

AGENDA / ORDRE DU JOUR

- A) **Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires**
- B) **Addendum (if applicable) and Agenda / Addenda (si nécessaire) et Ordre du jour**
- B-1 Resolution to approve the Addendum
- B-2 Resolution to adopt the Agenda
- C) **Delegations / Petitions / Délégations / Pétitions**
- C-1 Beautification Committee (*Gayle Primeau*)

COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER

- D-1) **Social Services and Health / Services sociaux et santé** **NIL**
- D-2) **Public Works / Travaux publics**
- D-2 (a) Snow Removal (*Y. Duhaime*)
- D-3) **Community Services / Services communautaires** **NIL**
- D-4) **Sewer and Water / Les égouts et l'eau** **NIL**
- D-5) **Environmental / L'environnement** **NIL**
- D-6) **General Government / gouvernement général**
- D-6 (a) **Bill 68** - Council and Staff Relation Policy
👉 link to website ... <https://www.ontario.ca/laws/statute/S17010>
- D-6 (b) Unsuccessful Tax Sale
- D-6 (c) Financial Assistance for WN Search and Rescue (*C. Fisher*)
- D-6 (d) Amendment to Procedural By-Law / Agendas (*L. Sénécal/J. Savage*)
- D-6 (e) Infrastructure Ontario – OPP Permanent Site (*D. Sénécal*)
- D-6 (f) Discussion re: Interest from resident in purchasing a municipal property in Verner (Principale & Paquette Streets)
- D-7) **Planning / Planification** **NIL**
- D-8) **Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique**
- D-8 (a) Letter from MTO re: Commitment for left turn lane at Leblanc Road (*J. Savage*)

D-9) Economic Development / Développement économique NIL

REGULAR COUNCIL MEETING / RÉUNION RÉGULIÈRE
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E) Planning / Planification NIL

F) Correspondence and Accounts / Comptes et courrier NIL

G) Unfinished Business / Affaires en marche NIL

H) Notice of Motion / Avis de motion

I) New Business / Affaires nouvelles

- I-1 Resolution to authorize By-Law **2019/06** to execute the OPP Policing Services Contract
 [contract attached separately](#)

J) Addendum / Addenda

K) Information & Questions / Information et questions

- 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:
- (B) personal matters about an identifiable individual, including municipal or local board employees;
 - (i) Update – Integrity Commissioner
- L-2 Resolution to adjourn the closed session

M) Adjournment / Ajournement

- M-1 Resolution to adopt By-law **2018/07** confirming proceedings of meeting
M-2 Resolution to adjourn the meeting



REQUEST FOR DELEGATION / WRITTEN SUBMISSIONS

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

PLEASE PRINT CLEARLY:

Council Meeting Date:

Tuesday Feb 12th, 2019

Subject:

Beautification

Name:

Gayle Primeau / Ken Perrin

Address:

267 King St

Phone:

Home: 905-758-7564

Business / Cell:

—

Fax:

—

E-Mail:

gayleprimeau@outlook.com

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

Sturgeon Falls Beautification Group / Embellissons
Sturgeon Falls

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

To seek council's approval and to continue our partnership with the Municipality of West Nipissing and to request a budget for the 2019 season for downtown beautification.

Presentation Requirements:

☐

Easel

☐

Projection Equipment

☒

Other: paper copy

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

Submit your completed form to:

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

Visit ... www.westnipissingouest.ca

Good evening/ Bonsoir

Chers Mme la Mairesse, conseil et l'administration

Merci de nous accueillir encore une fois cette année. Ken and I, on behalf of the Sturgeon Falls Beautification Group/Embellissons Sturgeon Falls, thank you for your support last year. The purpose of this presentation is to once again, seek Councils approval and to continue our partnership with the Municipality of West Nipissing in the beautification of our downtown.

We have had another successful season. Here are our accomplishments:

We cleaned and weeded King Street six times, the fountain area 5 times, Jacques Cartier Park twice, Town Hall once, John Street twice, Main Street five times, Queen Street four times and William Street five times.







The number of hours spent were over 55 hours with an average of 5 volunteers each time.

We also did the following:

We cleaned, weeded and picked up garbage while promoting volunteering and civic duty with four different youth groups.





Letters were hand delivered to businesses asking them to help with beautification by placing flower pots outside of their establishments: 10 businesses participated. We also added 7 extra bikes for a total collection of 15 bikes throughout our municipality. Thank you to Suzanne Vandal for decorating the bikes in our communities and for this initiative!





We put mulch and weeded every tree, cleaned and planted flowers at the marina and at the fountain area.





The convent area was weeded and cleaned and the receptacles downtown were re-painted.



Twelve new garbage cans were bought with new stickers and were strategically placed in areas of demand.



White lights were purchased for the trunks of the trees on King and were installed by our group. These lights will remain all year round.



Hostas were planted in several areas on a trial basis.



A mural was painted promoting beautification and respect for our environment. We were on CBC Radio-Canada and CTV Northern Ontario News putting our downtown in the spotlight.



Yes! Our season has been quite a success. We have noticed less weeds and dog waste on our streets. Cigarette butts have also decreased. Feedback for our group has often been "we haven't seen the town this clean in a while." Community support for our group has been very positive and we hope to continue advocating and changing the cultural attitude towards our environment.

With this in mind, we would like to request funding once again. We know that this is an important season for beautification with the IPM just around the corner. In conjunction with Lynn Duhaime, we will work together to help prepare our downtown for this community event. We are hoping to be granted an amount of 7,000. With this money, we would like to propose doing another mural, plant hostas around every tree, add more garbage cans where they are needed and also replenish the broken ones, plant flowers with the IPM colours, plant 4 trees (1 on King, 2 on Main, 1 on Queen where the trees have died), put banners on the lampposts on King Street.

We have also included in this presentation our spending budget for 2018.

Our goal continues to be making our community litterless and beautiful. Engaging residents by our actions to make our streets clean and beautiful, in short, an investment for all.

I saw a perfect quote on Facebook and as I am at the end of my presentation I would like to say thank you to all the volunteers who worked together with me.

"Volunteers are not paid, not because they are worthless but because they are priceless"

I am grateful to these volunteers:

Suzanne Vandal, Ken Perrin, Dan Roveda, Louise Theoret-Gauthier, Andree Beaudin-Trottier, Terri Lynn Moore, Rita Vaillancourt, Stuart Seville, Kelly Sherry, Gerry Spooner, Valerie Buckle-Lariviere, Roger Lariviere, Lynn Cockburn-Ouellette, Teresa Smith, Jeanine Beauchemin, Suzanne Brouillette and Raymonde Gaudette, Evelyne St-Jean, Cody Primeau-Tuck, Sylvain Piquette and Nicole Levac.

A special thank you to Lynn Duhaime, to Jay, to Stephan, to Marc Ayotte, to Dave O'Brien, to Robert Pilon and the Municipality workers. I'm grateful to Charles Goulard from Rona/Goulard Building Supplies for all the donations of materials and his support.

And thank you to Mayor Joanne Savage and Council for your continued support!

I truly believe that if we all work together we can make a difference! Travaillons ensemble pour embellir notre communaute.

Sturgeon Falls Beautification Committee 2018 Budget \$5,000		
	Budget	Actual
Mural	\$1,000	\$437
Flowers	\$250	\$117
Supplies	\$750	\$405
Garbage Cans	\$1000	\$2523
Lights- Tree Base	\$2000	\$1518

Sturgeon Falls Beautification Committee 2019 Proposed Budget \$7,000	
Mural	\$1,000
Flowers	\$250
Supplies	\$750
Garbage Cans	\$1,350
Tree	\$1150
Lamp Post Brackets/Banners	\$2,500

Merci. Thank you.

**West Nipissing Ovest**

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 or/ou 1-800-263-5359
F/TC 705-753-3950

PUBLIC NOTICE

February 6, 2019

Snowbank Removal

With heavy and consecutive snowfalls, our snow maintenance crews have been working continuously to maintain our roads and sidewalks, as quickly and efficiently as possible. With early hours and late nights, our Operators work to clear snow before most people leave for work and continue until most are back home at the end of the day.

We understand that the accumulation of snowbanks has caused frustration and we do appreciate your patience. The snow plowing and sanding of municipal roads are leading priorities for us. The Municipality is required by Provincial legislation to prioritize streets based on classification. Once all roads and sidewalks have been maintained and if downtime between snowfalls permits, snowbanks will be cleared based on priority. Additionally, it is imperative that we maintain our equipment in preparation for the next snowfall, all while managing hours of work to provide sufficient rest time for our operators.

For additional information on winter maintenance and snow removal operations, visit Public Works FAQs at westnipissing.ca

AVIS PUBLIC

Le 6 février 2019

Déneigement des bancs de neige

Avec des chutes de neige consécutives, nos équipes travaillent sans relâche pour entretenir nos routes et nos trottoirs aussi rapidement et efficacement possible. Tôt le matin et tard le soir, nos Opérateurs travaillent à déblayer la neige avant que la plupart des gens se rendent au travail, jusqu'à ce que la plupart soient rentrés à la fin de la journée.

Nous reconnaissons que l'accumulation des bancs de neige a été cause des frustrations et nous vous remercions de votre patience. Le déneigement et le sablage des routes municipales sont des priorités pour nous. La loi provinciale oblige la Municipalité à prioriser les rues en fonction de leur classification. Une fois que toutes les routes et trottoirs ont été entretenus et si le temps entre les chutes de neige le permet, les bancs de neige seront nettoyés en fonction des priorités. De plus, entre les chutes de neige, il est important d'entretenir notre équipement en prévision de la prochaine tempête, tout en gérant des heures de travail et fournir suffisamment de repos à nos opérateurs.

Pour plus amples renseignements sur les opération d'entretien hivernal et de déneigement consulter « questions fréquemment posées (FAQs) » du département des travaux publics au westnipissingouest.ca

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: February 7, 2019

RE: **BILL 68 – MODERNIZING ONTARIO’S MUNICIPAL LEGISLATION**

Pursuant to the ongoing implementation of Bill 68, the *Modernizing Ontario’s Municipal Legislation Act, 2017*, changes are required in order to meet the March 1st deadline.

Municipalities are legislated to maintain certain policies on matters which include, procurement, sale of land, public notice and hiring of employees. Pursuant to Bill 68, effective **March 1, 2019**, municipalities must also have policies in place which govern the relationship between members of Council and employees of the municipality.

32 Subsection 270 (1) of the Act is amended by adding the following paragraphs:

- 2.1 The relationship between members of council and the officers and employees of the municipality.

Attached is a draft By-Law for the required policy which includes the relevant sections of current policies which govern these relationships. The municipality is currently in the process of preparing a policy for its employees, this document an amendment to the by-law will be forthcoming to include that document in the policy.

Thank you,

Melanie

Joie de vivre



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

BY-LAW 2019/

**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING
TO ADOPT A COUNCIL-STAFF RELATIONS POLICY**

WHEREAS Subsection 270(1) of the Municipal Act, Chapter C.25, R.S.O. 2001, as amended, requires municipalities to adopt and maintain a policy with respect to relationship between members of council and the officers and employees of the municipality by March 1, 2019;

AND WHEREAS, the Council of the Corporation of the Municipality of West Nipissing deems it expedient to adopt the aforementioned policy;

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

1. The "Council-Staff Relations Policy" is hereby adopted as set out in Schedule "A" attached hereto and forming part of this By-law.
2. This By-Law shall come into force and effect on the date of passing thereof.

ENACTED AND PASSED THIS th DAY OF FEBRUARY, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

COUNCIL-STAFF RELATIONS POLICY

POLICY STATEMENT:

The Corporation of the Municipality of West Nipissing (the "Corporation") will promote a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation, guided by the Code of Conduct for Members of Council, The Workplace Violence and Harassment Policy and the Procedural By-law.

PURPOSE:

This policy provides guidance on how the Corporation ensures a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the Corporation.

APPLICATION:

In accordance with Section 270 of the Municipal Act, 2001, this policy applies to all Members of Council and officers and employees of the Corporation.

COMMUNICATION

The Chief Administrative Officer (CAO) is the sole employee of Council. All communication with employees of the Corporation by members of Council shall be made through the CAO or his delegate.

POLICY REQUIREMENTS

The relationship between Members of Council and the officers and employees of the Corporation is guided by the following:

1. **Code of Conduct for Members of Council By-Law No. 2018/96, as amended**

The Code of Conduct for Members of Council establishes the ethical behaviour expected of Members of the Municipality of West Nipissing Council.

Section 7 titled "Conduct Respecting Staff" states as follows:

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.*

2. **Workplace Violence and Harassment Policy No. 2011/70, as amended**

The Workplace Violence and Harassment Policy states as follows:

The Management of The Corporation of the Municipality of West Nipissing is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer. This policy applies to all workers of the Municipality of West Nipissing, supervisors, members of council, customers, clients, contractors, consultants, delivery persons, volunteers and domestic/intimate partners.

- *Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome bullying*
- *teasing*
- *intimidating or offensive jokes or innuendos*
- *displaying or circulating offensive pictures or materials*
- *offensive or intimidating phone calls*

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to. Discrimination includes the unequal treatment of a person based on one of the protected grounds listed.

- | |
|---|
| - Race |
| - Ancestry |
| - Place of Origin |
| - Color |
| - Ethnic Origin |
| - Citizenship |
| - Creed(Religion) |
| - Sex (including pregnancy and gender identity) |
| - Sexual orientation |
| - Disability |
| - Age |
| - Marital and family status (including same sex partner) |

3. **Procedure By-law No. 2018/28, as amended**

The Procedure By-law establishes rules, procedure and conduct within Council and Committee meetings. Specifically, Subsections 5.1 state as follows:

- 5.1.2 *Use profane or offensive words or insulting expressions against the Council or against any member, staff or guest;*
- 5.1.5 *Disturb another member, staff or guest by any disorderly conduct disconcerting the speaker or the assembly;*

MONITORING/CONTRAVENTIONS

The CAO shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the CAO shall notify:

1. In the case of officers and employees of the Corporation, the Director responsible for the employee; or
2. In the case of Council, the Integrity Commissioner.

Where there is a discrepancy between the Council-Staff Relations Policy and the Code of Conduct for Members of Council, the language of the Code prevails.

LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Section 270 of the *Municipal Act*, 2001, as revised by Bill 68 requires Council to adopt and maintain a policy with respect to the relationship between Members of Council and the officers and employees of the Corporation. The Council-Staff Relations Policy identifies the legislation, policies, procedures and practices that the Municipality complies with in order to promote a respectful relationship between Members of Council and the officers and employees of the Corporation.

MEMORANDUM

TO: Mayor and Council

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

DATE: February 8, 2019

RE: **UNSUCCESSFUL TAX SALES**

In 2018, we conducted tax sales on three properties. Two properties had unsuccessful tax sales. The first property is located at 207 Highway 539A and is listed as having a seasonal structure on the property. The minimum tender amount was set at \$7,571.30. The second property at 50 Maple Street, in Field. It is vacant property. The minimum tender amount was set at \$6,465.26. Minimum tender amounts are set at the total outstanding tax, including municipal tax, education tax, penalties and interest, and fees associated with the tax sale process.

As with any unsuccessful tax sale, the Municipality has options on how to proceed with these properties.

1. Do nothing. Taxes will continue to be levied against the property.
2. Vest the property within two years. The taxes are written off, the property becomes a municipal asset, and no further taxes are levied on the property.
3. Take the property out to tax sale again within two years.

The balances currently owing on the properties are included below.

	Municipal	Education	Landfill	Interest	Other	Total
130-001-16400	2,064.63	374.86	322.26	1,378.29	2,279.42	6,419.46
070-003-03100	1,340.03	243.58	-	892.62	2,493.11	4,969.34

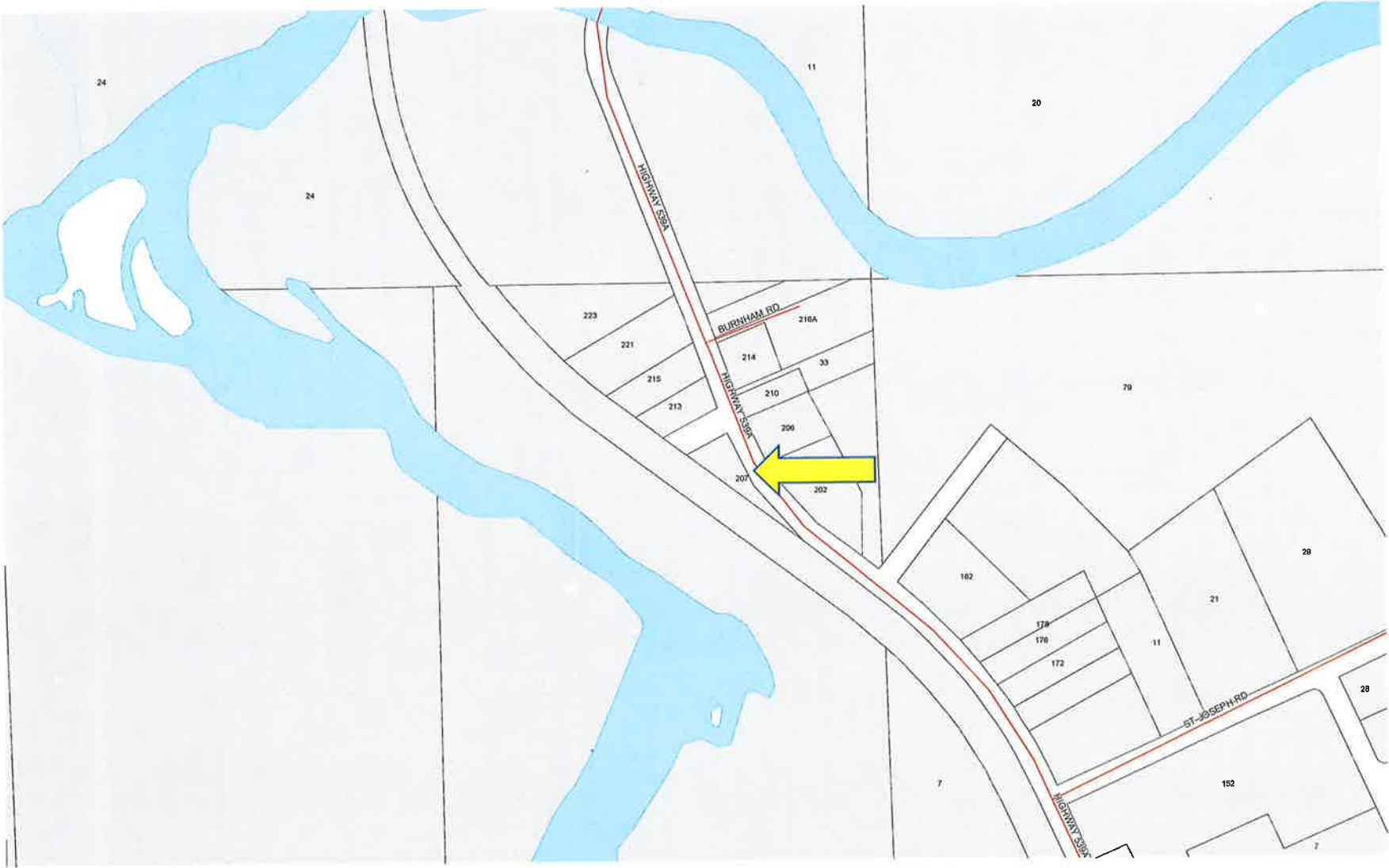
I am seeking direction on how Council would like to proceed with these two properties.

Joie de vivre



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Roll 130-001-16400



Roll 130-001-16400



Roll 070-003-03100



Roll 070-003-03100



Janice Dupuis

Subject: FW: West Nipissing Search and Rescue

From: shannon tromp < >
Sent: January 21, 2019 3:00 PM
To: Chris Fisher < >
Subject: West Nipissing Search and Rescue

Chris;

As per our discussion regarding the insurance payment for the West Nipissing Search and Rescue team I will attach the policy and cancellation statements for Algoma Insurance.

I have gone through previous meeting minutes to seek out the verbal commitments from both Jay and Chief Seguin to assist with the insurance payments.

I believe the first commitment was June 2017 when Jay, Norm and Gilles attended a Search and Rescue meeting ...prior to our committing to be provincially certified...to extend their support or the resurrection of the team and gave vague commitment of financial support.

February 2018 I did a delegation to council to provide update of the teams direction and request financial support. March and April 2018 Chief Seguin attends Search and Rescue meetings...helps to get business plan outlined and assures us once incorporating issues are resolved he would provide financial assistance to pay insurance premium.

In June 2018 incorporation number clarified. Meeting with myself and VP Sandy Guse and Chief Seguin held ...Inspector St.Pierre (as he was still at the time) was set for June 28. Inspector St. Pierre unable to attend...as per Chief Seguin. Meeting was to discuss a transfer of teams governance and financial to new leadership upon Chief Seguin's departure and reassurance of commitment of financial support. Meeting held in Inspector St. Pierre's absence but with reassurance to WNSAR that commitments would stand in change of pending leadership.

I was able to speak to Chief St. Pierre in late July and he was unaware of financial commitments made by chief Seguin. Chief St. Pierre then reviewed request and he stated he would take request to Police Board. Request taken to Police Board in August with response that they had no previous knowledge of the commitments made by Chief Seguin and there was no offer of support extended by the WNPS at that time.

We are now starting to roll out some of our own fundraising however if our insurance is not paid by end of March we will have to withdraw from OSARVA (our provincial governing body) If we are not under OSARVA we are not deployable by the OPP.

I hope this provides you with the information needed.
Thank you for your support.

Shannon Tromp
President West Nipissing Search and Rescue

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MEMORANDUM

TO: MAYOR and COUNCIL

FROM: Jean-Pierre (Jay) Barbeau, CAO

DATE: February 8th, 2019

SUBJECT: PROCEDURAL BY-LAW REVIEW - SECTION 8

Please find enclosed supporting documentation for next Tuesday's discussion regarding the setting of Committee agendas. I understand that there has been frustration by some at the process and the feeling that they are being "blocked" from bringing issues to Council. I apologize if you feel that way. It is not my intention. On the other side of the same argument, I'm sure that it is not Council's intention to frustrate staff by putting forth items in a manner that does not allow for enough time and preparation by all involved.

By way of background, in January 2018 I provided a memo (see copy attached) to Council concerning the Agenda and the timing of items to be placed on the Agenda. As a result and, on agreement of the then Council, changes were adopted and incorporated into the Procedural By-Law (see attached), reflecting the spirit of my memo which was to ensure that Agendas are complete and include sufficient information to allow members to make informed decisions on the items in question.

Requests for Agenda items come from councillors, other staff and from the public. As CAO, I am responsible for directing municipal resources so it is imperative that I or my designate have a critical role in the final preparation. In consultation with senior staff, we use our best efforts to prioritize items knowing that the time frame for discussion is finite. Accordingly, when staff enquire if the matter is "time sensitive" or indicate that the matter will be put on the following week or suggest that perhaps the matter can be dealt with administratively, these are not an attempts to "block", but simply to try and ensure that each item is given a sufficient time allowance for discussion without rushing.

Time and time again, Council has indicated that they wish the items on the Agenda to include background material. Staff, who are already stretched thin, cannot be expected to drop everything to do the necessary research and compile the background information for an item which is received only a couple of days before the Agenda is released. In other municipalities, full staff reports are prepared in advance of meetings, so that council is fully informed of all of the ramifications (financial, social, or political) of an item, prior to its being considered. These reports generally include a recommendation made by staff on the subject matter. Historically, West Nipissing has not adhered to a strict policy like this and we have always endeavoured to move things forward quickly and with as little bureaucracy as possible. As a result, we often have to bring things back a second time because staff was simply not able to assemble all the required information within the time frame allowed by the request.

We are proposing further refinements which will help all going forward. A Council insertion form (see attached) will be added to our procedures which will clearly identify the item to be added to an agenda as well as a brief explanatory section. Timelines as proposed in my original memo of last year will alleviate the frustration for staff and Council if everyone knows the rules. There will also be a document which is shared with all Council that will accompany the agenda which shows when the item will appear if we can't accommodate all items on the next agenda. This will at least alleviate frustration by Council knowing that their items will be addressed and not ignored.

I look forward to a productive discussion

Respectfully,

Jay

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

Joie de vivre



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MEMORANDUM

TO: MAYOR and COUNCIL

FROM: Jean-Pierre (Jay) Barbeau, CAO

DATE: January 5th, 2018

SUBJECT: ISSUES REGARDING SETTING COMMITTEE/ COUNCIL AGENDAS

Issue: There has been a trend over the past several months from staff and from Mayor and Council (I'll generalize) to bring forth agenda items or corresponding documentation at the very last moment to myself and/or the Clerk's department (Melanie or Janice). This is both frustrating and creates undue hardship on staff who are charged to prepare the agendas and the corresponding documentation. Though the Deputy Clerk never complains, she is often here on a Friday evening hours after everyone have begun to enjoy their weekend. As well, the last minute requests for items to be placed on agendas involving operations when staff has not had the opportunity to prepare sufficiently for the issue creates undue stress and often forces staff to change their planned work schedules. If there are external issues that do not involve staff time, this is not an issue. You should be aware that the setting of committee agendas has been under my authority since it involves the mobilization of staff resources.

Recommendation: It is therefore my recommendation that...

1. Agenda items brought by staff should be brought by end of day on the Wednesday preceding the meeting.
2. Corresponding documentation be brought no later than end of day on the Thursday preceding the meeting.
3. Any topic for discussion from Mayor or Council involving operations or staff preparation time should be submitted to my attention with one week's notice to allow staff to properly research and prepare thus not wasting Council's time at a meeting.
4. Exceptions to this rule would be items that are topical, need to be addressed immediately and only came to the attention of staff or Mayor or Council after the deadlines listed in points 1 to 3.

I believe that this will allow us to properly address issues in a thorough manner while not placing an unreasonable burden on staff and the Clerk's department.

I look forward to your comments.

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

Joie de vivre



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Clerk of their availability. In addition, it was recommended that arrangements be made to televise the deliberations.

D-2 (b) OPP Update

The CAO informed Council that a meeting was held with the OPP in late November to discuss certain transitional issues. At a worst case scenario, the transition would take place upon the construction of the new building; however it was not ruled out that they may assume responsibility earlier if suitable temporary facilities could be found. In addition, the CAO advised that there is some indication from the Province which may result in an amendment to the proposed facility costs in a favourable direction. Once a firm decision with respect to the timing of the transition is made, then the hearings can be held with the Ontario Civilian Police Commission (OCPC) to disband the existing force while at the same time undertaking rank determination processes for the assumption of the existing sworn officers. Councillor Duhaime requested that, in the future, written material be provided for consideration prior to the meeting. The CAO agreed to provide further written information concerning the OCPC hearing process.

D-2 (c) Discussion re: Procedure regarding Agenda(s)

The CAO provided Council with the new guidelines pertaining to the preparation of the Council agenda. These new guidelines seek to expedite the preparation time of the agenda whereby all subjects are to be submitted to the Clerk's office by end of business day on Wednesday with any supporting documentation to follow by end of business day on Thursday. Council was in agreement with the CAO's recommendation and it was also suggested that the recommendations be entrenched in policy.

**D-2 (d) (i) A resolution to authorize the reconsideration of the Code of Conduct for Council was defeated.
(refer to Addendum section)**

(ii) Discussion re: Code of Conduct

The matter was not discussed based on the preceding resolution.

D-2 (e) Discussion re: Request for rental support – Filles d'Isabelle

Council was provided with a request letter from les Filles d'Isabelle seeking assistance with their rent in the amount of \$300.00 per month. Following discussion, Council was agreeable to renewing the existing commitment.

D-2 (f) Follow-Up re: Lavigne Music Festival

As a result of information posted on a social media sight, the Mayor sought clarification pertaining to the financing of the 2017 Lavigne Music Festival where the Municipality granted a short-term loan. Councillor Fortier indicated that the update had been provided to staff and that there had been a shortfall. In addition, Councillor Fortier indicated that it has not yet been decided if the festival will proceed in 2018.

D-2 (g) Minnehaha Bay – Financing

The Mayor sought to clarify statements in the local media pertaining to the approval and financing surrounding the construction of Minnehaha Bay. The Treasurer indicated that the books have been closed on that project since 2013 and prior thereto had been fully audited.

Guy Fortier,
Chair

Melanie Ducharme,
Clerk

and until the results of such vote are declared;

- 6.1.5 Disturb another or the Council or Committee or staff or guest by any disorderly conduct disconcerting to the speaker or the assembly.
- 6.1.6 Enter the meeting while a vote is being taken;
- 6.1.7 Be permitted to attend another meeting of Council or Committee after being ordered to vacate, having committed a breach of any rule of Council, and without having first met with the Mayor or presiding officer and the Chief Administrative Officer, and having satisfied the Mayor that their conduct at future meetings will be in conformity to the rules of this By-law.
- 6.1.8 Be permitted to use a cell phone while in Council Chambers during the meeting

7.0 DISCLOSURE OF CONFIDENTIAL INFORMATION

- 7.1 Where a matter is discussed during a closed session permitted under the provisions of this By-law, members of Council or Committee, staff or other persons in attendance shall not discuss or repeat the discussion, in whole or in part, with any other person outside of the closed session.
- 7.2 Following a closed session, members of Council or Committee, staff or other persons in attendance are hereby instructed to resist their response to public and media inquiries as to the content of a closed session to "No Comment" unless appointed by resolution passed by 2/3 of the members present as the official spokesperson, or to issue a press release or comments approved by Council or Committee, as the case may be.
- 7.3 Any violation will result in sanctions by Council befitting the severity and damages incurred. Such sanctions may include penalties ranging from a public reprimand highlighting the general nature of the violation, the exclusion from further discussions and correspondence regarding the confidential subject matter that was breached or in the most egregious case, may result in the complete exclusion from all further closed sessions. In such case, the offending person will no longer be provided with correspondence, materials or information proposed to be dealt with in closed session; and
- 7.4 Such violation shall be recognized by Council or Committee and the exclusion of the offending member, staff or persons shall be by resolution passed by 2/3 of the members present during a closed session.

8.0 PREPARATION OF THE AGENDA

- 8.1 The Clerk shall prepare Agendas of Council and Committee meetings as applicable and when expedient, may extend this responsibility to another member of the administration staff.
- 8.2 All items to be included in the Agenda shall be brought to the Clerk or designate no later than by end of business day on the Wednesday preceding the Council or Committee meeting. Supporting documentation shall be provided to the Clerk by no later than end of business day on the Thursday preceding the Council or Committee meeting.
- 8.3 Any Agenda item which may require research and/or preparation by staff, shall be submitted to the CAO for approval, prior to being delivered to the Clerk for inclusion on a subsequent Agenda unless such item is of a time-sensitive nature requiring an action or decision by Council;
- 8.4 **THE CLERK SHALL:**
 - 8.4.1 Accept items for any Agenda from the Mayor or presiding officer and from members of Council or Committee.
 - 8.4.2 Receive correspondence and petitions from the public and place the correspondence or petition on the Agenda. When in the opinion of the Clerk, the correspondence or petition should be first dealt within Committee, it shall be directed to the appropriate Committee for consideration and the subsequent recommendation is to be included in a future Agenda of Council.
 - 8.4.3 Insofar as is practicable, Council and Committee Agendas along with supporting material, shall be prepared and made available to members of Council or Committee and Department Heads not less than 2 business days prior to the regular meeting.

AGENDA ITEM REQUEST FORM

PLEASE PRINT CLEARLY:

Requested Council Meeting Date:			
Name of Requestor:			Date submitted:
Address:	Full mailing address:		
Phone:	Home:	Business / Cell:	Fax:
E-Mail:			
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.

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:		Received from:	
Meeting Date Requested:		Mode of Notification:	<input 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):		<input type="checkbox"/> Regular meeting <input type="checkbox"/> Committee of Whole meeting
Requestor Notification:	The above requestor _____ was notified on _____ (date)	
Action Taken:		

Notes / Comments:

MEMORANDUM

D-6(e)

TO: MAYOR and COUNCIL

DATE: January 30, 2019

RE: INFRASTRUCTURE ONTARIO – OPP PERMANENT SITE

The following document is provided in the original form received from Councillor D. Sénécal and is being presented as requested.

Thank you,

Joie de vivre



www.westnipissingouest.ca

Jay Barbeau

From: Alisa Craddock
Sent: April 6, 2018 10:14 AM
To: Jay Barbeau
Subject: Summary of conversation with I/O

Jay

Summary of my conversation with Kendra Moffatt of Infrastructure Ontario

- The report on our proposal is complete and has been approved by the lower levels
- It has been sent up to the Commission and is on the April 17 agenda (she was not 100% certain of the date but the meeting is that week)
- Commission meets once per month but it can take more than one cycle to get things onto the agenda (I think they may have warned us about that at the meeting we had in the Library boardroom)
- Commission is aware of the file as they are aware of WN's transition to OPP
- Formal approval from Infrastructure Ontario is contingent on Commission approval
- She expects all approvals by the end of April
- After approvals, CBRE gets involved (the agency that manages all of the leases/properties for the province. We deal with them for OMAFRA in Verner).
- Kendra will organize a "kick-off" meeting, likely in mid-May – they will bring all the parties to us – I/O, OPP Facilities, CBRE
- CBRE will have all details on how the agreement (lease) side of things will work, drawings, specs, support, detachment guidelines (she asked if we had received the detachment guidelines from the OPP yet – apparently there are room data sheets, equipment sheets, etc.)
- She did agree that "design" is fairly templated – some municipalities want to add bits to the building – Quinte West added space so that the OPP station can also double as their emergency response centre, if their primary location fails. City of Brant added room for their fire dispatch in the OPP building.
- She will put together the list of contractors/project managers that have frequently been used for OPP facilities. She indicated that the approval process is not terribly onerous but does depend on time of year – clearances can be turned around in 6 days, depending on time of year (she really stressed that point). Clearances are good for 2 years so she feels it is possible contractors in Sudbury or North Bay may already be approved (if they have done work on local facilities). She indicated she could have the list to me by the end of this week (today?)
- They would prefer we not announce location until after Commission has approved the report – it is not really a thing until it is approved
- Once approved, OPP will likely want to announce the consolidation of other detachments on their own timeline
- The consolidation is obviously within the report in front of the Commission so it will all be public soon
- Kendra was surprised that news was out already - they stopped into Warren after meeting us and the clerical staff at Warren knew that they would be moving
- Sounds like it is just Warren and Noelville that will be moving – she did not mention the Sudbury East detachment
- She asked if we had been on a tour of a facility yet – she will send a note back to Joy
- She acknowledges that things "go silent" in this waiting period but once approved by the Commission, things will get moving (but no timeline on what that means)
- CBRE becomes lead but she stays involved. Generally they keep monthly meetings with all parties

A

Consolidation
Warren & Noelville

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: February 7, 2019

RE: **REQUEST TO PURCHASE MUNICIPAL PROPERTY**

In the fall of 2013 the property located at 1 Principale Street, Verner (formerly the Verner Hotel) was substantially demolished by fire. At the time of the fire, the property was already in excess of three years in taxes. In order to maintain the safety of the community following the fire, the Municipality cleaned up and restored the property and the cost of so doing in the approximate amount of \$42,000. was added to the tax roll. The Tax Sale process was commenced in April 2014.

In 2016 after having advertised the property for sale in an open Tender process as is required under the Municipal Act, Council was informed by the Treasurer that sale had been unsuccessful and the property was then vested in the Municipality of West Nipissing. The sum of \$68,417.16 was written off, which included both the tax arrears as well as the costs associated with the cleanup following the fire.

The property has remained vacant since that date.

An expression of interest to purchase the property was received on February 8, 2018. Since I am aware that the property will be used as part of the IPM 2019 grounds, I advised the requestor accordingly and he indicated that he was content to wait until after that time. The property details as well as the location photo and key map are attached. I am also attaching a copy of By-law No. 2015/57, being the by-law governing the sale of real property. Since this property has already been advertised for sale, I am seeking direction as follows:

1. Does Council wish to declare this property surplus to the Municipality (following the IPM)?
2. Will council require an updated appraisal of the property? It is my recommendation that an appraisal be sought, given that the true value has not been established because it was offered at the sale price of the tax arrears.
3. Is council willing to accept an unsolicited offer or does council wish to re-advertise the property and conduct the sale by Tender?

PROPERTY DETAILS:

Location 1 Principale Street West, Verner Ontario

Legal: Part of Lots 43 and 57, Plan M21, Twp. Caldwell.

Size: 66 x 162

Area: .25 Acres

OP Land Designation: Commercial

Zoning: C1 – General Commercial

Assessed Value: \$22,500.00

Figure 1



Figure 2





BY-LAW 2015/57

**BEING A BY-LAW TO REPEAL BY-LAW 1999/58 AND TO ESTABLISH
PROCEDURES, INCLUDING THE GIVING OF NOTICE TO THE PUBLIC, GOVERNING THE
SALE OF REAL PROPERTY OWNED BY THE MUNICIPALITY**

WHEREAS Section 270(1)(1) of the *Municipal Act, 2001*, S.O. c. 24 as amended requires all municipalities to adopt and maintain policies governing the sale or disposition of land and the giving of notice to the public;

AND WHEREAS the Council deems it expedient to update the municipal by-law to conform with current legislation;

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

1. DECLARATION PROPERTY SURPLUS, APPRAISAL & NOTICE

Before selling any real property, the Council shall:

- (1) declare, either by by-law or resolution, that the said real property is surplus to the needs of the municipality;
- (2) when appropriate in the circumstances obtain an appraisal or an opinion of value of the fair market value of the real property; and
- (3) give notice of the proposed sale of the surplus property as set out below.

2. NOTICE OF PROPOSED SALE

- (1) Notice of the proposed sale or disposition of the real property shall be sufficiently given if notice of the proposed sale or disposition is published once in the local newspaper;
- (2) Notice under Section 2(1) is not required where other notice provisions in the *Municipal Act, 2001* or any other Act set out other notice requirements; and
- (3) Notice shall indicate that highest offer shall not necessarily be accepted.
- (4) Notice may be waived by Council in its sole discretion.

3. EXEMPTIONS TO APPRAISAL REQUIREMENT

Without limiting the scope of S.1(3) above, the following specific situations do not require an appraisal or valuation:

- (1) An appraisal is not required to the following classes of land:
 - (i) land acquired in connection with an approval or decision under the Planning Act;
 - (ii) closed highways if sold to an owner of land abutting the closed highways;
 - (iii) land that does not have direct access to a highway if sold to the owner of land abutting that land; and
 - (iv) easements granted to public utilities or telephone companies.
- (2) An appraisal is not required for the sale of land to the following:
 - (1) a local board or conservation authority; and
 - (2) the Crown in right of Ontario or Canada and their agencies.

IN ADDITION to the requirements under Sections 1 and 2 of this by-law the following procedures apply:

4. SALE OF MUNICIPAL PROPERTY GENERALLY

- a. A person or firm who wishes to purchase property owned by the Municipality must make its request in writing to the Clerk's office.

- b. The Clerk's office investigates all requests to ensure that the sale will be in the best interests of the Municipality.
- c. The Clerk's office forwards information on the property to the appropriate Municipality departments and outside agencies that may have an interest in the matter for their comments.
- d. If the Clerk's office feels that the property should be sold a report is prepared for Council.
- e. That unsolicited offers to purchase real property may be processed on a first come first serve basis.
- f. If Council agrees to dispose of the property, the Clerk's office arranges for the sale of the property, either by tender or direct sale.
- g. Where the real property is not to be disposed of by tender, the purchaser shall pay in advance, the appraisal costs and the cost of giving notice to the public.
- h. In the case of the sale of parkland, all owners within 120 metres of the property proposed to be sold must be advised by mail of the Municipality's intent to do so if the property being sold does not require a rezoning for its proposed use.
- i. The highest offer may not necessarily be accepted. Where appropriate, the Municipality may accept lower offers if it is in the best interest of the Municipality.

5. SALE OF UNDERSIZED MUNICIPAL PROPERTY

- a. If a property does not meet the minimum size and area requirements of the zoning by-law, the Clerk's office may offer to sell the property to abutting owners.
- b. Each abutting owner may purchase a minimum of 50 percent of the property. If an owner does not wish to purchase the land, it will then be offered to the other abutting owner.

6. CLOSING A STREET, LANE OR PUBLIC THOROUGHFARE AND ITS SALE

The following outlines the closing and subsequent sale of streets, lanes and public thoroughfares in the Municipality:

- (i) A property owner who wishes to have the Municipality close a street, lane or public thoroughfare must make a request to the Clerk's office.
- (ii) The Clerk's office prepares an application and provides petitions to the applicant;
- (iii) The applicant must obtain the signatures on the form provided of all property owners whose land abuts the portion of the street, lane or public thoroughfare to be closed. These owners also must indicate whether they wish to have a portion of the street, lane or public thoroughfare conveyed to them;
- (iv) If the applicant meets all the requirements of the application, the Clerk's office circulates the information to all Municipal departments and outside agencies that may have an interest in the matter for their comments
- (v) If the Clerk's office feels that closing the street, lane or public thoroughfare will be in the best interest of the Municipality, a report with a recommendation.
- (vi) If Council approves the proposed closing, the clerk's office then posts a notice in the local newspaper once a week for two (2) consecutive weeks stating the Municipality's intention to close the lane or street;
- (vii) If no objections to the lane closing are received, the applicant is requested to obtain a plan of survey of the land prepared by an Ontario Land Surveyor. The applicant must submit a draft of the survey to the Clerk's office for approval prior to its registration;
- (viii) Once the plan has been approved and registered a by-law is placed on Council's agenda for enactment;
- (ix) The applicant gives two copies of the registered plan to the Clerk's office. The Clerk's office then prepares the appropriate deeds and has them signed by each owner, where necessary;

- (x) All costs of the survey must be paid by the benefiting owners. If an owner does not pay his or her share of the survey cost within thirty (30) days, the Municipality may offer the full width of the street or lane to the owner on the opposite side of the street or lane;
- (xi) The Municipality may retain or grant easements for present or future use by utility companies. This may restrict the improvements undertaken by property owners on the easement portion of the property;
- (xii) The Clerk's office notifies the Chief Building Official of all parcels of land conveyed to property owners as well as the easements retained by the Municipality or on behalf of any utility companies; and
- (xiii) Despite the provisions of this Section 6, if a commercial use proposes to expand its operation and to do so it requires the entire portion of an abutting street, lane or public thoroughfare, Council may agree to convey the entire street, lane or public thoroughfare to the commercial establishment, without offering any portion of the property to an abutting property owner or property owners.

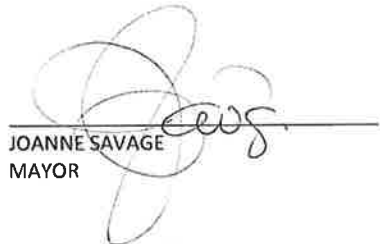
7. BYLAW REPEALED

THAT By-Law 1999/58, as amended, including all schedules are hereby repealed.


8. EFFECTIVE DATE

THAT this By-Law shall come into force and take effect on the date it is passed.

ENACTED AND PASSED THIS 14th DAY OF JULY, 2015 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

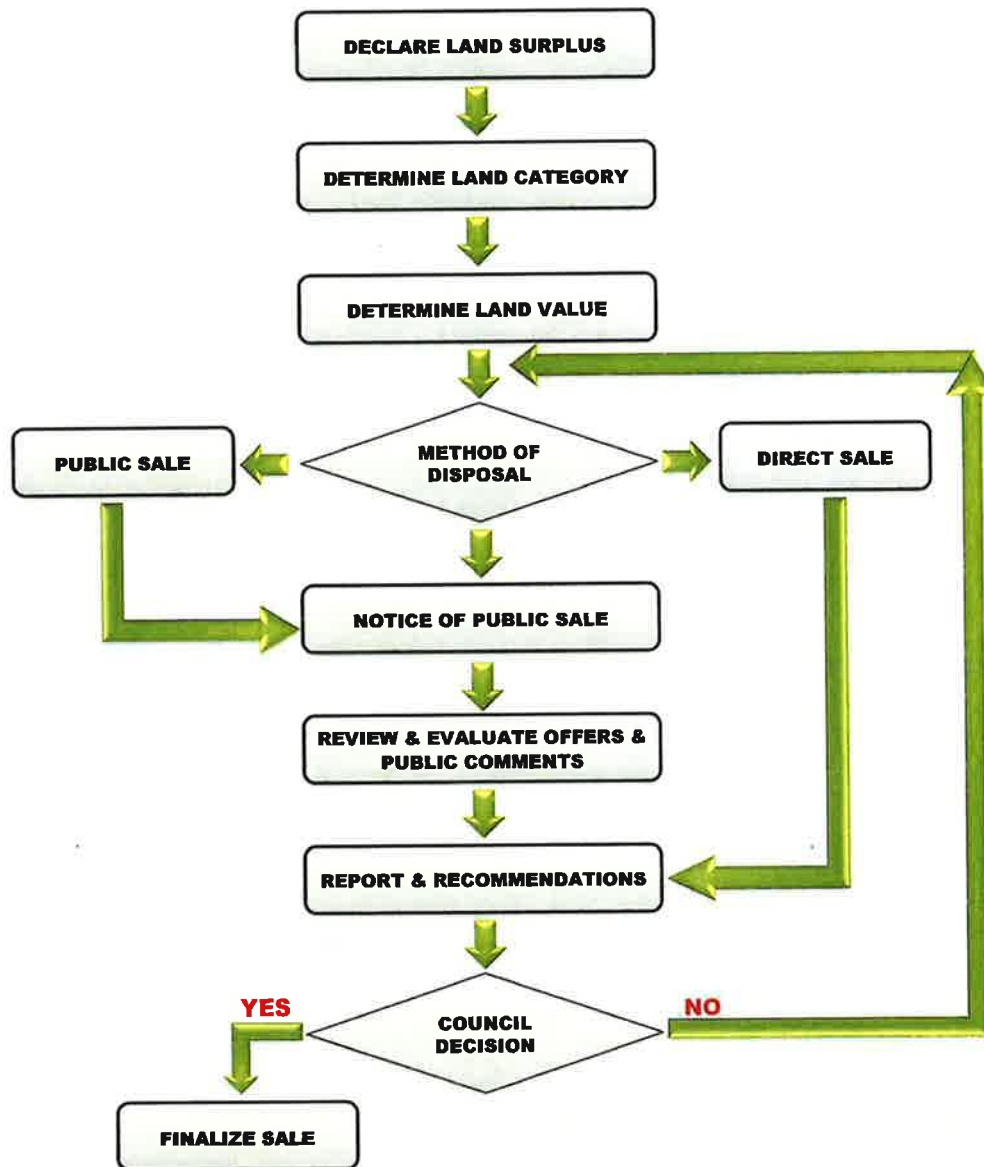


JOANNE SAVAGE
MAYOR



MELANIE DUCHARME
CLERK

SCHEDULE "B"
GENERAL PROCEDURES FOR SALE AND DISPOSITION OF MUNICIPAL LAND



**Ministry of
Transportation**

Office of the Minister

Ferguson Block, 3rd Floor
77 Wellesley St. West
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transportation

**Ministère des
Transports**

Bureau du ministre

Édifice Ferguson, 3^e étage
77, rue Wellesley Ouest
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transports



JAN 31 2019

M2018-5778

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

Dear Mayor Savage:

Thank you for your letter about a left turn lane at Leblanc Road. I appreciate the opportunity to respond.

Timing for the installation of a new left turn lane has yet to be determined and is dependent on priorities and availability of funding. Ministry staff will notify you when we start design work and ensure you have an opportunity to provide comments. Our design will also consider options to minimize traffic disruptions during construction.

Ontario's Government for the People is committed to improving the transportation network across the province to reduce congestion and get people moving.

Please feel free to contact John Fraser at 705-497-5462 or John.Fraser3@ontario.ca if you would like to discuss further.

Thanks again for reaching out and for this opportunity to respond. Ontario's Government for the People is committed to giving Ontarians a direct say in how we can improve the effectiveness and efficiency of provincial programs and services.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Yurek".

Honourable Jeff Yurek
Minister of Transportation

c. Marc Serré, MP, Nickel Belt

MEMORANDUM

TO: MAYOR and COUNCIL

FROM: Jean-Pierre (Jay) Barbeau, CAO

DATE: February 8thth, 2019

SUBJECT: **RATIFICATION OF OPP CONTRACT**

Please find enclosed, the OPP contract as well as supporting documentation for next Tuesday's meeting. The final version of the contract was received at noon today. The contract is a standard contract with language used in all OPP amalgamations. During our weekly teleconference with the OPP transition team, this fact was confirmed.

The contract has been fully vetted and compared to the original 2017 Proposal and updated presentation given this past December. The Treasurer has attached a memo to myself indicating that 2019 figures in the contract attachment are not materially different from the forecast presented this past December save for a few minor differences.

The execution of this contract is a formal step in the OPP process. It allows the OPP to now continue with the HR process of extending employment offers West Nipissing personnel who have been anxiously awaiting to hear of their futures.

There will not be representation from the OPP next Tuesday. I enquired whether this is possible and they indicated that it would not be appropriate during this step given OPP protocol. I indicated that there may be questions outside of the parameters of the agreement at which time they responded that they will be happy to address operational issues affecting the community once their draft plan is ready for presentation and discussion. (see attached letter).

Procedurally therefore, the matter before you is the contract for ratification, other discussion will be held in due course.

Respectfully,

Jay Barbeau, CAO

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

Joie de vivre



www.westnipissingouest.ca

Subject: FW: OPP Contract

From: Alisa Craddock
Sent: February 8, 2019 1:50 PM
To: Jay Barbeau <jbarbeau@municipality.westnipissing.on.ca>
Subject: OPP Contract

Jay

I have reviewed the proposed contract. It is reflective of what was presented to Council in November 2017.

Schedule B is the exact proposal that we received in November 2017. Schedule C confirms that they are proposing the same level of staffing - 4 sergeants, 16 constables, and 2 uniform positions that are subject to review (Chief & Inspector) + 2.25 court officers (specials) and 2 admin clerks. Schedule D is the revised cost structure, given that we are a 2019 start instead of a 2018 start. Compared to the updated forecast that we presented to Council in January, the start up costs have increased by \$47,000; however, this is offset by a decrease in the operating vehicle cost. As the OPP multiplier for vehicle usage includes a component for capital replacement, we receive a "discount" on the first year as we are responsible for purchasing new vehicles in year one (included in start up costs). On an annual basis, this change in vehicle operating costs vs. start up costs, there would be a net savings to the Municipality of \$24,000 in year one; on the mid-year start up, it is about a break even. Everything else is substantially as presented with only very minor adjustments in the other lines. All of the other adjustments were decreases in costs.

Based on the above, I see no issues from a financial point of view.

Alisa Craddock CPA, CMA
Director of Corporate Services/Treasurer
705-753-6901



**Ontario
Provincial
Police**

**Police
provinciale
de l'Ontario**



**North East Region Headquarters
Quartier général de la région du Nord-Est**

911A Gormanville Road
North Bay ON P1B 8G3

911A rue Gormanville
North Bay ON P1B 8G3

Telephone/Téléphone:
Facsimile/Télécopieur:

(705) 845-2700
(705) 845-2796

File Reference/Dossier:

February 8, 2019

Municipality of West Nipissing / Municipalité de Nipissing Ouest

C/O – CAO Jay BARBEAU

Dear Jay

It is my understanding that Municipal leadership will be meeting next Tuesday (February 12th, 2019), in order to review and discuss the proposed OPP Municipal Contract preferred by our Municipal Policing Bureau (MPB). It is also my understanding that some of you may have some questions with respect to how the OPP will be carrying out specific operations following the disbandment of the West Nipissing Police Service.

As you will see, the actual contract speaks to the costs for the proposed staffing model as well as the structure, hierarchy and make-up of the Detachment should amalgamation proceed. It does not necessarily speak to how the OPP will address the administrative/operational processes and general service delivery details.

As part of the anticipated amalgamation, my office is in the process of finalizing a comprehensive Operational Plan which will address those important issues including the use/purpose of the temporary facility until the new build can be completed. Rest assured, that once the plan is completed, we will be setting up a future meeting to properly present it to you. At that time, we will have the opportunity to have a collaborative discussion prior to its final approval in order to address any issues you may have.

On behalf of our Regional Commander – Chief Superintendent Fernand LABELLE, I wish you a productive meeting.

Cher Jean-Pierre

D'après ce que j'ai compris, les dirigeants municipaux se réuniront mardi prochain (12 février 2019) afin d'examiner et de discuter du contrat municipal proposé par la Police provinciale de l'Ontario privilégié par notre Bureau de la police municipale. Je crois aussi que certains d'entre vous se demandent peut-être comment l'OPP mènera des opérations spécifiques après la dissolution du service de police de Nipissing Ouest.

Comme vous le verrez, le contrat actuel porte sur les coûts du modèle de dotation proposé ainsi que sur la structure, la hiérarchie et la composition du détachement en cas de fusion. Cela ne dit pas nécessairement comment l'OPP abordera les processus administratifs / opérationnels et les détails généraux de la prestation de services.

Dans le cadre de la fusion prévue, mon bureau est en train de finaliser un plan opérationnel complet qui traitera de ces questions importantes, y compris l'utilisation / le but de l'installation temporaire jusqu'à l'achèvement de la nouvelle construction. Soyez assuré qu'une fois le plan terminé, nous organiserons une réunion ultérieure pour vous le présenter correctement. À ce moment-là, nous aurons l'occasion d'avoir une discussion collaborative avant son approbation finale afin de régler tout problème éventuel.

Au nom de notre commandant régional, le surintendant principal Fernand LABELLE, je vous souhaite une réunion productive.

Avec respect,

A handwritten signature in black ink, appearing to be 'M. Pilon', written over a horizontal line.

M.R. (Michel) PILON
Surintendant – directeur de soutien



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2019/06

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT FOR POLICING SERVICES UNDER SECTION 10 OF THE *POLICE SERVICES ACT* BETWEEN THE MUNICIPALITY OF WEST NIPISSING AND HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES (HEREIN REFERRED TO AS THE "POLICING SERVICES CONTRACT")

WHEREAS Section 4(1) of the *Police Services Act*, R.S.O. 1990, c.P.15 as amended, states that a municipality is required to provide adequate and effective police services in accordance with its needs;

AND WHEREAS Section 5(5) of the said *Police Services Act* provides that a Council may enter into an agreement, under Section 10 of the Act, alone or jointly with one or more other councils, to have police services provided by the Ontario Provincial Police;

AND WHEREAS Sections 8(1) and 9 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act, 2006, c. 32, Sched. A, s. 8;

AND WHEREAS Council for the Municipality of West Nipissing requested a Police Costing Proposal from the Ontario Provincial Police (OPP) by resolution no. **2016/431** which was passed at the meeting held on October 18th, 2016;

AND WHEREAS the Contract Policing Proposal was presented to Council for the Municipality of West Nipissing on November 14th, 2017;

AND WHEREAS Council for the Municipality of West Nipissing accepted the Contract Policing Proposal by By-Law no. **2017/85**; which was passed at the meeting held on December 5th, 2017;

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

- 1.** That the Mayor and Chief Administrative Officer be authorized to execute the Policing Services Contract for a term commencing June 6, 2019 to December 31, 2022;
- 2.** That this By-law shall come into full force and effect upon the day it is passed.

ENACTED AND PASSED THIS 12th DAY OF FEBRUARY, 2019 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.

2019 /

FEBRUARY 12, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT By-Law **2019/06** being a by-law to authorize the execution of an agreement for Policing Services under Section 10 of the *Police Services Act* between the Municipality of West Nipissing and Her Majesty the Queen in Right of Ontario as represented by the Minister of Community Safety and Correctional Services (herein referred to as the "Policing Services Contract") 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
LA CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

BY-LAW 2019/07

**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING
TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETING
HELD ON THE 12th DAY OF FEBRUARY, 2019**

WHEREAS the Municipality of West Nipissing deems it desirable to confirm the proceedings of Council at its meeting held on the 12th day of February, 2019, and each motion, resolution and other action passed and taken by the Council at its said meeting, is except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

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

ENACTED AND PASSED THIS 12th DAY OF February, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK