

BE IT ALSO RESOLVED THAT Council hereby authorizes the disposal of the said surplus equipment:

WATER & SEWER DEPARTMENT:

(1)	2004	Dump Trailer	2JDUTD22641002189
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	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: _____