

## 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**

## 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) Update on Funding Application *(verbal)*
- 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) Request for Donation – Nipissing First Nation Annual Charity Golf Tournament  
 D-6(b) Draft – Employee Code of Conduct  
 D-6(c) Stipend for public members of Council Standing Committees
- D-7) Planning / Planification ..... **NIL**
- D-8) Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique  
 D-8(a) Flood Update *(verbal)*  
 D-8(b) Request for assistance re: Rehabilitation of private roads affected by flood
- D-9) Economic Development / Développement économique  
 D-9(a) IPM Update *(verbal)*

**REGULAR COUNCIL MEETING /  
RÉUNION RÉGULIÈRE**

**E) Unfinished Business / Affaires en marche**

**F) Notice of Motion / Avis de motion**

**F-1** Notice of Motion – Contravention of Staff-Council Relation Policy

**G) New Business / Affaires nouvelles**

**G-1** Resolution to authorize the Mayor to proclaim the month of June 2019 as Seniors' Month

**G-2** Resolution for appointment to CANO Board of Directors

**H) Information, Questions and Mayor's Report / Information, questions et rapport du maire**

**H-1** Mayor's Report

**I) Closed Meeting / Réunion à huis clos ..... *NIL***

**J) Adjournment / Ajournement**

**J-1** Resolution to adopt By-law **2019/51** confirming proceedings of meeting

**J-2** Resolution to adjourn the meeting

**HEAD OFFICE**

36 Semo Road  
Garden Village, ON  
P2B 3K2

**Administration**

**Culture & Heritage**

**Facilities**

**Finance**

**Housing**

**Human Resources**

**Information Technology**

**Lands**

**Library**

**Maintenance**

**Natural Resources**

**Phone:** 705-753-2050

**Fax:** 705-753-0207

**Website:** [www.nfn.ca](http://www.nfn.ca)

**DIRECT LINES FOR  
PROGRAMS & SERVICES:**

**Economic Development /  
Employment & Training**

**Phone:** 705-753-6985

**Fax:** 705-753-0571

**Education**

**Phone:** 705-753-6995

**Fax:** 705-753-5827

**Food Bank**

**Phone:** 705-753-6972

**Health Services**

**Phone:** 705-753-3312

**Housing**

**Phone:** 705-753-6973

**Fax:** 705-753-6986

**Lands**

**Phone:** 705-753-2922

**Native Child Welfare**

**Phone:** 705-753-2691

**Fax:** 705-753-2527

**Nipissing Secondary School**

**Phone:** 705-497-9938

**Ontario Works**

**Phone:** 705-753-2058

**Fax:** 705-753-5841

**Public Works**

**Phone:** 705-753-4167

**Fax:** 705-753-6703

May 21, 2019

MUNICIPALITY OF WEST NIPISSING

225 HOLDITCH ST SUITE 101  
STURGEON FALLS P2B 1T1

Dear MUNICIPALITY OF WEST NIPISSING:

**We will be hosting the 28th Annual Charity Golf Tournament at Osprey Links Golf Club on Saturday, July 6th, 2019.**

All proceeds from this tournament will be donated to two charities: the Nipissing First Nation Food Bank and the Little NHL Host Tournament fundraiser. Nipissing First Nation strives to work towards improving the lives of our families and its community members and we are grateful for any support that you can provide.

There are three ways to donate (see attached sponsorship form):

Sponsorship

Prize donation

Cash donation

The success of this tournament is a result of participation and the generous donations we receive. If you have any questions, please feel free to contact me at 705-753-2050 x 1341 or by email at [kymc@nfn.ca](mailto:kymc@nfn.ca).

On behalf of Nipissing First Nation, miigwech!

Sincerely,

Kym Couchie

Event Coordinator

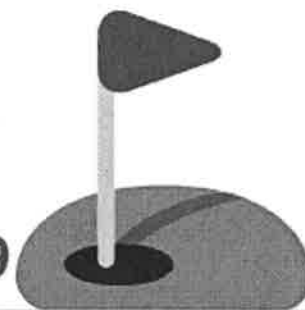


**NIPISSING  
FIRST NATION**

A-Ki, Bemaadziik, E-Niigaanwang  
The Land, the People, the Future

**28TH ANNUAL CHARITY GOLF TOURNAMENT**

**SATURDAY, JULY 6, 2019**



#### **Platinum Donations - \$2500**

- Two golf packages (8 players) to play on the day of the tournament (includes golf carts, awards dinner & prizes)
- Your name and/or logo displayed in a donor listing in the 2019 registration brochure, event program, and included in all advertising for the event
- Your name displayed on two tee boxes
- Your name announced as a sponsor during the reception
- Your name mentioned in the golf tournament results article that will be published in the NFN newsletter, and recognition on our website (nfn.ca)
- Corporate banner to be displayed at the event

#### **Gold Donations - \$2000**

- Two golf packages (8 players) to play on the day of the tournament (includes golf carts, awards dinner & prizes)
- Your name and/or logo displayed in a donor listing in the event program and all advertising for the event
- Your name displayed on one tee box
- Your name announced as a sponsor during the reception
- Your name mentioned in the golf tournament results article that will be published in the NFN newsletter, and recognition on our website (nfn.ca)

**Please submit forms &  
donations by June 21st**

This is to ensure your name and/or  
logo are included in advertisements.

#### **Dinner Sponsor - \$1500**

- Only one available
- Your name announced as sponsor during the dinner
- Your name mentioned in the golf tournament results article that will be published in the NFN newsletter, and recognition on our website (nfn.ca)

#### **Silver Donations - \$1500**

- Two golf packages (8 players) to play on the day of the tournament (includes golf carts, awards dinner & prizes)
- Your name and/or logo displayed in a donor listing in the event program
- Your name displayed on one tee box
- Your name announced as a sponsor during the reception
- Your name mentioned in the golf tournament results article that will be published in the NFN newsletter, and recognition on our website (nfn.ca)

#### **Bronze Donations - \$1000**

- Two golf packages (8 players) to play on the day of the tournament (includes golf carts, awards dinner & prizes)
- Your name displayed on one tee box
- Your name announced as a sponsor during the reception
- Your name mentioned in the golf tournament results article that will be published in the NFN newsletter, and recognition on our website (nfn.ca)

#### **Friends of Nipissing - \$500**

- One golf package (4 players) to play on the day of the tournament (includes golf carts, awards dinner & prizes)
- Your name displayed on one tee box
- Your name mentioned in the golf tournament results article that will be published in the NFN newsletter

**\* Donations of prizes & cash are also appreciated \***

# MEMORANDUM

**TO:** Mayor and Council

**FROM:** Kimberly Cuillerier and Kassandre Jolin  
Communications and Corporate Services Officers

**DATE:** June 7, 2019

**SUBJECT: EMPLOYEE CODE OF CONDUCT**

The Code of Conduct outlines the Municipality's expectations for conduct in the workplace and identifies the implications for misconduct. These standards are designed to supplement the legislative parameters within which the employees must operate, and to enhance public confidence that we operate from a basis of professionalism, accountability and integrity.

The Code of Conduct applies to all personnel of the Municipality of West Nipissing, including but not limited to management, full-time, part-time, and casual employees, volunteers and students.

As part of the Municipality's efforts to implement a policy that is respected and valued by staff, discussion sessions were facilitated to engage staff in the development of their Code of Conduct. A total of four (4) group sessions were held with employees participating from every department, including front-line workers, supervisors, management, and some members of the Joint Health and Safety Committee.

The group sessions provided an opportunity for staff to participate in open discussions, sharing their perspectives on appropriate and inappropriate workplace behaviour. The nature of the discussions addressed major themes in the workplace such as disclosure, conflicts of interest, accountability, substance abuse, social media, and municipal assets. In addition, employees identified workplace values that are important to them personally, and essential to maintain as public service employees. The following key values were identified by staff: respect, transparency, accountability, professionalism, accessibility, and communication.

Attached is a proposed Code of Conduct that is reflective of current policies and procedures, legislative requirements, and employee engagement.

Regards,

**Kimberly and Kassandre**  
Communications and Corporate Services

# Joie de vivre



[www.westnipissingouest.ca](http://www.westnipissingouest.ca)



## EMPLOYEE CODE OF CONDUCT

Employee Code of Conduct	Date of Issue:
Approved by:	Review/Revised:

### POLICY STATEMENT

Employees of the Municipality are expected to demonstrate professionalism and carry out their duties in a manner that supports a fundamental commitment to the well-being of the community and regard for the integrity of the Corporation of the Municipality of West Nipissing. The Code of Conduct outlines the Corporation's expectations, general standards for employee conduct in the workplace, and associated implications for misconduct.

### SCOPE

The Code of Conduct applies to all personnel of the Municipality of West Nipissing, including but not limited to management, full-time, part-time, and casual employees, volunteers and students.

### DEFINITIONS

**Conduct:** A person's behaviour and choice of actions.

**Conflict of Interest:** Any situation in which an employee or member of his or her family has a direct or indirect interest such that they could influence a decision made by the Municipality for personal or financial gain.

Any situation in which an employee's personal or financial interests may affect the performance of their job duties and/or adversely affect the reputation and legitimacy of the Municipality of West Nipissing.

**Gifts and Benefits:** Any gift, gratuity, payment, advantage or favour offered to an employee that would advance the giver's interest or promote a relationship where the employee feels an obligation or loyalty to the giver.

**Unethical Conduct:** Including but not limited to any criminal, fraudulent, illegal or dishonest activity, and action that constitutes a breach of trust or respect.

**Confidential information:** Data that is part of public domain and information deemed by Council or Management as confidential such as personal information, internal policies, items under legal proceeding, etc.

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## CODE OF CONDUCT

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### The following conduct is expected

1. Observing the provisions outlined in this Code of Conduct and the Municipal Policies and Procedures, and encouraging colleagues to do the same.
2. Maintaining a professional conduct that is mutually respectful, honest, honorable, and demonstrates collaboration with colleagues and management.
3. Acting with integrity, respect, fairness and courtesy in relations with others.
4. Maintaining a work environment that supports health and safety, equal opportunity, diversity, fair treatment of all staff, and work-family balance.
5. Being accountable, through disclosure, by providing timely, accurate and complete information (i.e. errors and omissions, conflict of interests and ethical violations).
6. Arriving to work ready, on time, and fit for duty.
7. Maintaining a professional appearance and dressing according to one's respective position.
8. Maintaining the privacy of privileged data and preventing the disclosure of any confidential, proprietary or sensitive information.
9. Engaging in ethical and lawful processes of procurement, contract negotiations and financial reporting.
10. Keeping personal matters and disputes outside of the workplace.
11. Ensuring that communication shared with the media, shareholders and residents is provided exclusively by authorized personnel.
12. Avoiding situations that may cause a conflict of interest for the Municipality and disclosing any information in the event of a potential or perceived conflict.
13. Respecting the assets of the Municipality including its corporate image, facilities, equipment and finances.

### The following conduct is unacceptable and is subject to disciplinary measures

#### Municipal Assets

1. Using one's position, corporate assets, or professional relationships for personal advantages or any other form of favoritism or gain for oneself or others.
2. Conducting unrelated business activities while on duty for the Municipality or with the use of municipal assets.
3. Misuse of municipal property or assets for personal use or gain including facilities, equipment, time and material.

#### Financial Activities

4. Engaging in unlawful or unethical processes of procurement, contract negotiations, or financial reporting.
5. Giving or receiving gifts as a means of bribery, exerting influence, or receiving personal gain or reward
6. Offering hospitality, entertainment, or any monetary contribution on behalf of the Municipality without proper authorization.

#### Conflicts of Interest

7. Engaging in activities that generate conflicts of interest and failing to disclose a conflict of interest
8. Engaging in municipal politics or making public statements in a manner that misrepresents or slanders the Municipality, its operations, or its employees. This includes making defamatory comments on social media.

9. Providing preferential treatment or privileges to any resident, contractor, supplier, and colleague, in contravention of Municipal Policies and Procedures.

#### **Workplace Behaviour**

10. Engaging in any behaviour or activity that may compromise the health and safety of individuals on municipal property, or with the use of municipal assets.
11. Inappropriate or excessive use of cellphone, other personal devices, social media, or internet during work hours.
12. The use of drugs, alcohol, or prescription medications while on duty that may impair the employee's ability to be fit for work (in contravention of the Substance Abuse Policy).
13. Engaging in behaviours of harassment of any kind, including sexual, physical, intimidation, and abuse of power.
14. Discriminating against an individual or group on the basis of gender, sexual orientation, age, race, disability, religious beliefs, political affiliation, etc.

#### **Employment Requirements**

15. Failing to renew or obtain professional certification, training, or any requirements deemed mandatory for one's position, as instructed in the employment agreement.

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### **IMPLEMENTATION**

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Upon hire, all municipal employees receive a copy of the Code of Conduct as part of their orientation material. Managers are to review the Code with each employee to ensure that the agreement is understood and signed. All employees are required to review the Code and sign the agreement on a yearly basis.

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### **RESOURCES**

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- Accessible Customer Service Policy
- Cannabis Policy Statement Policy
- Health and Safety Policy
- Integrated Accessibility Standards Policy
- Internet Policy
- Purchasing (Procurement) By-law
- Sexual Harassment Policy
- Social Media Policy
- Substance Abuse Policy
- Use of Municipal Vehicles and Garages Policy
- Workplace Violence and Harassment Policy



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**ACKNOWLEDGEMENT AND AGREEMENT**

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I, \_\_\_\_\_, acknowledge that I have reviewed and understand the Employee Code of Conduct of the Municipality of West Nipissing. Through this confirmation, I agree to comply with the provisions of this Code of Conduct and recognize that if I fail to adhere, I will be subject to such appropriate measures including but not limited to revocation of privileges, suspension, up to and including dismissal of employment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## COMMITTEE & BOARD VOLUNTEER APPOINTMENTS (2018-2022)

Cemetery Board	Court of Revision	Environmental Services	Library Board	Planning Advisory	Museum Board of Management	Property Standards	Com. of Adjustment	Accessibility Advisory	Agricultural Advisory	Police Services Board	Youth Action Advisory
<ul style="list-style-type: none"> <li>• 5 members at large</li> <li>• 2 from Council</li> </ul>	<ul style="list-style-type: none"> <li>• 3 or 5 members at large</li> </ul>	<ul style="list-style-type: none"> <li>• 5 members at large</li> <li>• 2 from Council</li> </ul>	<ul style="list-style-type: none"> <li>• 5 members at large</li> <li>• 1 from Council</li> </ul>	<ul style="list-style-type: none"> <li>• 2 members at large</li> <li>• 5 from Council</li> </ul>	<ul style="list-style-type: none"> <li>• 7 members at large</li> <li>• 2 from Council</li> </ul>	<ul style="list-style-type: none"> <li>• 3 members at large</li> </ul>	<ul style="list-style-type: none"> <li>• 3 members at large</li> <li>• 2 from Council</li> </ul>	<ul style="list-style-type: none"> <li>• <b>min</b> of 3 persons with disability</li> <li>• <b>min</b> of 2 members at large</li> <li>• 1 from Council</li> <li>• 1 member of Staff)</li> </ul>	<ul style="list-style-type: none"> <li>• 4 members at large</li> <li>• 1 from Council</li> </ul>	<ul style="list-style-type: none"> <li>• 1 member at large</li> <li>• 2 from Council</li> </ul>	<ul style="list-style-type: none"> <li>• <b>up to 8</b> members at large</li> <li>• 1 from Council</li> </ul>

## VOLUNTEER MEMBERS

SOUTHERN MEMBERS											
Jean-Pierre Martin	Hubert Beaudry	Louise Allaire	Steven Friedrich	Fernand Pellerin	Existing Board until June 2019	Brian Robert	Roger Gagnon	Brian Robert	Hubert Beaudry	Roch St. Louis	
Jennifer Ritchie	Dan Schwartzentruber	Bertrand Bizier	Suzanne Pilon	Normand Roberge			Fern Pellerin	Sylvie Belanger	Dan Schwartzentruber		
Jean-Pierre Courchesne	Janet Parsons	Raymond Marleau	Anne Langevin			(2) Vacancies	Normand Roberge	Tammy Rheume-Fortin	Diane Deschatelets		
Hubert Beaudry		Daniel Olivier	Danielle Venne					Roberte Giroux	Normand Roberge		
Normand Roberge		Ginette Rochon	(1) Vacancy					Céleste Auger-Proulx			
								Yvon Gauthier			
								Rachel Gagnon			
3 MTGS. / YEAR	2 MTGS. / YEAR	Not Applicable	Not Applicable	12 MTGS. / YEAR	7 MTGS. / YEAR		12 MTGS. / YEAR	3 MTGS. / YEAR	3 MTGS. / YEAR	Not Applicable	
(rate x # of mtgs) x # of members	(rate x # of mtgs) x # of members	Already receive attendance stipend		(rate x # of mtgs) x # of members	(rate x # of mtgs) x # of members		(rate x # of mtgs) x # of members	(rate x # of mtgs) x # of members	(rate x # of mtgs) x # of members	Already receive attendance stipend	(rate x # of mtgs) x # of members
\$25 = \$ 375	\$25 = \$ 150			\$25 = \$ 600	\$25 = \$ 350		\$25 = \$ 600	\$25 = \$ 525	\$25 = \$ 300		
\$50 = \$ 750	\$50 = \$ 300			\$50 = \$1,200	\$50 = \$ 700		\$50 = \$1,200	\$50 = \$1,050	\$50 = \$ 600		
\$75 = \$1,125	\$75 = \$ 450			\$75 = \$1,800	\$75 = \$1,050		\$75 = \$1,800	\$75 = \$1,575	\$75 = \$ 900		

**COMBINED TOTALS ... for all listed Boards and Committees :**

\$25 / meeting :	\$2,900
\$50 / meeting :	\$5,800
\$75 / meeting :	\$8,700

**NOTE:**

→ any honorariums for the Youth Action Advisory Committee, if re-established, would have to be added to the totals

**Janice Dupuis**

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**Subject:** FW: Private roads (Road Easements) Flooding damage

**From:** Kathleen Thorne

**Sent:** June 6, 2019 8:59 AM

**To:** Jay Barbeau <[jbarbeau@municipality.westnipissing.on.ca](mailto:jbarbeau@municipality.westnipissing.on.ca)>

**Cc:** Chris Fisher <[cfisher@municipality.westnipissing.on.ca](mailto:cfisher@municipality.westnipissing.on.ca)>

**Subject:** Private roads (Road Easements) Flooding damage

Hi Jay,

Nice to see you yesterday. I am sending this email to follow up on our discussion re assistance for resident with private roads/driveways.

My thought on the subject was that perhaps there is a way for the municipality to assist without taking financial responsibility for repairs. I will use our particular situation as an example.

Where we live there are three houses that are served by the same private drive (in our case I believe it is an easement or right of way over municipally owned land). It is approximately .7 km.

Generally, the three of us chat every spring, decide how much gravel to get (usually 2 loads), and which portion of the road to do. We have it professionally graded every second year. We purchase gravel and get in graded by Ed Seguin and Son. The cost is shared among the three households and usually works out to \$300-400 per year/per household

With the high water this year, we are expecting to face very poor conditions once the water recedes. At the highest lake level more than half of the .7 km road was completely submerged. There is approximately 200 m that has been submerge since the state of emergency was called and still is.

Our cost at Seguin is about \$440 per belly truck (approx 30t) for A gravel and \$125 hour for grader and operator.



I would imagine that the per tonne cost that the municipality gets from suguin would be less due to a much higher volume. Additionally-the municipality will likely qualify for the 25 % funding (if I understood you at the council meeting this week), if homeowners in our situation were able obtain gravel and other services through the municipality on a cost recovery model it could end up saving affected home owners hundreds or even thousands of dollars , without setting the dangerous precedent of the municipality actually covering the costs of repairs.

I have copied Chris, as I understand he works with you on the emergency stuff. Here's a pic of our road, the day the emergency was declared.

Thanks for hearing me out on this.

**Kathleen Thorne**  
Thistle Marketing



# MEMORANDUM

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**TO:** Mayor and Council  
**FROM:** Jean-Pierre (Jay) Barbeau, CAO  
**DATE:** June 7, 2019  
**RE:** NOTICE OF MOTION

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The following are my comments regarding this Notice of Motion and the attached document.

By-Law No. 2019-38 – Council Staff Relations Policy

The **“Policy Requirements”** section references sections of various other policies and by-laws which are applicable to the behaviour of employees and members of Council, one of which is the Procedural By-Law. The section 3.5.1.2 referred to by in the Notice of Motion states:

*5.1.2 Use profane or offensive words or insulting expressions against the Council or against any member, staff or guest;*

is, in fact, a section of the West Nipissing Procedural By-Law 2018/28, which governs the actions of members of Council, not staff. A member of staff cannot be in contravention of this section as it is inapplicable to them.

The **“Monitoring/Contraventions”** section states:

*The CAO shall be responsible for receiving complaints and/or concerns related to the is policy.*

The alleged violation should have been brought to my attention in accordance with the policy.

**“Officers and Employees Code of Conduct”** is both premature as it has not been tabled, there has never been a reference to “Officers” in the title though employees will fit the entire category.

I trust that this will assist in you deliberations.

Thank you,

**Joie de vivre**



[www.westnipissingouest.ca](http://www.westnipissingouest.ca)

## COUNCIL-STAFF RELATIONS POLICY (Policy 2019/140)

Section: <b>C</b>	Policy Number: <b>2019/140</b>
Department: All Departments	Effective Date: April 23, 2019
Subject: <b>COUNCIL-STAFF RELATIONS POLICY</b>	Revision Date:

### Schedule "A" By-law No. 2019/38

## 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;*

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**MONITORING/CONTRAVENTIONS**

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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.

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**LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES**

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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.





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

## NOTICE OF MOTION FORM

In accordance with Section 20.0 "**NOTICES OF MOTION**" of the Corporation of the Municipality of West Nipissing Procedural By-Law:

Member of Council: Lise Sénécal

Hereby files a **NOTICE OF MOTION** to be included on the Agenda for the meeting of Council, which is scheduled to be held on: June 11, 2019  
(enter date)

**SUBJECT:** Please see attached email sent to MCSCS May 23, 2019 regarding the community wellbeing and safety plan by an officer of the corporation and the highlighted sections of the email

and which **NOTICE OF MOTION** to read as follows:

Whereas Council rightfully adopted April 9th a 'council staff relations policy stating the Corporation of Municipality of WN will promote respectful relationship

Whereas the purpose of the policy is to provide guidance on how the corporation ensures a respectful relation

Whereas a <sup>12</sup> ~~member~~ staff of the corporation is in contravention with section 3 5.1.2 of council/staff relation policy

Whereas the policy indicates the relationship between members of council and the officers and employees of the corporation is guided by the code of conduct for members of council

Whereas the CAO has indicated a code of conduct of officers and employees will be done

Whereas it is also important for officers and employees to be guided by code of conduct for respectful relationships

Whereas a copy of the code of conduct of officers and employees shall be shared with council

Therefore, to ensure mutual respect and a positive relation with council, recommend that the council/staff relation policy be amended to include the code of conduct of officers and employees

Member of Council:



(signature)

**FOR CLERK'S OFFICE USE ONLY:**

Date received:

June 4, 2019

Time received:

8:45 PM (approx.)

Entered in Council Agenda for meeting date of:

June 11, 2019

**From:** Anastasopoulos, Steffie (MCSCS) <[Steffie.Anastasopoulos@ontario.ca](mailto:Steffie.Anastasopoulos@ontario.ca)>  
**Sent:** May 24, 2019 9:59 AM  
**To:** Alisa Craddock <[acraddock@municipality.westnipissing.on.ca](mailto:acraddock@municipality.westnipissing.on.ca)>  
**Cc:** Biordi, Tiana (MCSCS) <[Tiana.Biordi@ontario.ca](mailto:Tiana.Biordi@ontario.ca)>  
**Subject:** RE: Possibility of Ministry presentation to Council CSWB Plan

Hi Alisa,

Thank you for participating in the webinar yesterday.

Ironically, we are also in the middle of discussions with Mayor Joanne Savage on a potential presentation to the West Nipissing council members as well. Would this be the same council that you are referring to?

If you are referring to a separate group or additional members, perhaps we can look into a joint presentation for all in order to maximum time and resources?

Appreciate your thoughts and confirmation on the above.

Thanks

Steffie

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**From:** Alisa Craddock [<mailto:acraddock@municipality.westnipissing.on.ca>]  
**Sent:** May 23, 2019 11:42 AM  
**To:** Anastasopoulos, Steffie (MCSCS)  
**Subject:** Possibility of Ministry presentation to Council CSWB Plan

Steffie (and colleagues)

Thank you for the presentation and all of the supporting documents. If we would like a Council presentation, how much time do you usually need? Availability in evenings? After a long process, we are transitioning to OPP on June 6<sup>th</sup> so we have had some significant competing priorities at Council and a not always harmonious relationship with our PSB, though all of that is improving. We have one Councillor who is engaged and understands the scope of this undertaking but he is a single voice and this planning process does seem to still fall behind in priorities. Members of Council were invited to participate in these webinars; it is my understanding that only a few participated. I am going to go back to Council in June with a bit more structured proposal (thanks to you and to Peel Region's documents); however, I think that a presentation from the Ministry with your ability to directly answer their questions might

be beneficial.

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

<image001.jpg>

Thanks!

Tiana

**From:** Biordi, Tiana (MCSCS)

**Sent:** May 24, 2019 4:14 PM

**To:** 'Alisa Craddock' <[acraddock@municipality.westnipissing.on.ca](mailto:acraddock@municipality.westnipissing.on.ca)>

**Cc:** Anastasopoulos, Steffie (MCSCS) <[Steffie.Anastasopoulos@ontario.ca](mailto:Steffie.Anastasopoulos@ontario.ca)>; 'Joanne Savage' <[jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)>

**Subject:** RE: Possibility of Ministry presentation to Council CSWB Plan

Hi Alisa,

I have been coordinating with Mayor Joanne Savage on a presentation to the West Nipissing Council, so this is perfect timing!

In terms of availability, would the first two weeks of July work? Perhaps you both can provide us with a couple of dates that would work best for your group. As discussed with Joanne, we will require about 1.5 hours for the presentation and questions.

Could you please also let me know approximately how many participants will be in attendance?

I look forward to hearing back from you.

Thanks and have a great weekend!

Tiana

**From:** Alisa Craddock [<mailto:acraddock@municipality.westnipissing.on.ca>]

**Sent:** May 24, 2019 10:51 AM

**To:** Anastasopoulos, Steffie (MCSCS) <[Steffie.Anastasopoulos@ontario.ca](mailto:Steffie.Anastasopoulos@ontario.ca)>

**Cc:** Biordi, Tiana (MCSCS) <[Tiana.Biordi@ontario.ca](mailto:Tiana.Biordi@ontario.ca)>

**Subject:** RE: Possibility of Ministry presentation to Council CSWB Plan

We are one and the same J

To: "Biordi, Tiana (MCSCS)" <[Tiana.Biordi@ontario.ca](mailto:Tiana.Biordi@ontario.ca)>

Cc: Alisa Craddock <[acraddock@municipality.westnipissing.on.ca](mailto:acraddock@municipality.westnipissing.on.ca)>, Joanne Savage <[jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)>

Subject: Re: Possibility of Ministry presentation to Council CSWB Plan

Good morning Tiana

Thank you for proposing a couple of dates.

Will share with members of council to find out ASAP which date works best and let you know.

Is duration of session approx 1.5 hrs?

Regards

Joanne

Mayor

Sent from my iPhone

On May 29, 2019, at 17:12, Biordi, Tiana (MCSCS)  
<[Tiana.Biordi@ontario.ca](mailto:Tiana.Biordi@ontario.ca)> wrote:

Hi again Alisa/Joanne,

I just wanted to follow up and let you know that we have identified a couple of dates that would work for us to come out and deliver a presentation to your group, and wanted to see if either of these dates would work for you:

- Tuesday June 11<sup>th</sup> – afternoon (anytime from 1:00pm and onwards)
- Wednesday June 12<sup>th</sup> – morning (anytime from 9:00am – 12:00pm)

Please let me know as soon as possible if either of these dates work and if there is a preferred date/time.

webinars included various stakeholders.

The development of CSWBP includes the participation of all social and health related agencies, enforcement and educational sectors as well as public consultation and opportunity of partnerships with First Nations.

The CSWBP is legislated and will be quite an undertaking.

The Ministry is extending its assistance and is available to do a presentation to council.

They would need to know ASAP which date is suitable , June 11 or June 12?

It would be appreciated if you can let Melanie or myself know by Monday June 3rd.

Thanks  
Joanne  
Mayor

Sent from my iPhone

Begin forwarded message:

**From:** Joanne Savage <[jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)>

**Date:** May 30, 2019 at 08:52:31 EDT

From: Joanne Savage <[jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)>  
Subject: Fwd: Possibility of Ministry presentation to Council CSWB Plan  
Date: Jun 3, 2019 at 06:25:16  
To: Lise Senecal <[lsenecal@municipality.westnipissing.on.ca](mailto:lsenecal@municipality.westnipissing.on.ca)>

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Sent from my iPhone

Begin forwarded message:

**From:** Joanne Savage <[jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)>  
**Date:** May 30, 2019 at 09:27:54 EDT  
**To:** Lise Senecal <[lsenecal@municipality.westnipissing.on.ca](mailto:lsenecal@municipality.westnipissing.on.ca)>, Leo Malette <[lmalette@municipality.westnipissing.on.ca](mailto:lmalette@municipality.westnipissing.on.ca)>, Yvon Duhaime <[yduhaime@municipality.westnipissing.on.ca](mailto:yduhaime@municipality.westnipissing.on.ca)>, Dan Roveda <[droveda@municipality.westnipissing.on.ca](mailto:droveda@municipality.westnipissing.on.ca)>, Chris Fisher <[cfisher@municipality.westnipissing.on.ca](mailto:cfisher@municipality.westnipissing.on.ca)>, Roland Larabie <[rlarabie@municipality.westnipissing.on.ca](mailto:rlarabie@municipality.westnipissing.on.ca)>, Jeremy Seguin <[jseguin@municipality.westnipissing.on.ca](mailto:jseguin@municipality.westnipissing.on.ca)>, Denis Senecal <[dsenecal@municipality.westnipissing.on.ca](mailto:dsenecal@municipality.westnipissing.on.ca)>  
**Cc:** Alisa Craddock <[acraddock@municipality.westnipissing.on.ca](mailto:acraddock@municipality.westnipissing.on.ca)>, Melanie Ducharme <[mducharme@municipality.westnipissing.on.ca](mailto:mducharme@municipality.westnipissing.on.ca)>, Jay Barbeau <[jbarbeau@municipality.westnipissing.on.ca](mailto:jbarbeau@municipality.westnipissing.on.ca)>  
**Subject:** Fwd: Possibility of Ministry presentation to Council CSWB Plan

Good morning everyone,

As previously discussed at council each municipality needs to have a community safety well-being plan.

The Ministry has shared info regarding to process and framework for the development of CSWBP by various webinars. The participants of the



# PROCLAMATION

## SENIORS' MONTH

**WHEREAS** *Seniors' Month* is an annual province-wide celebration;

**WHEREAS** seniors have contributed and continue to contribute immensely to the life and vibrancy of this community;

**WHEREAS** seniors continue to serve as leaders, mentors, volunteers and important and active members of this community;

**WHEREAS** their contributions past and present warrant appreciation and recognition and their stories deserve to be told;

**WHEREAS** the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community;

**WHEREAS** the knowledge and experience seniors pass on to us continues to benefit all;

**THEREFORE**, I, Mayor Joanne Savage, do hereby proclaim June 1<sup>st</sup> to 30<sup>th</sup>, 2019 as «**SENIORS' MONTH**» in the Municipality of West Nipissing and encourage all citizens to recognize and celebrate the accomplishments of our seniors.

Dated this 11<sup>th</sup> day of JUNE, 2019.

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Joanne Savage, Mayor

**Joie de vivre**



[www.westnipissingouest.ca](http://www.westnipissingouest.ca)

# PROCLAMATION

## MOIS DES PERSONNES ÂGÉES

**ATTENDU QUE** le *Mois des personnes âgées* est une célébration provinciale annuelle;

**ATTENDU QUE** les aînés ont contribué et continuent de contribuer de façon marquée à la vie et au dynamisme de cette communauté;

**ATTENDU QUE** les aînés continuent d'être des leaders, des modèles, des bénévoles et des membres vitaux et actifs de cette communauté;

**ATTENDU QUE** leurs contributions passées et présentes méritent à la fois reconnaissance et appréciation et que leurs histoires méritent d'être connues;

**ATTENDU QU'**assurer la santé et le bien-être des aînés est dans l'intérêt de tout un chacun, car elles contribuent à assurer la santé et le bien-être de toute la communauté;

**ATTENDU QUE** les connaissances et l'expérience que les aînés nous transmettent continuent de nous profiter à toutes et tous;

**PAR CONSÉQUENT** je, maire Joanne Savage, proclame que la période du 1<sup>er</sup> au 30 juin 2019 comme étant le « **MOIS DES PERSONNES ÂGÉES** » dans la Municipalité de Nipissing Ouest et encourage tous les citoyens et citoyennes à rendre hommage aux aînés et à célébrer leurs réalisations.

Daté ce 11<sup>e</sup> jour de juin 2019.

Joanne Savage, Maire

# Joie de vivre



West Nipissing Ouest

Joie de vivre

[www.westnipissingouest.ca](http://www.westnipissingouest.ca)



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

Resolution No.

2019 /

JUNE 11, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** the Mayor be authorized to proclaim the month of June 2019 as « **SENIORS' MONTH / MOIS DES ÂÎNÉS** » in the Municipality of West Nipissing.

	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 /

JUNE 11, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** le CONSEIL DES ARTS DU NIPISSING OUEST (CANO) made a presentation to Council at the meeting held on February 5, 2019 seeking a financial partnership with the Municipality of West Nipissing;

**AND WHEREAS** on April 23, 2019; the Council for the Municipality of West Nipissing passed resolution no. 2019/143 authorizing the Chief Administration Officer (CAO) and Mayor to enter into a Financial Partnership Agreement with le CANO;

**AND WHEREAS** the agreement authorizes the appointment of a municipal council member to the CANO Board of Directors:

**BE IT RESOLVED THAT** the Council for the Municipality of West Nipissing hereby appoints \_\_\_\_\_ to the CONSEIL DES ARTS DU NIPISSING OUEST (CANO) Board of Directors.

	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 2019/51**

**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING  
TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETING  
HELD ON THE 11<sup>th</sup> DAY OF JUNE, 2019**

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**WHEREAS** the Municipality of West Nipissing deems it desirable to confirm the proceedings of Council at its meeting held on the 11<sup>th</sup> day of June, 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 11<sup>th</sup> DAY OF JUNE, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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JOANNE SAVAGE  
MAYOR

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MELANIE DUCHARME  
CLERK