

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 **NIL****
- D) Planning / Planification **NIL****
- E) Correspondence and Accounts / Comptes et courrier**
- E-1 Resolution to adopt the minutes of the meeting of Council held on December 18, 2018.
 E-2 Resolution to adopt the minutes of the meeting of Council held on January 8, 2019.
 E-3 Resolution to receive the minutes of the Au Chateau Board of Management meeting held on October 17, 2018.
 E-4 Resolution to receive the minutes of the West Nipissing Police Services Board meetings held on October 18, 2018 and November 15, 2018.
- F) Unfinished Business / Affaires en marche **NIL****
- G) Notice of Motion / Avis de motion**
- H) New Business / Affaires nouvelles**
- H-1 Discussion re: Replacement of Chiller Plant at the Sturgeon Falls Arena
 H-2 Discussion re: Request from Filles d'Isabelle of Sturgeon Falls for free use of Complex Hall and kitchen to host a recognition banquet
 H-2 Resolution to approve By-Law **2019/03** to borrow money to meet current expenditures
 H-3 Resolution to approve the "Substance Abuse Policy" (as amended) for municipal employees.
 H-4 Resolution to approve the "Use of Municipal Vehicle Policy" for municipal employees.
 H-5 Resolution to declare the Field Carnival as a Community Event
- I) Addendum / Addenda**
- J) Information & Questions / Information et questions**
- J-1 Mayor's Report

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

L) **Adjournment / Ajournement**

- L-1 Resolution to adopt By-law **2019/04** confirming proceedings of meeting
- L-2 Resolution to adjourn the meeting

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

**MINUTES OF THE COMBINED COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, DECEMBER 18, 2018 AT 6:30 PM**

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

ABSENT:

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

There were no pecuniary interests declared.

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

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

No. 2018/427 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

BE IT RESOLVED THAT the Addendum for the meeting of Council held on December 18, 2018 be adopted as ☒ presented / ☐ amended.

CARRIED

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

No. 2018/428 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

BE IT RESOLVED THAT the Agenda for the meeting of Council held on December 18, 2018 be adopted as ☒ presented / ☐ amended.

CARRIED

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONSNIL

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

D-1) SEWER AND WATER / LES ÉGOUTS ET L'EAU

D-1(a) Update re: Waste Water By-pass into municipal waterways

A presentation was made by the Manager of Water and Waste Water concerning the ongoing problem of combined sanitary and storm water and the impact on municipal infrastructure. During storm events, excess storm water is entering the system causing stress on infrastructure and resulting in untreated and partially treated sewage entering the waterways. Council discussed the matter and all agreed that a course of education needs to be undertaken. Staff were directed to prepare a plan of action with associated costs for review by Council.

Dan Roveda,
Chair

Jean-Pierre (Jay) Barbeau,
Chief Administrative Officer

D-2) ENVIRONMENTAL / L'ENVIRONNEMENT NIL

D-3) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL

D-3 (a) Policing Transition – Financial Update

The Chair of General Government introduced a presentation concerning an update to the OPP policing transition costs. The CAO indicated that the information being provided is based on information which is now available and the point is to provide information on where we were, where we are now and where we are going. A timeline and brief history was given of the previous costing and a brief history of the events leading up to the present time. The CAO presented a scenario indicating that the time frame in order to achieve savings will be realized in 2023. Following the presentation the Chair opened the floor for comments. Councillor Duhaime declined to make comments due to previously declared conflict of interest but did ask some specific questions based on the financial information provided. Councillor D. Senecal expressed concern that new Councillors have not had the opportunity to hear the original presentations and the CAO indicated that the appropriate time to have the OPP answer questions would be when the contract is presented to Council in January.

D-3 (b) WN Police Services Board – Request for Payment of Legal Expenditures

A request to pay the invoices relating to the legal action by the West Nipissing Police Service Board was discussed. Councillor Duhaime declared a conflict of interest and declined to comment on this matter other than to ask some questions. The Mayor indicated that she felt the bills should be paid in order to avoid further legal costs resulting from the non-payment. Councillor L. Sénécal concurred that the bills should be paid; Councillor Malette suggested splitting the cost over 2 budget years; Councillor D. Sénécal recommended payment; Councillor Fisher asked the Treasurer to explain an option of paying the amounts owed from reserves rather than moving money from one area of the budget to another. Councillor Seguin also asked if there are options for dealing with the invoices which would protect the Municipality. The Chair requested a show of hands as to who supported paying the invoices and it was agreed to proceed with payment of the invoices.

D-3 (c) Request for monthly rent support – Filles d'Isabelle

Council considered a request from Les Filles d'Isabelle to continue the support of their monthly rent for the 2019 fiscal year. Council was agreeable to the request.

D-3 (d) Integrity Commissioner – Draft Request for Proposal

Council discussed the draft terms of a Request for Proposal for Integrity Commissioner Services and agreed with the terms set for in the Staff Report. The Mayor reiterated that training by the individual was a priority as well as ensuring that the successful candidate be fully bilingual.

D-3 (e) Information for January 8th Meeting Re: Cannabis Legislation

An information package was shared with Council pertaining to the new Cannabis Legislation. This matter will be discussed at the January 8th Council meeting with a view of making a decision on the Province's Opt in or out requirement;

Lise Sénécal,
Chair

Melanie Ducharme,
Clerk

A motion was tables to extend the Council meeting passed curfew. The motion was moved by Councillor Fisher and seconded by Councillor Séguin.

D-4) PLANNING / PLANIFICATION NIL

D-5) EMERGENCY MEASURES AND PUBLIC SAFETY / MESURES D'URGENCE ET SÉCURITÉ PUBLIQUE NIL

D-6) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUE NIL

D-7) SOCIAL SERVICES AND HEALTH / SERVICES SOCIAUX ET SANTÉ

D-7 (a) Update re: Municipal Levy for the construction of the North Bay Regional Health Centre

Due to time constraints, Council agreed to defer discussion on this matter until January 8, 2019.

D-8) PUBLIC WORKS / TRAVAUX PUBLICS

D-8(a) Discussion re : potential amendment to By-Law # 2006/63 – Snow Fouling / Encumbering of Public Highways (Snow Plowing By-Law)

Council was asked to consider an amendment to the by-law which would permit people to push their snow across the road to vacant property with the property owner's permission. The CAO advised that the *Highway Traffic Act* prohibits such actions and council was satisfied that the current by-law not be changed.

Yvon Duhaime,
Chair

Jean-Pierre (Jay) Barbeau,
Chief Administrative Officer

D-9) COMMUNITY SERVICES / SERVICES COMMUNAUTAIRES

D-9(a) Club Calumet – Use of Cache Bay Community Centre

Direction was sought to enter into negotiations with the Club Calumet for the use of the Cache Bay Community Centre. Following discussion regarding the current use of the hall, Council directed staff to bring forth a draft agreement for consideration at a future meeting. The Director agreed that he would ensure that the existing activities held at the hall such as the fishing derby, spaghetti suppers, and other fundraising activities be considered in such negotiation with the Club Calumet.

Jeremy Séguin,
Chair

Stephan Poulin,
Director of Economic Development and
Community Services

**REGULAR COMMITTEE MEETING /
RÉUNION RÉGULIÈRE**

E) PLANNING / PLANIFICATION

E-1 A resolution was passed to receive Drainage Petition to appoint an Engineer to carry out an examination of the area (97 Poirier Road - Northland Farms/Daniel Schwartzentruber).

No. 2018/429 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

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

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

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

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

CARRIED

- E-2** A resolution was passed to receive Drainage Petition to appoint an Engineer to carry out an examination of the area (Trottier Road - Roy Hains.)

No. 2018/430 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

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

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

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

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

CARRIED

- E-3** A resolution was passed to approve By-Law **2018/94** to accept, assume and dedicate lands for public highway purposes (Consent File No. C40/18 - Pt of Laplage Rd in Verner)

No. 2018/431 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

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

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

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

CARRIED

- E-4** A resolution was passed to approve By-Law **2018/95** to accept, assume and dedicate lands for public highway purposes (Consent file C05/17 - Pt of Marleau Rd, Springer Twp.)

No. 2018/432 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

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

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

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

CARRIED

F) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURIER

- F-1** A resolution was passed to adopt the minutes of the meeting of Council held on November 13, 2018.

No. 2018/433 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

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

CARRIED

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

No. 2018/434 Moved by: Councillor Roveda
Seconded by: Councillor Duhaime

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

CARRIED

F-3 Resolution to adopt the minutes of the CLOSED meeting of Council held on December 11, 2018.

No. 2018/435 Moved by: Councillor Duhaime
Seconded by: Councillor Roveda

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

CARRIED

G) UNFINISHED BUSINESS / AFFAIRES EN MARCHÉNIL

H) NOTICE OF MOTION / AVIS DE MOTIONS

I) NEW BUSINESS / AFFAIRES NOUVELLES

I-1 A resolution was passed to approve By-Law **2018/96** to enact a Code of Conduct for Council

No. 2018/436 Moved by: Councillor Roveda
Seconded by: Councillor Duhaime

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

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

CARRIED

I-2 A resolution was passed to write off the 2018 taxes for certain Charities and Organizations.

No. 2018/437 Moved by: Councillor Malette
Seconded by: Councillor Fisher

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

BE IT RESOLVED THAT the 2018 taxes for the organizations listed below be rebated in the amounts shown:

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

NAME	Municipal Taxes	Education Taxes			TOTAL
Centre Culturel Lavigne	1,230.72	204.00			1,434.72
Club d'Age D'Or (River Valley)	794.84	131.75			926.59
Royal Canadian Legion (Branch 225)	3,102.45	514.25			3,616.70
Club d'Amitié (Verner)	3,110.17	1,836.65			4,946.82
Chevalier de Colomb (Verner)	999.96	165.75			1,165.71

Golden Age Club Sturgeon Falls & Joyeux Copains	7,242.07	4,276.66			11,518.73
College Boréal	3,156.31	1,863.90	5,020.21	40%	2,008.09
TOTALS:					25,617.35

CARRIED

- I-3 A resolution was passed to award the bid tender for drainage work on the Krause-Piquette Drain.

No. 2018/438 Moved by: Councillor Fisher
Seconded by: Councillor Malette

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

AND WHEREAS five (5) tenders were received;

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

AND WHEREAS Council concurs with the recommendation received;

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

CARRIED

- I-4 A resolution was passed to approve By-Law **2018/97** to authorize signatories for cheques / financial documents.

No. 2018/439 Moved by: Councillor Malette
Seconded by: Councillor Fisher

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

CARRIED

- I-5 A resolution was passed to approve By-Law **2018/98** to authorize signatories for agreements, contracts and documents.

No. 2018/440 Moved by: Councillor Fisher
Seconded by: Councillor Malette

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

CARRIED

- I-6 A resolution was passed, as amended, to request the Provincial Government to restore Franco-Ontario rights.

No. 2018/441 Moved by: Councillor Fisher
Seconded by: Councillor Malette

WHEREAS the economic statement presented by Doug Ford's provincial government on November 15th, 2018 abolished the Office of the French Language Services Commissioner and the *Université de l'Ontario français*. Two achievements and pillars of the Franco-Ontarian community are disappearing, a huge setback in that community's future and development.

WHEREAS the francophone presence in Ontario goes back more than 400 years.

WHEREAS the Government of Ontario has formally apologized in 2016 for the harm done to the Franco-Ontarian community during the Regulation XVII (1912-1927) crisis.

WHEREAS the Franco-Ontarian community has been calling for the creation of a French-language university in Ontario for decades.

WHEREAS the main recommendation of the 2013 community-led *États généraux sur le postsecondaire en Ontario français* was the creation of a French-language university in Ontario.

WHEREAS Franco-Ontarians have the right to be educated in their own language in institutions that unite them and that the creation of the *Université de l'Ontario français* is intended to meet that objective.

WHEREAS the Franco-Ontarian community has the right to develop the community tools it requires to ensure its sustainability and development.

WHEREAS the French Language Services Act, unanimously passed by the Legislative Assembly of Ontario in 1986, was given quasi constitutional status.

WHEREAS the Office of the French Language Services Commissioner has been working scrupulously and with great professionalism since it was founded in 2007.

WHEREAS the French Language Services Commissioner has been an independent officer of the Legislative Assembly of Ontario since January 1, 2014.

WHEREAS the independence of the Commissioner, with the power to investigate, provided an oversight of the application of the French Language Services Act and provided a recourse to Franco-Ontarians when this Act was flouted by the government and designated agencies.

WHEREAS the Municipality of West Nipissing is a municipality in the mid-north Ontario, where 62% of its residents are Francophones, along with a large number of Francophiles. The community has always proudly promoted its rich Francophone heritage.

BE IT THEREFORE RESOLVED THAT the Municipality of West Nipissing urges the Ontario Provincial Government review its decisions which are most disadvantageous for Ontarians and to restore Franco-Ontario rights.

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, Ontario Minister of Education, French Language Services Commissioner of Ontario, MPP for Timiskaming-Cochrane, MP for Nickel Belt, Association of Municipalities of Ontario (AMO), Association française des municipalités de l'Ontario (AFMO) and surrounding municipalities.

CARRIED as amended

- I-7 A resolution was passed to support the Town of Kearney in their request seeking ways to create and maintain the Municipal Voters' List.

This item was deferred to the January 8th, 2019 Council meeting.

J) ADDENDUM / ADDENDA

K) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS

- K-1 The Mayor gave her report.

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

M) ADJOURNMENT / AJOURNEMENT

- M-1 A resolution was passed to adopt By-law **2018/99** confirming the proceedings of Council at its meeting held on December 18, 2018.

No. 2018/442 Moved by: Councillor Fisher

Seconded by: Councillor Malette

BE IT RESOLVED THAT By-law No. **2018/99** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 18th day of December 2018, shall come into force and take effect on the date it is passed.

CARRIED

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

No. 2018/443 Moved by: Councillor Malette
Seconded by: Councillor Fisher

BE IT RESOLVED THAT the meeting of Council held on December 18, 2018 be adjourned.

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

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

**MINUTES OF THE COMBINED COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, JANUARY 8, 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

There were no pecuniary interests declared.

B) AGENDA and ADDENDUM / ORDRE DU JOUR et ADDENDA

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

No. 2019/01 Moved by: Councillor L. Sénécal
Seconded by: Councillor Fisher

BE IT RESOLVED THAT the Agenda for the meeting of Council held on January 8, 2019 be adopted as
☒ presented / ☐ amended.

CARRIED

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS NIL

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

D-1) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUE NIL

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

D-2 (a) Update re: Municipal Levy for the construction of the North Bay Regional Health Centre

The Mayor and Director of Corporate Services shared an update received from the North Regional Health Centre Foundation pertaining to the remaining balance of the municipal contribution to the construction of the North Bay Regional Health Centre.

Léo Malette,
Chair

Melanie Ducharme,
Clerk

D-3) PUBLIC WORKS / TRAVAUX PUBLICS NIL

D-4) COMMUNITY SERVICES / SERVICES COMMUNAUTAIRES NIL

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

D-6) ENVIRONMENTAL / L'ENVIRONNEMENT NIL

D-7) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL

D-7 (a) Cannabis – Discussion concerning Opt-In/Opt-out, etc.

Council reviewed the information supplied to them by the Municipal Clerk. Following discussion, it was agreed that the Municipality of West Nipissing would permit retail cannabis sales; however Council directed that an ad hoc committee be struck in order to ensure that the policies and procedures imposed with regard to public consumption of cannabis as well as the siting for new licensed retail facilities meet the needs of all stakeholder groups. Councillors Fisher, L. Senecal and Séguin agreed to participate in the committee on behalf of the West Nipissing Council.

D-7 (b) Request for Delegations at OGRA Conference

The Municipal clerk requested input from Council regarding proposed delegations with Provincial Ministers at the upcoming OGRA conference. It was suggested that a delegation be sought with the Ministry of the Environment concerning the Field and Verner Sewage Treatment plants as well as the Minister of Community Safety regarding the new temporary OPP facility.

D-7 (c) Budget Planning - Discussion

The CAO sought input from Council on procedures for the upcoming 2019 budget deliberations. Council generally agreed that one Saturday morning session be held with the balance of the deliberations to be carried out either during regular or combined meetings or on other dates to be agreed upon. The CAO agreed to send out an email seeking available dates. It was also suggested that a session be held prior to budget deliberations where members of Council could discuss goals and objectives.

D-7 (d) Municipal Vehicle Policy

The Director of Corporate Services presented a policy concerning the use of municipal vehicles. Council was in support of the policy with a further clause to be included to prohibit passengers of a non-municipal nature in municipal vehicles. The policy will be brought to the regular meeting of council for implementation by resolution.

D-7 (e) Substance Abuse & Impairment Policy

The Director of Corporate Services presented a policy concerning substance abuse and impairment. Following discussion, Council agreed that the proposed policy be brought to Council for implementation by resolution.

Lise Sénécal,
Chair

Melanie Ducharme,
Clerk

D-8) PLANNING / PLANIFICATION NIL

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

**REGULAR COMMITTEE MEETING /
RÉUNION RÉGULIÈRE**

E) PLANNING / PLANIFICATION NIL

F) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURIER NIL

G) UNFINISHED BUSINESS / AFFAIRES EN MARCHÉ NIL

H) NOTICE OF MOTION / AVIS DE MOTIONS

I) NEW BUSINESS / AFFAIRES NOUVELLES

I-1 A resolution was passed to authorize By-Law 2019/01 for the Levying of Interim Taxes.

No. 2019/02 Moved by: Councillor Fisher
Seconded by: Councillor L. Sénécal

BE IT RESOLVED THAT By-law **2019/01**, being a by-law to levy interim taxes for 2019, shall come into force and take effect on the date it is passed.

CARRIED

I-2 A resolution was passed to support a resolution from the Town of Kearney pertaining to the Municipal Voters' List

No. 2019/03 Moved by: Councillor L. Sénécal
Seconded by: Councillor Fisher

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

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

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

CARRIED

I-3 A resolution was passed confirming the municipality's decision pertaining to cannabis legislation.

No. 2019/04 Moved by: Councillor Fisher
Seconded by: Councillor L. Sénécal

WHEREAS on June 20, 2018, the Canadian Federal Government passed the Cannabis Act Bill C-45 and the companion Bill C-46 which addresses the production, distribution, sales, cultivation, consumption and possession of recreational cannabis;

AND WHEREAS on August 13, 2018 the Provincial Government announced the introduction of new legislation to allow private sector cannabis retail storefronts in Ontario beginning on April 1, 2019;

AND WHEREAS the legislations provides that municipalities in Ontario may choose to opt in or to opt out of allowing such retail sales within their boundaries;

NOW THEREFORE BE IT RESOLVED that the Corporation of the Municipality of West Nipissing wishes to:

- ☒ Permit the establishment through the Alcohol and Gaming Commission of Ontario of retail cannabis outlets within the Municipality of West Nipissing, subject to any policy on the

proposed location of such outlets as may be enacted or established by the Council for the Municipality of West Nipissing from time to time; or



Opt out of the sale of retail cannabis

CARRIED

J) **ADDENDUM / ADDENDA** **NIL**

K) **INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS**

K-1 The Mayor gave her report.

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

M) **ADJOURNMENT / AJOURNEMENT**

M-1 A resolution was passed to adopt By-law **2019/02** confirming the proceedings of Council at its meeting held on January 8, 2019.

No. 2019/05 Moved by: Councillor Fisher
 Seconded by: Councillor L. Sénécal

BE IT RESOLVED THAT By-law No. **2019/02** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 8th day of January 2019, shall come into force and take effect on the date it is passed.

CARRIED

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

No. 2019/06 Moved by: Councillor Fisher
 Seconded by: Councillor Malette

BE IT RESOLVED THAT the meeting of Council held on January 8, 2019 be adjourned.

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

**Minutes of the Regular Meeting
of the Board of Management of Au Château
held at Au Château
on October 17, 2018 at 4:45 pm**

PRESENT: Léo Malette Chairperson
 Yvon Duhaime
 Jacques Dupuis Administrator / Secretary
 Guy Éthier
 Caroline Lowery Vice-Chairperson
 Nicole Janson Recording Secretary
 Joanne Savage

REGRETS: Denise Brisson

01. Meeting called to order

Meeting was called to order.

02. Declaration of Conflict of Interest

No declaration of conflict of interest was declared.

03. Adoption of Agenda

Resolution No. 63

Moved by : Guy Éthier
Seconded by : Yvon Duhaime

BE IT RESOLVED THAT the Agenda of the Regular Meeting on October 17, 2018 be approved as presented at 4:45 pm.

Carried

04. Adoption of Minutes

Resolution No. 64

Moved by : Caroline Lowery

Seconded by : Guy Éthier

BE IT RESOLVED THAT the Minutes of the Regular Meeting held September 19, 2018 be approved as presented.

Carried

05. New Business:

a) Health & Safety Committee Meeting Minutes

After clarification of a few items the Health & Safety Committee Meeting Minutes were accepted as presented and the following resolution was adopted:

Resolution No. 65

Moved by : Joanne Savage

Seconded by : Yvon Duhaime

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

Carried

b) Quality Management Team Meeting Minutes

None presented.

c) Resident Survey Results

Administrator presented the Board with the survey results and after review, the Home continues to trend consistently.

d) **Strategic Plan – Advantage Ontario Report**

A review was made on the comparison of Au Chateau with other homes in the province in terms of wages and staffing. The information was provided to show how our Home compares/performs against Homes in our industry. On most, if not all categories, the Home is below showing that we manage our Home effectively and efficiently.

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. 66

Moved by : Yvon Duhaime
Seconded by : Joanne Savage

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, the Administrative report was adopted as presented and the following resolution was passed:

Resolution No. 67

Moved by : Guy Éthier
Seconded by : Joanne Savage

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 Board meeting is scheduled for December 19, 2018 at 4:00 pm.

b) **Information Items**

Advantage Ontario – Executive Report – October 2nd, 2018
Advantage Ontario – Executive Report – October 9th, 2018

09. **Adjournment**

Resolution No. 68

Moved by : Joanne Savage
Seconded by : Guy Éthier

BE IT RESOLVED THAT the meeting now adjourn at 5:45 pm

Carried


Chairperson


Administrator / Secretary

**MINUTES OF THE WEST NIPISSING POLICE SERVICES BOARD
MEETING HELD IN THE STURGEON FALLS LIBRARY AUDITORIUM
ON THURSDAY, NOVEMBER 15th, 2018 AT 5:30 P.M.**

Members present: Barry Bertrand (Chair)
Celeste Auger Proulx
Paul Finley
Jamie Restoule (Arrived at 17H39)

Staff Present: Chief Ray St Pierre
Diane Lagacé (Secretary)

Meeting called to order at 17:33 HR

1. Declaration of Pecuniary Interest: Nil
2. Adoption of the Consent Agenda:

No. 2018/131 Moved by: C. Auger Proulx Seconded by: Paul Finley
BE IT RESOLVED THAT the consent agenda for the meeting of November 15th, 2018 be adopted as amended. **CARRIED**

3. **No. 2018/132 Moved by: Paul Finley Seconded by: C. Auger Proulx**
BE IT RESOLVED THAT the agenda for the meeting of November 15th, 2018 be adopted as amended. **CARRIED**

4. **No. 2018/133 Moved by: Paul Finley Seconded by: C. Auger Proulx**
BE IT RESOLVED THAT the accounts payables disbursements sheet be received in the amount of: \$33,326.68 **CARRIED**

5. Business Arising Out the Minutes
a) None

6. Outstanding Business

- a) Cannabis Policy Procedure: Having had the opportunity to review the policy provided at the last meeting, the Board agreed to adopt the policy.

No. 2018/134 Moved by: C. Auger Proulx Seconded by: Paul Finley
BE IT RESOLVED THAT the Board adopts the Fitness for Duty Standard Operating Procedure as presented. **CARRIED**

- b) Updated Policies for Homicide, Sexual Assault or Criminal Assault: Having received correspondence from the Ministry of Community Safety and Correctional Service specific to the Inspection conducted in relation to Major Case Management regulations and the service's obligation to follow the Ontario

MCM guidelines and manual, the Chief will review and provide a synopsis to the Board before sending to the Ministry. Once the synopsis is complete, the Board can pass resolutions at that time if required.

7. Monthly Budget Report

The Chief advised the Board that he had not received the financial report from Ms. Craddock as of the morning. Since he had not been able to analyze the data he didn't want to project although he advised that spending was consistent on a month to month. The Chair questioned the Board on capital expenditures and the Board agreed to defer the matter until next month and commented that not having the monthly budget report was impeding the Board's ability to do its job.

8. R.I.D.E. Grant

A copy of the Ontario Transfer Payment Agreement between the Ministry of Community Safety and Correctional Service and the West Nipissing Police Services Board was provided and the Chief recommended that the Board enter into the agreement as outlined.

No. 2018/135 Moved by: C. Auger Proulx Seconded by: Paul Finley
BE IT RESOLVED THAT the Board authorizes the Board Chair to sign the R.I.D.E. allocation grant for 2018/2019. **CARRIED**

9. Policy on Media Release

The Chief provided the Board with a copy of the West Nipissing Police Service's policy as it related to media releases. The Chair advised that this policy had been reviewed in 2017 but suggested that Board Members review it and provide feedback if changes were needed.

10. Separation of Accounting

Given the circumstances of Ms. Craddock deciding what bills can be paid, the Chair expressed his concerns in continuing to use Ms. Craddock for the Board's services and suggested that the Board ask the Chief to look into what the Board could use for accounting. As the Chair stated, the situation, as it presents itself at the moment is not acceptable.

11. Letter from Minister RE: Zone

The Board discussed the letter from the now ex Minister of Community Safety and Correctional Services and the use of the Zone building as a temporary facility. The Board expressed concerns about transparency and process and that the people of West Nipissing would have no place to go while the new building was being built. Board Member Restoule stated that nothing like this was proposed when council voted. Board Member Restoule was also extremely disappointed about what was happening now as none of it came back to council. He also questioned why the current station couldn't be utilized as the Community Policing Office since no administration would be taking place out of the building. Both the Chair and Board

Member Restoule expressed concerns about the future of policing given that the O.P.P. is self-regulating and that Council and the Board will have no say.

12. Crime Statistics

The Chief provided the Board with a brief report on the Crime Severity Index as it relates to the West Nipissing Police Service. The Chief explained that the data released is from 2017 and given that the Municipality did have a homicide and home invasion, which is considered a violent crime, a higher value is attributed. In comparison from the year before, that one homicide is considered a 100% increase. Non-violent crimes, such as fraud cases, also went up because of presentations and contact with the public to encourage them to report the incidents.

13. Skill Set Matrix

The Chair will re-forward to council the skill set matrix developed by the Board which is designed to assist in choosing the appropriate person appointed by council. This matrix is strictly for information purposes.

14. Assistance with Media Community Communication

The Board discussed the possibilities of looking for assistance when it comes to communicating with council, the media and the public.

15. O.P.P. Court Update

The Chair expressed disappointment with the tone of the media release from Mr. Barbeau that erroneously stated that it was full steam ahead in transitioning to the O.P.P. given that the Board had 30 days to appeal. Other Board Members also expressed frustrations given that the Board had acted ethically and decisions done with reflection and being undermined by certain people of the municipality that weren't playing by the rules. Others also expressed concerns about new information that was not available for the hearing that could have serious budget implications and social impact on the citizens. The Board agreed to withhold making on a decision on whether to appeal as the board lawyer had not had an opportunity to review the judgment.

16. Correspondence:

a) None

17. Other

a) Foot patrols: The Chief explained that changes in foot patrols and directed patrols were caused in part by major incidents but also by minimum staffing and the way he had changed the coding for some directed patrols. The Chair reiterated that the Chief had done a phenomenal job ensuring that the right resources were in place given the major incidents and the staffing schedule.

b) Monthly Crime Statistics: The Chief addressed during item 12 (Crime Statistics)

- c) Presentation: The Board Chair presented Board Member Paul Finley and Board Member Jamie Restoule with a certificate of service for their work on the Board. Although not in attendance, the Board also presented a certificate to Michael Page for being a good community partner and allowing the resource of his secretary.

18. **No. 2018/136 Moved by: Paul Finley Seconded by: C. Auger Proulx**
BE IT RESOLVED THAT we proceed into closed meeting at 19:01 HR.
CARRIED
19. Board Summary
- The Chair will meet with the Chief to prepare the media releases.
20. Next meeting
The next regular meeting is scheduled for Thursday, December 20th, 2018 beginning at 17h30 in the Sturgeon Falls Library Auditorium.
21. Direction on Municipal Council
None.
22. **No. 2018/142 Moved by: Jamie Restoule Seconded by: Paul Finley**
BE IT RESOLVED THAT this meeting be adjourned at 20:12 HR.
CARRIED

Original signed December 19th, 2018

Barry Bertrand - Chair

Diane Lagacé - Secretary

**MINUTES OF THE WEST NIPISSING POLICE SERVICES BOARD
MEETING HELD IN THE STURGEON FALLS LIBRARY AUDITORIUM
ON THURSDAY, OCTOBER 18th, 2018 AT 5:00 P.M.**

Members present: Barry Bertrand (Chair)
Celeste Auger Proulx (Regrets at 18H27)
Paul Finley
Jamie Restoule

Staff Present: Chief Ray St Pierre
Diane Lagacé (Secretary)

Meeting called to order at 17:15 HR

1. Declaration of Pecuniary Interest: Nil

2. Adoption of the Consent Agenda:

No. 2018/120 Moved by: Paul Finley Seconded by: C. Auger Proulx
BE IT RESOLVED THAT the consent agenda for the meeting of October 18th,
2018 be adopted as presented. **CARRIED**

3. **No. 2018/121 Moved by: C. Auger Proulx Seconded by: Jamie Restoule**
BE IT RESOLVED THAT the agenda for the meeting of October 18th, 2018 be
adopted as presented. **CARRIED**

4. **No. 2018/122 Moved by: C. Auger Proulx Seconded by: Paul Finley**
BE IT RESOLVED THAT we proceed into closed meeting at 17:17 HR.
CARRIED

5. **No. 2018/128 Moved by: Jamie Restoule Seconded by: C. Auger Proulx**
BE IT RESOLVED THAT the accounts payables disbursements sheet be received
in the amount of: \$38,656.37 **CARRIED**

6. Business Arising Out the Minutes

a) Cannabis Policy Procedure: The Chief provided the Board with a draft policy on
the cannabis policy procedure. The Chief explained that he had relied on the
Police Services Act – fitness for duty. He did provide a copy of the policy to the
members for feedback.

b) Records Management: Deferred

7. Outstanding Business

a) Updated Policies for Homicide, Sexual Assault or Criminal Assault: Although no
official document has been received, the Chair did speak with Ministry Advisor
Graham Wight who advised that the document would be coming soon. The

Board has covered all the bases and no surprises should be in the document. The Chief explained that he had received some emails from other policing agencies looking for examples of certain policies indicating that the reviews have started to come in.

8. Monthly Budget Report

The Chief provided the Board with the monthly financial statement for the month of September 2018.

9. Seized Property Management

As per reporting requirements, the Chief provided the Board with a report from Sergeant Duhaime outlining the handling of forfeited monies that were forwarded to Seized Property Management Directorate.

10. O.P.P. Court Update

The Chair explained that the Board lawyer did a phenomenal job while the Municipal lawyer did not. Should the decision go the Board's way and council decide to start the process over again they will need to do a proper job. The Chair also suggested that should council decide to do another costing it should be brought to a referendum

11. Correspondence:

a) Letter from Legion Branch 225: A letter from the legion regarding the annual distribution of Poppies and Wreaths.

No. 2018/129 Moved by: Paul Finley

Seconded by: C. Auger Proulx

BE IT RESOLVED THAT the WNPSB purchase, from the Board's contingency account, a wreath in the amount of \$120.00 for the Remembrance Day ceremonies.

CARRIED

b) Ministry of Community Safety & Correctional Services: Although it only touched on the Board's concern regarding the use of the Zone building and not any other issues addressed in the Board's letter, the Minister of Community Safety and Correctional Services outlined that the building would only be used for operational purposes and that no administrative staff would be at this location therefore there was no cause for concern.

c) Card of Thanks: The Daycare made and sent a Thank you card for a tour of the facility.

d) Card of Thanks: Mme Corriveau sent a Thank You card for being recognized at the Awards and Recognition event.

12. Other
None

13. Board Summary
- It was a good meeting
 - Financials are doing well and shouldn't be a deficit
 - Cannabis regulation set up to reflect new situation
14. Next meeting
The next regular meeting is scheduled for Thursday, November 15th, 2018 beginning at 17h30 in the Sturgeon Falls Library Auditorium.
15. Direction on Municipal Council
None.
16. **No. 2018/130 Moved by: Jamie Restoule Seconded by: Paul Finley**
BE IT RESOLVED THAT this meeting be adjourned at 19:00 HR.
CARRIED

Original signed November 15th, 2018

Barry Bertrand - Chair

Diane Lagacé - Secretary

MEMORANDUM

TO: Mayor and Council

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

DATE: January 11, 2019

RE: **REQUEST TO PROCEED WITH CHILLER PLANT REPLACEMENT AT THE STURGEON FALLS ARENA**

Anrep Krieg Desilets Gravelle Ltd. Consulting Engineers have recently completed an investigation report regarding the condition of the chiller plant at the Sturgeon Falls Arena. The existing equipment was installed in 1995 and is now 4 years past its expected service life making it a high risk for mechanical failure. The Consulting firm is proposing the replacement of the main chiller. In addition, upgrades to the mechanical room/plant will be required to ensure we meet all regulatory standards.

The budget for this project is as follows;

Chiller replacement/mechanical work	\$145,000
New brine	\$ 10,000
Contingency 10%	\$ 15,500
Total project cost.....	\$170,500

In order for us to complete this project in a timely manner (due to delivery time for specialized equipment/material) ensuring that the SF Arena will be operational in August 2019, we would need to go to tender within the next week. This project will form part of the community services department capital budget and it is considered a high priority. We are seeking council's permission to proceed with this project prior to budget deliberation and an approved budget.

Joie de vivre



www.westnipissingouest.ca

le mardi 27 novembre 2018

Les Filles d'Isabelle Cercle Mgr Lécuyer # 694
Marie-Lise Butchart, régente
1-144 rue Main
Sturgeon Falls ON P2B 1N7

Chère Mme la Maire,

L'an prochain 2019, marquera le 75^e anniversaire de fondation des Filles d'Isabelle Cercle Mgr Lécuyer # 694, à Sturgeon Falls. Oui, depuis soixante-quinze ans, des femmes ont fait du bénévolat, ont donné beaucoup de temps pour aider des milliers de personnes dans le besoin dans notre communauté de Nipissing Ouest.

On sait que le bénévolat est au cœur de nos communautés et que sans bénévolat la qualité de vie de bien des individus serait bien diminuée.

Pour rendre hommage à toutes ces femmes d'autrefois et d'aujourd'hui, nous, les Filles d'Isabelle sommes à préparer une grande fête de reconnaissance et comme nos fonds sont limités, nous venons faire une demande au Conseil de ville de Nipissing Ouest.

Est-ce que ce serait possible d'avoir gratuitement la salle Marcel Noël et l'usage de la cuisine soit le samedi, 18 mai 2019 ou le samedi 25 mai 2019 pour organiser un banquet et une soirée sociale qui s'étendraient aux membres des Filles d'Isabelle ainsi qu'au public en général qui appui notre organisation ?

Nous apprécierions une réponse le plus tôt possible (Date limite le 14 Décembre, 2018) car il faut envoyer les invitations aux autres cercles du Nord Ontario ainsi qu'à d'autres invités qui viendront sûrement souligner cet important événement !

Vous remerciant à l'avance, acceptez nos plus sincères salutations,

Les Filles d'Isabelle,

par Marie-Lise Butchart, régente





THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2019/03**BEING A BY-LAW TO BORROW MONEY TO MEET CURRENT EXPENDITURES**

WHEREAS the Council of the Corporation of the Municipality of West Nipissing deems it necessary to utilize the credit line/operating loan for the current year under the provisions of the *Municipal Act*, 2001, S.O. 2001, as amended;

AND WHEREAS Section 407 (1) of the *Municipal Act*, 2001, S.O. 2001, as amended, provides authority for a council by By-law to authorise the Head of Council and the Treasurer to borrow from time to time, until property taxes and other sources of revenues are collected, such sums as the council considers necessary to disburse in a timely manner, the current expenditures of the Corporation for the current year;

AND WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Ontario Municipal Board, is limited by Section 407 (2) of the *Municipal Act*.

NOW THEREFORE the Council of the Corporation of the Municipality of West Nipissing enacts as follows:

1. The Mayor and the Treasurer of the Corporation are hereby authorized on behalf of the Corporation, to utilize the credit line, from the National Bank of Canada, hereinafter referred to as "the Bank", a sum or sums not exceeding in the aggregate \$5,000,000.00. A portion of the \$5,000,000.00 has been allocated to the following:
 - a) The West Nipissing Environmental Services \$ 100,000.00
2. All sums borrowed from the Bank, for any or all the purposes mentioned in the *Municipal Act*, 2001, S.O. 2001, as amended, shall, with interest thereon, be a charge on credit line usage on a daily basis.
3. The terms and operating credit may be reviewed periodically by the Bank, including, without limitation, annual reviews.
4. The Treasurer is hereby authorized and directed to apply in payment of all sums borrowed under the authority of this By-law, as well as all other sums borrowed in this year and any previous years, from the Bank for any purposes mentioned in the *Municipal Act*, 2001, S.O. 2001, as amended, together with interest thereon, all of the monies collected or received from any other source, which may lawfully be applied for such purpose.
5. This By-law shall come into force and take effect on the day it is passed.
6. That By-law **2018/04** is hereby repealed.

ENACTED AND PASSED THIS 15th DAY OF JANUARY 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 /

JANUARY 15, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT By-law **2019/03**, being a by-law to borrow money to meet current expenditures, 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: _____

SUBSTANCE ABUSE POLICY (Policy 2018-)

Section: S	Policy Number: 2019-
Department: All Departments	Effective Date: Jan-15-2019
Subject: SUBSTANCE ABUSE POLICY (Drug & Alcohol)	Revision Date:

OBJECTIVE:

The Municipality of West Nipissing is committed to the highest standards of safety in the workplace. Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to both themselves and their fellow employees. To that end, at no time shall a worker, contractor, councillor, student, volunteer, etc. take, use or have in their possession any substance that may impede them from performing his or her job. These substances may include but are not limited to alcohol, recreational cannabis, illicit drugs and drug paraphernalia.

APPLICATION:

This Policy applies to all personnel including Management, full-time, part-time, and casual employees, students, volunteers, contractors, fee for service individuals, members of Council, clients and members of the public who may be required to be on Municipal property.

DEFINITION:

Alcohol: Any beverage containing any quantity of alcohol, including, beer, wine, and distilled spirits.

Alcohol or drug abuse / substance abuse: A disease in which a person's use of any alcoholic beverage or drug, interferes or has the potential to interfere, with the individual's health and/or job performance.

Drug: Any substance which can change or adversely affect the way a person thinks or feels, whether obtained legally or illegally. This could include recreational cannabis, cocaine, opiates, and amphetamines.

Drug paraphernalia: Material or equipment used or intended for use in injecting, ingesting, inhaling, or otherwise introducing a drug, illegal or controlled, into the human body.

Medication: Includes a drug obtained legally, either over the counter, or through a prescription or authorization issued by a medical practitioner. For this policy, medications of concern are those that inhibit a worker's ability to perform their job safely and productively.

Cannabis: While cannabis is now legal, arriving to work while under the influence of cannabis, possession of recreational cannabis in the workplace, and/or the use of recreational cannabis during the workday or any working hours is strictly prohibited. This includes lunch and coffee breaks.

Workplace: A workplace is defined as any Municipal office, property, facility, worksite, vehicle or equipment.

POLICY:

- It is the policy of the Municipality of West Nipissing that the use and/or possession of drugs, recreational cannabis, drug paraphernalia and/or alcohol can significantly impair a person's ability to work in a safe manner and is therefore strictly prohibited in the workplace.
- Sub-standard performance due to alcohol or drug dependency will not be tolerated.
- The use of drugs and/or alcohol in the workplace, or arriving to work while under the influence of drugs and/or alcohol is strictly prohibited and may result in discipline, termination, and/or prosecution.
- Anyone found to be in contravention of this policy will be sent home and shall face disciplinary action up to and including termination depending on the severity and circumstance of the offence. The employer reserves the right to temporarily remove, reassign or suspend an individual pending a determination of fitness for work, assessment of the drug/alcohol problem, or the completion of an investigation into a possible violation of this policy.
- An employee who is under investigation for contravention of this policy is permitted to have representation from his/her Union when being questioned and/or reprimanded.
- If prescription medication is required that has the potential to cause any level of impairment, drowsiness or altered consciousness, it must be immediately reported to the supervisor/manager. Under the Occupational Health and Safety Act section 25.(2)h, the employer shall take every precaution reasonable in the circumstance for the protection of a worker.
- Where an employee uses medical cannabis, they will provide a copy of their medical documentation to use cannabis to their supervisor/manager.
- Drug, alcohol and substance abuse is considered a disability under the Ontario Human Rights Code, therefore any individual who requests professional assistance for drug and/or alcohol dependency will be directed to a facility that specializes in treating such conditions. An individual participating in an ongoing drug or alcohol treatment program will be expected to meet existing job performance standards and established work expectations, as may be modified by any temporary work accommodation arrangement between the individual and the employer.
- Employees who may have drug/alcohol dependencies are encouraged to seek assistance before performance problems (whether or not in violation of this policy) lead to disciplinary action. An acknowledgement by an individual of a drug/alcohol abuse problem will not be cause for disciplinary action. Notwithstanding such, an individual's request for assistance will not be a defence to the imposition of disciplinary action where a violation of this policy has occurred.
- The confidential nature of medical records, treatment plans and all other information of individuals with substance abuse problems will be strictly preserved.

TRAINING AND IMPLEMENTATION:

- All Management, full-time, part-time and casual employees, students, volunteers, contractors, fee for service individuals and members of Council, will be provided with a copy of this policy as well as a review by their supervisor/manager to ensure that the contents of said policy are understood. All individuals will be required to sign off that they have read and understand this policy and this information shall be kept on file.

EMPLOYER'S RESPONSIBILITIES:

- Create and annually review the Substance Abuse Policy.

- Ensure all Management, full-time, part-time, and casual employees, students, volunteers, contractors, fee for service individuals, members of Council, clients and members of the public who may be required to be on Municipal property are trained on this policy and adhere to it.
- Implement the policy as required.
- Provide information on drug and alcohol abuse as well as how to get help with a substance abuse problem to all employees, students, volunteers, contractors and members of Council through training sessions, mail-outs or safety talks.
- Maintain the confidential nature of medical records, treatment plans and all other information of individuals with substance abuse problems.

EMPLOYEE'S RESPONSIBILITIES:

- Arrive to work fit for duty, and remain fit for duty throughout their shift;
- Perform their work safely in accordance with established safe work practices and policies;
- Avoid the consumption, possession, sale, or distribution of cannabis, other drugs, or alcohol on company property, and during working hours even if off company property;
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of medically approved cannabis use;
- Report unfit co-workers to management;
- Seek advice or appropriate treatment, where required;
- Abide by all governing legislation pertaining to the possession and use of cannabis.
- Report any contravention to this policy to a supervisor/manager.

ACKNOWLEDGEMENT AND AGREEMENT

I, _____, acknowledge that I have read and understand the
(Employee Name)
Substance Abuse Policy (Drug and Alcohol) of the Municipality of West Nipissing. I agree to
adhere to this policy and I understand that if I violate the rules set forth by this policy, I may face
disciplinary action up to and including termination of employment.

NAME:	
SIGNATURE:	
DATE:	
WITNESS:	



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

Resolution No.

2019 /

JANUARY 15, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS at the Committee of the Whole meeting held on January 8th, 2019; Council of the Municipality of West Nipissing reviewed the Substance Abuse (Drug and Alcohol) Policy;

BE IT THEREFORE RESOLVED THAT Council of the Municipality of West Nipissing adopts the Substance Abuse (Drug & Alcohol) Policy, which shall come into force and take effect on the date it is passed.

BE IT FURTHER RESOLVED THAT the Substance Abuse (Drug & Alcohol) Policy shall become part of the Municipality of West Nipissing's Policy Manual.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

USE OF MUNICIPAL VEHICLES AND GARAGES (Policy 2000-27)

Section: U	Policy Number: 2000-27
Department: All Departments	Effective Date:
Subject: USE OF MUNICIPAL VEHICLES & GARAGES	Revision Date: Feb-3-2009, Jan-15-2019

OBJECTIVE:

The purpose of this policy is to outline the procedures and obligations relating to the use and safeguarding of municipal owned vehicles and garages.

APPLICATION:

This policy covers the use of municipal vehicles and garages by authorized personnel.

POLICY:

ASSIGNMENT AND ELEGIBILITY TO OPERATE A MUNICIPAL VEHICLE

1. A municipal vehicle is assigned to authorized personnel when the duties of the position require the use of a vehicle to perform the work.
2. All assignments of vehicles will be at the discretion of the CAO or Department Manager.
3. Employees operating a municipal vehicle are required to hold a current and valid drivers license, and must provide a photocopy upon hire.
4. A driver's abstract search will be conducted on the employee operating a municipal vehicle upon hire, and will be conducted yearly by the Health and Safety designate.
5. Any employee authorized to use a municipal vehicle shall be the sole person authorized to operate that vehicle, and are responsible to ensure that unauthorized persons do not operate or access the vehicle.

TRAINING

1. Municipal vehicle drivers must complete training programs, as required, on vehicle safety checks, proper use of equipment use, etc.
2. Drivers are responsible to adhere to and stay up to date with the Standard Operating Procedures for municipal vehicle/equipment established by the Municipality.

USE OF A MUNICIPAL VEHICLE

1. Municipal employees are not permitted to take municipal vehicles home, with the following exceptions due to the nature of the position:
 - (a) Municipal Staff who patrol roads and/or are scheduled and paid for on-call duty, and for that purpose only. This includes the Manager of Public Works, Supervisor of Public Works, Foreman, and the Sub-foremen.
2. If any of the above is on vacation or not at work during regular work hours, the employee is responsible to ensure that the vehicle is available to the Municipality during regular and overtime hours. The vehicle is to be parked at the municipal garage during the above

circumstances.

3. The above mentioned employees are authorized to use the vehicle to remove snow from the area where they park the municipal vehicle when taking the vehicle home with them, this entails clearing a path from the road up to and including where the municipal vehicle is parked. Under no circumstance is the employee authorized to use a municipal vehicle to plough their entire driveway.
4. Personal use of a municipal vehicle or garage, by employees, is prohibited. Use of a municipal vehicle, garage, or equipment for anything other than municipal business is considered personal use.
5. **Personal use of municipally owned/leased vehicles is strictly prohibited. Employees shall only use municipal vehicles when conducting municipal business. Only authorized drivers and work-related passengers are permitted to travel in municipal vehicles.**
6. The Municipality is not responsible at any time, for loss or damage to any personal property while carried on, or left in a municipal vehicle or garage.
7. Authorized personnel are expected to keep vehicles clean and maintained
8. Drivers of municipal vehicles must conduct themselves in a professional manner, and maintain respect for other drivers and pedestrians.
9. Drivers are responsible to lock unattended vehicles and equipment at all times.
10. Drivers of municipal vehicles must adhere to all traffic laws, Municipal by-laws (including Control of Idling), and driving regulations.
11. Drivers must disclose all hours worked as commercial vehicle operators in order to ensure compliance to Highway Traffic Act regarding hours of service.

USE OF MUNICIPAL GARAGES

1. Municipal garages are only to be used to house municipal vehicles and equipment. Therefore, **no personal vehicles or property** is to be stored in municipal garages.

MAINTENANCE

1. Drivers of municipal vehicles are responsible to perform regular safety/circle checks before operating a vehicle.
2. Drivers are responsible to report any defective, unsafe mechanical condition, and any maintenance issue relating to the vehicle.
3. The Municipality is responsible for the regular scheduling, upkeep, and maintenance of the vehicles.

FUEL

1. Corporate Services shall be responsible for the Corporate Fuel Cards, which are assigned to individual vehicles.
2. Fuel Cards will be used for the purpose of fuel and for the vehicle to which they are assigned.
3. Drivers must use their own personal identification number when using Fuel Cards. Sharing of identification numbers is not permitted.
4. Any missuses of the Fuel Card will lead to immediate disciplinary action up to and including dismissal.

REPORTING

1. In the event of an accident, near miss, and or any damage reported to a municipal owned vehicle, drivers are required to complete an incident/accident report provided by their immediate supervisor.
2. Drivers are required to notify their immediate supervisor upon incurring any violation tickets resulting from their operation of a municipal vehicle.

AMENDMENT

3. Drivers will be held responsible for any costs associated with violations or traffic tickets incurred while operating a municipal vehicle.

LICENSE SUSPENSION

1. Authorized personnel operating a municipal vehicle must adhere to municipal, provincial, and federal traffic laws and driving practices. Any offence of these laws when operating a Municipal Vehicle must be reported immediately and may result in disciplinary action up to and including dismissal.
2. The employee is responsible to report any suspension or conditions of their driver's license to their immediate supervisor.
3. If an employee operates a municipal vehicle during a time when their licence is suspended, or has their licence suspended as a direct result of operating a municipal vehicle, disciplinary action will be taken up to and including dismissal.
4. If an employee who has had their license suspended for any reason other than a medical cause, who is required to operate municipal vehicles as part of their work duties, the Municipality may take the following measures:
 - (a) Based on the circumstances and situation, for first license suspension, and up to a period of one year, the employee may be offered a different working position where they will not be required to operate or drive a piece of equipment.
 - (b) The employee shall be paid the job rate designated for said position. If a position is not available, the employee may be suspended from work without pay for the remainder of the license suspension, after which the employee will be entitled to return to their original position when reinstated.
 - (c) The employee will be required to complete a quarterly training program on municipal vehicle use and safety for a period of a year or until the Municipality deems appropriate.
 - (d) **The Municipality may take disciplinary actions up to and including dismissal**

RESOURCES

- Idling Control By-law 2007-21
- Standard of Procedures for Municipal Vehicles and associated equipment



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

Resolution No.

2019 /

JANUARY 15, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS at the Committee of the Whole meeting held on January 8th, 2019; Council of the Municipality of West Nipissing reviewed the Use of Municipal Vehicles and Garages Policy;

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

BE IT FURTHER RESOLVED THAT the Use of Municipal Vehicles and Garages Policy shall become part of the Municipality of West Nipissing's Policy Manual.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____



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

Resolution No.

2019 /

JANUARY 15, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the Field Winter Carnival being held from February , 2019, be declared as a Community Event.

	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

L-1

BY-LAW 2019/04

**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING
TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETING
HELD ON THE 15th DAY OF JANUARY, 2019**

WHEREAS the Municipality of West Nipissing deems it desirable to confirm the proceedings of Council at its meeting held on the 15th day of January, 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 15th DAY OF JANUARY, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK