

AGENDA / ORDRE DU JOUR

A) Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires

B) Addendum and Agenda / Addenda et Ordre du jour

- B-1 Resolution to approve the Addendum
- B-2 Resolution to adopt the Agenda

C) Delegations & Petitions / Délégations et pétitions

- C-1 Beautification Committee (Presenter: Gayle Primeau)
- C-2 Receive Petition – Street Lights in Lavigne (submitted by: D. Sénécal)

D) Planning / Planification

- D-1 (a) Resolution to approve Tile Loan Application made by Northland Farms (D. Schwartzentruber)
- D-1 (b) Resolution to approve Tile Loan Rating By-Law **2019/19** for Northland Farms (D. Schwartzentruber)
- D-2 Resolution to approve Deeming By-Law **2019/20** to designate certain land not to be within a Plan of Subdivision (Hwy 539 – K. Gostick).
- D-3 Resolution to approve By-Law **2019/21**, to amend the zoning at 150 Eugene Road from Agriculture (A1) to Rural Residential Exemption (RR-1) Zone.
- D-4 Resolution to approve By-Law **2019/22**, to amend the zoning at 99 Malette Road, Sturgeon Falls from C3 (Tourist Commercial) to SR (Shoreline Residential) Zone.
- D-5 Resolution granting Draft Subdivision Plan Approval SUBD 20198/01 to Patrick O'Connor (4 Lots, Promenade du Lac)
- D-6 Resolution to approve extension of Draft Condominium Plan (VLC 2015-01 – G. Gagnon – Deer Lake Road, Hugel Twp.)
- D-7 Resolution to approve extension of Draft Plan Approval (SUBD 2014-03 – Delorme Properties – Delorme Road, Sturgeon Falls)
- D-8 Resolution to approve By-Law **2019/23** to accept, assume and dedicate lands for public highway purposes (Pt of Dovercourt Rd in Sturgeon Falls)

E) Correspondence and Accounts / Comptes et courrier

- E-1 Resolution to adopt the minutes of the meeting of Council held on February 19th, 2019.
- E-2 Resolution to adopt the minutes of the CLOSED meeting of Council held on February 19, 2019.
- E-3 Resolution to adopt the minutes of the BUDGET meeting of Council held on February 23, 2019.
- E-4 Resolution to adopt the minutes of the BUDGET meeting of Council held on February 26, 2019.
- E-5 Resolution to adopt the minutes of the BUDGET meeting of Council held on March 4, 2019.

- E-6** Resolution to adopt the minutes of the meeting of Council held on March 5, 2019.
- E-7** Resolution to adopt the minutes of the CLOSED meeting of Council held on March 5, 2019.
- E-8** Resolution to adopt the minutes of the meeting of Council held on March 12, 2019.
- E-9** Resolution to adopt the minutes of the CLOSED meeting of Council held on March 12, 2019.
- E-10** Resolution to receive the minutes of the Au Chateau Board of Management meeting held on January 16, 2019.
- E-11** Resolution to receive the minutes of the West Nipissing Police Services Board meeting held on January 16, 2019.
- E-12** Resolution to receive the minutes of the West Nipissing Public Library Board meetings held on January 10, 2019 and February 21, 2019.
- E-13** Resolution to receive the minutes of the Committee of Adjustment meetings held on January 14, 2019
- E-14** Resolution to **adopt** the minutes of the Planning Advisory Committee meeting held on July 9, 2018.
- E-15** Correspondence re: Engineering Report for Lavigne Fire Hall Inspection
- E-16** Correspondence re: Training for Council - Safe Drinking Water (*offered by OCWA*)

F) Unfinished Business / Affaires en marche

G) Notice of Motion / Avis de motion

H) New Business / Affaires nouvelles

- H-1** Resolution to adopt By-Law **2019/24** to amend the Procedural By-Law re: Conflict of Interest and Preparation of Agenda items.
- H-2** Resolution to adopt By-Law **2019/25** to establish a Cannabis By-Law for the municipality
- H-3** Resolution to approve By-Law **2019/26** to Establish a Fire Department
- H-4** Resolution to approve By-Law **2019/27** to Establish an Emergency Management Plan for the Municipality (*Schedule "A" – separate document*)
- H-5** Resolution to approve By-Law **2019/28** to participate in the Nipissing District Mutual Aid Program (Fire)
- H-6** Resolution to approve By-Law **2019/29** to establish the Office of the Integrity Commissioner and a Process for Hearing Complaints regarding Elected Officials
- H-7** Resolution to approve By-Law **2019/30** to appoint an Integrity Commissioner and sign agreement
- H-8** Resolution to adopt By-Law **2019/31** to authorize the Mayor and CAO to sign the Court Security and Prisoner Transportation (CSPT) Program agreement. (*Agreement separate document*)
- H-9** Resolution to authorize LiveStreaming of Committee meetings
- H-10** Resolution to expand and improve broadband internet service across rural Ontario
- H-11** Resolution to appoint a new member to the Agriculture Advisory Committee
- H-12** Resolution to proclaim the month of April 2019 as Organ Donor Month in the municipality
- H-13** Resolution to designate Saturday, June 22, 2019 as « Tag Day » in the Municipality as requested by the Rorab Shrine Club of North Bay

I) Addendum / Addenda

J) Information & Questions / Information et questions

J-1 Mayor's Report

K) Closed Meeting / Réunion à huis clos

K-1 Resolution to proceed into closed meeting as authorized in Section 239 (2) of the Municipal Act, to discuss the following:

(B) personal matters about an identifiable individual, including municipal or local board employees;

(i) Municipal Act / Roles & Responsibilities

(E) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality of local board;

(ii) Update - MX Constructors File

K-2 Resolution to adjourn the closed session

L) Adjournment / Ajournement

L-1 Resolution to adopt By-law **2019/32** confirming proceedings of meeting

L-2 Resolution to adjourn the meeting



REQUEST FOR DELEGATION / WRITTEN SUBMISSIONS

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

PLEASE PRINT CLEARLY:

Council Meeting Date:

~~Tuesday Feb 12th, 2019~~ → MARCH 19, 2019

Subject:

Beautification

Name:

Gayle Primeau / Ken Perrin

Address:

267 King St

Phone:

Home: 905-758-7564

Business / Cell:

—

Fax:

—

E-Mail:

gayleprimeau@outlook.com

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

Sturgeon Falls Beautification Group / Embellissons
Sturgeon Falls

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

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

Presentation Requirements:

☐

Easel

☐

Projection Equipment

☒

Other: paper copy

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

Submit your completed form to:

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

Visit ... www.westnipissingouest.ca

Municipality of West Nipissing

march08/2019

c/o Melanie Ducharme

cc Shawn Remillard , Yvon duhaime.

Please accept this application and petition from residents who wish to enhance the safety of our community by adding lighting at these intersections and to also provide aesthetic value to our community.

The major concern for traffic safety includes the intersection of Hwy 64 and Eugene road and the intersection of Hwy 64 and Poirier rd. At these locations there is no residents affected by the addition of lighting.

We also ask that the locations for lights be looked at when entering the town of Lavigne from the north side. There is an S curve as you enter with no lightning which causes safety concerns and also lighting would add some aesthetic value for the community. We are requesting the addition of two lights or more at this location. These lights might affect residents living in that area therefore this area requires more investigation.

Thank you in advance

Contact: Denis Senecal

705 471 4463

PRESCRIBED PETITION FORM

SUBMIT TO:



Council of the Municipality of West Nipissing
% Municipal Clerk
101 – 225 Holditch Street
Sturgeon Falls, ON L3B 3X4

I/We the undersigned petition the Council of the Municipality of West Nipissing as follows:

Brief description: Installation of STREET Lamps AT: (1) Intersection of Hwy 64 and Eugene Rd 2) Hwy 64 and Poirier Rd. 3) At least Two Lamps at entrance of Town of Languigne (North side). These are all safety issues.

PRINTED NAME	MAILING ADDRESS	CONTACT NUMBER	SIGNATURE
Michel Piette	233 avenue du lac Lavigne	705 507 2519	Michel Piette
Glennia Rivest	95 ch. Comeau Lavigne	705-594-2679	Glennia Rivest
Abel Rivest	56 COMEAU LAVIGNE	705 594-2571	Abel Rivest
Léo Lalonde	18 chemin Argo	705 594-1917	Léo Lalonde
G. Gilpin	10 ARGO RD VERNER	705 594 9899	G. Gilpin
N. GILPIN	10 ARGO RD VERNER	705-594-9899	N. Gilpin
MADELEINE CARRE	38 PRINCIPALE UNIT VERNER	705 581-2026	Madeleine Carre
EDDAR JARVIS	10572 HWY 64	594-9332	Edgar Jarvis
Rosa Rivest	816 Comeau Rd. Lavigne	705-594-2574	Rosa Rivest
L. Arbour	177 Avenue du lac Lavigne	705-471-0891	L. Arbour
Reina Peltier	233 Avenue du LAC	705-580-2348	Reina Peltier
Romaine Rivest	3957 L'Ange	705 594 9364	Romaine Rivest
Lucie Rivest	98 Michel Road (Lavigne)	705-594-9472	Lucie Rivest
Lorraine Peters	10542 HWY 64	594-1090	Lorraine Peters
HELEN RIVEST	284 Hwy 575 Verner ont	594 2645	Helen Rivest

MUST BE SIGNED BY SUBMITTING REQUESTOR

Contact Information:	Print Name:	Signature:
	DENIS SÉNÉCAL	Denis Sénécal
Mailing Address:	Street, City, Postal Code:	

PRESCRIBED PETITION FORM

SUBMIT TO:



Council of the Municipality of West Nipissing
% Municipal Clerk
101 - 225 Holditch Street
Sturgeon Falls, ON L3B 3X4

I/We the undersigned petition the Council of the Municipality of West Nipissing as follows:

Brief description: INSTALLATION OF STREET LAMPS AT: 1) Intersection of HWY 64 and EUGENE Rd, 2) HWY 64 and POIRIER Rd, 3) AT Least Two at entrance of town of LAVIGNE (North side). These are all safety issues.

PRINTED NAME	MAILING ADDRESS	CONTACT NUMBER	SIGNATURE
ETIENNE PLANTE	10522 Lavigne	705-594-2270	[Signature]
DANIEL LABELLE	16 CROSBY Rd VERNER	705-594-1684	Daniel Labelle
Paul Rivest	93 Riviere veuve Rd	705-493	Paul Rivest
CLAUDE MARIN	4 CHRON RD. LAVIGNE	705-594-1150	[Signature]
FLO CARON	54 CARON Rd Lavigne ON.	705-594-2685	Flo Caron
Digne Plante	10522 Hwy 64 Lavigne ON	705-594-2270	[Signature]
Etienne Plante	10522 Hwy 64 Lavigne ON	705-594-2270	[Signature]
Lila Lachapelle	18 Caron Rd.	705-493-3942	Lila Lachapelle
Nahel Lachapelle	18 Caron Rd	705-493-3942	N. Lachapelle
Denise Pope	4 Caron Rd.	705-594-1110	D. B. Pope
RON MACKIE	8 CARON RD.	705-594-9855	[Signature]
BRENDA MACKIE	8 CARONS RD	705-594-9855	Brenda Mackie
DAN SENECA	329 TROTTIER	705-471-2927	D. Senecal
LEO MICHEL	4 Millrand Rd	705-594-9649	[Signature]
JACK MAILLOU	10533 Hwy 64 LAVIGNE	919-1965	Jack Maillo
Monique Maillo	10533 HWY 64 Lavigne	705-594-2832	M. Maillo

MUST BE SIGNED BY SUBMITTING REQUESTOR

Contact Information:	Print Name: DENIS SENECA	Signature: <i>Denis Senecal</i>
Mailing Address:	Street, City, Postal Code:	

PREScribed PETITION FORM

SUBMIT TO:



Council of the Municipality of West Nipissing
% Municipal Clerk
101 - 225 Holditch Street
Sturgeon Falls, ON L3B 3X4

I/We the undersigned petition the Council of the Municipality of West Nipissing as follows:

Brief description: Installation of street lamps at 1) Intersection of Hwy 64 and Eugene Rd. 2) Hwy 64 and Parier Rd. 3) At least Two Lamps at Northern entrance to Town of LaVigne. These are all safety issues.

PRINTED NAME	MAILING ADDRESS	CONTACT NUMBER	SIGNATURE
RON PITRE	52 COMEAU RD	594-9005	Ron Pitre
Michel Lechapel	18 - COMON RD.	493-7992	M. Lechapel
CONRAD POTVIN	45 COMEAU RD	705 898 3144	Conrad Potvin
RITA BRAZEAU	46 COMEAU	807-323-2190	Rita BrazEAU
Samuel Plante	10, rue Dubois, Verner Post 2110	705-594-9440	Samuel Plante
Roselyne Marbo			
ERIC BRAZEAU	46 COMEAU	807 323 0031	Eric Brazeau
DIANE LAURIE	378 KING	705 753 0876	Diane Laurie
Rachelle Michel	105 SECOND	705-753 4154	Rachelle Michel
RAY SAVOIE	231 Avenue Andrieu	594-1227	Ray Savoie
Yvon Plante	112 PLANTE RD	594-9068	Yvon Plante

MUST BE SIGNED BY SUBMITTING REQUESTOR

Contact Information:	Print Name: DENIS SENE'CAL	Signature: <i>Denis Sene'cal</i>
Mailing Address:	Street, City, Postal Code:	

By signing this petition, I hereby acknowledge that this petition will become part of a public record belonging to the Municipality of West Nipissing and that all information contained in this petition will be available for viewing by the public and may be reproduced in a future Council Agenda.



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

Resolution No.

2019 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the Application for a Tile Loan made under the *Tile Drainage Act RSO 1998*, by NORTHLAND FARMS AND CONTRACTING INC. for the property described below in the amount of \$48,100 be accepted, pending financing by the Ministry of Agriculture, Food and Rural Affairs:

144 Rainville Road, Lavigne, ON
Part Lot 11, Concession B,
Twp. Caldwell, Municipality of West Nipissing

Roll No. 48-52-060-001-33522

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

To the council of the Municipality of West Nipissing
Property Ownership

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may apply for the loan.

Ownership Type Corporation
Applicant Mailing Address and Primary Contact Information

Last Name <u>Northland Farms & Contracting Inc.</u>		First Name	Middle Initial
Unit Number	Street/Road Number <u>122</u>	Street/Road Name <u>Rainville Road</u>	PO Box
City/Town <u>Lavigne</u>		Province <u>Ontario</u>	Postal Code <u>P0H 1R0</u>
Telephone Number ext.	Cellphone Number (optional) <u>519 949-2866</u>	Email Address (optional) <u>northlandfarms@yahoo.ca</u>	

Location of Land to be Drained

Lot or Part Lot <u>Part of Lot 11</u>	Concession <u>B</u>	Geographic Township <u>Caldwell Township</u>
Parcel Roll Number		

Civic Address

Unit Number	Street/Road Number <u>144</u>	Street/Road Name <u>Rainville Road</u>	PO Box
City/Town <u>Lavigne</u>		Province <u>Ontario</u>	Postal Code <u>P0H 1R0</u>

Description of Drainage System

Please attach a sketch of the location of the land you are planning to drain.

A mapping tool is available at: www.ontario.ca/drainage

Approximate Length of Pipe Material ft/m <u>94,986 Feet</u>	Area to be Drained acre/ha <u>75 Acres</u>
Proposed Outlet <u>Rainville Drain 1969</u>	Anticipated Date of Commencement <u>November 30, 2018</u>
	Anticipated Date of Completion <u>November 30, 2018</u>

Estimated Total Cost of Drainage System

Material	\$28,604.06
Installation	\$19,129.86
Inspection Fee	\$450.00
Other	
Total Cost	\$48,183.92

Amount of Loan Requested* \$48,100.00

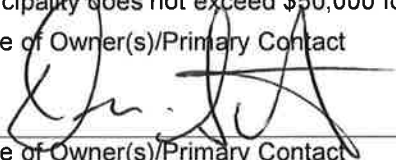
* Must be a multiple of \$100 not exceeding 75% of total cost of drainage work.

Terms of Agreement

In making this application for a loan, I understand and agree to the following:

- a) The granting of the loan is conditional upon all work being conducted in accordance with the *Agricultural Tile Drainage Installation Act*;
- b) The approval or refusal of the application is at the discretion of council whose decision is final;
- c) I will be advised in writing of council's decision regarding the application;
- d) Should the loan application be approved, an inspector of drainage will complete an Inspection and Completion Certificate and submit it to council;
- e) Council shall levy and collect for the term of ten years, over and above all other rates upon the land in respect of which the loan is made, a special equal annual rate sufficient to discharge the principal and interest of the loan;
- f) The *Tile Drainage Act* sets out procedural matters which pertain to this application for a loan; and
- g) The sum of all loans issued to me, as an individual, or in my role in a partnership or corporation in this and any other municipality does not exceed \$50,000 for the period of April 1st to March 31st.

Signature of Owner(s)/Primary Contact



Date (yyyy/mm/dd)

2019/02/05

Signature of Owner(s)/Primary Contact

Date (yyyy/mm/dd)

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Tile Drainage Act*, R.S.O. 1990, c. T.8 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to:

where the form is addressed to a municipality (*municipality to complete*)

Melanie Ducharme, Clerk

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



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2019/19

A BY-LAW IMPOSING SPECIAL ANNUAL DRAINAGE RATES IN RESPECT OF WHICH MONEY IS BORROWED UNDER THE *TILE DRAINAGE ACT*

WHEREAS Northland Farms & Contracting Inc., being owners of land in the municipality has applied to the Council for the Municipality of West Nipissing under the Tile Drainage Act for loan for the purpose of constructing subsurface drainage works on such land;

AND WHEREAS Council has, upon the application lent the owners the total sum of **\$48,100.00** to be repaid with interest by means of the rates hereinafter imposed;

NOW THEREFORE THE COUNCIL FOR THE MUNICIPALITY OF WEST NIPISSING, PURSUANT TO THE *TILE DRAINAGE ACT*, ENACTS AS FOLLOWS:

1. That annual rates as set out in the Schedule "A" attached hereto are hereby imposed upon such lands described as Part of Lot 11, Concession B, Twp. Caldwell (Roll No. 48-52-060-001-33522) for a period of ten years, such rates shall have a priority lien status and shall be levied and collected in the same manner as taxes.

ENACTED AND PASSED THIS 19th DAY OF MARCH, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

* If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer in the last blank space provided. Only the owner(s) of the property may apply for a loan.



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

Resolution No.

2019 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT By-Law **2019/19**, being a by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*, application made by NORTHLAND FARMS AND CONTRACTING INC., (Part of Lot 11, Concession B, Township of Caldwell) Municipality of West Nipissing, 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: _____

MEMORANDUM

TO: Mayor and Council
FROM: Melanie Ducharme, Municipal Clerk/Planner
DATE: March 15, 2019
RE: **DEEMING BY-LAW(S) – HWY. 539 - DESAULNIERS**

In 2018 Mr. and Mrs. Gostick purchased a lot on Highway 539 in Desaulniers. The property is a whole lot on registered plan of subdivision no. 36M-200. Upon purchasing the property the owners discovered that the property's field bed was encroaching on municipally owned lands and the Municipality agreed to sell a small parcel of lands to them to resolve the encroachment. They are now seeking to merge the parcel they purchased from the Municipality with the lands they already own; however once lots are registered by Plan of Subdivision, they remain separate entities unless the lots are deemed by the Approval Authority not to be lots within a Plan of Subdivision.

Accordingly, Mr. and Mrs. Gostick, by their solicitor, Mr. Stewart, is requesting that the Municipality of West Nipissing pass a By-Law Pursuant to Section 50(4) of the *Planning Act* (Ontario), deeming Lot 18 Plan M-200 no longer within a Plan of Subdivision. Once this By-Law is passed and registered, the lot will lose its status as a subdivided lot and may then be consolidated by MPAC into one Roll.

Thank you,

Melanie Ducharme
Clerk/Planner

Joie de vivre



www.westnipissingouest.ca

COPY



WEST NIPISSING PLANNING ADVISORY COMMITTEE

2019 / 004

March 11, 2019

Moved by / Proposé par :

Seconded by / Appuyé par :

WHEREAS the Owner of Lot 18 Registered Plan M-200, (the "Lands") has applied to the Municipality to have the Lands deemed not to be lots on a Registered Plan of Subdivision pursuant to Section 50(4) of the *Planning Act*, R.S.O., c. P. 13.

THEREFORE BE IT RESOLVED that the West Nipissing Planning Advisory Committee recommends that Council for the Municipality of West Nipissing pass a By-law deeming lot 18, Plan M-200 not to be a lot on a plan of Subdivision.

CHAIR

SECRETARY

Defeated:

Deferred/Tabled:

	Yeas	Nays
Duhaime, Yvon		
Fisher, Christopher		
Pellerin, Fernand		
Roberge, Normand		
Savage, Joanne		
Sénécal, Denis		
Roveda, Dan		



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2019/20

BEING A DEEMING BYLAW TO DESIGNATE
LOT 18, REGISTERED PLAN M-200
NOT TO BE A LOT ON A REGISTERED PLAN OF SUBDIVISION

WHEREAS Registered Plan M-200 for the former Township of Gibbons, now The Corporation of the Municipality of West Nipissing (the "Municipality") was registered on the 10th day of October, 1920.

AND WHEREAS the owner of Lot 18, M-200 has applied to the Planning Advisory Committee for the Corporation of the Municipality of West Nipissing to merge Lot 18, Plan M-200 with abutting lands owned by them, described as Part 1, Plan 14219, and in order to do so, Lot 18, M-200 must be deemed by the Corporation of the Municipality of West Nipissing to no longer be a lot on a registered plan of subdivision, pursuant to Section 50(4) of the *Planning Act*, R.S.O., c. P. 13.

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

1. **DEEMING:** Lot 18, Registered Plan M-200, Municipality of West Nipissing, is, pursuant to Section 50(4) of the *Planning Act*, R.S.O., 1990 c.P. 13, deemed not to be a Lot on a Registered Plan of Subdivision for the purposes of Section 50(3) of the *Planning Act* (Ontario).

ENACTED AND PASSED THIS 19th DAY OF MARCH, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

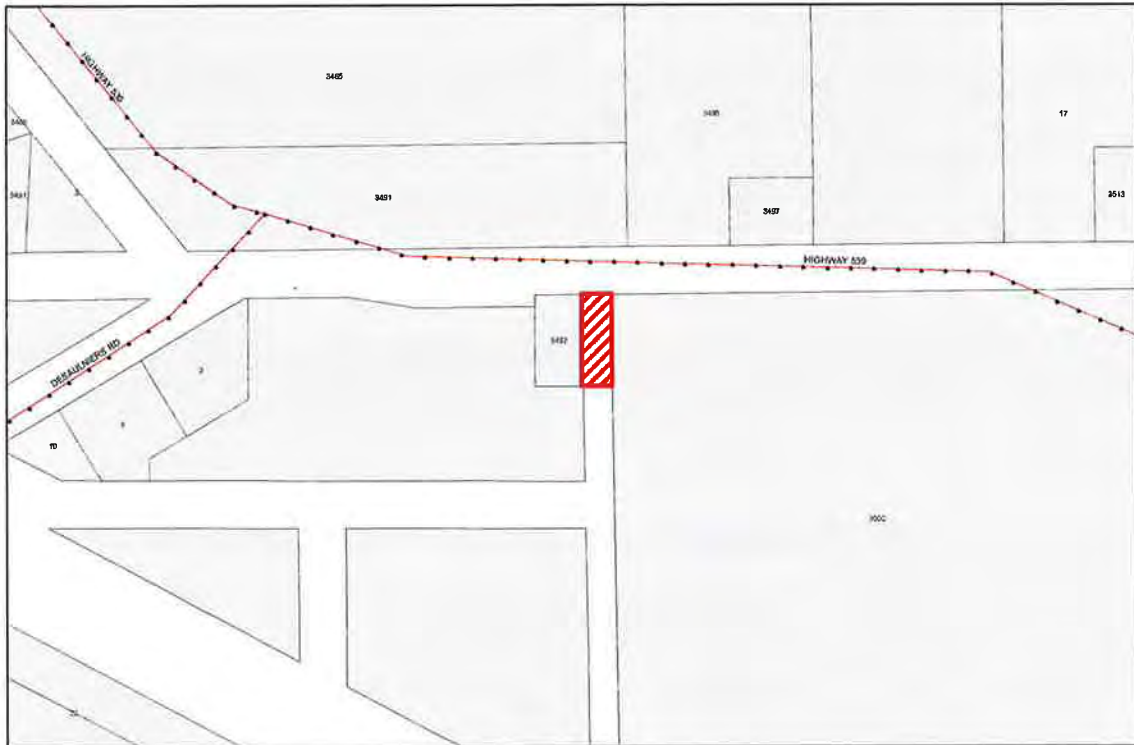
JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

SCHEDULE FOR BY-LAW 2019/20





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

Resolution No.

2019 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT THEREFORE RESOLVED THAT By-law **2019/20**, being a deeming bylaw to designate lot 18, registered plan M-200 not to be a lot on a registered plan of subdivision, 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: _____

PLANNING REPORT

Proposed Plan of Zoning Amendment File No. ZBLA2019/01

Applicant: Kyle Carniero by his Agent,
Goodridge, Goulet Planning & Surveying Ltd.

Date: March 11, 2019



West Nipissing Ouest

Table of Contents

1. INTRODUCTION.....	2
2. SITE AND BACKGROUND INFORMATION	2
3. DEVELOPMENT PROPOSAL	2
4. POLICY CONTEXT	2
4.1 Provincial Policy Statement	2
4.1.1 Section 2.3 – Agriculture.....	3
4.1.2 2.3.3 Permitted Uses.....	3
4.1.3 2.3.5 Removal of Land from Prime Agricultural Areas.....	3
4.1.4 2.3.6 Non-Agricultural Uses in Prime Agricultural Areas	3
4.1.5 Section 1.6.6 – Sewage, Water and Storm Water.....	3
4.2 Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas.....	4
5. LOCAL POLICY DOCUMENTS	4
5.1 Official Plan	4
5.2 Zoning By-Law	5
5.2.1 Permitted Uses.....	5
5.2.2 Parking	5
6. WEST NIPISSING AGRICULTURAL ADVISORY COMMITTEE	5
7. CORRESPONDENCE/INFORMATION ATTACHED	5
8. SUMMARY AND RECOMMENDATIONS.....	5
Figure 1 – Aerial Imagery	6
Figure 2 – Aerial Imagery 2	7
Figure 3 – Reference Plan 36R-14013	8
Figure 4 – West Nipissing Official Plan – Land Use Schedule.....	9
Figure 5 – West Nipissing Zoning By-law No. 2014-45	10
Appendix 1 Agricultural Advisory Committee	11
Appendix 2 – Public Comments	12
Appendix 3 – Agency Comments	14

1. INTRODUCTION

The purpose of this Planning Report is to address all provincial and municipal land use policies governing the proposed re-zoning of the property located at 150 Eugene Road, Verner, Ontario to allow the accessory structure located on the property to be used as a Place of Entertainment for hosting weddings and other similar gatherings. The application is being put forward by the owner, Kyle Carniero and Kaitlin Edmonds through their agent, Goodridge Goulet Planning & Surveying.

2. SITE AND BACKGROUND INFORMATION

The subject property is located on the east side of Eugene Road north of Rainville Road in Caldwell Township, in the Municipality of West Nipissing. The entire property owned by the Applicant is approximately 1.17 hectares (2.8 acres). The property was the subject of a severance in 2016, being file no. C39/16, the purpose of which was to separate the dwelling from the farmland. Mr. Carniero purchased the dwelling property in 2017. Aerial Imagery is attached as Figures 1 and Figure 2. The property was formerly a dairy farm which ceased many years ago. More recently, the acreage has been used for cash crop and was severed to be sold and consolidated with another farm operation in 2016. The shed which is located in the north east corner of the property is owned by the individual owning the surrounding farmland and is part of the farming operation. Presently, the structures on the property consist of a single family dwelling constructed in 1943, sheds and a barn. MPAC records indicate that the barn was constructed in 1982.

The property has access off of Eugene Road which is a rear round municipally maintained road and is serviced by private water and septic services.

3. DEVELOPMENT PROPOSAL

The owner is proposing to re-zone the property to convert the barn located on the property to be used as a Place of Entertainment for the hosting of theme weddings and similar gatherings.

4. POLICY CONTEXT

Land use policies and regulations affecting the subject lands include the Planning Act, R.S.O., 1990 and the associated 2014 Provincial Policy Statement at the Provincial Level including the companion document *Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas*. At the municipal level, the West Nipissing Official Plan, the Municipality of West Nipissing Zoning By-law 2014-45 and Site Plan Control By-Law No. 2015-63 affect the subject lands.

4.1 Provincial Policy Statement

The *Provincial Policy Statement 2014 (PPS)* provides a policy framework for land use within the Province of Ontario. It is the responsibility of the local planning authority(s), in this case the Municipality of West Nipissing, to uphold the policies of the PPS, pertaining to land use planning and development. In particular, the planning authorities must ensure that their decisions are consistent with key provincial interests.

4.1.1 Section 2.3 – Agriculture

The subject lands are located within an area which has been designated in the West Nipissing Official Plan as Agriculture. Accordingly, the development is subject to the policies set out in Section 2.3.

4.1.2 2.3.3 Permitted Uses

2.3.3.1 In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses.

Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

2.3.3.2 In prime agricultural areas, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.

4.1.3 2.3.5 Removal of Land from Prime Agricultural Areas

2.3.5.1 Planning authorities may only exclude land from prime agricultural areas for expansions of or identification of settlement areas in accordance with policy 1.1.3.8.

4.1.4 2.3.6 Non-Agricultural Uses in Prime Agricultural Areas

2.3.6.1 Planning authorities may only permit non-agricultural uses in prime agricultural areas for:

- a) extraction of minerals, petroleum resources and mineral aggregate resources, in accordance with policies 2.4 and 2.5; or*
- b) limited non-residential uses, provided that all of the following are demonstrated:*
 - 1. the land does not comprise a specialty crop area;*
 - 2. the proposed use complies with the minimum distance separation formulae;*
 - 3. there is an identified need within the planning horizon provided for in policy 1.1.2 for additional land to be designated to accommodate the proposed use; and*
 - 4. alternative locations have been evaluated, and*
 - i. there are no reasonable alternative locations which avoid prime agricultural areas; and*
 - ii. there are no reasonable alternative locations in prime agricultural areas with lower priority agricultural lands.*

2.3.6.2 Impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands are to be mitigated to the extent feasible.

4.1.5 Section 1.6.6 – Sewage, Water and Storm Water

Section 1.6.6.4 of the 2014 PPS requires that where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not provided,

individual on-site sewage services and individual on-site water services may be used, provided that site conditions are suitable for the long-term provision of such services with no negative impacts.

The subject property is located in an area where no municipal sewage and water services are available. Given that proposed development will serve the public, the applicant would be required to undergo a full examination of the site by the Ministry of the Environment and the North Bay Mattawa Conservation Authority in order to ensure that the services required (water and sanitary) for the facility will meet all provincial criteria.

4.2 Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas

This document was created by the Province of Ontario to assist municipalities in decision making as it relates to development in the Prime Agricultural Areas. The Guide provides specific examples of what are considered to be Agricultural Uses, Agricultural Related Uses and On Farm Diversified Uses, as those terms are defined in the PPS.

Within the context of the Guidelines, the within proposal would not meet the criteria of an Agricultural, Agriculture Related or On-Farm Diversified use. A link to the document is included below.

<http://www.omafra.gov.on.ca/english/landuse/facts/permitteduseguide.pdf>

5. LOCAL POLICY DOCUMENTS

Local policy documents include the West Nipissing Official Plan, Zoning By-law and Site Plan Control By-Law.

5.1 Official Plan

The Municipality of West Nipissing is guided by the West Nipissing Official Plan which was adopted by Council on April 15, 2008 and approved by the Ministry of Municipal Affairs and Housing on December 7, 2011. The following table, extracted from the West Nipissing Official Plan provides a summary of the existing Official Plan policies and relevant considerations for the site. These policies are further expanded in Section 5.06.3 of the Plan:

Table 5.1 - Resource Lands - Scope of Uses		
Resource Use	Permitted Uses	Prohibited Uses
<u>Agricultural Resource Lands</u>	<ul style="list-style-type: none"> - <i>Agricultural uses*</i> - <i>Secondary uses*</i> - <i>Agricultural-related uses*</i> - Conservation use - Existing dwellings and dwellings on existing lots of record and on lots created by consent under Section 8.13.13 - Forestry use - <i>Mineral aggregate operation*</i> as an interim use (see Section 5.06.4) - Passive outdoor recreation use excluding buildings and golf courses - <i>Natural heritage features and areas*</i> - <i>Wayside Pits or Quarries*</i> - Legally existing uses, buildings or structures 	<ul style="list-style-type: none"> - Uses which conflict with normal agricultural operations

The within proposal is not consistent with the policies of the West Nipissing Official Plan and it is recommended that if provisionally approved, that an Amendment to the Official Plan be carried out in consultation with the Ministry of Agriculture, Food and Rural Affairs.

5.2 Zoning By-Law

5.2.1 Permitted Uses

The property is zoned A1, Agriculture. A Place of Entertainment is not included under the Permitted Accessory Uses as shown in Table 9.2 of the Zoning By-Law. The proposal herein contemplates expanding those permitted uses to include a Place of Entertainment, as defined in Section 3.1.33 of the West Nipissing Zoning By-Law.

5.2.2 Parking

Pursuant to Section 5.2 of the Zoning By-Law, the owner will have to demonstrate that parking at the ratio provided in the by-law can be achieved. Further, the entrance will require inspection by the Public Works Manager for compliance with the West Nipissing Entrance By-Law.

6. WEST NIPISSING AGRICULTURAL ADVISORY COMMITTEE

The West Nipissing Agricultural Advisory Committee is a committee established by Council to assist Council in developing and implementing the Municipal Official Plan and Zoning By-Laws, policies and programs as they pertain to agriculture and rural areas;

On March 4, 2018, the West Nipissing Agriculture Advisory Committee met to review the proposal. Following discussion, the Committee was unable to recommend the proposal due to concerns raised with regard to inconsistencies with normal farm practices, concerns about crop damages, lack of parking, access to the lands, sanitary facilities and the general incompatibility of the proposed use with surrounding lands. A copy of the Committee resolution is attached as Appendix 1.

7. CORRESPONDENCE/INFORMATION ATTACHED

Notice was circulated to property owners within 120 meters (400 feet) of the subject lands and public bodies and utilities as required by Regulation. Copies of those comments are attached as Appendix 2. In addition, comments of the West Nipissing Chief Building Official are also attached as Appendix 3.

8. SUMMARY AND RECOMMENDATIONS

In accordance with the provisions of the *Planning Act*, the undersigned has reviewed the proposal having regard to matters of provincial interest and for consistency with the Provincial Policy Statement 2014. In addition, the application has been reviewed within the context of the West Nipissing Official Plan and Zoning by-law No. 2014-45. The proposed application to re-zone the property to allow a Place of Entertainment as a permitted accessory use is not in conformity with the West Nipissing Official Plan and the Provincial Policy Statements as it relates to development in the Prime Agricultural Areas.

Respectfully Submitted,



Melanie Ducharme, Planner

Figure 1 – Aerial Imagery



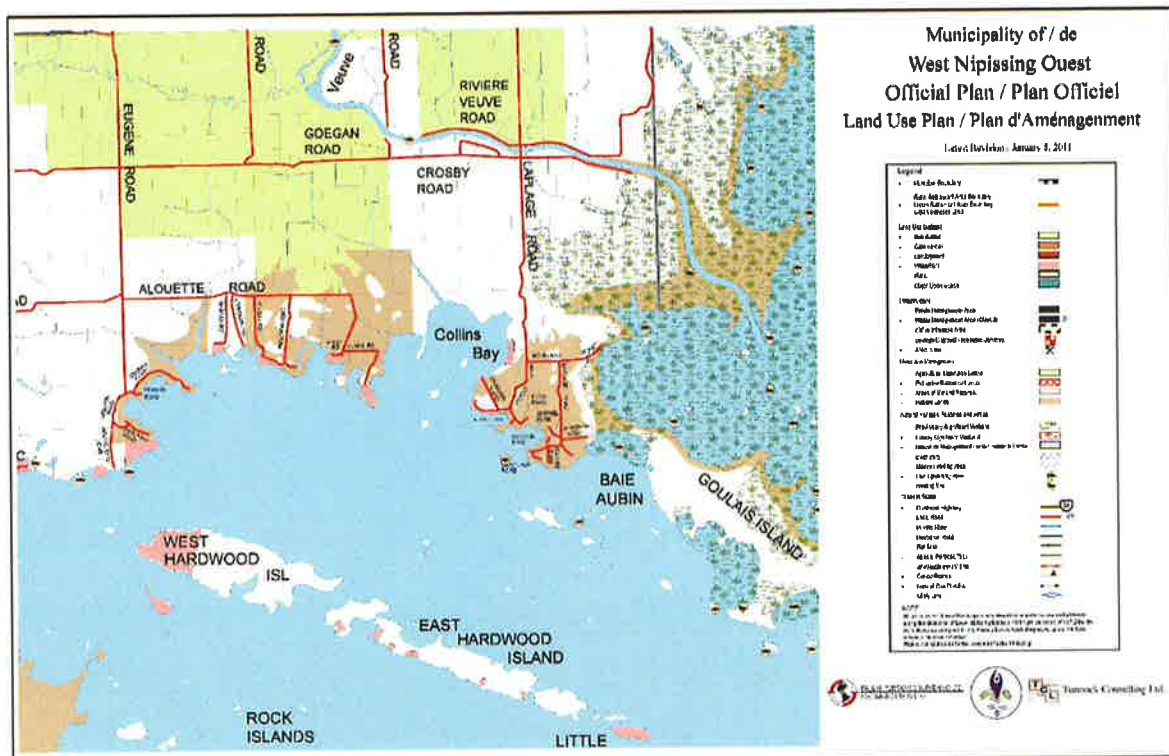
Figure 2 – Aerial Imagery 2



PLAN 36R-14013
REGISTERED AND UNREGISTERED
NOVEMBER 24th 2006
Shirley Taylor
PLANNING & SURVEYING LTD.
1000-4000 (L)
1/100 / 0.81
SCALE 1 : 1000

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Figure 4 – West Nipissing Official Plan – Land Use Schedule



WEST NIPISSING CUEST

ZONING BY-LAW 2014-45

CONSOLIDATION

JUNE 1, 2018

Schedule G3-3

CALDWELL

Map of Caldwell showing various zones and roads. The map is labeled 'G3-3' at the top and 'H3-1' at the bottom.

A1	Agriculture Open	A1	Agriculture Open
A2	Agriculture Tree	A2	Agriculture Tree
R1	Residential Single	R2	Residential Two
R3	Residential Town	R3	Residential Four
R4	Residential Medium Density		
R5	Residential Medium Density		
R6	Residential Medium Density		
R7	Residential Medium Density		
R8	Residential Medium Density		
R9	Residential Medium Density		
R10	Residential Medium Density		
R11	Residential Medium Density		
R12	Residential Medium Density		
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R100	Residential Medium Density		

LEGEND

- Highway**
- Water Management Infrastructure Area**
- Settlement Area**
- Former Municipal Boundary**
-

Appendix 1 Agricultural Advisory Committee





WEST NIPISSING AGRICULTURAL ADVISORY COMMITTEE

Resolution No.

2019 / 005

March 4, 2019

Moved by / Proposé par : 

Seconded By / Appuyé par : 

The West Nipissing Agricultural Advisory Committee has:

No objection(s) ☐

Objections ☒

to the request of a Zoning Amendment Application No. ZBLA2019/01- Kyle Carniero-Owner, Part of Lot 8, Con. A, Part 1, 36R-14013, Township of Caldwell, Municipality of West Nipissing, located at 150 Eugene Road, Verner, ON. - contrary to P.P.S., Zoning By-law

But the following be taken into consideration:

1. chemical spray concern, non agriculture-related
2. use, parking - potential for damage to crops
3. will hinder surrounding cash-crop activities; normal farm practices

CHAIR

SECRETARY

NAMES	YEAS	NAYS
Beaudry, Hubert		
Deschatelets, Diane		
Roberge, Normand		
Schwartzentruber, Daniel		
Sénécal, Denis		

Appendix 2 – Public Comments

From: Pat Vandenbogaard [mailto:vangeer@hotmail.com]
Sent: February 27, 2019 7:37 AM
To: Melanie Ducharme <mducharme@municipality.westnipissing.on.ca>
Subject: File No. ZBLA 2019/01

Hello,

In regards to the above File Number regarding property owned by Kyle Camiero and the application to amend the zoning from A1 agriculture to RR-1 Rural Residential Exception Zone 1, as we are the owners of the land which surrounds that property we are looking for additional information related to this proposed zoning by-law amendment.

We have concerns about what the property owner will be allowed to do with the property in the future. Will he be allowed to have a liquor license on his premises for events? How large will his events be allowed to become? etc. As we also have a building, driveway, farmland, and a lane access that abuts his property and is easily accessible from his property, we have concerns that persons attending his events will trespass on our property giving rise to the possibility of damage to any of the above. We are also concerned about restricted access to our own property if the event becomes too large for his own property to manage and vehicles from attendees are placed on our lane access and area of access to our shed.

Could you respond as soon as possible so we can look over the information regarding the above. We will be unable to attend the meeting but would possibly like to offer a written submission.

Thank you for your attention to this matter.

Pat Vandenbogaard
C/o 1447293 Ontario Limited

Get [Outlook for iOS](#)

From: Pat Vandenberg [mailto:vangeer@hotmail.com]
Sent: March 3, 2019 1:06 PM
To: Melanie Ducharme <mducharme@municipality.westnipissing.on.ca>
Subject: File ZBLA 2019/01 Amendment of Zoning

Hello Melanie:

Further to our conversation regarding the above application to amend the zoning of Agriculture lands A1 to Rural Residential Exception Zone 1, we have been made aware of further issues that could potentially cause problems in the future if this rezoning is realized. You had asked if we had any further concerns to forward them to you, which we are now doing in this letter.

Our business is cash crop farming which we have been actively involved in, in this township for the past twenty-four years, and which mainly takes place during the months from April to October but is not inclusive to those. During those months, we fertilize, plant, spray and harvest our crops. We are constrained by the weather and soil conditions for all these activities and as such are limited already by the time frames when we are actively engaged in them. The weather is such a major factor for us that many of the aforementioned actions could not take place if the weather was not ideal, which would be usually sunny and dry. Also, when involved in these activities there is routinely noise, dust, and sometimes odors which are inherent to these types of farming activities.

The zoning which is being pursued for 150 Eugene Road is mentioned "to include a Place of Entertainment as a permitted use". We have knowledge that the intention is to potentially use the property as a center for events such as weddings and parties which would take place presumably mostly during the spring, summer and fall months when we would be actively engaged in the farming of our fields.

Our added concerns regarding this is that our farming operations could be hampered by, or be made to cease operations during the times when Mr. Carniero (seeking the rezoning) is actively holding parties and weddings due to complaints or potential complaints of our operations and/or other potential issues relating to traffic, noise, dust, odors, etc. This would cause a major disruption to our business and livelihood. It would affect the outcome and yield potentials for the farm which would then affect our business' income.

We also have a huge concern with liability issues. As mentioned in our previous letter, we have a shed which holds our equipment in it and is used for storage throughout the year, as well, our fields surround the property that is asking for the rezoning. One of our concerns is, what is going to stop people that are attending events on his property from trespassing on our property and potentially causing harm to themselves or injuring themselves on our property? There is also the concern that persons may enter our

Appendix 3 – Agency Comments



PLANNING ADVISORY COMMITTEE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

NOTICE OF PUBLIC MEETING

TAKE NOTICE that the West Nipissing Planning Advisory Committee will hold a public meeting in the Council Chamber of the West Nipissing Municipal Office, 225 Holditch Street, Sturgeon Falls, in order to consider a proposed amendment to the Zoning By-law under Section 34 of the Planning Act, RSO 1990.

Date and Time:	March 11, 2019 at 6:00 p.m.
File No.	ZBLA 2019/01
Registered Owner(s)	Kyle Carniero
Purpose of Application	To amend the zoning designation of the lands from A1 (Agriculture) to RR-1 (Rural Residential Exception Zone 1) to include Place of Entertainment as a Permitted Use.
Agent (s)	Goodridge, Goulet Planning & Surveying
Address:	150 Eugene Road
Legal:	Part Lot 8, Con. A, Part 1, 36R-1401, Twp. of Caldwell, Municipality of West Nipissing

SKETCH/KEY MAP: Please refer to the sketch/key map attached for the location of the land which is the subject of this application.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed Zoning By-law amendment.

PUBLIC ADVISORY If a person or public body does not make oral submissions at the public meeting or make written submissions to the Municipality of West Nipissing in respect of the proposed zoning amendment before the approval authority gives or refuses to give a approval to the zoning amendment, the person or public body is not entitled to appeal the decision of the Municipality of West Nipissing to the Ontario Municipal Board and may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal (LPAT) unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

IF YOU WISH to be notified of the decision of Committee and possible LPAT Hearing in respect to the proposed zoning amendment, you must make a written request to the West Nipissing Municipality c/o Melanie Ducharme at 225 Holditch Street, Suite 101, Sturgeon Falls, P2B 1T1.

ADDITIONAL INFORMATION related to the proposed Zoning By-law amendment is available during regular hours at the offices of the West Nipissing Planning Committee, 225 Holditch Street, Sturgeon Falls or by email to mducharme@westnipissing.ca

Dated at the Municipality of West Nipissing this 19 day of February, 2019.

Melanie Ducharme, Municipal Clerk/ Planner

Municipality of West Nipissing
Public Works Department

☒ No Concerns
☐ Concerns/-see below comments



**PLANNING ADVISORY COMMITTEE
CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING**

NOTICE OF PUBLIC MEETING

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File No.	ZBLA 2019/01
Registered Owner(s)	Kyle Carniero
Purpose of Application	To amend the zoning designation of the lands from A1 (Agriculture) to RR-1 (Rural Residential Exception Zone 1) to include Place of Entertainment as a Permitted Use.
Agent (s)	Goodridge, Goulet Planning & Surveying
Address:	150 Eugene Road
Legal:	Part Lot 8, Con. A, Part 1, 36R-1401, Twp. of Caldwell, Municipality of West Nipissing

SKETCH/KEY MAP: Please refer to the sketch/key map attached for the location of the land which is the subject of this application.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed Zoning By-law amendment.

PUBLIC ADVISORY If a person or public body does not make oral submissions at the public meeting or make written submissions to the Municipality of West Nipissing in respect of the proposed zoning amendment before the approval authority gives or refuses to give a approval to the zoning amendment, the person or public body is not entitled to appeal the decision of the Municipality of West Nipissing to the Ontario Municipal Board and may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal (LPAT) unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

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ADDITIONAL INFORMATION related to the proposed Zoning By-law amendment is available during regular hours at the offices of the West Nipissing Planning Committee, 225 Holditch Street, Sturgeon Falls or by email to mducharme@westnipissing.ca

Dated at the Municipality of West Nipissing this 19 day of February, 2019.

Melanie Ducharme, Municipal Clerk/ Planner

Note; Prior to holding events in existing barn, a "Change of Use" permit will need to be obtained. The review will need to be carried out by an Architect & Structural Engineer.

MUNICIPALITY OF WEST NIPISSING BUILDING DEPARTMENT	
<input checked="" type="checkbox"/> No concerns	
<input type="checkbox"/> Concerns/-see below comments	
<hr/>	

From: Alain Bazinet
Sent: March 5, 2019 2:23 PM
To: Melanie Ducharme <mducharme@municipality.westnipissing.on.ca>
Subject: RE: 150 Eugene Road - Proposed Zoning Amendment

Melanie,

Basically, a change of use permit is required when you change from one use to another or if you are modifying or potentially adding a use. These permits are necessary to ensure that fire, structural and other safety standards are met. It is the building and or property owner's responsibility to ensure that a permit is obtained when required.

In this case a permit is required for the proposed change in use. The owner will need to retain an architect and engineer to carry out a performance level evaluation. The evaluation process is done to determine if compensating construction is needed to bring the existing building to the mandatory standards.

Regards,

Alain Bazinet, CBCO
Chief Building Official
Municipality Of West Nipissing
225 Holditch Street
Sturgeon Falls, ON
P2B 1T1
705-753-6906

From: Melanie Ducharme
Sent: March 5, 2019 12:33 PM
To: Alain Bazinet
Subject: 150 Eugene Road - Proposed Zoning Amendment

Good morning Alain,

In your comments concerning the re-zoning of the above noted property, you indicated that a Change of Use Permit would be required by the owner. Would you be able to expand on those comments to indicate what exactly that would entail with respect to the Building Code?

Melanie Ducharme
Municipal Clerk/Planner
Municipality of West Nipissing



WEST NIPISSING PLANNING ADVISORY COMMITTEE
ZBLA2019/01

Resolution No.

2019 / 005

March 11, 2019

Moved by / Proposé par :

Seconded by / Appuyé par :

WHEREAS a public meeting was held for the purpose of amending Zoning By-Law 2014-45;

AND WHEREAS written concerns and objections were received:

☐ YES or

☒ NO

BE IT RESOLVED THE WEST NIPISSING PLANNING ADVISORY COMMITTEE

☒ RECOMMENDS

or

☐ DOES NOT RECOMMEND

that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to rezone the property known as 150 Eugene Rd, Legally described as Part Lot 8, Con. A, Part 1, 36R-14013, Township of Caldwell Municipality of West Nipissing, District of Nipissing to amend the zoning designation of the lands from A1-Agriculture to RR-1 Rural Residential Exception Zone 1. to include a Place of Entertainment as a Permitted use. *subject to imposition of Site Plan Control.*

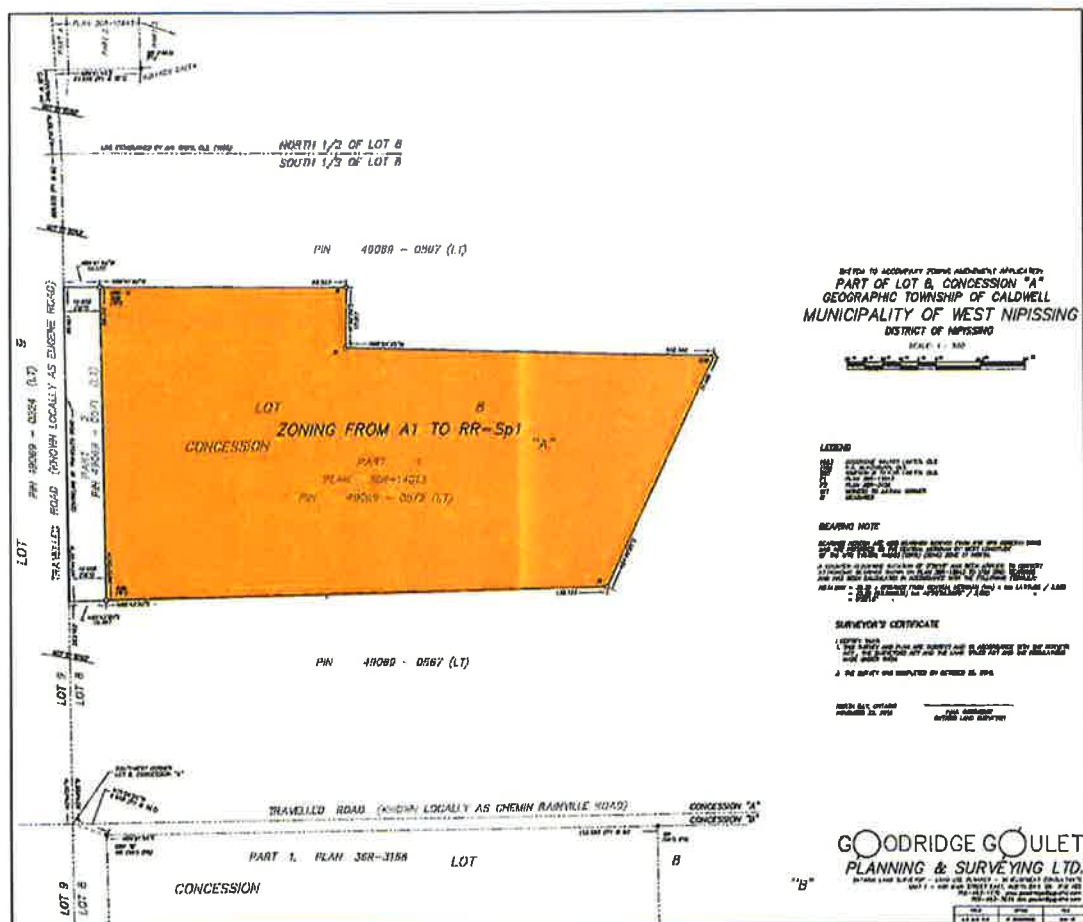
Defeated:

Deferred/Tabled:

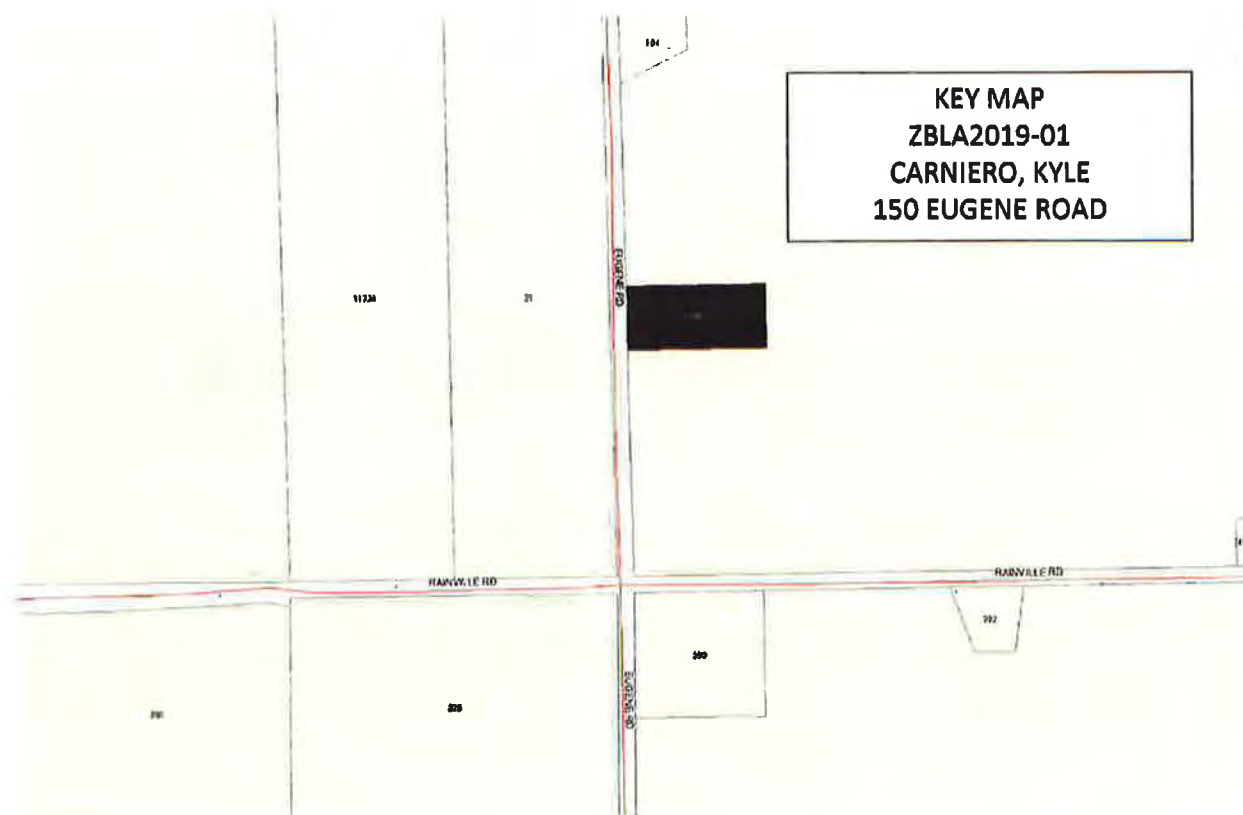
CHAIR

SECRETARY

	Yeas	Nays
Duhaime, Yvon		✓
Fisher, Christopher	✓	
Pellerin, Fernand	✓	
Roberge, Normand		✓
Savage, Joanne	✓	
Sénécal, Denis		✓
Roveda, Denis	✓	



**KEY MAP
ZBLA2019-01
CARNIERO, KYLE
150 EUGENE ROAD**





THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2019/21

**BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2014/45 TO
REZONE CERTAIN LANDS ON EUGENE ROAD
FROM AGRICULTURE (A1) TO RURAL RESIDENTIAL EXEMPTION ZONE 1 (RR-1) ZONE**

WHEREAS the owner of the subject property has initiated an amendment to Zoning By-Law 2014-45 for the property located at 150 Eugene Road, being Part Lot 8, Con. A, Plan 36R-14013, Twp. Caldwell, Municipality of West Nipissing;

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

AND WHEREAS the Planning Advisory Committee of the Municipality of West Nipissing has recommended the property be placed under site plan control pursuant to Site Plan Control By-Law No. 2015-63 in order to further regulate the development

AND WHEREAS it is deemed desirable to amend the zone designation shown on Schedule 'G3-3' of By-Law No. 2014/45 pursuant to Section 34 of the *Planning Act* R.S.O. 1990, as amended;

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

1. Schedule 'G3-3' of By-Law No. 2014/45 is amended by changing the zoning designation of the property shown on Schedule 'A' attached hereto, which property is more particularly described as Part of Lot 8, Concession A, Part 1, 36R-14013, Caldwell, Municipality of West Nipissing, shown as hatched on Schedule 'A' attached hereto from Agriculture (A1) Zone to Rural Residential Exception Zone 1 (RR-1) Zone.
2. Permitted Accessory Uses, shall be as in Tables 6.2 of By-Law 2014-45 and shall include as a Place of Entertainment as an additional permitted use;
3. Pursuant to Section 41 of the *Planning Act*, and Municipality of West Nipissing By-Law No. 2015/63, as amended, the property shall be placed under Site Plan Control and the owner shall enter into a Site Plan Control Agreement with the Municipality which agreement shall be registered on title to the subject property pursuant to Section 4(c).
4. This By-law shall take effect on the date of passage and come into force in accordance with Section 34 of the *Planning Act*, RSO 1990, Ch. P 13.

ENACTED AND PASSED THIS 19th DAY OF MARCH, 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 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT THEREFORE RESOLVED THAT By-law **2019/21**, being a by-law to amend By-Law 2014/45 to rezone certain lands on Eugene Road from Agriculture (A1) to Rural Residential Exemption (RR-1) Zone, shall come into force and take effect on the date it is passed.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

PLANNING REPORT

Proposed Plan of Zoning Amendment File No. ZBLA2019/03

Applicant: Laurent Malette by his Agent,
Goodridge, Goulet Planning & Surveying Ltd.

Date: March 11, 2019



West Nipissing Ouest

Table of Contents

1.	INTRODUCTION	2
2.	SITE AND BACKGROUND INFORMATION	2
3.	DEVELOPMENT PROPOSAL.....	2
4.	POLICY CONTEXT	2
4.1	Provincial Policy Statement.....	2
4.1.1	Section 1.1.5 – Rural Areas in Municipalities	2
4.1.2	Section 1.6.6 – Sewage, Water and Storm Water	3
4.1.3	Natural Heritage.....	3
5.	LOCAL POLICY DOCUMENTS.....	3
5.1	Official Plan	3
6.1.1	3.06.3 Rural Area	3
6.1.2	Table 3.1 – Permitted Land Uses.....	3
6.1.3	5.06.5 - Natural Heritage Features and Areas – Fish Habitat	4
6.2	Zoning By-Law	4
6.3	Site Plan Control By-Law	5
7.	PRIVATE ROAD/RIGHT OF WAY.....	5
8.	CORRESPONDENCE/INFORMATION ATTACHED	5
9.	SUMMARY AND RECOMMENDATIONS.....	5
	Figure 1 – Aerial Imagery	7
	Figure 2 – Proposed Severance/Zoning Amendment Sketch.....	8
	Figure 3 – West Nipissing Official Plan – Land Use Schedule	9
	Figure 4 – West Nipissing Zoning By-law No. 2014-45.....	10
	Appendix 1 – Agency Comments	11

1. INTRODUCTION

The purpose of this Planning Report is to address all provincial and municipal land use policies governing the proposed re-zoning of the property located at 99 Malette Road, Sturgeon Falls, Ontario. The application is concurrent with an application for Consent, File No. C06/19. The application is being put forward by the owner, Laurent Malette through his agent, Goodridge Goulet Planning & Surveying.

2. SITE AND BACKGROUND INFORMATION

The property is located at the south west corner of the property on which the Big Oak Campground is located and directly abutting the residential property of the proponent which is separate from the campground. The entire property owned by the Applicant is approximately 27.5 Hectares (78 acres approx.) and he is proposing to sever and re-zone 1 hectare for residential purposes. Aerial Imagery is attached as Figures 1. The property is located on the privately maintained portion of Malette Road and is proposed to be serviced by private water and septic services.

3. DEVELOPMENT PROPOSAL

The owner is proposing to re-zone the property from C3 (Tourist Commercial) to SR (Shoreline Residential) in order to construct a single family dwelling for his daughter. There is a concurrent application for severance which will be considered by the Committee of Adjustment

4. POLICY CONTEXT

Land use policies and regulations affecting the subject lands include the Planning Act, R.S.O., 1990 and the associated 2014 Provincial Policy Statement at the Provincial Level. At the municipal level, the West Nipissing Official Plan, the Municipality of West Nipissing Zoning By-law 2014-45 and Site Plan Control By-Law No. 2015-63 affect the subject lands.

4.1 Provincial Policy Statement

The *Provincial Policy Statement 2014 (PPS)* provides a policy framework for land use within the Province of Ontario. It is the responsibility of the local planning authority(s), in this case the Municipality of West Nipissing, to uphold the policies of the PPS, pertaining to land use planning and development. In particular, the planning authorities must ensure that their decisions are consistent with key provincial interests.

Notwithstanding that the property is zoned C3, it is located within the Rural area of the municipality as shown in the West Nipissing Official Plan. The commercial portion of the property is comprised of approximately 8 acres with the balance of the property is undeveloped rural lands, the southerly portion of which is located in the Lake Nipissing flood plain and designated Hazard in the West Nipissing Official Plan.

4.1.1 Section 1.1.5 – Rural Areas in Municipalities

The subject lands are not located within a settlement area and are therefore subject to Section 1.1.4 and 1.1.5 of the PPS. Specifically, Section 1.1.5.2 states that “on rural lands located in municipalities, permitted uses are: (a) the management or use of resources; (b) resource-based recreational uses (including recreational dwellings); (c) limited residential development; (d) home occupations and home

industries; (e) cemeteries and; (f) other rural land uses". These uses (including agricultural uses) are considered to be the only uses permitted within rural areas.

Resource-based recreational uses, including recreational dwellings are uses that are related to a natural recreational resource such as a lake, river, or ski hill. In this case the development of lots for recreational dwellings adjacent to the waterfront would be consistent with Section 1.1.5 of the PPS. The proposed development is consistent with the guidelines published in *"An Introduction to the Provincial Policy Statement, 2014: Rural Ontario"*, released by the Province in August 2016.

4.1.2 Section 1.6.6 – Sewage, Water and Storm Water

Section 1.6.6.4 of the 2014 PPS requires that where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not provided, individual on-site sewage services and individual on-site water services may be used, provided that site conditions are suitable for the long-term provision of such services with no negative impacts.

The subject property is located in a rural area where no municipal sewage and water services are available and therefore individual on-site servicing for the development is the most appropriate method of servicing a low-density residential development on the subject lands.

4.1.3 Natural Heritage

The property is located in proximity to an area which has been identified for fish spawning and will be further discussed within the context of the West Nipissing Official Plan in this report.

5. LOCAL POLICY DOCUMENTS

Local policy documents include the West Nipissing Official Plan, Zoning By-law and Site Plan Control By-Law.

5.1 Official Plan

The Municipality of West Nipissing is guided by the West Nipissing Official Plan which was adopted by Council on April 15, 2008 and approved by the Ministry of Municipal Affairs and Housing on December 7, 2011. The policies of the Rural District are included for the Committee's consideration. The following provides a summary of the existing Official Plan policies and relevant considerations for the site:

6.1.1 3.06.3 Rural Area

The Official Plan states that lands which are not located within a designated urban or rural settlement area shall be considered to be part of the Rural Area. This area is characterized by its wide open spaces or country-side setting where the make-up of development consists of farms, cross road settlements, scattered residential uses, pits and quarries and a variety of other rural-type uses. The Rural Area, is classified in this Plan by several Land Use Districts and Resource Lands. Each of these districts and type of resource lands constitute a separate land use designation.

Development is typically serviced by individual on-site water supply and sewage disposal systems.

6.1.2 Table 3.1 – Permitted Land Uses

The proposed residential use is consistent with the policies of the West Nipissing Official Plan.

Table 3.1 - Permitted Land Uses in Designated Urban and Rural Settlement Areas and the Rural Area				
Land Use Category ¹	Urban Settlement Area	Rural Settlement Area	Rural Area	
			Waterfront District	Rural District
Scope of Permitted Residential Uses in District (see also Sections 3.06.5.1, 3.06.2, 3.06.8.2, 3.06.8.9, 3.06.10)	<u>Residential District:</u> <ul style="list-style-type: none"> • full range of low, medium and high density housing types • specialized housing types: group homes, crisis care, social assisted 	<u>Residential Uses:</u> <ul style="list-style-type: none"> • full range of low and medium density housing types • specialized housing types: group homes, crisis care, social assisted (excluding high density) 	<u>Residential Uses:</u> <ul style="list-style-type: none"> • seasonal and permanent residential uses 	<u>Rural District:</u> <ul style="list-style-type: none"> • limited low density (single and two unit housing) • specialized housing types: group homes, crisis care, social assisted (excluding high density)

6.1.3 5.06.5 - Natural Heritage Features and Areas – Fish Habitat

It is a policy to protect identified fish habitat areas (see description in Section 5.06.5.1) for their fish habitat values in compliance with the Fisheries Act. All water bodies are considered as areas for fish habitat. Wherever possible, the Municipality should work towards a net gain of productive capacity of the fishery. More specifically, development and/or site alteration in and adjacent to fish habitat shall not result in:

- *Net loss of fish habitat*
 - *The harmful alteration, disruption, degradation or destruction of fish habitat; or*
 - *Restriction of fish passage*

Development and/or site alteration in and on adjacent lands to fish habitat shall be as set out in Table 5.1. For areas identified as a spawning area or Type 1 or 2 habitat, a full site assessment shall be required under the Impact Assessment provisions of this Plan (see Section 5.06.5.6).

The Municipality is encouraged to require the retention of natural vegetation or the revegetation of shorelines as a condition of the approval of development.

Notwithstanding the provisions of the Official Plan as they relate to Natural Heritage Features and, in particular, areas identified for fish spawning, the proposed development, provided that the property remains buffered in accordance with a recommended Site Plan Control Agreement, will not result in any negative impact.

6.2 Zoning By-Law

The proposal is to re-zone the property from C3 (tourist commercial) to SR (Shoreline Residential) The proposed lot is in excess of 1 hectare and will have the minimum lot frontage requirements for the SR Zone.

6.3 Site Plan Control By-Law

The West Nipissing Site Plan Control By-Law No. 2015-63 was enacted as a tool to establish areas of Site Plan Control in order for the municipality to ensure that development in specifically designated zones will proceed in accordance with certain standards. In the Municipality of West Nipissing areas within the Hazard Zone are designated within the Site Plan Control Area.

Section 1B(g) of the Site Plan Control By-Law provides that any lands abutting a waterbody or watercourse or human made hazard or natural heritage features shall be subject to the provisions of the By-Law. The property herein is within an area of Site Plan Control due to the Hazard Zone Overlay and the Natural Heritage Features (Fish Spawning Area). Accordingly, it is recommended that a Site Plan Control Agreement be entered into for regulation of the following:

1. Notwithstanding the provisions of Section 4.12.4, it is recommended that the vegetative buffer on the property be maintained on not less than 75% of the lot's frontage at the required depth of not less than 7.5m in order to mitigate impact on the fish spawning area. In addition, any shoreline construction including the installation of any docking shall require permit from the Ministry of Natural Resources and Forestry.
2. The property shall require a grading plan to ensure that any dwellings and accessory structures are in compliance with the provisions of Section 4.7.2 of By-Law No. 2014-45.

7. PRIVATE ROAD/RIGHT OF WAY

The property is located beyond the municipally maintained and travelled portion of Malette Road. Concurrent with this application for re-zoning is an application for severance. A condition of severance will be that the owner apply for a registered Right of Way for access.

Development on the property will be subject to the provisions of Section 4.23.3 of By-law No. 2014-45 as it relates to development on Private Roads.

8. CORRESPONDENCE/INFORMATION ATTACHED

Notice was circulated to property owners within 120 meters (400 feet) of the subject lands and public bodies and utilities as required by Regulation. Copies of those comments are attached as Appendix 2. In addition, comments of the West Nipissing Chief Building Official are also attached as Appendix 3.

9. SUMMARY AND RECOMMENDATIONS

In accordance with the provisions of the *Planning Act*, the undersigned has reviewed the proposal having regard to matters of provincial interest and for consistency with the Provincial Policy Statement 2014.

In addition, the application has been reviewed within the context of the West Nipissing Official Plan and Zoning by-law No. 2014-45. The proposed subdivision application to re-zone the property from C3 (Tourist Commercial) to SR (Shoreline Residential) to allow the construction of a single family dwelling is in conformity with the West Nipissing Official Plan and the Provincial Policy Statements.

Respectfully Submitted,



Melanie Ducharme, Planner

Figure 1 – Aerial Imagery



Figure 2 – Proposed Severance/Zoning Amendment Sketch

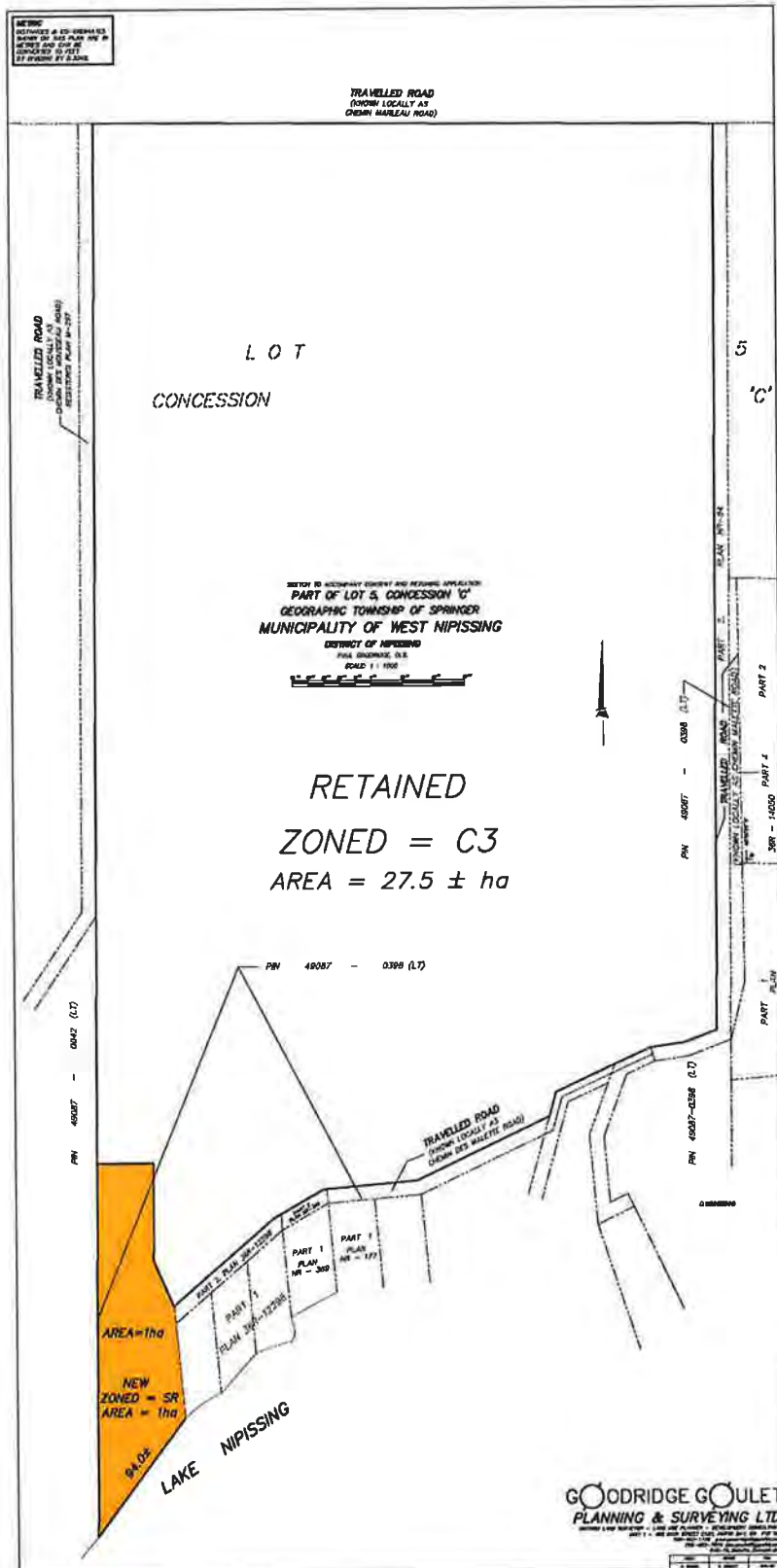
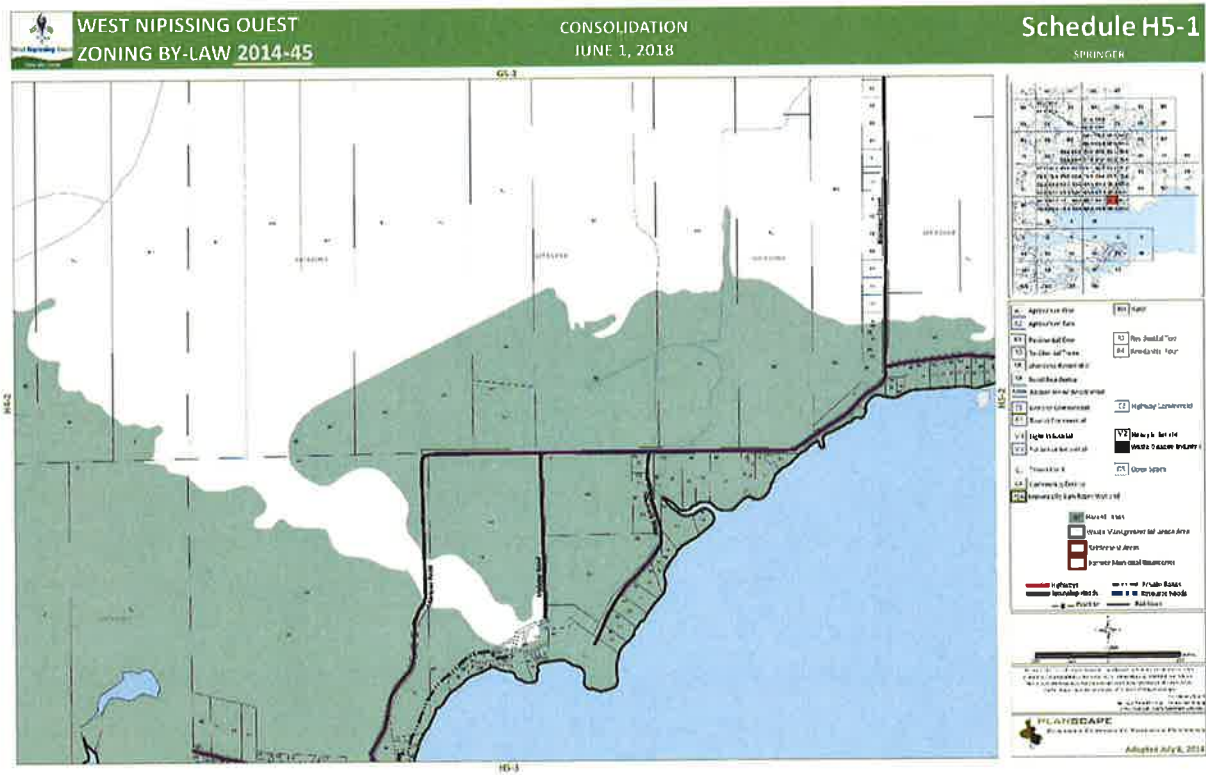


Figure 3 – West Nipissing Official Plan – Land Use Schedule



Figure 4 – West Nipissing Zoning By-law No. 2014-45



Appendix 1 – Agency Comments



PLANNING ADVISORY COMMITTEE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

MUNICIPALITY OF WEST NIPISSING BUILDING DEPARTMENT	
<input checked="" type="checkbox"/> No concerns	
<input type="checkbox"/> Concerns/-see below comments	

NOTICE OF PUBLIC MEETING

TAKE NOTICE that the West Nipissing Planning Advisory Committee will hold a public meeting in the **Council Chamber** of the West Nipissing Municipal Office, 225 Holditch Street, Sturgeon Falls, in order to consider a proposed amendment to the Zoning By-law under Section 34 of the Planning Act, RSO 1990.

Date and Time:	March 11, 2019 at 6:00 p.m.
File No.	ZBLA 2019/03
Registered Owner(s)	Laurent Malette
Purpose of Application	To amend the zoning designation of the lands from C3 (Tourist Commercial) to SR (Shoreline Residential).
Agent (s)	Goodridge Goulet Planning & Surveying Ltd.
Address:	99 Malette Road, Sturgeon Falls ON
Legal:	Part of Lot 5, Con. C, Twp. of Springer, Municipality of West Nipissing

CONCURRENT APPLICATION: That concurrent Consent Application (C06/19- be granted).

SKETCH/KEY MAP: Please refer to the sketch/key map attached for the location of the land which is the subject of this application.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed Zoning By-law amendment.

PUBLIC ADVISORY If a person or public body does not make oral submissions at the public meeting or make written submissions to the Municipality of West Nipissing in respect of the proposed zoning amendment before the approval authority gives or refuses to give a approval to the zoning amendment, the person or public body is not entitled to appeal the decision of the Municipality of West Nipissing to the Ontario Municipal Board and may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal (LPAT) unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

IF YOU WISH to be notified of the decision of Committee and possible LPAT Hearing in respect to the proposed zoning amendment, you must make a written request to the West Nipissing Municipality c/o Melanie Ducharme at 225 Holditch Street, Suite 101, Sturgeon Falls, P2B 1T1.

ADDITIONAL INFORMATION related to the proposed Zoning By-law amendment is available during regular hours at the offices of the West Nipissing Planning Committee, 225 Holditch Street, Sturgeon Falls or by email to mducharme@westnipissing.ca

Dated at the Municipality of West Nipissing this 19 day of February, 2019.

Melanie Ducharme, Municipal Clerk/ Planner

Date: _____
Zoning: _____
Meets requirements of By-law 2014-45:
☐ Yes
☐ No
☐ Other _____ **Initial** _____



**PLANNING ADVISORY COMMITTEE
CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING**

NOTICE OF PUBLIC MEETING

TAKE NOTICE that the West Nipissing Planning Advisory Committee will hold a public meeting in the **Council Chamber** of the West Nipissing Municipal Office, 225 Holditch Street, Sturgeon Falls, in order to consider a proposed amendment to the Zoning By-law under Section 34 of the Planning Act, RSO 1990.

Date and Time:	March 11, 2019 at 6:00 p.m.
File No.	ZBLA 2019/03
Registered Owner(s)	Laurent Malette
Purpose of Application	To amend the zoning designation of the lands from C3 (Tourist Commercial) to SR (Shoreline Residential).
Agent (s)	Goodridge Goulet Planning & Surveying Ltd.
Address:	99 Malette Road, Sturgeon Falls ON
Legal:	Part of Lot 5, Con. C, Twp. of Springer, Municipality of West Nipissing

CONCURRENT APPLICATION: That concurrent Consent Application (C06/19- be granted).

SKETCH/KEY MAP: Please refer to the sketch/key map attached for the location of the land which is the subject of this application.

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PUBLIC ADVISORY If a person or public body does not make oral submissions at the public meeting or make written submissions to the Municipality of West Nipissing in respect of the proposed zoning amendment before the approval authority gives or refuses to give a approval to the zoning amendment, the person or public body is not entitled to appeal the decision of the Municipality of West Nipissing to the Ontario Municipal Board and may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal (LPAT) unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

IF YOU WISH to be notified of the decision of Committee and possible LPAT Hearing in respect to the proposed zoning amendment, you must make a written request to the West Nipissing Municipality c/o Melanie Ducharme at 225 Holditch Street, Suite 101, Sturgeon Falls, P2B 1T1.

ADDITIONAL INFORMATION related to the proposed Zoning By-law amendment is available during regular hours at the offices of the West Nipissing Planning Committee, 225 Holditch Street, Sturgeon Falls or by email to mducharme@westnipissing.ca

Dated at the Municipality of West Nipissing this 19 day of February, 2019.

Melanie Ducharme, Municipal Clerk/ Planner

**Municipality of West Nipissing
Public Works Department**

☐ No Concerns
☒ Concerns/-see below comments

No Municipal road access
Private R.O.W access only



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2019/22

**BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2014/45 TO
REZONE CERTAIN LANDS ON MALETTE ROAD FROM
TOURIST COMMERCIAL (C3) TO SHORELINE RESIDENTIAL (SR) ZONE**

WHEREAS the owner of the subject property has initiated concurrent applications for Consent to Sever and an amendment to Zoning By-Law 2014-45 for the property located at 99 Malette Road, being Part of Lot 5, Concession C, Twp. Springer, Municipality of West Nipissing;

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

AND WHEREAS the Planning Advisory Committee of the Municipality of West Nipissing has recommended the property be placed under site plan control pursuant to Site Plan Control By-Law No. 2015-63 in order to further regulate the development

AND WHEREAS it is deemed desirable to amend the zone designation shown on Schedule 'H5-1' of By-Law No. 2014/45 pursuant to Section 34 of the *Planning Act* R.S.O. 1990, as amended;

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

1. Schedule 'H5-1' of By-Law No. 2014/45 is amended by changing the zoning designation of the property shown on Schedule 'A' attached hereto, which property is more particularly described as Part of Lot 5, Concession C, Springer, Municipality of West Nipissing, shown as hatched on Schedule 'A' attached hereto from Tourist Commercial (C3) Zone to Shoreline Residential (SR) Zone.
2. Pursuant to Section 41 of the *Planning Act*, and Municipality of West Nipissing By-Law No. 2015/63, as amended, the property shall be placed under Site Plan Control and the owner shall enter into a Site Plan Control Agreement with the Municipality which agreement shall be registered on title to the subject property pursuant to Section 4(c) thereof.
3. This By-law shall take effect on the date of passage and come into force in accordance with Section 34 of the *Planning Act*, RSO 1990, Ch. P 13.

ENACTED AND PASSED THIS 19th DAY OF MARCH, 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 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT THEREFORE RESOLVED THAT By-law **2019/22**, being a by-law to amend zoning by-law no. 2014/45 to rezone certain lands on Malette Road from Tourist Commercial (C3) to Shoreline Residential (SR) zone, shall come into force and take effect on the date it is passed.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

PLANNING REPORT

Proposed Plan of Subdivision File No. SUBD2019/01

Applicant: Patrick O'Connor by his Agent,
Goodridge, Goulet Planning & Surveying

Date: March 11, 2019



West Nipissing Ouest

Table of Contents

1.	INTRODUCTION	3
2.	SITE AND BACKGROUND INFORMATION	3
3.	HISTORICAL CONTEXT	3
4.	DEVELOPMENT PROPOSAL.....	3
5.	POLICY CONTEXT	3
5.1	Provincial Policy Statement	4
5.1.1	Section 1.1.5 – Rural Areas in Municipalities	4
5.1.2	Section 1.6.6 – Sewage, Water and Storm Water.....	4
5.1.3	Natural Heritage.....	4
5.2	Growth Plan For Northern Ontario	4
5.2.1	Overview	4
5.2.2	Section 3.4 - A Healthy Population.....	5
5.2.3	Section 4.1.....	5
6.	LOCAL POLICY DOCUMENTS.....	5
6.1	Official Plan	5
6.1.1	3.06.3 Rural Area.....	5
6.1.2	Table 3.1 – Permitted Land Uses.....	5
6.2	Zoning By-Law	6
7.	PROMENADE DU LAC – Road issues.....	6
5.	CORRESPONDENCE/INFORMATION ATTACHED	7
6.	SUMMARY AND RECOMMENDATIONS	7
	Figure 1 – Aerial Imagery	9
	Figure 2 – Proposed Draft Plan of Subdivision	10
	Figure 3 – Reference Plan 36R-14206	11
	Figure 4 – West Nipissing Official Plan – Land Use Schedule.....	12
	Figure 5 – West Nipissing Zoning By-law No. 2014-45.....	13
	Figure 6 – Plan 36M-240	14
	Figure 7 – Road Allowance/Actual Road Location–	15
	Appendix 1 – Conditions of Draft Approval	17
	Appendix 2.1(a) – Correspondence.....	20
	Appendix 2.1(b).....	21
	Appendix 2.1(c)	22

Appendix 2.1(d).....	23
Appendix 2.1(e).....	24
Appendix 2.1(f).....	25
APPENDIX 2.2 – Agency Comments	26

1. INTRODUCTION

The purpose of this Planning Report is to address all provincial and municipal land use policies governing the proposed development of a four (4) lot plan of residential subdivision I Part of Lot 1, Concession C, Geographic Township of Springer in the Municipality of West Nipissing. The Development is being proposed by Goodridge, Goulet Planning & Surveying (Paul Goodridge, OLS) on behalf of Patrick O'Connor.

2. SITE AND BACKGROUND INFORMATION

The subject property is located on the north side of Promenade du Lac Road, in Springer Township, in the Municipality of West Nipissing. The entire property owned by the Applicant is approximately 10.98 hectares (27.15 acres). The area proposed to be subdivided into four (4) new residential lots, each of which is proposed to have a lot area of one hectare (1 Ha).

The subdivision lots are proposed to be accessed from Promenade du Lac Road, which is a year-round maintained road, maintained by the Municipality of West Nipissing. The property was severed by the previous landowner in 2017. At the time of the severance, concerns were raised by several landowners in the area. It was clearly stated at the meeting that gaining access from the travelled roadway to the subject property would be the responsibility of the landowner since there is a sizeable area of undeveloped road allowance between the travelled road and the south limit of the proposed lots. The road allowance as well as the established forced road will be discussed further in this report.

There is established shoreline development on the south side of Promenade du Lac.

3. HISTORICAL CONTEXT

The south side of Promenade du Lac which is located in the formerly organized Township of Springer was developed by way of a number of different plans of subdivision and lots created by Consent. Most, if not all of the lots are less than the current required area of one hectare (2.47 acres) and most have less than the required lot frontage which is 60m (200 feet). The lands on the north side of the road have been in private ownership and were part of a farming operation which fronts on Garden Village Road. The lands on the north side of the road were the subject of a recent application for Consent (File No. C46/17) and the applicant herein purchased part of the severed lands as shown on Plan 36R-14206 attached as Figure 2.

4. DEVELOPMENT PROPOSAL

The owner is proposing to develop a four lot plan of subdivision on the north side of Promenade du Lac. The proposed plan is shown on Figure 1. Access to the site will be from Promenade du Lac. All of the lots have an area of one (1) hectare and frontage of 60m, as is required in the West Nipissing Comprehensive Zoning By-Law Table 6.3 – Residential Zone Requirements. The lots are proposed to be serviced by on-site water (wells) and waste water systems (septic beds).

5. POLICY CONTEXT

Land use policies and regulations affecting the subject lands include the Growth Plan for Northern Ontario, the Planning Act, R.S.O., 1990 and the associated 2014 Provincial Policy Statement at the Provincial Level. At the municipal level, the West Nipissing Official Plan, the Municipality of West Nipissing Zoning By-law 2014-45 and Site Plan Control By-Law No. 2015-63 affect the subject lands.

5.1 Provincial Policy Statement

The *Provincial Policy Statement 2014 (PPS)* provides a policy framework for land use within the Province of Ontario. It is the responsibility of the local planning authority(s), in this case the Municipality of West Nipissing, to uphold the policies of the PPS, pertaining to land use planning and development. In particular, the planning authorities must ensure that their decisions are consistent with key provincial interests.

5.1.1 Section 1.1.5 – Rural Areas in Municipalities

The subject lands are not located within a settlement area and are therefore subject to Section 1.1.4 and 1.1.5 of the PPS. Specifically, Section 1.1.5.2 states that “*on rural lands located in municipalities, permitted uses are: (a) the management or use of resources; (b) resource-based recreational uses (including recreational dwellings); (c) limited residential development; (d) home occupations and home industries; (e) cemeteries and; (f) other rural land uses*”. These uses (including agricultural uses) are considered to be the only uses permitted within rural areas.

Resource-based recreational uses, including recreational dwellings are uses that are related to a natural recreational resource such as a lake, river, or ski hill. In this case the development of lots for recreational dwellings adjacent to the waterfront would be consistent with Section 1.1.5 of the PPS. The proposed development is consistent with the guidelines published in “*An Introduction to the Provincial Policy Statement, 2014: Rural Ontario*”, released by the Province in August 2016.

5.1.2 Section 1.6.6 – Sewage, Water and Storm Water

Section 1.6.6.4 of the 2014 PPS requires that where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not provided, individual on-site sewage services and individual on-site water services may be used, provided that site conditions are suitable for the long-term provision of such services with no negative impacts.

The subject property is located in a rural area where no municipal sewage and water services are available. Given the size and density of the proposed development, communal services are not a financially viable option.

It was determined that individual on-site servicing for the development should be is the most appropriate method of servicing a low-density recreation based residential development on the subject lands. Conditions of Subdivision will include the requirement for a Drainage Plan to demonstrate how the individual lots will drain in order to mitigate negative effects which may be caused by site alteration for development. The individual lots will be subject to lot grading.

5.1.3 Natural Heritage

There are no known natural heritage features located on the subject property.

5.2 Growth Plan For Northern Ontario

5.2.1 Overview

The Growth Plan for Northern Ontario (GPNO), released March 3, 2011, is a 25-year plan that provides guidance to align provincial decision-making and investment for economic and population growth in Northern Ontario.

The key growth management goals for the GPNO include:

- Diversifying of traditional resource-based industries

- Workforce education and training
- Integration of infrastructure investments and planning
- Tools for Indigenous peoples' participation in the economy
-

5.2.2 Section 3.4 - A Healthy Population

Municipalities are encouraged to support and promote healthy living by providing for communities with a diverse mix of land uses, a range and mix of employment and housing types, high quality open spaces and easy to local stores and services;

5.2.3 Section 4.1

West Nipissing is located between the economic hubs of North Bay and Sudbury, both of which are identified in the GPNO. More than half of northerners live in the cities of Greater Sudbury, North Bay, Sault Ste. Marie, Timmins and Thunder Bay. These cities are economic hubs that benefit all Northern Ontario and in some cases have large bilingual population...Building a vibrant resilient northern economy requires strong, individual communities. It also requires collaboration among these communities to develop a regional approach to economic development. Collaborative regional economic planning recognizes the interconnectedness and district contributions of urban, rural and aboriginal communities.⁶

6. LOCAL POLICY DOCUMENTS

Local policy documents include the West Nipissing Official Plan, Zoning By-law and Site Plan Control By-Law.

6.1 Official Plan

The Municipality of West Nipissing is guided by the West Nipissing Official Plan which was adopted by Council on April 15, 2008 and approved by the Ministry of Municipal Affairs and Housing on December 7, 2011. The policies of the Rural District are included for the Committee's consideration. The following provides a summary of the existing Official Plan policies and relevant considerations for the site:

6.1.1 3.06.3 Rural Area

The Official Plan states that lands which are not located within a designated urban or rural settlement area shall be considered to be part of the Rural Area. This area is characterized by its wide open spaces or country-side setting where the make-up of development consists of farms, cross road settlements, scattered residential uses, pits and quarries and a variety of other rural-type uses. The Rural Area, is classified in this Plan by several Land Use Districts and Resource Lands. Each of these districts and type of resource lands constitute a separate land use designation.

Development is typically serviced by individual on-site water supply and sewage disposal systems.

6.1.2 Table 3.1 – Permitted Land Uses

As proposed, the Plan of Subdivision is consistent with the policies of the West Nipissing Official Plan.

Table 3.1 - Permitted Land Uses in Designated Urban and Rural Settlement Areas and the Rural Area				
Land Use Category ¹	Urban Settlement Area	Rural Settlement Area	Rural Area	
			Waterfront District	Rural District
Scope of Permitted Residential Uses in District (see also Sections 3.06.5.1, 3.06.2, 3.06.8.2, 3.06.8.9, 3.06.10)	<u>Residential District:</u> <ul style="list-style-type: none"> • full range of low, medium and high density housing types • specialized housing types: group homes, crisis care, social assisted 	<u>Residential Uses:</u> <ul style="list-style-type: none"> • full range of low and medium density housing types • specialized housing types: group homes, crisis care, social assisted (excluding high density) 	<u>Residential Uses:</u> <ul style="list-style-type: none"> • seasonal and permanent residential uses 	<u>Rural District:</u> <ul style="list-style-type: none"> • limited low density (single and two unit housing) • specialized housing types: group homes, crisis care, social assisted (excluding high density)

6.2 Zoning By-Law

The property is zoned Rural, which permits residential development in the form of single family dwellings and accessory structures. All of the proposed lots are in excess of 1 hectare and all of the lots have or exceed the minimum lot frontage requirements for the Rural and Rural Residential zones. It shall be noted that pursuant to Table 9.1 that a lot created by Consent (in this case by plan of subdivision) having an area less than 2 hectares shall be limited to the permitted uses of the Rural Residential (RR) zone as shown in Table 6.2.

7. **PROMENADE DU LAC – Road issues**

The subdivision lots which are the subject of this application are proposed to front on the road allowance locally known as Promenade du lac. The road allowance, originally named “Indian Road” is shown on Plan of Subdivision No. 36M-240, which is attached hereto as Figure 7. Currently, the travelled and maintained roadway is located as shown on the attached Figure 7. In some areas, the road deviates south of the road allowance and crosses private property in which locations it has the status of a “forced road”.

As noted on the sketch attached, a number of accessory structures have been constructed on the municipal road allowance located across the travelled roadway from the lots to which they are appurtenant. It is my understanding that some residents were given permission to do so. Others have located their structures on the lands owned by the applicant, assumedly with the permission of the former owner; however this is an issue between landowners and not salient to this application. Figure 8 shows the structures which are on municipal property circled in red.

The proposed lots are fronting on a road allowance that, despite not having been constructed in that location, was never closed by by-law. As such, the owner is entitled to access over those lands to gain access to his property by way of driveways to be constructed pursuant to the Municipality’s Entrance By-Law, at the owners cost.

For the purposes of protecting the owners on whose private lands the existing forced road is located, it is recommended that the roadway be fully surveyed and a reference plan prepared with a view of the municipality acquiring title to the portions of the road which are presently located on private property. It is also recommended that all owner on Promenade du Lac be advised that all moveable items located on

the municipality's lands be removed as soon as possible from the road allowance and relocated onto the owners' own property.

With regard to the structures, the following are some options which this Committee may wish to consider in making a decision:

- Do nothing, as all of the proposed new lots can gain access to the travelled portion of the road despite the structures located thereon. The owner is entitled to access to the municipal road allowance; however case law has indicated that the access need not necessarily be from every point along the lot's frontage and the municipality reserves the right to control the location of access.
- Notify the landowners who are currently using the municipal road allowance that the structures be moved by a certain point in time.
- If the owners are permitted to remain on municipal property, formal encroachment/rental agreements with terms and conditions for eventual termination should be entered into.
- Reconstruct/move the road to its proper location.

5. CORRESPONDENCE/INFORMATION ATTACHED

Notice was circulated to property owners within 120 meters (400 feet) of the subject lands and public bodies and utilities as required by Regulation.

Owners of the following properties have indicated concerns which are briefly summarized below and copies of written concerns are attached as Appendix 2:

Name	Address	Nature of Concern
Richard Mayotte	74 Promenade du Lac	Concerns about Municipal Road
Raymond Swarbrick & Carmen Van Empel	88 Promenade du Lac	Municipal Road, drainage, lack of access to north side of road for storage
Mario Roberge & Chantal Fortin	92 Promenade du Lac	Municipal Road/ ditch on proposed lot 3, storage and structure on municipal land
Jacques & Danielle Louiseize	96 Promenade du Lac	Municipal Road/drainage
Yvon & Louise Marleau	98 Promenade du Lac	Municipal Road/drainage ditch
Helen Noble	192 Promenade du Lac	Fire Hydrants to be installed
Jeannine Kuik	162 Promenade du Lac	Road/Lack of Water and Sewer

6. SUMMARY AND RECOMMENDATIONS

In accordance with the provisions of the *Planning Act*, the undersigned has reviewed the proposal having regard to matters of provincial interest and for consistency with the Provincial Policy Statement 2014.

In addition, the application has been reviewed within the context of the West Nipissing Official Plan and Zoning by-law No. 2014-45. The proposed subdivision application to divide the property described as Part of Lot 1, Concession C, Part 12, 36R-14206, Township of Springer, Municipality of West Nipissing, into four (4) residential lots is in general conformity with the West Nipissing Official Plan and the Provincial Policy Statements as it relates to residential development in the rural areas. There are no known natural heritage features on the subject land.

The only issue with regard to this development relates to the orderly and satisfactory rectification of the issues relating to the road

If an approval is forthcoming by the West Nipissing Planning Advisory Committee, it is recommended that the conditions attached as Appendix 1 be appended to and form part of the draft approval.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Melanie Ducharme', written over a horizontal line.

Melanie Ducharme, Planner

Attachments:

Figure 1 – Aerial Imagery



Figure 2 – Proposed Draft Plan of Subdivision

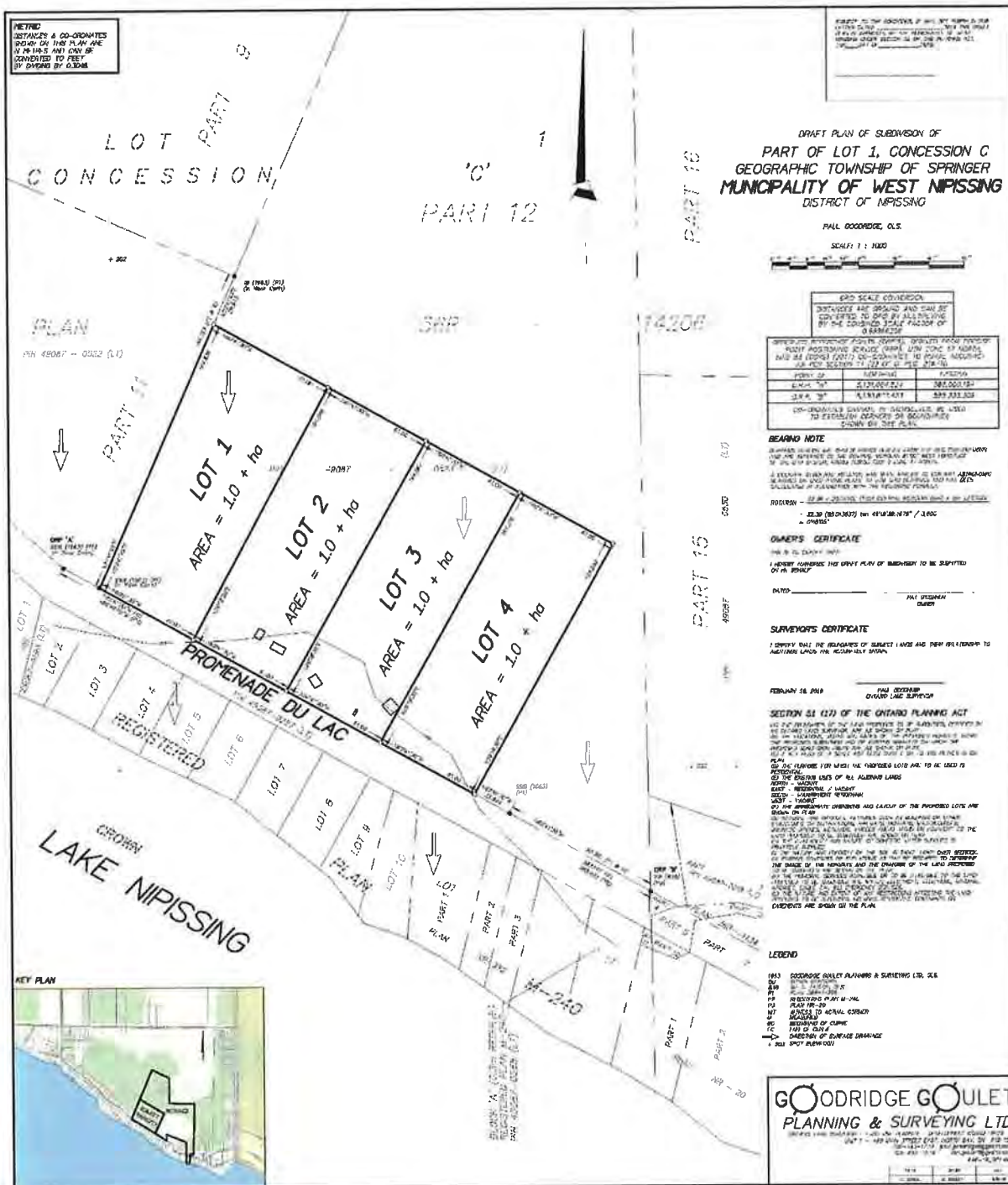


Figure 3 – Reference Plan 36R-14206

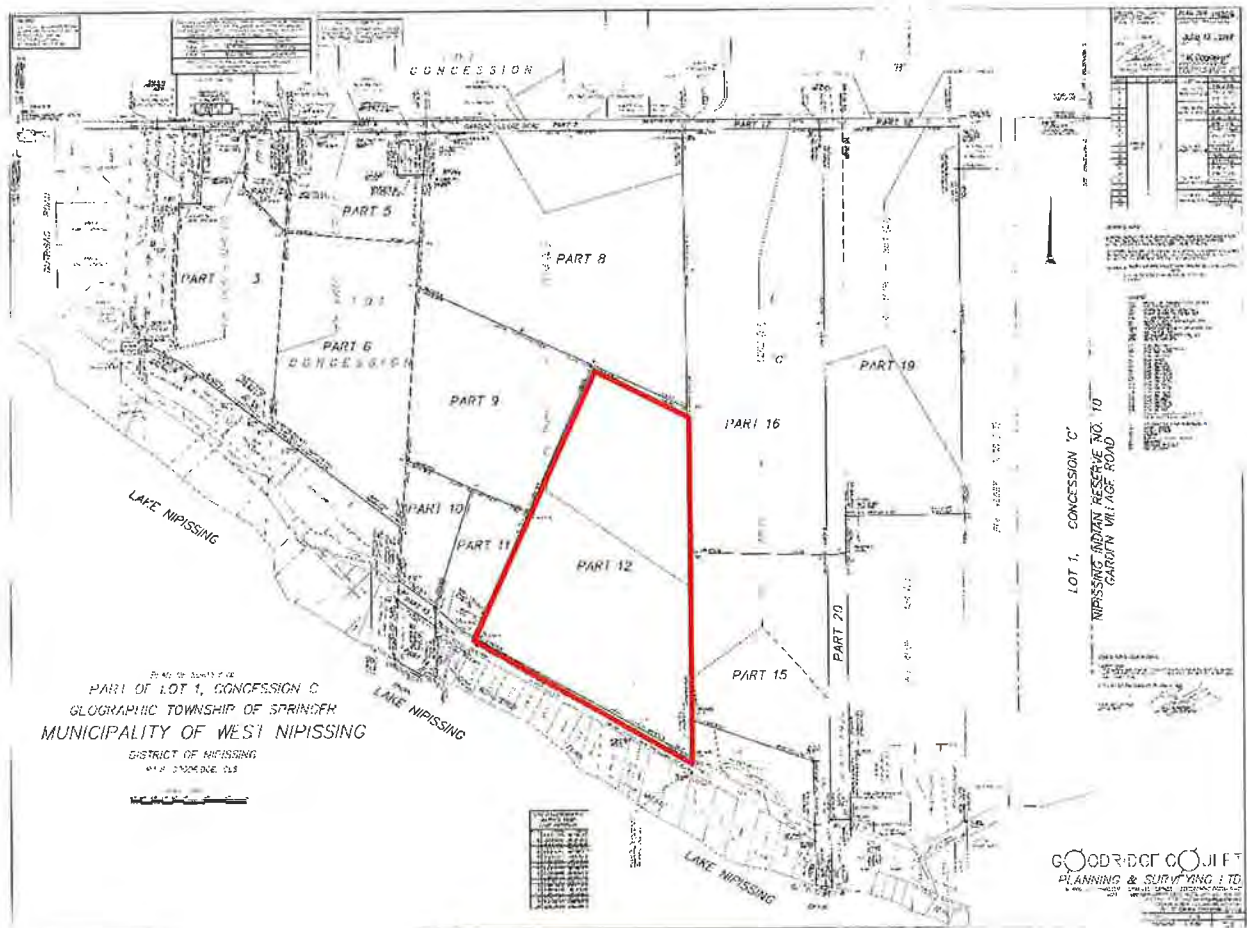


Figure 4 – West Nipissing Official Plan – Land Use Schedule

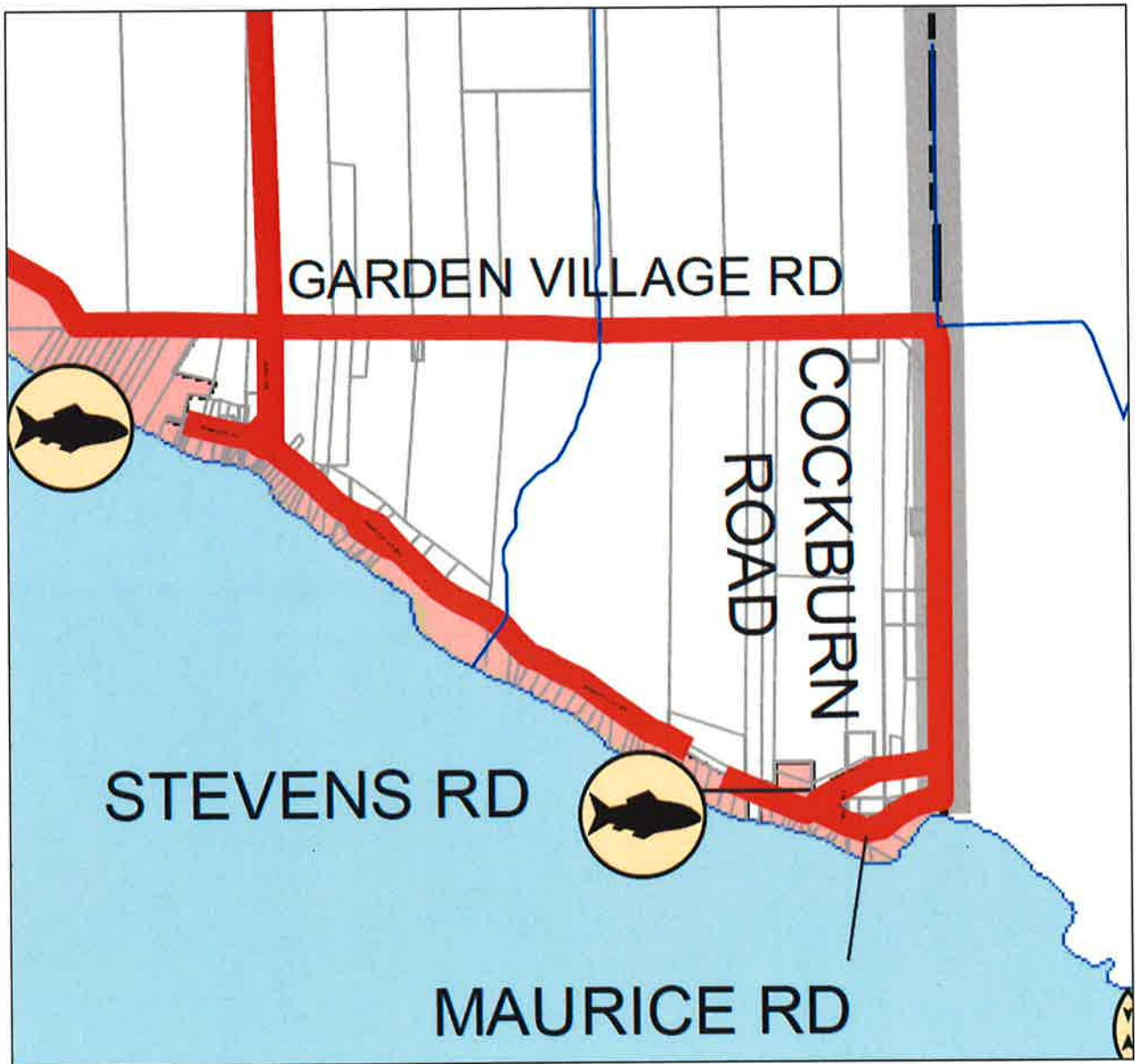


Figure 5 – West Nipissing Zoning By-law No. 2014-45

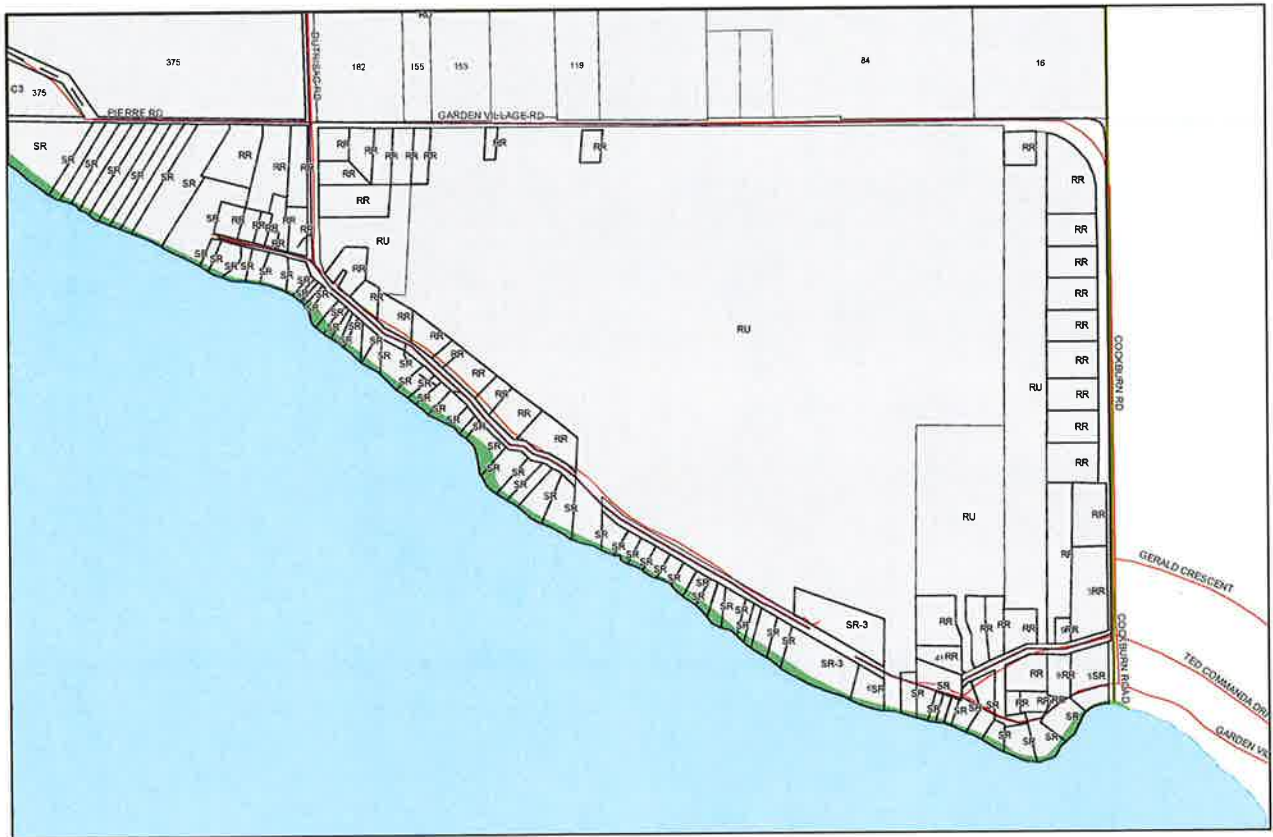
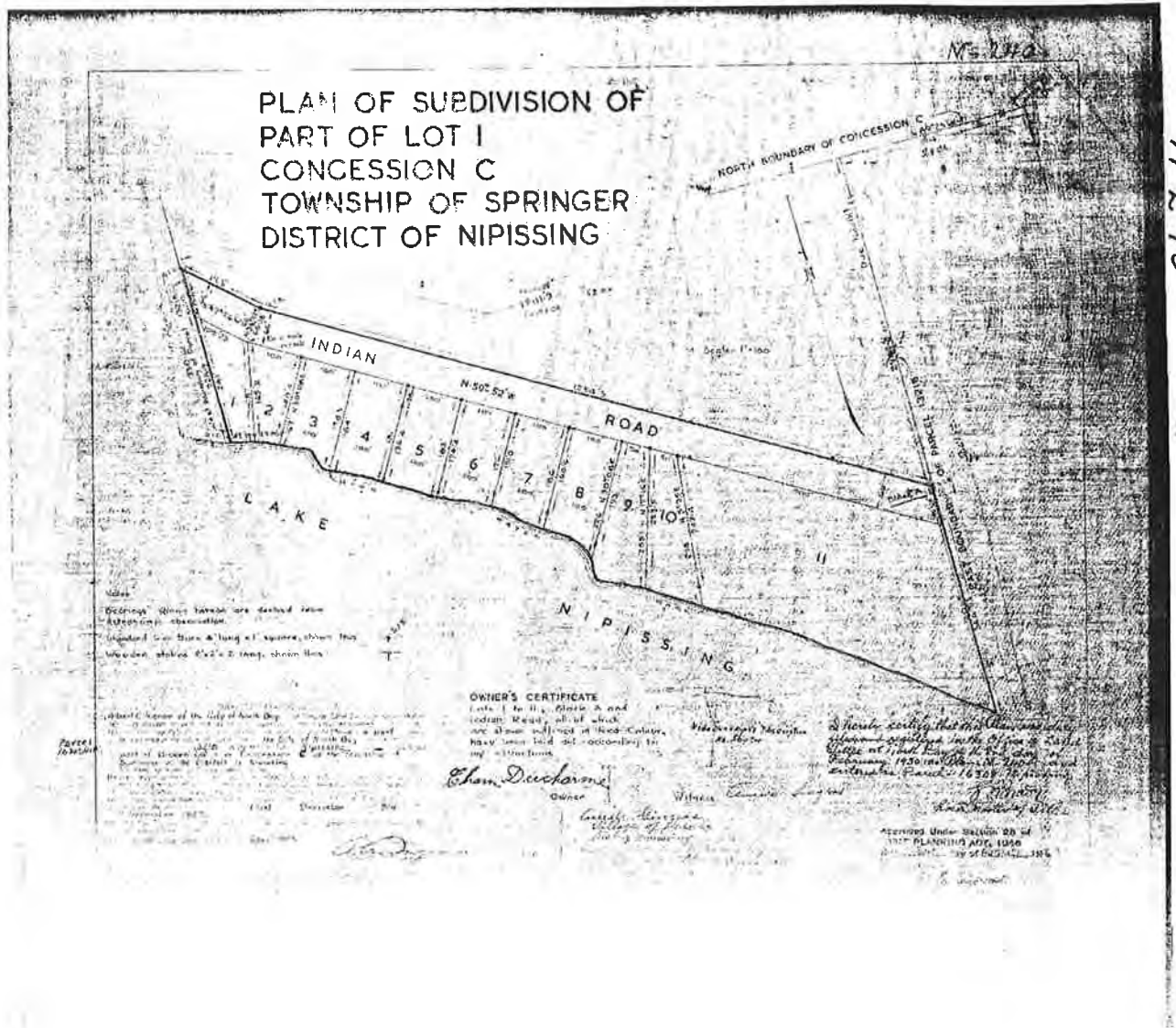


Figure 6 – Plan 36M-240



METRIC
DISTANCES & CO-ORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

LOT PART 9
CONCESSION 'C'
PART 12

PLAN
PIN 49087 - 0522 (L.T.)

LOT 1
AREA = 1.0 + ha

LOT 2
AREA = 1.0 + ha

LOT 3
AREA = 1.0 + ha

LOT 4
AREA = 1.0 + ha

PROMENADE DU LAC

REGISTERED

CROWN LAKE NIPISSING

KEY PLAN

DRAFT PLAN OF SUBDIVISION
PART OF LOT 1, CONCESSION C
GEOGRAPHIC TOWNSHIP OF SPRINGER
MUNICIPALITY OF WEST NIPISSING
DISTRICT OF NIPISSING

PAUL GOODRIDGE, OLS
SCALE 1 : 1000

GRID SCALE CONVERSION
DISTANCES ARE GIVEN AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99999258

POINT ID	NORTHING	EASTING
O.S.P. "1"	5,131,084.514	565,000.184
O.S.P. "2"	5,130,877.423	565,333.308

CO-ORDINATES CANNOT, IN THEMSELVES, BE USED TO ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

BEARING NOTE
BEARING MEASUREMENTS WERE OBTAINED FROM THE GPS COORDINATE DATA AND REFERRED TO THE CENTRAL MERIDIAN OF THE WEST LINES OF THE 1984 DATUM (NAD 83) BY THE METHOD OF THE 1984 DATUM.

A CORRECTION-BEARING METHOD HAS BEEN APPLIED TO CORRECT ALL BEARINGS TO THE 1984 DATUM. THE BEARINGS ARE GIVEN IN DEGREES, MINUTES AND SECONDS.

NOTATION
- 20.00 = DISTANCE FROM CENTRAL MERIDIAN (km) ± 1 km LATITUDE

OWNER'S CERTIFICATE
I HEREBY CERTIFY THAT THIS DRAFT PLAN OF SUBDIVISION IS THE PROPERTY OF THE OWNER.

SURVEYOR'S CERTIFICATE
I CERTIFY THAT THE BOUNDARIES OF SUBDIVISION LOTS AND THEIR RELATIONSHIP TO ADJACENT LOTS ARE ACCURATELY SHOWN.

SECTION 51 (17) OF THE ONTARIO PLANNING ACT
(1) THE BOUNDARIES OF THE LAND PROPOSED TO BE SUBDIVIDED, CERTIFIED BY THE SURVEYOR, SHALL BE SHOWN ON THE PLAN OF SUBDIVISION, AND THE LOCATION, WIDTH AND DIRECTION OF THE PROPOSED HIGHWAY, RAILWAY, CANAL, WATERWAY, OR OTHER LINE, SHALL BE SHOWN ON THE PLAN OF SUBDIVISION, AND THE LOCATION, WIDTH AND DIRECTION OF THE PROPOSED HIGHWAY, RAILWAY, CANAL, WATERWAY, OR OTHER LINE, SHALL BE SHOWN ON THE PLAN OF SUBDIVISION, AND THE LOCATION, WIDTH AND DIRECTION OF THE PROPOSED HIGHWAY, RAILWAY, CANAL, WATERWAY, OR OTHER LINE, SHALL BE SHOWN ON THE PLAN OF SUBDIVISION.

LEGEND

GOODRIDGE GOULET PLANNING & SURVEYING LTD.
GEOGRAPHIC TOWNSHIP OF SPRINGER
MUNICIPALITY OF WEST NIPISSING
DISTRICT OF NIPISSING
LOT 1 - 400 MAIN STREET EAST, NIPISSING, ONT. L6B 3B9
TEL: 519-333-1924 FAX: 519-333-1924
WWW.GOODRIDGEGOULET.COM

Figure 8



Appendix 1 – Conditions of Draft Approval

SPECIAL CONDITIONS OF DRAFT APPROVAL

If an approval is forthcoming by the West Nipissing Planning Advisory Committee, it is recommended that the following conditions be imposed on the Owner along with the Conditions of Draft Approval included in Schedule “A” hereto:

- 1) The Corporation of the Municipality of West Nipissing’s conditions and amendments to final plan of approval, for registration of Subdivision File No. SUBD2019/01 made by PATRICK O’CONNOR are as follows:
- 2) That this approval expires three (3) years from the date of approval shown by the “Draft Plan Approval Stamp” on the face of the draft plan. If there is an appeal to the Ontario Municipal Board under section 51 (39) of the *Planning Act*, the three (3) year expiration period does not begin until the date of the order of the Ontario Municipal Board issued in respect of the appeal or from the date of a notice issued by the Board under section 52(51) of the *Planning Act*.
- 3)
- 4) This Draft Approval applies to the Plan of Subdivision prepared by GOODRIDGE, GOULET PLANNING AND SURVEYING dated February 19, 2019 which is comprised of 4.0 hectares.
- 5)
- 6) That prior to signing the Final Plan by the Municipality, the proposed subdivision conforms to the Zoning By-law in effect for the Municipality or with respect to any zoning conditions contained herein;
- 7) That the owner agrees in writing to satisfy all requirements, financial and otherwise of the Municipality of West Nipissing concerning provision of roads, installation of services, and drainage.
- 8) That such easements as may be required for utility or drainage purposes shall be granted to the appropriate authority.
- 9) That the owner agrees to convey up to 5% of the land included in the plan or cash-in-lieu to the Municipality for park or other public recreational purposes.
- 10) The owner covenants and agrees to provide the municipality with evidence that satisfactory arrangements, financial and otherwise, have been made with Canada Post Corporation for the installation of Community Mail Boxes (CMB) as required by Canada Post Corporation. The owner further agrees to provide notice to prospective purchaser of the locations of the CMB and that home/business mail delivery will be provided by CMBs provided by the owner, provided that the owner has paid for the activation and equipment installation of the CMB’s.
- 11) That the Subdivision Agreement between the owner and the Municipality be registered by the Municipality against lands to which it applies once the Plan of Subdivision has been registered prior to any encumbrances.
- 12) That the Subdivision Agreement between the owner and the Municipality contain a Special Provision with wording acceptable to Greater Sudbury Hydro Utilities (GSU) or Hydro One to ensure that:
 - a. Prior to final approval, a copy of the lot grading and drainage plan, showing existing and

- final grades, must be submitted to GSU or Hydro One for review and approval.
 - b. Any development in conjunction with the subdivision must not block vehicular access to any GSU/Hydro One facilities located on the right-of-way. During construction, there will be no storage of materials or mounding of earth or other debris on the right-of-way.
 - c. The costs of any relocations or revisions to GSU/Hydro One facilities which are necessary to accommodate this subdivision will be borne by the developer.
 - d. The easement rights of GSU/Hydro One and its legal predecessors are to be protected and maintained.
- 13) That before Municipal Council's Final Approval is given, the Council shall be advised in writing by the Director of Community Services how Condition No. 8 has been satisfied.
- 14) That before City Council's Final Approval is given, the Council shall be advised in writing by Canada Post Corporation how Condition No. 9 has been satisfied.

NOTES

- 1) We suggest you make yourself aware of the following:
- a) Section 143(1) of The Land Titles Act, R.S.O. 1980 as amended, which requires all new plans to be registered in a land titles system.
 - b) Section 143(2) allows certain exceptions.
- 2) ~~Prior to any construction, a Fill, Construction and Alteration to Waterways Permit is required from the North Bay-Mattawa Conservation Authority. The subject lands are within an area regulated by the North Bay-Mattawa Conservation Authority under Ontario Regulation 162/90. This regulation is pursuant to Section 28 of the Conservation Authorities Act of Ontario.~~
- 3) ~~Private water supply and sewage disposal facilities must be approved by the Ministry of the Environment, or its agent in certain areas, in accordance with Ontario Regulations 229/74 as amended, made under the Environmental Protection Act, 1971, as amended.~~
- 4) We recommend you make yourself aware of applicable Federal and Provincial laws regarding construction in proximity to waterbodies.
- 5) The Developer is hereby advised that prior to commencing any work within the Plan, the Developer must confirm that sufficient wire-line communication/telecommunication infrastructure is currently available within the proposed development to provide communication/telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure. If the Developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the Developer shall be required to demonstrate to the municipality that sufficient alternative communication/telecommunication

facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e., 911 Emergency Services).

- 6) The Owner/Developer is hereby advised that prior to commencing any work within the Plan, the Owner/Developer must confirm with Greater Sudbury Hydro or Hydro One that appropriate electrical services infrastructure is currently available along the proposed development to provide delivery of electrical energy to the proposed development. In the event that such infrastructure is not available, the Owner/Developer is hereby advised that the Owner/Developer may be required to pay for the connection to and/or extension of the existing electrical distribution infrastructure, in accordance with Greater Sudbury Hydro policies or Hydro One and the Ontario Distribution System Code.

Appendix 2.1(a) – Correspondence

-----Original Message-----

From: Sandra Spooner [mailto:superernurse@hotmail.com]
Sent: February 27, 2019 8:30 AM
To: Melanie Ducharme <mducharme@municipality.westnipissing.on.ca>
Subject: Planning advisory meeting march 11 2019

It has been brought to my attention that in my absence I have received a letter from the planning advisory committee in regards to Patrick O'Connor proposed application for approval of a plan of subdivision.

I am writing this e-mail to oppose this proposal. I attended a meeting on July 24, 2018 that this property was land locked. ie - that the owner had to build their own roads.

In my absence Jacques Louiseize will be at the meeting March 11, 2019 to represent me.

Thanking you in advance,
Richard Mayotte
74 Promenade du lac
Sturgeon Falls, Ontario
P2B 2X8

Sent from my iPad

Appendix 2.1(b)

From: Carmen Van Empel <carmenvempel@gmail.com>
Date: March 3, 2019 at 3:28:01 PM EST
To: Raymond Swarbrick <everwijs@hotmail.com>
Subject: Proposed subdivision Promenade du lac

March 3rd 2019

Please accept this as our letter of opposition to the proposed subdivision by Patrick O'Connor.

At the municipality meeting in 2017 that Raymond Swarbrick attended it was clearly stated that these lots were "land locked" and whoever bought it would be made aware of this fact. I am not sure why two years later this must be revisited. In fact, I am even more confused by the fact that our neighbour was allowed a permit for a culvert to better access their property on the north side of the road less than 6 months ago. There are also questions as to who will be responsible to assure that the spring run off issues we face every year are taken into account.

We have no real issue with increasing the tax base on our road, however, we do not feel it should have to affect our lot size and our ability to use our north side property. This space has been used as storage by most of us for years. Mister O'Connor bought the lots at a reasonable rate taking the access issues into consideration, this should not now become his neighbours responsibility.

The plan sent with the letter we received also is incorrect and that point was also made in 2017 and seems to have not yet been corrected.

We will be at the March 11th meeting and we hope this issue can finally be laid to rest.

Respectfully,

Raymond Swarbrick
Carmen van Empel
88 promenade du lac

Sent from my iPhone

Appendix 2.1(c)

Monday March 4th, 2019

Dear Mrs Ducharme,

The purpose of this letter is to express the reasons for our opposition for the application of the proposed Plan of Subdivision File# SUBD2019/01.

We were aware that the road was entirely on our property when we purchased at 92 Promenade du lac on August 29th, 2017. However, the sellers told us that we had access to the 66 feet piece of land in front of our property to compensate for having the road entirely on our property. Furthermore, our east and west side neighbors who also have the road on their property have a written permit from the municipality to use the 66 feet of land.

Furthermore, in October 2018 we applied for a permit to install a culvert accessing the property that we could use given the fact that the road was on our property. The permit was granted in November 2018 and the culvert was installed.

On July 24th, 2017, during the meeting, we witnessed that It was decided that this land was landlocked and that whoever wanted to develop this property into a new subdivision had to build a new road on the north side of the existing one at the adjacent corners of lots 7 and 8.



In regards to the creek\ditch on proposed lot #3, as per our neighbors' long history of seasonal drainage issues arising, we are concerned about how the municipality and/or the applicant (Patrick O'Connor) will address this issue that may cause drainage problems on our property.

We, Mario Roberge and Chantal Fortin, owners of lot 10 at 92 promenade du lac are asking the committee to revoke the proposed plan File# SUBD2019/01.

We will be attending the meeting on March 11th at which point we will re-explain our position if any questions arise.

We thank you for your consideration in this matter.

Kind regards,



Mario Roberge and Chantal Fortin

Appendix 2.1(d)

Jacques et Danielle Louiseize File no. SUB 2019/01
February 26, 2019

Melanie Ducharme
Municipal Clerk/Planner
West Nipissing Municipality

Dear Mrs Ducharme

We are writing this email to formally express our opposition to the application of the Plan of Subdivision to create 4 new lots (File # SUBD2019/01)presented by Patrick O'Connor.

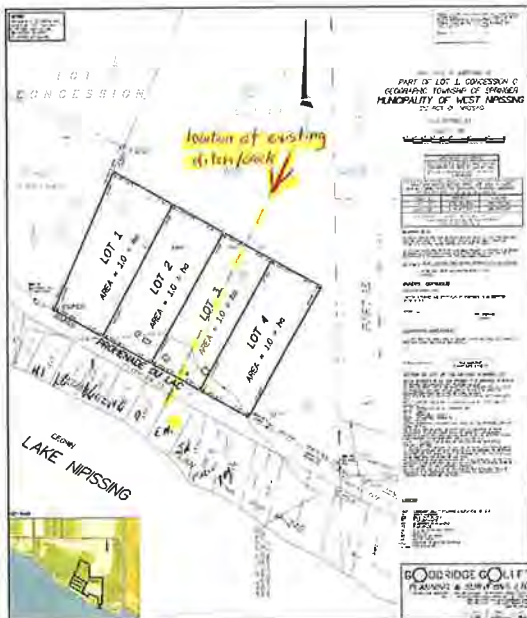
We have received a letter regarding his application on February 24th, 2019 with a sketch/key map that shows discrepancies with our official Surveyor's Certificate. Following our discussion on February 25th, we wish to show that the proposed severed lot(part of lot 3 and all of lot 4) does not have frontage on Promenade du Lac because it is built on private properties and is not located within the road allowance. We are also concerned with the main drainage ditch/creek that is situated on the west end of lot 8. With the proposed lot 3, the creek/ditch would end up in the middle of it. Every spring the road washes out and floods driveways of lots 7, 8 and 9. As this application is for a subdivision, who would be responsible for the relocation of the creek/ditch? Because These lots are very rocky a proper drainage assessment needs to be done as a lot of water drains from the back field.

At the last meeting held on July 24th, 2017 it was decided that those lots were landlocked and that whoever purchased the property from Michael Stevens would have to build a new road on the north side of the existing one at the adjacent corners of lots 7 and 8. Was this issue not resolved then? Why do we have to go through this process again?

We will be attending the meeting on March 11th at which point we will be re-explaining our position.

Thank You

Jacques and Danielle Louiseize



Appendix 2.1(e)

-----Original Message-----

From: Yvon Marleau [mailto:marleauyv@gmail.com]

Sent: February 27, 2019 8:39 PM

To: Melanie Ducharme <mducharme@municipality.westnipissing.on.ca>; Jacques <jackxv1@hotmail.com>

Subject:

February 27th, 2019

Re. File no. Subd2019/01

Ms Ducharme,

I wish to express some concerns regarding Mr O'Connor's application to develop 4 lots on Promenade du Lac:

My first concern is the access to the proposed lot 4; it seems to me that, when this property was last presented to the planning board, it was determined that the existing road was built south of the proposed road allowance, on private property, thus eliminating frontage on Promenade du Lac for that part of the property. Has that changed or is the municipality considering relocating the road?

My second concern is the drainage ditch that flows in the center of proposed lot 3; is this a municipal drain??? If not, what guarantees do we have that whoever purchases this lot will maintain this drainage, in its existing location?

As we are in Florida until the end of March, we will not be able to attend the meeting of March 11th, however we would like our concerns to be addressed at that time. We thank you for your consideration in this matter.

Yvon and Louise Marleau

Appendix 2.1(f)

-----Original Message-----

From: Helen [mailto:blizz111@live.com]

Sent: March 2, 2019 5:21 PM

To: Melanie Ducharme <mducharme@municipality.westnipissing.on.ca>

Subject: Proposed subdivision

Hello Melanie

I recently received the notice of public meeting for promenade du lac.

I'm not sure how to ask this question which is: with this added growth to this street is there any plans of fire hydrants going to be installed?

Thank you

Helen Noble

162 Promenade du
Lac

Sturgeon Falls,
On.

199 Loach's Rd.
Apt. A 105,
Sudbury, On
P3K 2P8

March 8 / 19

Dear Ms. Ducharme:

Thank you for making me aware of
the intentions to build a subdivision on
Promenade du Lac - Sturgeon Falls, On.

I am not in favour of this proposal
for various reasons, such as extended
traffic & lack of water & sewers in our
area.

Would you be kind enough to relay
this message to the agent & those
involved.

Sincerely

Jeanine Quik

APPENDIX 2.2 – Agency Comments



**PLANNING ADVISORY COMMITTEE
CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING**

MUNICIPALITY OF WEST NIPISSING BUILDING DEPARTMENT	
<input checked="" type="checkbox"/> No concerns	
<input type="checkbox"/> Concerns/-see below comments	

NOTICE OF A PUBLIC MEETING

TAKE NOTICE that the West Nipissing Planning Advisory Committee will hold a public meeting in the Council Chamber of the West Nipissing Municipal Building at 225 Holditch Street, Sturgeon Falls in order to consider a proposed application for approval of a plan of subdivision.

Date and Time:	March 11 , 2019 at 6:00 p.m.
File No.	SUBD2019/01
Registered Owner(s)	Patrick O'Connor
Purpose of Application	A Plan of Subdivision to create 4 New Lots.
Agent (s)	Goodridge Goulet Planning & Surveying
Address:	Promenade du Lac, Sturgeon Falls.
Legal:	Part Lot 1, Concession C, Township of Springer, Municipality of West Nipissing

SKETCH/KEY MAP: Please refer to the sketch/key map attached for the location of the land which is the subject of this application.

ANY PERSON or public body may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed plan of subdivision.

PUBLIC ADVISORY:

i. If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to (*Municipality of West Nipissing*) in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body is not entitled to appeal the decision of the Municipality of West Nipissing to the Local Planning Appeal Tribunal.

ii. If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to the Municipality of West Nipissing in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

IF YOU WISH to be notified of the decision of the Planning Advisory Committee in respect to this proposed Subdivision; you must make a written request to the Municipality of West Nipissing c/o Melanie Ducharme, at 225 Holditch Street, Suite 101, Sturgeon Falls, P2B 1T1.

ADDITIONAL INFORMATION related to the proposed Plan of Subdivision is available during regular hours at the offices of the West Nipissing Planning Committee, 101-225 Holditch Street, Sturgeon Falls or by email to mducharme@westnipissing.ca

Dated at the Municipality of West Nipissing, this 19th day of February, 2019.
Melanie Ducharme, Municipal Clerk/Planner



**PLANNING ADVISORY COMMITTEE
CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING**

NOTICE OF A PUBLIC MEETING

TAKE NOTICE that the West Nipissing Planning Advisory Committee will hold a public meeting in the Council Chamber of the West Nipissing Municipal Building at 225 Holditch Street, Sturgeon Falls in order to consider a proposed application for approval of a plan of subdivision.

Date and Time:	March 11, 2019 at 6:00 p.m.	
File No.	SUBD2019/01	Municipality of West Nipissing
Registered Owner(s)	Patrick O'Connor	Public Works Department
Purpose of Application	A Plan of Subdivision to create 4 New Lots.	<input type="checkbox"/> No Concerns <input checked="" type="checkbox"/> Concerns/-see below comments
Agent (s)	Goodridge Goulet Planning & Surveying	Clarify Road Allowance
Address:	Promenade du Lac, Sturgeon Falls.	vs existing travelled
Legal:	Part Lot 1, Concession C, Township of Springer, Municipality of West Nipissing	

SKETCH/KEY MAP: Please refer to the sketch/key map attached for the location of the land which is the subject of this application.

ANY PERSON or public body may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed plan of subdivision.

PUBLIC ADVISORY:

i. If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to (*Municipality of West Nipissing*) in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body is not entitled to appeal the decision of the Municipality of West Nipissing to the Local Planning Appeal Tribunal.

ii. If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to the Municipality of West Nipissing in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

IF YOU WISH to be notified of the decision of the Planning Advisory Committee in respect to this proposed Subdivision; you must make a written request to the Municipality of West Nipissing c/o Melanie Ducharme, at 225 Holditch Street, Suite 101, Sturgeon Falls, P2B 1T1.

ADDITIONAL INFORMATION related to the proposed Plan of Subdivision is available during regular hours at the offices of the West Nipissing Planning Committee, 101-225 Holditch Street, Sturgeon Falls or by email to mducharme@westnipissing.ca

Dated at the Municipality of West Nipissing, this 19th day of February, 2019.
Melanie Ducharme, Municipal Clerk/Planner

COPY



WEST NIPISSING PLANNING ADVISORY COMMITTEE

Resolution No.

2019 / 007

March 11, 2019

Moved by / Proposé par :

Seconded by / Appuyé par :

WHEREAS a Public meeting was held on March 11, 2019 for draft plan approval of a plan of subdivision in the Township of Springer, Municipality of West Nipissing;

AND WHEREAS written concerns have been received and considered ☒ Yes ☐ No

AND WHEREAS Oral submissions were made at the said Public Meeting ☒ Yes ☐ No

BE IT RESOLVED that the Planning Advisory Committee of West Nipissing



RECOMMENDS



DOES NOT RECOMMEND

draft approval of the Application for Subdivision Approval made by Patrick O'Connor for plan of subdivision located on Promenade du Lac, Township of Springer, Municipality of West Nipissing.

SPECIAL CONDITIONS to be included in addition to **SCHEDULE "A"**, attached hereto:

- that the travelled road be surveyed
- existing sheds to remain st written encroachment - no
- further development

Defeated:

Deferred/Tabled:

CHAIR

SECRETARY

	Yeas	Nays
Duhaime, Yvon		
Fisher, Christopher		
Pellerin, Fernand		
Roberge, Normand		
Savage, Joanne		
Sénécal, Denis		
Roveda, DanCpo		

Schedule A

SPECIAL CONDITIONS OF DRAFT APPROVAL

If an approval is forthcoming by the West Nipissing Planning Advisory Committee, it is recommended that the following conditions be imposed on the Owner along with the Conditions of Draft Approval included in Schedule "A" hereto:

- 1) The Corporation of the Municipality of West Nipissing's conditions and amendments to final plan of approval, for registration of Subdivision File No. SUBD2019/01 made by PATRICK O'CONNOR are as follows:
- 2) That this approval expires three (3) years from the date of approval shown by the "Draft Plan Approval Stamp" on the face of the draft plan. If there is an appeal to the Ontario Municipal Board under section 51 (39) of the *Planning Act*, the three (3) year expiration period does not begin until the date of the order of the Ontario Municipal Board issued in respect of the appeal or from the date of a notice issued by the Board under section 52(51) of the *Planning Act*.
- 3) This Draft Approval applies to the Plan of Subdivision prepared by GOODRIDGE, GOULET PLANNING & SURVEYING as shown on the attached Schedule A, dated February 19, 2019 which is comprised of 4 hectares.
- 4) That the owner agrees in writing to satisfy all requirements, financial and otherwise of the Municipality of West Nipissing concerning provision of roads, installation of services, and drainage.
- 5) That such easements as may be required for utility or drainage purposes shall be granted to the appropriate authority.
- 6) That the owner agrees to convey up to 5% of the land included in the plan or cash-in-lieu to the Municipality for park or other public recreational purposes.
- 7) The owner covenants and agrees to provide the municipality with evidence that satisfactory arrangements, financial and otherwise, have been made with Canada Post Corporation for the installation of Community Mail Boxes (CMB) as required by Canada Post Corporation. The owner further agrees to provide notice to prospective purchaser of the locations of the CMB and that home/business mail delivery will be provided by CMBs provided by the owner, provided that the owner has paid for the activation and equipment installation of the CMB's.
- 8) That the Subdivision Agreement between the owner and the Municipality be registered by the Municipality against lands to which it applies once the Plan of Subdivision has been registered prior to any encumbrances.
- 9) That the Subdivision Agreement between the owner and the Municipality contain a Special Provision with wording acceptable to Greater Sudbury Hydro Utilities (GSU) or Hydro One to ensure that:

COPY

- a. Prior to final approval, a copy of the lot grading and drainage plan, showing existing and final grades, must be submitted to GSU for review and approval.
 - b. Any development in conjunction with the subdivision must not block vehicular access to any GSU/Hydro One facilities located on the right-of-way. During construction, there will be no storage of materials or mounding of earth or other debris on the right-of-way.
 - c. The costs of any relocations or revisions to GSU/Hydro One facilities which are necessary to accommodate this subdivision will be borne by the developer.
 - d. The easement rights of GSU and its legal predecessors are to be protected and maintained.
- 10) That before Municipal Council's Final Approval is given, the Council shall be advised in writing by the Director of Community Services how Condition No. 8 has been satisfied.
- 11) That before City Council's Final Approval is given, the Council shall be advised in writing by Canada Post Corporation how Condition No. 9 has been satisfied.

NOTES

- 1) We suggest you make yourself aware of the following:
- a) Section 143(1) of The Land Titles Act, R.S.O. 1980 as amended, which requires all new plans to be registered in a land titles system.
 - b) Section 143(2) allows certain exceptions.
- ~~2) Prior to any construction, a Fill, Construction and Alteration to Waterways Permit is required from the North Bay-Mattawa Conservation Authority. The subject lands are within an area regulated by the North Bay-Mattawa Conservation Authority under Ontario Regulation 162/90. This regulation is pursuant to Section 28 of the Conservation Authorities Act of Ontario.~~
- ~~3) Private water supply and sewage disposal facilities must be approved by the Ministry of the Environment, or its agent in certain areas, in accordance with Ontario Regulations 229/74 as amended, made under the Environmental Protection Act, 1971, as amended.~~
- 4) We recommend you make yourself aware of applicable Federal and Provincial laws regarding construction in proximity to waterbodies.
- 5) The Developer is hereby advised that prior to commencing any work within the Plan, the Developer must confirm that sufficient wire-line communication/telecommunication infrastructure is currently available within the proposed development to provide communication/telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure. If the Developer elects not to pay for such connection to and/or extension of the

COPY

existing communication/telecommunication infrastructure, the Developer shall be required to demonstrate to the municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e., 911 Emergency Services).

- 6) The Owner/Developer is hereby advised that prior to commencing any work within the Plan, the Owner/Developer must confirm with Greater Sudbury Hydro or Hydro One that appropriate electrical services infrastructure is currently available along the proposed development to provide delivery of electrical energy to the proposed development. In the event that such infrastructure is not available, the Owner/Developer is hereby advised that the Owner/Developer may be required to pay for the connection to and/or extension of the existing electrical distribution infrastructure, in accordance with Greater Sudbury Hydro policies or Hydro One and the Ontario Distribution System Code.



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

Resolution No.

2019/

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS a public meeting of the West Nipissing Planning Advisory Committee was held on March 11, 2019, to consider draft approval of a Plan of Subdivision Application No. SUBD 2019/01 made by PATRICK O'CONNOR for a subdivision of six (6) lots on lands legally described as Part Lot 1 Con C, Geographic Township of Springer, now Municipality of West Nipissing, District of Nipissing;

AND WHEREAS written and public submissions were made and considered by the West Nipissing Planning Advisory Committee;

AND WHEREAS the West Nipissing Planning Advisory Committee has recommended to Council for the Municipality of West Nipissing that the Draft Plan, be approved, subject to certain conditions;

BE IT THEREFORE RESOLVED THAT draft plan of Subdivision, be granted for Subdivision Application No. SUBD 2019/01 made by PATRICK O'CONNOR for subdivision of four (4) lots on lands legally described as Part Lot 1, Concession C, being Part of Part 12, 36R-14206, Geographic Township of Springer, now Municipality of West Nipissing, District of Nipissing, subject to the recommendation of the West Nipissing Planning Advisory Committee, attached hereto, including Schedule "A" thereto.

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

Carried: _____

Defeated: _____

Deferred or tabled: _____

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: March 15, 2019

RE: **REQUESTS FOR EXTENSIONS:**
SUBD 2014/03 (Delorme Properties Limited) AND VLC 2015-01 (Gerald Gagnon)

A request has been received from GOODRIDGE GOULET PLANNING AND SURVEYING, being the Agent for both Delorme Properties Limited and Gerald Gagnon, requesting extensions to their previously granted draft plan approvals.

Both developments have experienced delays outside of their control and are seeking additional time to complete their developments.

Thank you,

Melanie

Joie de vivre



www.westnipissingouest.ca



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

Resolution No.

2019 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS on October 19, 2015, the Council of the Municipality of West Nipissing granted approval for a Draft Vacant Land Condominium Plan (VLC 2015/01) on Deer Lake Road to **GERALD GAGNON**;

AND WHEREAS, due to delays relating to the orderly installation of infrastructure, the Applicant/Subdivider is seeking an extension of the Approved Draft Vacant Land Condominium Plan;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of West Nipissing hereby approves the requested extension of the Approved Draft Vacant Land Condominium Plan No. VLC 2015/01 to **GERALD GAGNON**, until March 19, 2021, allowing the Applicant time to complete the required work in order to meet the previously set terms and conditions.

	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 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS on May 20, 2014, the Council of the Municipality of West Nipissing granted approval for a Draft Subdivision Plan (SUBD 2014/03) on Delorme Road to **DELOME PROPERTIES LIMITED**;

AND WHEREAS due to delays relating to the approval and construction of the Delorme Road Drain, which was imposed as a condition of the draft approval, the Applicant/Subdivider is seeking an extension of the Approved Draft Subdivision Plan;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of West Nipissing hereby approves the requested extension of the Approved Draft Subdivision Plan No. SUBD 2014/03 to **DELOME PROPERTIES LIMITED**, until March 19, 2020, allowing the Applicant/Subdivider time to complete the required work in order to meet the previously set terms and conditions.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2019/23

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

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

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

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

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

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

Part of Lot 4, Concession 1,
Part 7, Plan 36R-14278
Geographic Township of Springer
Municipality of West Nipissing
District of Nipissing

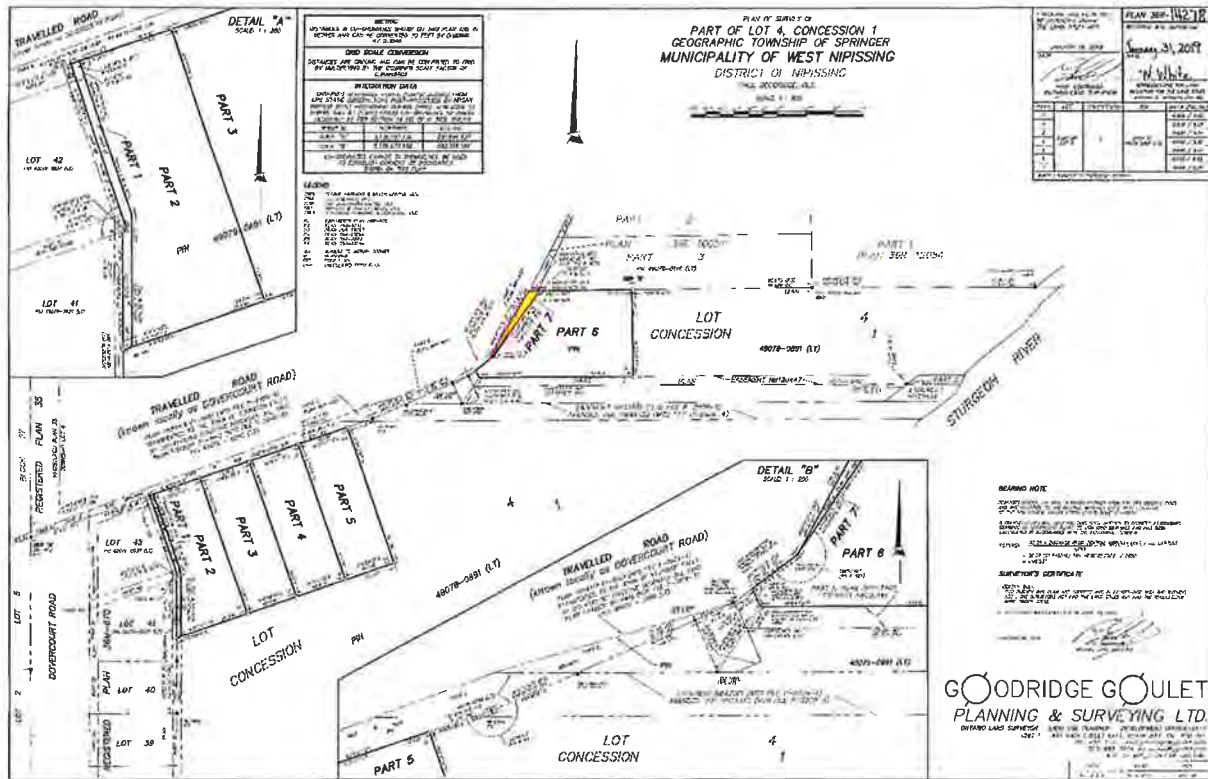
Being parts of the travelled roads known as chemin Dovercourt Road, Sturgeon Falls, Ontario.

ENACTED AND PASSED THIS 19TH DAY OF MARCH, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

SCHEDULE FOR BY-LAW 2019/23





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

Resolution No.

2019 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT By-law **2019/23**, 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 4, Concession 1,
Part 7, Plan 36R-14278
Geographic Township of Springer
Municipality of West Nipissing
District of Nipissing

Being parts of the travelled roads known as chemin Dovercourt Road, Sturgeon Falls, Ontario.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____



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

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

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

ABSENT:

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

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. 2019/023 Moved by: Councillor Roveda
Seconded by: Councillor Séguin

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

CARRIED

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS

C-1 North Bay Parry Sound District Health Unit (NBPSDHU) (Presenters: Dr. Jim Chirico, Chris Bowes, Stephanie Lachapelle, Paula Benoit)

Dr. Chirico provided Council with an update pertaining to the new smoking legislation and the requirement to include language pertaining to vaping. Dr. Chirico commended the Municipality of West Nipissing for its initiative in undertaking a by-law to prohibit cannabis consumption in public places. Stephanie Lachapelle and Paula Benoit made a presentation on the new legislation in the Smoke Free Ontario Act and on the physical and psychological effects of cannabis consumption.

D) CLOSED MEETING / RÉUNION À HUIS CLOS

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

No. 2019/024 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

BE IT RESOLVED THAT we proceed into closed meeting as authorized in Section 239 (2) of the Municipal Act, to discuss the following:

(B) personal matters about an identifiable individual, including municipal or local board employees;
(i) Update – Integrity Commissioner

CARRIED

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

No. 2019/025 Moved by: Councillor Roveda
Seconded by: Councillor Séguin

BE IT BE IT RESOLVED THAT the Closed meeting of Council held on February 12, 2019 be adjourned at
7:33 PM in order to proceed with the regular meeting

CARRIED

**REGULAR COMMITTEE MEETING /
RÉUNION RÉGULIÈRE**

E) PLANNING / PLANIFICATION

- E-1** A resolution was passed to authorize By-Law **2019/06** to accept, assume and dedicate lands for public highway purposes (Pt of Leduc Road in Field)

No. 2019/026 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

BE IT RESOLVED THAT By-Law **2019/06** be authorized to accept, assume and dedicate lands for public highway purposes (Pt of Leduc Road in Field). **CARRIED**

- E-2** A resolution was passed to authorize By-Law **2019/07** to accept, assume and dedicate lands for public highway purposes (Pt of Plante Road in Lavigne)

No. 2019/027 Moved by: Councillor Roveda
Seconded by: Councillor Séguin

BE IT RESOLVED THAT By-Law **2019/07** be authorized to accept, assume and dedicate lands for public highway purposes (Pt of Plante Road in Lavigne). **CARRIED**

- E-3** A resolution was passed to authorize By-Law **2019/08** to accept, assume and dedicate lands for public highway purposes (Pt of Pierre Road in Sturgeon Falls)

No. 2019/028 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

BE IT RESOLVED THAT By-Law **2019/08** be authorized to accept, assume and dedicate lands for public highway purposes (Pt of Pierre Road in Sturgeon Falls). **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 January 15, 2019.

No. 2019/029 Moved by: Councillor Roveda
Seconded by: Councillor Séguin

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

- F-2** A resolution was passed to adopt the minutes of the meeting of Council held on February 5, 2019.

No. 2019/030 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

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

- F-3** A resolution was passed to adopt the minutes of the CLOSED meeting of Council held on February 5, 2019.

No. 2019/031 Moved by: Councillor Roveda
Seconded by: Councillor Séguin

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

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

No. 2019/032 Moved by: Councillor Larabie
Seconded by: Councillor Duhaime

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

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

No. 2019/033 Moved by: Councillor Duhaime
Seconded by: Councillor Larabie

BE IT RESOLVED THAT the minutes of the West Nipissing Police Services Board meeting held on December 19, 2018 be received.

CARRIED

- F-6 A resolution was passed to receive the minutes of the Committee of Adjustment meeting.

No. 2019/034 Moved by: Councillor Larabie
Seconded by: Councillor Duhaime

BE IT RESOLVED THAT the minutes of the West Nipissing Committee of Adjustment meeting held on October 15, 2018 be received.

CARRIED

- F-7 Letter from MTO re: Commitment for left turn lane at Leblanc Road (J. Savage)

A letter from the Ministry of Transportation was shared with Council wherein the ministry confirms its commitment to the construction of a left turn lane at Leblanc Road in Sturgeon Falls. Unfortunately, they are unable to confirm the exact timing of the project. The Mayor suggested that a delegation be sought at a future conference to press the matter.

G) UNFINISHED BUSINESS / AFFAIRES EN MARCHE

- G-1 A resolution was passed to adopt the consolidated Smoking By-Law 2019/09.

No. 2019/035 Moved by: Councillor Duhaime
Seconded by: Councillor Larabie

BE IT RESOLVED THAT By-law 2019/09, being a By-law to regulate smoking and/or vaping of tobacco or vapour products in public places and workplaces in the Municipality of West Nipissing; shall come into force and take effect on the date it is passed.

CARRIED

- G-2 A resolution was passed to adopt the Cannabis Policy Statement re: Retail Store Locations

No. 2019/036 Moved by: Councillor Larabie
Seconded by: Councillor Duhaime

WHEREAS at the Committee of the Whole meeting held on February 5th, 2019; Council of the Municipality of West Nipissing reviewed the Cannabis Policy Statement;

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

BE IT FURTHER RESOLVED THAT the Cannabis Policy Statement shall become part of the Municipality of West Nipissing's Policy Manual.

CARRIED

- G-3 A resolution was passed to amend the municipal Donation policy.

No. 2019/037 Moved by: Councillor Duhaime
Seconded by: Councillor Larabie

WHEREAS at the Committee of the Whole meeting held on February 5th, 2018; Council of the Municipality of West Nipissing recommended revising the municipal Donations Policy No. 1999/131 to include an annual donation to l' Association pour l'amélioration des sole et récoltes du Nipissing Ouest-Sudbury Est / West Nipissing-Sudbury East Soils & Crop Improvement Association;

BE IT THEREFORE RESOLVED THAT Council of the Municipality of West Nipissing adopts the amended the Donations Policy No. 1999/131, which shall come into force and take effect on the date it is passed.

BE IT FURTHER RESOLVED THAT the revised Donations Policy shall become part of the Municipality of West Nipissing's Policy Manual.

CARRIED

H) NOTICE OF MOTION / AVIS DE MOTIONS

A 'Notice of Motion' was submitted by Councillor Duhaime pertaining to accounts payable. The motion which reads as follows will be brought forward to the March 5th, 2019 meeting :

« **WHEREAS** Council objectives are to ensure that the Municipality's financial and administrative resources are being used efficiently as possible;

WHEREAS accountability and transparency are a priority in maintaining public trust in Council and the management of our Municipality;

WHEREAS it is important to ensure that councillors have access to more information about the Municipality's accountability (finances);

WHEREAS this information will be essential to ensure that integrity is practiced all the time;

WHEREAS the accounts payable have always been part of the Municipality of West Nipissing agenda and approved on a monthly basis;

SO THEREFORE BE IT RESOLVED THAT the Council of the Municipality of West Nipissing receive on a monthly basis the accounts payable in the same format as previously provided for review and questions of understanding. »

I) NEW BUSINESS / AFFAIRES NOUVELLES

- I-1** Following a discussion during concerning the wording in the proposed policy as it relates to the manner of communication, it was suggested by The Mayor and agreed to by Council (Note: no formal motion was made nor seconded), that the matter be deferred to the third meeting in March at which time an Integrity Commissioner will have been appointed and training provided to Council. The resolution to adopt By-Law **2019/10** to establish a Council-Staff Relations Policy was deferred to March 19, 2019.

No. 2019/038 Moved by: Councillor Duhaime

Seconded by: Councillor Larabie

BE IT THEREFORE RESOLVED THAT By-Law **2019/10**, being a by-law to adopt a Council-Staff Relations Policy, shall come into force and take effect on the date it is passed.

DEFERRED TO MARCH 19, 2019

Council was in agreement to defer this item to the March 19th Council meeting.

- I-2** Snow Removal (Y. Duhaime)

Councillor Duhaime commended staff for the excellent job in snow removal considering the extenuating circumstances caused by the unusual winter weather of this year. Councillor Duhaime also indicated that he believes that regardless of complaints received, that West Nipissing is in better shape than many communities. The Manager of Public Works indicated that snow clearing/removal priorities are made on a risk management basis and following each significant snow event, the priorities have to be re-adjusted such that high risk roads once again become highest priority thus creating a lag in lower-priority snowbank removal and other such activities.

- I-3** Infrastructure Ontario – OPP Permanent Site (D. Sénécal)

Councillor D. Sénécal informed Council that despite having followed procedures, he felt that he experienced resistance in having the requested item placed on the agenda. Councillor Senecal requested clarification as to why Council was not informed in December, 2018 that the space may be shared with other municipalities and requested assurance that those municipalities would be paying their share. The CAO explained the relationship between the OPP, the different municipalities and Infrastructure Ontario and assured council that the Municipality of West Nipissing would not be subsidizing any other municipality.

- I-4** 2019 Budget Submissions

The Treasurer distributed the 2019 Budget submission package to Council members for their review in preparation for the Feb-23rd deliberation meeting. The Treasurer indicated that the package will be distributed in electronic format tomorrow and will be posted on the website for the public. It was agreed that any discussion on the actual budget would take place on Saturday.

- I-5 Prior to voting on the by-law, a discussion was held during which some members indicated some reservations in adopting the by-law without further representation by the OPP and legal advice on the contract. The CAO indicated that OPP did not feel it was appropriate to be present for this administrative phase and that the contract is a standard form which he did not believe required vetting by lawyers. Councillor

A resolution was passed to adopt By-Law **2019/11** authorizing the execution of the OPP Policing Services Contract

No. 2019/039 Moved by: Councillor Larabie
Seconded by: Councillor Fisher

BE IT RESOLVED THAT By-Law **2019/11** being a by-law to authorize the execution of an agreement for Policing Services under Section 10 of the *Police Services Act* between the Municipality of West Nipissing and Her Majesty the Queen in Right of Ontario as represented by the Minister of Community Safety and Correctional Services (herein referred to as the "Policing Services Contract") shall come into force and take effect on the date it is passed.

Discussion ensued during which a variety of questions were raised by both Councillor Lise and Denis Sénécal concerning the contract and lack of certainty and review of the document; a motion was tabled by Mayor Savage to defer this matter to an alternate meeting date pending confirmation of details from OPP pertaining to the 52/48 costing split and of the possible impact of the amalgamation of the Warren and Noëlville OPP stations into the new West Nipissing facility.

MOTION Moved by: Councillor L. Sénécal
Seconded by: Councillor D. Sénécal.

DEFEATED

A recorded vote was requested by Councillor Malette for the original tabled resolution. Councillor Lise Sénécal indicated that although she is aware that declining to vote is a negative vote, nonetheless would not be voting due to uncertainties.

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

CARRIED

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 **2019/12** confirming the proceedings of Council at its meeting held on February 19, 2019.

No. 2019/040 Moved by: Councillor Fisher
 Seconded by: Councillor Larabie

BE IT RESOLVED THAT By-law No. **2019/12** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 19th day of February 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. 2019/041 Moved by: Councillor Fisher
 Seconded by: Councillor Larabie

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

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



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

**MINUTES OF THE BUDGET MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS
ON SATURDAY, FEBRUARY 23, 2019 AT 8:30 AM**

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) ADOPTION OF AGENDA / CONFIRMATION DE L'ORDRE DU JOUR

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

No. 2019/042 Moved by: Councillor Larabie
Seconded by: Councillor Séguin

BE IT RESOLVED THAT the Agenda for the Budget Meeting of Council held on February 23, 2019 be adopted as ☒ presented / ☐ amended.

CARRIED

C) 2018 BUDGET PRESENTATION / PRÉSENTATION BUDGÉTAIRES POUR L'ANNÉE 2018

C-1 Municipal Budget

- The Mayor welcomed everyone and turned the floor over to the Chair of General Government who noted that members of Council should work together for the benefit of the community as a whole to obtain the best possible budget outcome for 2019.
- The Treasurer gave a brief overview of all departments, highlighting areas in which savings were achieved and other areas in which challenges were encountered.
- The Chief Administrative Officer (CAO) indicated that Council's role is to make strategic decisions for the municipality in terms of priorities such as IPM, bilingualism, etc.
- Councillor Roveda raised the issue of the individual wards' priorities based on what was heard during election campaigns. The CAO responded that the document presented largely consists of core services, as well as items such as the IPM.
- A discussion regarding process (strategic planning session versus budget) as to which should have come first. The Mayor identified her own role in the strategic planning session having not occurred but indicated that lack thereof should not prevent council from discussing the overall budget resulting in an acceptable increase.

C-2 Community Services

- The Director of Community Services gave a brief overview of the departments, infrastructure and services which make up the Community Services Department. Buildings including all leases and tenancies in municipal buildings. There is a need to ensure that buildings are maintained.
- Council discussed various lease agreements including Cache Bay trailer park.
- A list of buildings was requested including age and state of repair.

C-3 Public Works

- The Chair of Public Works provided a brief overview of the importance of Public Works.
- The Manager of Public Works gave an overview of operations and discussed key increases including fleet and employee complement.
- The Manager outlined a proposed agreement with Dokis First Nation for a cost sharing agreement for maintenance of Dokis Road. Council was supportive of the initiative.
- Strategic placement of equipment in future (ie. grader in Lavigne).
- IPM – work and manpower were discussed.
- Shared part-time employees for Community Services and Public Works discussion.
- A descriptive breakdown of services and rents as well as materials was requested.

C-4 Drains

- The Director of Corporate Services and Planning gave a brief overview of the role of municipal drains and how the municipal portion of the assessment is assessed.

C-5 Fire Services

- The Chair of Emergency Services provided a preamble of the importance of fire service
- The Fire Chief presented the budget including a proposed increases in the fleet and building reserves;
- Concerns regarding existing buildings and training facilities were raised;

C-6 Planning & Building

- The Director of Community Services presented the Planning and Building budget;
- Questions concerning revenues and Human resources were discussed

C-7 Economic Development

- Councillor Roveda stated that although IPM is important, business people have expressed that the Economic Development Committee be reinstated.
- The Director of Community Services outlined the special projects associated with the IPM which have been included in the budget.

C-8 Corporate Services

- Councillor Seguin asked the Director to elaborate on what the entire tax bill received by residents actually entails (education, landfill, hospital levy etc.)
- The Chair summarized her meeting with the Director of Corporate Services and elaborated on her view of the proposed line item for translation services.
- The CAO indicated that revenue consists of taxation, grants and user fees.
- Request was made to create a separate line item for by-law enforcement
- It was suggested that a legend be provided to better understand what is included in the various headings.
- Councillor Duhaime requested a breakdown on the overall surplus which was explained by the CAO and Director of Corporate Services and being savings in various departments due to reduced HR costs (sick leaves), unexpended projects, hydro savings,

C-9 Mayor and Council

- Councillor Roveda raised the issue of compensation for additional mileage for Councillors travelling a distance for meetings as well as the reduction in wages due to now being taxed on their entire salary.
- Enquiry was made as to allocation for the Integrity Commissioner.

C-10 Heritage and Emergency Measures

- A recommendation was made to roll the Heritage Committee funds into the Museum budget;

D) ADJOURNMENT / AJOURNEMENT

It was agreed that the meeting be adjourned to Tuesday, February 26th at which time the Boards and Committees will be discussed as well as a general discussion on an acceptable increase.

D-1 A resolution was passed to adopt By-law **2019/13** to confirm the proceedings of Council at its Special Budget meeting.

No. 2019/043 Moved by: Councillor Roveda
 Seconded by: Councillor Séguin

BE IT RESOLVED THAT By-law No. **2019/13** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 23rd day of February 2019, shall come into force and take effect on the date it is passed.

CARRIED

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

No. 2019/044 Moved by: Councillor Roveda
 Seconded by: Councillor Séguin

BE IT RESOLVED THAT the BUDGET meeting of Council held on February 23, 2019 be adjourned.

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



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

**MINUTES OF THE BUDGET MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS
ON TUESDAY, FEBRUARY 26, 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) ADOPTION OF AGENDA / CONFIRMATION DE L'ORDRE DU JOUR

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

No. 2019/045 Moved by: Councillor Fisher
Seconded by: Councillor L. Sénécal

BE IT RESOLVED THAT the Agenda for the BUDGET meeting of Council held on February 26, 2019 be adopted as ☒ presented / ☐ amended.

CARRIED

C) 2019 BUDGET PRESENTATION / PRÉSENTATION BUDGÉTAIRES POUR L'ANNÉE 2019

- Councillor Lise Sénécal requested clarification on the reserve position shown in the Corporate Services budget,
- Councillor Denis Sénécal raised the issue of the Lavigne Fire Station and the structural deficiencies of the building. Councillor D. Sénécal requested information on whether there are any imminent plans to address the issues raised by the engineering firm in its report.
- The Mayor suggested that members of Council visit all of the municipal facilities in order that members can have a visual of the facilities being discussed at the table.
- Councillor Lise Sénécal suggested that the Chief Building Official carry out an inspection immediately and report back to Council
- A short discussion was held concerning amalgamation of municipal services however the public was assured that there is no immediate intention to make any decisions in that regard.

C-1 BOARDS

- Councillor L. Sénécal indicated that she wished to see the heads of departments present the board budgets; in particular the Chief of Police. Mme Sénécal also requested that the budget for police be for six months only.
- The CAO and Director of Community Services indicated that the Museum is no longer a Board and its budget is wholly under the Community Services Budget. The Museum Manager will be attending Council to make a presentation in the near future and Council will be taking a tour of the museum.
- Mme Carole Marion, CAO of the West Nipissing Public Library provided Council with an overview of the Library operations and highlighted that the Library has gone through and will be going

through some staffing changes. In addition, the library has undergone a pay equity and employee remuneration review.

- The Librarian highlighted that most special projects are funded through reserves.
- The Clerk highlighted that the Cemetery Board has not yet approved the budget, but no changes are anticipated due to existing maintenance contracts and use of own forces for interments.

C-2 SERVICE PARTNERS

- DNSSAB - Councillor Roveda provided the highlights of the DNSSAB budget. Mr. Bradbury will be attending to make a presentation to Council in the very near future to provide details on the challenges of the DNSSAB in relation to homelessness, ambulance services, addictions, etc.;
- Health Unit - Councillor Roveda provided brief highlights on the Health Unit in light of very recent news concerning the reorganization of the Province's health delivery. It is not anticipated that the provincial changes will result in an impact for the 2019 year;
- Animal Control – the Mayor suggested that the NBSPCA be invited to make a presentation regarding the animal control services;
- Au Chateau – the amount shown in the budget consists of the overall operating increase along with an increase in reserves. The CEO of the Au Chateau will be invited to make a presentation in the near future to provide Council with a presentation in the near future;

C-3 CAPITAL BUDGETS

- The Chair of Public Works walked Council through the proposed 2019 Capital Budget and Council made enquiry on various proposed projects including asphalt, ditching, sidewalks, bridge inspections, rail crossings and culverts.

D) ADJOURNMENT / AJOURNEMENT

It was agreed that the meeting be adjourned to Monday, March 4th at which time the remaining Capital Budgets will reviewed and general discussion on an acceptable increase can begin.

- D-1 A resolution was passed to adopt By-law **2019/14** to confirm the proceedings of Council at its Special Budget meeting.

No. 2019/046 Moved by: Councillor L. Sénécal
 Seconded by: Councillor Fisher

BE IT RESOLVED THAT By-law **No. 2019/14** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 26th day of February 2019, shall come into force and take effect on the date it is passed.

CARRIED

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

No. 2019/047 Moved by: Councillor Fisher
 Seconded by: Councillor L. Sénécal

BE IT RESOLVED THAT the BUDGET meeting of Council held on February 26, 2019 be adjourned.

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



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

**MINUTES OF THE BUDGET MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS
ON MONDAY, MARCH 4, 2019 AT 6:30 PM**

PRESENT: MAYOR JOANNE SAVAGE
COUNCILLOR YVON DUHAIME
COUNCILLOR CHRISTOPHER FISHER
COUNCILLOR ROLAND LARABIE (LATE)
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) ADOPTION OF AGENDA / CONFIRMATION DE L'ORDRE DU JOUR

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

No. 2019/048 Moved by: Councillor Séguin
Seconded by: Councillor Duhaime

BE IT RESOLVED THAT the Agenda for the BUDGET meeting of Council held on March 4, 2019 be adopted as ☒ presented / ☐ amended.

CARRIED

C) 2019 BUDGET PRESENTATION / PRÉSENTATION BUDGÉTAIRES POUR L'ANNÉE 2019

C-1 CAPITAL BUDGETS

- The Chair of Community Services outlined the projects being carried over from 2018 as well as the projects scheduled for 2019. A question arose concerning the renovations to the temporary OPP facility and a request was made to receive an overall report outlining all of the costs associated with the OPP transition.

C-2 POLICE SERVICE

- The Chief of Police provided a summary of the 2019 operating budget. The 2018 year end resulted in a surplus in excess of \$118,000. The Chief indicated that in light of the change in local policing that there would be no capital acquisitions for 2019. The Chief outlined the assumptions on which the 2019 projections were made.

C-3 DISCUSSION

- The CAO summarized the options which have been outlined throughout these presentations as well as the further items which have been identified throughout the discussions.
- The Mayor sought direction from Council on the strategic decisions which were identified.
- Councillor Duhaime requested clarification on what the increase would be per household as a starting point. At 5% the average household would experience a tax increase of approximately \$67.00. The CAO reminded Council that a status quo budget would be 5.5%.
- Councillor Lise Senecal indicated that she would not be comfortable agreeing to the general budget until the sewer and water budget has been presented.
- The Mayor suggested that the strategic decisions be addressed one by one in order to provide clarification and discussion.
- A \$25,000 reduction in Public Works fleet was suggested.
- Questions arose concerning various fleet and facility reserve contributions.

- Council related projects – Councillor Seguin indicated that CANO would be willing to spread their request over 3 years; Councillor Roveda suggested that a committee be struck to look at how contributions are made to the arts; both Councillors Senecal supported the project; Councillor Larabie indicated that he felt the request was excessive; Councillor Duhaime indicated that his research indicates that the entertainment provides economic stimulus to other businesses; Councillor Fisher indicated that the programming could be more local; Council generally agreed that the request be honoured over 3 years with measurable built in and that a member of council be appointed to the CANO board.
- Council agreed to a \$40,000 contribution to reserve to Au Chateau.
- Dokis Reserve Road was agreed to.
- A discussion was held concerning the technology and staff was directed to explore options concerning the presentations.
- A discussion concerning the bilingualism by-law and proposed funds in the budget were discussed.
- The CAO suggested that the \$40,000 reserve to Au Chateau could be deferred.
- The Mayor requested from Council advice if there are any projects not included in the budget which could be considered at this time:
 - Councillor Roveda suggested the sidewalk on Coursol be prioritized, the implementation of an Active Living Committee, as well as the feasibility of putting monies aside for the Arts; Councillor Roveda also suggested a “slush fund” for future asks.
 - Councillor Seguin suggested 24 hour access to the gym, a bike path or paved strip on rue Principale; a baseball field and a Youth Action committee.
 - Councillor Larabie suggested that the boat launch in River Valley be reinstated.
 - It was suggested that the streetlight policy be added to a future COW meeting.
 - Councillor Lise Senecal suggested a ditch cleaning program.

A motion was tabled to extend the meeting beyond regular curfew in order to continue discussions:

Moved by: Councillor Roveda

Seconded by: Councillor Séguin

CARRIED

- Councillor Fisher mentioned the Food Bank; Search and Rescue, the Field school, the rink roof and First Response;
- Councillor Denis Senecal suggested that gravel on Carol Road be prioritized in light of the tourism for the IPM;
- An agreement to subsidize the Food Bank’s rent was agreed to.

D) ADJOURNMENT / AJOURNEMENT

It was agreed that the meeting be adjourned to Monday, March 18th at which time general discussions on an acceptable increase can continue.

- D-1** A resolution was passed to adopt By-law **2019/15** to confirm the proceedings of Council at its Special Budget meeting.

No. 2019/049 Moved by: Councillor Duhaime

Seconded by: Councillor Séguin

BE IT RESOLVED THAT By-law No. **2019/15** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 4th day of March 2019, shall come into force and take effect on the date it is passed.

CARRIED

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

No. 2019/050 Moved by: Councillor Séguin

Seconded by: Councillor Duhaime

BE IT RESOLVED THAT the BUDGET meeting of Council held on March 4th, 2019 be adjourned.

CARRIED



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, MARCH 5, 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. 2019/051 Moved by: Councillor Malette
Seconded by: Councillor Fisher

BE IT RESOLVED THAT the Agenda for the meeting of Council held on March 5, 2019 be approved as
☒ presented / ☐ amended.

CARRIED

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

No. 2019/052 Moved by: Councillor Fisher
Seconded by: Councillor Malette

BE IT RESOLVED THAT the Addendum for the meeting of Council held on March 5, 2019 be adopted as
☒ presented / ☐ amended.

CARRIED

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS

C-1 Municipal Property Assessment Corporation (MPAC) (Presenter: Steve McArthur)

Mr. McArthur provided Council with an update pertaining to the role of the Municipal Property Assessment Corporation (MPAC) and how the four year assessment cycle works. Mr. McArthur also provided year-end assessments for the municipality which demonstrate that property values in West Nipissing with an overall 2.8% increase over the last 4 year cycle with a marked increase in farmland.

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

D-1) PUBLIC WORKS / TRAVAUX PUBLICS NIL

D-2) COMMUNITY SERVICES / SERVICES COMMUNAUTAIRES

D-2 (a) Museum Update (presenter : Renée-Anne Paquette)

The Director of Community Services provided a brief summary of the history of the one year pilot project which is now ten months in. Museum Manager, Renee-Anne Paquette updated Council

pertaining to the Museum operations which are in the process of hopefully becoming a year-round destination for arts, culture, etc.. Ms. Paquette walked council through the performance measures outlined in the business plan which was presented at the beginning of the pilot project. Ms. Paquette provided an overview of the programs and services which have been added and provided statistics of attendances at the various activities and programs. Council agreed to review the financial statements at the budget meeting on the 18th.

D-3) SEWER AND WATER / LES ÉGOUTS ET L'EAUNIL

D-4) ENVIRONMENTAL / L'ENVIRONNEMENTNIL

D-5) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL

D-5 (a) Unsuccessful Tax Sale

The Treasurer provided a brief outline of the tax sale process under the Municipal Act following which she briefly described the two properties that have currently undergone the tax sale process with no offers having been made. Following discussion, Council directed the Treasurer to vest the properties and to look into the cost of demolishing the structures on the property in River Valley. It was also suggested that the property be declared surplus. It was also recommended that staff look into the prospect of demolishing the buildings on the River Valley property with our own forces.

D-5 (b) Discussion re: Procedural By-Law re: Setting agendas

The Mayor opened the discussion by summarizing the concerns raised by both staff and elected officials with respect to agenda items. The CAO provided the rationale for members of Council bringing items to staff for the Agenda in a timely fashion. A discussion ensued as to whether the need for a formal process for requesting items to be on the agenda. It was agreed that the procedural by-law be amended to include deadlines for COW agenda submission of one week prior if it is an issue with the corporation where staff analysis is required. External issues and documentation not involving staff time could be submitted by the Wednesday prior to the meeting. It was agreed that agenda submissions be on the prescribed form presented at the meeting and submitted by Councillors to the Mayor and CAO. The CAO shall then receive items and schedule them accordingly. He will meet with the Mayor on a regular basis to review same. An additional document will be shared with Council indicating which meeting items shall appear.

D-5 (c) Discussion re: Interest from resident in purchasing a municipal property in Verner (Principale & Paquette Streets)

The clerk presented an offer to acquire certain vacant land located on Principale Street in Verner. Prior to making a decision, Council directed the clerk to return to the individual making the offer and seek permission to share the details of the proposed development.

~~D-5 (d) Clarification re: PSW Campaign~~

It was agreed that this item has been resolved itself and need not be discussed.

Lise Sénécal,
Chair

Melanie Ducharme,
Clerk

D-6) PLANNING / PLANIFICATIONNIL

D-7) EMERGENCY MEASURES AND PUBLIC SAFETY / MESURES D'URGENCE ET SÉCURITÉ PUBLIQUE

D-7 (a) Revisions of the WN Fire Service By-Laws and Emergency Plan:

- (i) By-Law to Establish and Regulate Fire & Emergency Services

- (ii) By-Law to Participate in the Nipissing and Parry Sound District Mutual Aid Plan
- (iii) By-Law to Establish an Emergency Plan

Council was presented with updates of the By-Law to Establish and Regulate Fire & Emergency Services, By-Law to Participate in the Nipissing and Parry Sound District Mutual Aid Plan as well as the updated Emergency Plan. Changes include updated language as legislated and changes to fees. It was agreed that the documents be brought to the regular meeting of council for ratification.

D-7 (b) Community Safety & Well-Being Plan

The Chair brought the matter of adopting a Community Safety and Well Being Plan to Council's attention and highlighted that free webinars are available for members of council to inform themselves.

D-7 (c) Financial Assistance for WN Search & Rescue

Councillor Fisher raised the issue of a request by the WN Search and Rescue organization for assistance with insurance premiums. Following discussion, Council agreed that the premium be honoured. It was also requested that the organization come back to council with an update on its activities.

D-7 (d) Financial Assistance for Field First Response

The Chair brought forward a request from the Field First responders to have the municipality fund the electricity at 100% so that fundraising monies are not having to be used to pay the hydro. Following discussion, it was agreed that the bills be paid out of operations.

A motion was tabled to extend the meeting beyond regular curfew in order to continue discussions:

Moved by: Councillor Fisher

Seconded by: Councillor Séguin

The motion was accepted by all.

D-8) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUE

D-8 (a) Support letters re: Rural and Northern Immigration Pilot Project (RNIPP)

The Mayor briefed Council on letters which were issued to the North Bay Chamber of Commerce and the Greater Sudbury Development Corporation supporting their application to participate in the Rural Northern Immigration Pilot Project (RNIPP).

D-9) SOCIAL SERVICES AND HEALTH / SERVICES SOCIAUX ET SANTÉNIL

**REGULAR COMMITTEE MEETING /
RÉUNION RÉGULIÈRE**

E) PLANNING / PLANIFICATIONNIL

F) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURIERNIL

G) UNFINISHED BUSINESS / AFFAIRES EN MARCHÉNIL

H) NOTICE OF MOTION / AVIS DE MOTIONS

A motion was tabled by Councillor Duhaime at the February 19th, 2019 Council pertaining to the accounts payable disbursements.

No. 2019/053 Moved by: Councillor Malette
 Seconded by: Councillor Fisher

NOTICE OF MOTION FROM FEBRUARY 19, 2019

WHEREAS Council's objectives are to ensure that the Municipality's financial and administrative resources are being used as efficiently as possible;

AND WHEREAS accountability and transparency are a priority in maintaining public trust in Council and the Management of our Municipality;

AND WHEREAS it is important to ensure that councillors have access to more information about the Municipality's accountability (finances);

AND WHEREAS this information will be essential to ensure that integrity is practiced all the time;

AND WHEREAS the accounts payable have always been part of the Municipality of West Nipissing agenda and approved on a monthly basis;

BE IT THEREFORE RESOLVED THAT the Council of the Municipality of West Nipissing receive on a monthly basis the accounts payable in the same format as previously provided for review and questions of understanding.

Councillor Duhaime explained the justification for the motion citing past practice and transparency as the most important factors. A discussion ensued and it was suggested that a more strategic format, such as categorizing the information could be used rather than the current form, which is both time consuming and inaccurate due to required redactions for privacy issues.

A Motion was made to refer the item back to staff.

REFERRED

I) NEW BUSINESS / AFFAIRES NOUVELLES

I-1 Resolution to adopt By-Law 2019/16 to amend the Procedural By-Law regarding Conflict of Interest was overlooked due to time constraints and will be dealt with at the next regular Council meeting.

I-2 Resolution to award tender for Gym Decommissioning at the Verner Municipal Building.
 ⚡ *Refer to Addendum Section*

I-3 Resolution to award tender for Refrigeration Plant Upgrades at the Sturgeon Falls Arena.
 ⚡ *Refer to Addendum Section*

J) ADDENDUM / ADDENDA

I-2 A resolution was passed to award the tender for the Gym Decommissioning at the Verner Municipal Building.

No. 2019/054 Moved by: Councillor Duhaime
 Seconded by: Councillor Larabie

WHEREAS tenders for the Decommissioning of the gymnasium at the Verner Municipal Building were opened on February 28, 2019 by the Director of Corporate Services and the Project Manager of Community Services;

AND WHEREAS two (2) tenders were received;

AND WHEREAS the tenders have been reviewed and the award being recommended herein consists of the best price meeting all of the specifications;

AND WHEREAS Council concurs with the recommendation received;

BE IT THEREFORE RESOLVED THAT the tender for the Decommissioning of the gymnasium at the Verner Municipal Building be awarded to **VENASSE BUILDING GROUP INC.**, having submitted the lowest quotation of \$175,000 meeting all the specifications.

CARRIED

- I-3** A resolution was passed to award the tender for the Refrigeration Plant Upgrades at the Sturgeon Falls Arena.

No. 2019/055 Moved by: Councillor Larabie
Seconded by: Councillor Duhaime

WHEREAS request for proposals for the Refrigeration Plant Upgrades at the Sturgeon Falls Arena were opened on February 7, 2019 by the Director of Corporate Services and the Project Manager of Community Services;

AND WHEREAS two (2) proposals were received;

AND WHEREAS the proposals have been reviewed and the award being recommended herein consists of the best price meeting all of the specifications;

AND WHEREAS Council concurs with the recommendation received;

BE IT THEREFORE RESOLVED THAT the proposal for the Refrigeration Plant Upgrades at the Sturgeon Falls Arena be awarded to **CIMCO**, having submitted the lowest quotation of \$112,839.20 meeting all the specifications.

CARRIED

K) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS

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

L) CLOSED MEETING / RÉUNION À HUIS CLOS

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

No. 2019/056 Moved by: Councillor Duhaime
Seconded by: Councillor Larabie

BE IT RESOLVED THAT we proceed into closed meeting as authorized in Section 239 (2) of the Municipal Act, to discuss the following:

- (A)** the security of the property of the municipality of local board;
 - (i)** Nature's Trail Bridge
- (B)** personal matters about an identifiable individual, including municipal or local board employees;
 - (ii)** Integrity Commissioner
 - (iii)** Human Resource matter

CARRIED

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

No. 2019/057 Moved by: Councillor Larabie
Seconded by: Councillor Duhaime

BE IT BE IT RESOLVED THAT the Closed meeting of Council held on March 5, 2019 be adjourned at 10:17 PM in order to proceed with the regular meeting

CARRIED

M) ADJOURNMENT / AJOURNEMENT

- M-1** A resolution was passed to adopt By-law **2019/17** confirming the proceedings of Council at its meeting held on March 5, 2019.

No. 2019/058 Moved by: Councillor Duhaime
Seconded by: Councillor Larabie

BE IT RESOLVED THAT By-law No. **2019/17** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 5th day of March 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. 2019/059 Moved by: Councillor Larabie
 Seconded by: Councillor Duhaime

BE IT RESOLVED THAT the meeting of Council held on March 5, 2019 be adjourned.

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



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

**MINUTES OF THE COMBINED COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, MARCH 12, 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. 2019/060 Moved by: Councillor Fisher
Seconded by: Councillor L. SÉNÉCAL

BE IT RESOLVED THAT the Agenda for the meeting of Council held on March 12, 2019 be adopted as
☒ presented / ☐ amended.

CARRIED

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS

C-1 International Plowing Match & Rural Expo (Presenter: Neil Fox)

Neil Fox provided an update to Council regarding the International Plowing Match & Rural Expo (IPM) outlining the events and the social and economic development which the Municipality of West Nipissing will benefit due to the magnitude of this massive event. An open house will be held in Verner on April 11, which open house will be focussed on volunteer recruitment. There are dozens of committees on which persons can volunteer or lend their talent. All of the communication is being funnelled through the website and the public is encouraged to visit the site to inform themselves.

**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 – Villa Aubin Elevator

The Mayor provided Council with a brief outline of the meeting that held with the residents of the Villa Aubin which was held on February 8, 2019 along with representatives of DNSSAB. The Mayor provided a brief summary of the situation including funding which had been applied for and subsequently denied. There was a request to DNSSAB as to whether there were any funds in operations to fund the elevator and DNSSAB indicated that there are no such funds. Debt financing was also raised; however not a favourable option due to increased costs to all residents of West Nipissing. The Mayor stated that

Council should do whatever is within its purview to keep the issue in the forefront so that it remains a priority. Councillor Roveda also indicated that Mr. Marc Serré's office will be investigating as to why West Nipissing's application was not considered. Councillor Duhaime suggested that a letter be forwarded to the appropriate ministry expressing concern with respect to cuts. Councillor Roveda is seeking direction for wording from DNSSAB in order to communicate with the LHIN. It was requested to have letters forwarded to LHIN, DNSSAB and the Minister of Health and Long Term Care to press the important need of an elevator in this facility.

Léo Malette,
Chair

Melanie Ducharme,
Clerk

D-3) PUBLIC WORKS / TRAVAUX PUBLICSNIL

D-4) COMMUNITY SERVICES / SERVICES COMMUNAUTAIRES

D-4(a) Request re: Community Easter Egg Hunt

Councillor Seguin summarized a request received from Allison Smith, seeking the use of the Goulard Park to host a free children's community Easter egg hunt on Monday, April 22nd, 2019. The request indicates that multiple sponsors have already been secured. In the event of inclement weather, Mrs. Smith is seeking free use of the arena floor to host the event. A memo from the Community Services department was included indicating the in-kind staffing costs associated with the opening of the arena on a statutory holiday. Council agreed that the event proceed on the Monday as requested.

Jeremy Séguin,
Chair

Stephan Poulin,
Director of Economic Development and
Community Services

D-5) ENVIRONMENTAL / L'ENVIRONNEMENT

D-5(a) 2019 Budget Deliberations – Environmental Services (Solid Waste) (Ancillary Department document)

The Chief Administrative Officer (CAO) provided a brief overview of the operations of the Waste Management Operations which is seeking an increase of 4.00% as a result of some reorganization and required upgrades to facilities and equipment. The CAO enumerated the various landfill sites and the private contractors which provide service to outlying areas. Upgrades to buildings and some legislated reorganization make up the bulk of the increase. Councillor D. Sénécal requested further information on certain upgrades to the Lavigne site. The Mayor requested clarification on multi residential levies and the possibility of increasing recycling pickups. The CAO indicated that the waste by-law is scheduled to be brought to Council for review in the near future. Councillor Fisher requested clarification on the commercial levies; Councillor L. Sénécal requested clarification on the increase in the WN Environmental due to required upgrades to core buildings. The Mayor requested confirmation that the extended hours for spring clean-up will be maintained for 2019. Councillor Larabie highlighted the exchange/free store program in River Valley which is working well.

Roland Larabie,
Chair

Jean-Pierre (Jay) Barbeau,
Chief Administrative Officer

D-6) SEWER AND WATER / LES ÉGOUTS ET L'EAU

D-6(a) 2019 Budget Deliberations – Water & Sewer (Ancillary Department document)

The Chair of Water and Sewer provided a preamble and indicated that the Manager of Public Works will be providing an overview of the infrastructure and the Manager of Water and Sewer will speak to facilities. The Chair provided some statistics on the volumes of water treated and supplied to more than 8,000 West Nipissing residents. The Manager of Public Works provided an overview of the Community Water and Waste Water Projects which are scheduled for 2019 as well as the highlights of the 2019 budget. Mr. Ming provided an overview of the projects which are scheduled for various facilities including changing the filter media at both the Sturgeon Falls and Verner plants and robotic cleaning of the reservoirs at both plants. These projects are being undertaken at this time of the year in order to be carried out during lowest use periods. Mr. Ming also outlined steps which are being undertaken to address the issues at the newly installed Field sewage plant including changing methods of measuring and using the surge tank differently than in the past. The Chair indicated that without going line by line, the overall increase is anticipated to be 2.4.

Dan Roveda,
Chair

Jean-Pierre (Jay) Barbeau,
Chief Administrative Officer

D-7) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL

D-7(a) Verbal Update – By-Law Enforcement (Presenter: Robert Pilon)

Mr. Pilon provided Council with an update on by-law enforcement activities. He outlined the educational activities which he has undertaken to educate residents on parking issues and other by-laws about which people seem not to be aware such as watering on even and odd days and pushing snow across the road. Reminders have been left in mailboxes to warn residents. Mr. Pilon has also been working with the Ministry of Environment (MOE) and the North Bay Mattawa Conservation Authority (NBMCA) with regard to environmental issues pertaining to increasing numbers of private camping trailers which are popping up as a result of local trailer parks being closed. Council expressed its appreciation to Mr. Pilon for the work which he has done and the progress which has been made to date. It was suggested that Council could be provided with a list of types of infractions and the revenue generated.

D-7(b) Formalizing Assistance to organizations

The Chief Administrative Officer shared with Council that due to the increased number of agenda item requests that a more formal system would be useful in both receiving and scheduling agenda items. The CAO suggested that a compendium be prepared and Council kept apprised of past, pending and future financial requests so that both staff and members of council are aware of what monies have been requested or are anticipated to be received.

Lise Sénécal,
Chair

Melanie Ducharme,
Clerk

D-8) PLANNING / PLANIFICATIONNIL

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

D-9(a) Update – Lavigne Fire Hall

The Chief Administrative Officer shared with Council various documentation include the Chief Building Official (CBO) Inspection Report dated February 2019 as well as correspondence from the CBO and the Project Manager regarding the current status of the facility. Notwithstanding some issues which need to be rectified, the building appears to be structurally sound; however a structural engineer has been retained to attend at the property and conduct an inspection and prepare a report. It is hoped that

information will be available to share with Council next Tuesday. Councillor D. Sénécal expressed his concerns regarding the building with regard to the impending warmer weather. Councillor D. Sénécal raised issues of concern regarding mould; however the CBO has indicated that he does not believe there is mould and that it is staining. The CAO indicated that he would follow-up and re-confirm with the CBO.

Christopher Fisher,
Chair

Melanie Ducharme,
Clerk

A motion was tabled to extend the meeting beyond regular curfew in order to continue discussions:

Moved by: Councillor Larabie
Seconded by: Councillor Duhaime

The motion was accepted by all.

**REGULAR COMMITTEE MEETING /
RÉUNION RÉGULIÈRE**

E) PLANNING / PLANIFICATIONNIL

F) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURIERNIL

G) UNFINISHED BUSINESS / AFFAIRES EN MARCHENIL

H) NOTICE OF MOTION / AVIS DE MOTIONS

I) NEW BUSINESS / AFFAIRES NOUVELLESNIL

J) ADDENDUM / ADDENDANIL

K) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS

K-1 The Mayor gave her report.

L) CLOSED MEETING / RÉUNION À HUIS CLOS

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

No. 2019/061 Moved by: Councillor L. Sénécal
Seconded by: Councillor Fisher

BE IT RESOLVED THAT we proceed into closed meeting as authorized in Section 239 (2) of the Municipal Act, to discuss the following:

- (A)** the security of the property of the municipality or local board;
 - (i)** Nature's Trail Bridge
- (B)** personal matters about an identifiable individual, including municipal or local board employees;
 - (ii)** Council Issues

CARRIED

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

No. 2019/062 Moved by: Councillor Fisher
Seconded by: Councillor L. Sénécal

BE IT BE IT RESOLVED THAT the Closed meeting of Council held on March 12, 2019 be adjourned at 10:10 PM in order to proceed with the regular meeting

CARRIED

M) ADJOURNMENT / AJOURNEMENT

M-1 A resolution was passed to adopt By-law **2019/01** confirming the proceedings of Council at its meeting held on March 12, 2019.

No. 2019/063 Moved by: Councillor Fisher
Seconded by: Councillor Malette

BE IT RESOLVED THAT By-law No. **2019/18** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 12th day of March 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. 2019/064 Moved by: Councillor Malette
Seconded by: Councillor Fisher

BE IT RESOLVED THAT the meeting of Council held on March 12, 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 January 16, 2019 at 12:00 noon**

PRESENT: MEMBERS :	Lise Senécal	Chairperson
	Guy Éthier	Vice-Chairperson
	Yvon Duhaime	
	Jacques Dupuis	Administrator / Secretary
	Léo Malette	– via telephone conference
	Dan O'Mara	
	Joanne Savage	
Nicole Janson	Recording Secretary	

01. Meeting called to order

Meeting was called to order.

02. Declaration of Conflict of Interest

No declaration of conflict of interest was declared.

03. Adoption of Agenda

Resolution No. 1

Moved by : Yvon Duhaime

Seconded by : Dan O'Mara

BE IT RESOLVED THAT the Agenda of the Regular Meeting on January 16, 2019 be approved as amended at 12:05 pm.

Carried

04. Adoption of Minutes

Resolution No. 2

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

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

Carried

05. New Business:

a) Health & Safety Committee Meeting Minutes

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

Resolution No. 3

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

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

Carried

b) Quality Management Team Meeting Minutes

After clarification of a few items and discussion on the Home's targets and its recommended review on specific programs, the Quality Management Team Meeting Minutes were accepted as presented and the following resolution was adopted:

Resolution No. 4

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

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

Carried

c) **Critical Incidents Reporting – Annual Summary and Presentation**

Administrator gave a presentation on the Critical Incidents Reporting process after which clarification of a few incidents was provided upon reviewing the Annual Summary Report.

d) **Pharmacy**

Administrator informed the Board that the Pharmacy Agreement expires April 20, 2019 and is requesting Board approval to renew for another five (5) year term. After discussion the following resolution was passed:

Resolution No. 5

Moved by : Yvon Duhaime

Seconded by : Dan O'Mara

WHEREAS the Pharmacy Agreement will end April 20, 2019, and

WHEREAS Rexall/Pharma Plus Pharmacies Ltd has been serving the Home locally for approximately 20 years,

WHEREAS the quality of service provided by Rexall/Pharma Plus Pharmacies Ltd has been exceptional, and

WHEREAS our Procurement policy's purpose is to provide the lowest costs consistent with quality and service and that the Pharmacy Service contract is at no cost to the Home or its residents, and

WHEREAS the basis of the contract is solely based on quality and consistent services, and

WHEREAS THE Pharmacy Agreement is considered a Professional Service, as medications are prescribed by the Home's Medical Director and the Pharmacy's role is simply to provide accurate advice and assistance.

THEREFORE BE IT RESOLVED THAT THE Board authorizes the Administrator to enter into an Agreement with Rexall/Pharma Plus Pharmacies Ltd for a period of five (5) years.

Carried

e) **Strategic Plan Update – Recruitment Update**

The Home is moving ahead with its pilot project in collaboration with College Boreal to fulfill the Home's need of PSW's to attract people from certain disciplines to become PSW's on a fast track basis. Also the Home will be working on a system whereby staff can attend school and work at the Home on an apprenticeship.

f) **MOH-LTC Inspection Report**

A copy of the Inspection report was provided to the Board for their review and discussion at the next Board meeting.

06. **Unfinished Business:**

a) **Financial Report**

No Financial Report as such was provided to the exception of the CSS Budget.

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

Resolution No. 6

Moved by : Yvon Duhaime
Seconded by : Joanne Savage

WHEREAS the LHIN's required a Community Accountability Planning Submission (CAPS) of our budgeted financial data, service activities and performance indicators for the year 2019-2020.

BE IT RESOLVED THAT the Board approves the CAPS as presented.

Carried

b) **Administrative Report**

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

Resolution No. 7

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

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

Carried

07. In-Camera Session

Resolution No. 8

Moved by : Yvon Duhaime
Seconded by : Joanne Savage

BE IT RESOLVED THAT the Board go in-camera to discuss matter regarding Labour Matters at 1:25 pm.

Carried

Labour Matters:

Administrator updated the Board on a recent arbitration hearing regarding a dismissed employee.

Resolution No. 9

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

BE IT RESOLVED THAT the Board returns to its Regular meeting a 1:33 pm.

Carried

08. Other Business / Information Items

a) Next Meeting

a) The next Board meeting is scheduled for February 20, 2019 at 12:00 noon.

b) Information Items

a) AdvantAge Ontario – Action Update – December, 2018

09. Adjournment

Resolution No. 10

Moved by : Joanne Savage
Seconded by : Yvon Duhaime

BE IT RESOLVED THAT the meeting now adjourn at 1:39 pm

Carried

Chairperson

Administrator / Secretary

**MINUTES OF THE WEST NIPISSING POLICE SERVICES BOARD
MEETING HELD IN THE STURGEON FALLS LIBRARY AUDITORIUM
ON WEDNESDAY, JANUARY 16th, 2019 AT 5:30 P.M.**

Members present: Barry Bertrand (Chair)
Celeste Auger Proulx
Christopher Fisher (Arrived at 17:49 HR)
Denis Sénécal
Roch St-Louis

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

1. Elections

As required under Section 28 (1) and (2) of the Police Services Act, R.S.O. 1990 the Board conducted its annual elections. Board Members present proceeded to unanimously elect Barry Bertrand as Chair and elect Celeste Auger-Proulx as vice-chair.

Meeting called to order at 17:34 HR

2. Declaration of Pecuniary Interest: Nil

3. Adoption of the Consent Agenda:

No. 2019/001 Moved by: C. Auger Proulx Seconded by: Roch St-Louis
BE IT RESOLVED THAT the consent agenda for the meeting of January 16th, 2019 be adopted as presented. **CARRIED**

4. Adoption of the Agenda:

No. 2019/002 Moved by: Denis Sénécal Seconded by: C. Auger Proulx
BE IT RESOLVED THAT the agenda for the meeting of January 16th, 2019 be adopted as amended. **CARRIED**

5. Resolution receiving the disbursements of accounts payables

No. 2019/003 Moved by: Roch St-Louis Seconded by: C. Auger Proulx
BE IT RESOLVED THAT the accounts payables disbursements sheet be received in the amount of: \$143,359.98 **CARRIED**

6. Business Arising Out the Minutes

a) Police Criminal Records Check Reform: The Chief explained that he had updated the standard operating procedure for the criminal records to be compliant with the new act to reflect that criminal record checks could not be done on individuals under the age of 18. An awareness campaign is being done to notify those agencies affected.

7. Outstanding Business

None

8. Monthly Budget Report
The Chief provided the Board with the monthly financial statement for the month of October and December 2018.
- The Board discussed the budget for 2019 and directed the Chief to provide a draft budget for the next meeting with increases in the conference line and the legal line to also reflect professional services.
9. OAPSB Membership Dues:
No. 2019/004 Moved by: C. Auger Proulx Seconded by: Denis Sénécal
BE IT RESOLVED THAT the West Nipissing Police Services Board register as a member of the Ontario Association of Police Services Board and remit the registration fee of \$1,146.86 plus HST (149.10) for a total of (\$1,295.96).
CARRIED
10. Educational Subsidies
The Chief advised that no further requests for educational subsidies have been submitted aside from the request received in October 2018.
11. Secondary Activities
The Chief informed the Board that aside from the one request for secondary activity for one officer to perform dispatching duties during time off, no other requests have been submitted.
12. Use of Force
Per reporting requirements, the Chief provided the Board with a summary report on Use of Force for 2018.
13. Board Training
A date of Wednesday February 13th, 2019 at 5 p.m. in the Library Boardroom was agreed upon by the Board to receive the postponed January training from Ministry Advisor Graham Wight.
14. Website
The Board requested that the Chief update the website to reflect meeting dates of every third Wednesday of the month and verify that approved minutes are posted.
15. Decorum
For information purposes only, the Chair advised the Board that Robert's Rules of Order are followed during meetings.
16. Review of Board Remuneration
Unable to find the actual document as it pertains to Board Remuneration disbursement, the Board has agreed to include this item in the Board's Policy to Govern as this is part of the *Police Services Act*. The Board Secretary will make

the necessary changes in the policy for review and possible adoption at the next regular board meeting.

17. Correspondence:
None

18. Other

a) Community Safety Plan: Board Member Proulx raised concerns regarding the Community Safety and Well Being Plan with other stakeholders already meeting to discuss matters. As the Chair explained, his understating is that this plan should be managed and overseen by the Municipality and the Municipality was made aware over a year ago on their responsibility and importance of this plan to receive future government funding. The Board agreed to send the Mayor a letter to address the Board's concerns and offering any assistance it can provide.

b) OPP Discussion: Board Member St-Louis questioned how to respond to the public's questions he's being approached with such as, is Noelville and Warren detachment closing and everyone coming to Cache Bay? The Chair explained that according to the FOI he received, Alisha mentioned during costing that these two stations would be closing and the station in West Nipissing would become the hub. As the Chair explained, a lot of the questions being asked can only be answered by the O.P.P.

- c) Chief's Expenses:

No. 2019/005 Moved by: Denis Sénécal Seconded by: C. Auger Proulx
BE IT RESOLVED THAT the Board approves the expense claim sheet in the amount of \$99.90 for the use of the Chief's personal vehicle to attend 2 different meetings in North Bay.
CARRIED

19. Tour of Facility

Prior to proceeding into closed meeting, Board Members, except the Board Chair and Secretary toured the facility with the Chief.

20. **No. 2019/006 Moved by: Roch St-Louis Seconded by: C. Auger Proulx**
BE IT RESOLVED THAT we proceed into closed meeting at 19:47 HR.
CARRIED

21. Board Summary

- Discussed current budget and concerns with budget going forward
- Discussed and reviewed year end totals
- Discussed training that is up to date.

22. Next meeting

The next regular meeting is scheduled for Wednesday, February 20th, 2019 beginning at 17h30 in the Sturgeon Falls Library Auditorium.

23. Direction on Municipal Council
None.

24. **No. 2019/011 Moved by: C. Auger Proulx Seconded by: Roch St-Louis**
BE IT RESOLVED THAT this meeting be adjourned at 20:27 HR.
CARRIED

Original signed February 20, 2019

Barry Bertrand - Chair

Diane Lagacé - Secretary

Minutes of the regular meeting of the West Nipissing Public Library Board held at 5:00 p.m. on Thursday January 10, 2019 in Sturgeon Falls

PRESENT: S. Friedrich, S. Pilon, A. Langevin, J. Séguin, D. Venne

STAFF: C. Marion

CALL TO ORDER: Meeting called to order by CEO, Carole Marion

APPROVAL OF THE AGENDA FOR REGULAR BOAD MEETING OF January 10, 2019

MOTION #19-01

MOVED BY S. Friedrich

SECONDED BY S. Pilon that the agenda be approved ...carried

ELECTION OF OFFICERS:

MOTION # 19-02

MOVED BY S. Friedrich

SECONDED BY D. Venne that Anne Langevin be elected as chair for the 2018-2022 term.....carried

MOTION # 19-03

MOVED BY S. Friedrich

SECONDED BY D. Venne that Suzanne Pilon be elected as vice-chair for the 2018-2022 term.....carried

The Policy & Personnel Standing Committee and the Finance & Property Standing Committee will be comprised of all members

MOTION #19-04

MOVED BY D. Venne

SECONDED BY S. Friedrich that the CEO be appointed as secretary- treasurer for the 2018-2022 term.....carried

DECLARATION OF ANY CONFLICTS OF INTEREST: none

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING:

MOTION #19-05

MOVED BY J. Séguin

SECONDED BY S. Friedrich that the minutes of the regular board meeting of December 13, 2018 be approved as presented.....carried

BUSINESS ARISING FROM THE MINUTES:

Salary Grid & Job descriptions were made available and can be accessed through

the CEO

CORRESPONDENCE: Thank You note from S. Michaud

TREASURER'S REPORT:

Signing officers requested to attend banking institution to sign documentation.

MOTION #19-06

MOVED BY S. Pilon

SECONDED BY S. Friedrich that the expenditures for the month of December 2018 in the amount of \$13,609.07 for cheques #6036 to #6060 inclusive be approved and that fees and fines in the amount of \$808.40 be acknowledged.....carried

REPORT OF BOARD MEMBERS' ADVOCACY ACTIVITIES –

J. Séguin met with Club de l' amitié in Verner. He will maintain contact with the group and provide library news/developments.

Some members of the Verner community have expressed concerns about walking to the temporary site via the bridge which is snow covered.

BRANCH REPORTS:

- a) Field: Discussion about poor attendance at the branch during Saturday hours. Historically residents would attend to take advantage of greater Internet connectivity however that is no longer the case as the situation has improved in the area. The branch is open 4 other days in the week offering some morning, afternoon and evening hours. Online resources remain accessible to all library users. At this time it was decided that as of March the 1st the library would remain closed on Saturdays.

MOTION #19-07

MOVED BY J. Séguin

SECONDED BY S. Pilon that as of March 1st, 2019 the Field branch library will remain closed on Saturdays.....carried

REPORT OF THE CEO:

- a) Orientation Documentation distributed
 - i. Cut to the Chase
 - ii. Foundation Policies * Governance Policies (electronic)
 - iii. Bylaws (electronic)
 - iv. 10 Things You Should Know
 - v. LearnHQ Webinars schedule + Ontario Library Service North Consultants
 - vi. Robert's Rule of Order- Cheat Sheet
 - vii. Legacy Document

- b) Newsletters –Sign up from website
- c) 2019 Budget estimates – February meeting
- d) Information Delivery Method – Board business/meetings will be facilitated with the acquisition of iPad. Library Staff will be available to assist in setting up accounts.
- e) Upcoming Events:
 - Feb 6, Valentine’s Day Story time for pre-schoolers @ 6:00
 - Breakout boxes Feb 8 (Eng.) & Feb 22 (Fr)
 - Feb 12. Valentine Crafts for Adults

MOTION #19-08

MOVED BY D. Venne

SECONDED BY S. Friedrich that the CEO’s report be received...carried

REPORT OF THE STANDING COMMITTEES: none

Policy & Personnel: Substance Abuse Policy being drafted

Finance & Property:

POLICY REVIEW AND UPDATES: none

REVIEW OF PLANS (i.e. ACTION PLAN, STRATEGIC PLAN etc: none

NEW BUSINESS:

List of duties/responsibilities for janitorial services.

DATE AND TIME OF NEXT MEETING:

Thursday February 21, 2018 in SF @ 5:00

ADJOURNMENT

MOTION # 19-09

MOVED BY S. Pilon

SECONDED BY S. Friedrich that the meeting be adjourned at 6:35....carried

CHAIRMAN

SECRETARY

DATE

Minutes of the regular meeting of the West Nipissing Public Library Board held at 5:00 p.m. on Thursday February 21, 2019 in Sturgeon Falls

PRESENT: S. Friedrich, S. Pilon, A. Langevin, J. Séguin, D. Venne

STAFF: C. Marion

CALL TO ORDER: Meeting called to order by chair

APPROVAL OF THE AGENDA FOR REGULAR BOAD MEETING OF February 21, 2019

MOTION #19-10

MOVED BY S. Friedrich

SECONDED BY S. Pilon that the agenda be approved.... carried

DECLARATION OF ANY CONFLICTS OF INTEREST: none

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING:

MOTION #19-11

MOVED BY S. Pilon

SECONDED BY S. Friedrich that the minutes of the regular board meeting of January 10 2019, be approved as presented carried

BUSINESS ARISING FROM THE MINUTES: List of janitorial duties

CORRESPONDENCE: D. Tellier - Retirement notice

MOTION #19-12

MOVED BY D. Venne

SECONDED BY S. Pilon that the correspondence be received carried

TREASURER'S REPORT:

MOTION #19-13

MOVED BY D. Venne

SECONDED BY S. Friedrich that the expenditures for the month of January 2019 in the amount of \$19,674.56 for cheques #6061 to # 6082 inclusive be approved and that fees and fines in the amount of \$698.05 be acknowledged.....carried

2019 Draft Budget was presented and discussed

MOTION #19-14

MOVED BY S. Pilon

SECONDED BY D. Venne that the 2019 Budget be approved as presented...carried

Connectivity funding received in the amount of \$4, 042.80

REPORT OF BOARD MEMBERS' ADVOCACY ACTIVITIES -

Board members A. Langevin & D. Venne participated in the LearnHQ webinar focusing on the Governance Roles & Responsibilities for Library Boards. All board members can register at any time at LearnHQ <https://www.learnhq.ca> for resource material.

BRANCH REPORTS:

- a) **Verner * Work on the Verner Municipal Building is expected to be completed by May 30th, 2019**

REPORT OF THE CEO:

- a) Library Activities report. February storytime was very well attended. Staff are planning other sessions. Participants at the Wood Sign Workshop were very pleased.
- b) Information on March activities is available on the library calendar. March break events will include Cardboard Robot Making, STEM Breakout Box, Wii Tournament, Women's Day activities
- c) Ontario Library Service North is offering Board Orientation Sessions throughout Spring & Fall 2019
- d) Deadline for SEP application is March 13, 2019
- e) Recommendation that an AdHoc Transition Committee be formed according to Board's CEO succession plan

MOTION #19-15

MOVED BY S. Pilon

SECONDED BY D. Venne that the CEO's report be received.... carried

REPORT OF THE STANDING COMMITTEES:

Policy & Personnel: Substance Abuse Policy Draft was discussed and approved

MOTION # 19-16

MOVED BY S. Pilon

SECONDED BY D. Venne that the 'Substance Abuse Policy' # SSE6 be approved.... carried

POLICY REVIEW AND UPDATES: NONE

REVIEW OF PLANS (i.e. ACTION PLAN, STRATEGIC PLAN etc:

NEW BUSINESS:

D. Venne brought forward a number of programming ideas which will be shared with staff. Staff will also look into E-movies.

J. Séguin shared information as well i.e. Science North Green Screen resources, Cricut workshops. He also invited the Library Board to share information, concerns etc. that he could bring to Council to advance library services for the community

DATE AND TIME OF NEXT MEETING:

Thursday March 14, 2019 at 5:00 in Sturgeon Falls

ADJOURNMENT

MOTION # 19-17

MOVED BY S. Friedrich that the meeting be adjourned at 6:50carried

CHAIRMAN _____

SECRETARY _____

DATE _____

Reading gives us someplace to go when we have to stay where we are.



WEST NIPISSING COMMITTEE OF ADJUSTMENT

Resolution No.

2019 / 0 1 3

March 11, 2019

Moved by / Proposé par :

Seconded by / Appuyé par :

BE IT RESOLVED that the Minutes of the Committee of Adjustment meeting held on January 14, 2019, be adopted, as presented.

CHAIR
SECRETARY

NAMES	YEAS	NAYS
Fisher, Christopher		
Gagnon, Roger		
Pellerin, Fernand		
Roberge, Normand		
Sénécal, Denis		

MINUTES

Municipality of West Nipissing
Meeting of the Committee of Adjustment
On January 14, 2019 at 6:00 PM
Chair: Normand Roberge



PRESENT: Christopher Fisher
Fernand Pellerin
Normand Roberge
Denis Senecal

ABSENT: Roger Gagnon

CALL TO ORDER

RESOLUTION #2019/001

Moved by: Christopher Fisher

Seconded by: Denis Sénécal

That the Agenda for the meeting of January 14, 2019 be approved, as presented. **CARRIED**

APPOINTED CHAIR

RESOLUTION #2019/002

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

That Normand Roberge be appointed as Chair of the West Nipissing Committee of Adjustment and that Denis Sénécal be appointed as Deputy Chair. **CARRIED**

APPOINTED SECRETARY-TREASURER

RESOLUTION #2019/003

Moved by: Christopher Fisher

Seconded by: Denis Sénécal

That Melanie Ducharme shall be appointed as Secretary-Treasurer(s) of the West Nipissing Committee of Adjustment and that Natasha Liard-Bigras shall be appointed as Assistant Secretary-Treasurer of the West Nipissing Committee of Adjustment. **CARRIED**

MINUTES

RESOLUTION #2019/004

Moved by: Christopher Fisher

Seconded by: Denis Sénécal

That the Minutes of the Committee of Adjustment meeting held on September 10, 2018, be adopted, as presented. **CARRIED**

APPLICATIONS FOR MINOR VARIANCE AND CONSENT

Application for Consent C01/2019 by Paul Savage-Applicant

A consent application made by Paul Savage for the creation of a new lot at 360 Highway 575, Legally described as Part of Lot 8, Concession 6, Parts 1 to 4, 36R-9854, Township of Caldwell, Municipality of West Nipissing.

RESOLUTION #2019/005

Moved by: Christopher Fisher

Seconded by: Denis Sénécal

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before January 16, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. The severed and retained lands shall be transferred into the same ownership as the lands to which they will be added. PIN/Parcel consolidations shall be registered on BOTH the severed and retained lands.

CARRIED

Application for Consent C02/2019 by Yves and Brandei Bazinet-Applicant

A consent application made by Yves and Brandei Bazinet for the creation of a new lot at 1701 Highway 575, Legally described as Part of Lot 2, Concession 5, Part 1, 36R-13729, Township of Badgerow, Municipality of West Nipissing.

RESOLUTION #2019/006

Moved by: Christopher Fisher

Seconded by: Denis Sénécal

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before January 16, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That a Pin Consolidation be filed in the Land Registry Office in order to consolidate the lot addition.

CARRIED

Application for Consent C03/2019 by Peter and Anita Demers-Applicant

A consent application made by Peter and Anita Demers for an addition to a lot at 61 Southshore Road, Legally described as Part of Lot 12, Concession 1, Township of Field, Municipality of West Nipissing.

RESOLUTION #2019/007

Moved by: Christopher Fisher

Seconded by: Denis Sénécal

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before January 16, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That a Pin Consolidation be filed in the Land Registry Office in order to consolidate the lot addition.
6. That any portion municipally maintained and travelled road located on the subject land be conveyed to the Municipality of West Nipissing.

CARRIED

Application for Minor Variance MV2019/01 by Normand Liard-Applicant

A Minor Variance application made by Normand Liard to reduce water frontage from 60.96m to 6.096m at 311 Pike Lake Road, Legally described as Lot 11, Concession 2, Township of Bastedo, Municipality of West Nipissing.

RESOLUTION #2019/009

Moved by: Christopher Fisher

Seconded by: Denis Sénécal

CARRIED

Application for Consent C04/19 by Normand Liard-Applicant

A consent application made by Normand Liard for the creation of a new lot at 311 Pike Lake Road, Legally described as Lot 11, Concession 2, Township of Bastedo, Municipality of West Nipissing.

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before January 16, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That any portion municipally maintained and travelled road located on the subject land be conveyed to the Municipality of West Nipissing.

CARRIED

Application for Minor Variance MV2019/02 by Estate of Sylvia Angi-Applicant

A Minor Variance application made by the Estate of Sylvia Angi to reduce minimum set-back from 18m to 16m at 52 Nature's Trail Road, Legally described as Part of Lot 8, Concession 1, Part 1, 36R-11747, Township of Falconer, Municipality of West Nipissing.

RESOLUTION #2019/010

Moved by: Christopher Fisher

Seconded by: Denis Sénécal

CARRIED

ADJOURNMENT

RESOLUTION #2019/011

Moved by: Denis Sénécal

Seconded by: Christopher Fisher

That the West Nipissing Committee of Adjustment meeting be adjourned to February 11, 2019 in the Council Chambers of the West Nipissing Municipal Building.

CARRIED

Chair



Secretary-Treasurer





WEST NIPISSING PLANNING ADVISORY COMMITTEE

Resolution No.

2019 / 003

March 11, 2019

Moved by / Proposé par :

Seconded by / Appuyé par :

BE IT RESOLVED that that the Minutes of meeting held on July 9, 2018, be adopted, as presented.

CHAIR
SECRETARY

	Yeas	Nays
Duhaime, Yvon		
Fisher, Christopher		
Pellerin, Fernand		
Roberge, Normand		
Savage, Joanne		
Sénécal, Denis		
Roveda, Dan		



MINUTES

**Municipality of West Nipissing
Meeting for the Planning Advisory Committee
On July 9, 2018 at 06:00 PM
Chair: Normand Roberge**

PRESENT: Yvon Duhaime
Guy Fortier
Fernand Pellerin
Normand Roberge
Joanne Savage

ABSENT: Guilles Tessier
Roger Gagnon

(1) **CALL TO ORDER**

(2) **DECLARATION OF PECUNIARY INTEREST**

(3) **APPROVAL OF AGENDA**

RESOLUTION # 2018/012

Moved By: Guy Fortier

Seconded By: Yvon Duhaime

That the Agenda for the meeting of July 9, 2018, be approved, as presented.

CARRIED

(4) **APPROVAL OF PREVIOUS MINUTES**

RESOLUTION #2018/013

Moved By: Guy Fortier

Seconded By: Yvon Duhaime

That the Minutes of meeting held on April 16, 2018 be adopted, as presented.

CARRIED

(5) ***ZONING AMENDMENT APPLICATION ZBLA 2018-05- SERGE & CHANTAL AUBIN***

RESOLUTION #2018/14

Moved By: Joanne Savage

Seconded By: Guy Fortier

WHEREAS a public meeting was held on July 9, 2018 for the purpose of amending Zoning By-Law 2015-21;

AND WHEREAS written concerns have been received and considered ☐ Yes ☒ No

AND WHEREAS Oral submissions were made at the said Public Meeting ☐ Yes ☒ No

BE IT RESOLVED THAT THE NIPISSING PLANNING ADVISORY COMMITTEE

☒ **RECOMMENDS**
☐ **DOES NOT RECOMMEND**

that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to rezone the property known as 696 Leblanc Rd, Legally described as Pt Lot 6, Con 1,36R-3318, Parts 1 & 3, Township of Springer, Municipality of West Nipissing, District of Nipissing to amend the zoning designation of the lands from C2-Commercial-Two to RR-Rural Residential,

CARRIED

(6) ZONING AMENDMENT APPLICATION ZBLA 2018-06- BRIAN LAVOIE/SHANI GIROUX

RESOLUTION #2017/015

Moved By: Guy Fortier

Seconded By: Joanne Savage

WHEREAS a public meeting was held on July-9, 2018 for the purpose of amending By-Law 2014-45

AND WHEREAS written concerns and objections were received: ☐ Yes ☒ No

AND WHEREAS Oral submissions were made at the said Public Meeting ☐ Yes ☒ No

BE IT RESOLVED THE WEST NIPISSING PLANNING ADVISORY COMMITTEE

☒ **RECOMMENDS**
☐ **DOES NOT RECOMMEND**

that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to rezone the property known as Railway St, Legally described as Pt Lot 4, Con 1,36R-7803, Parts 1 & 2, Sturgeon Falls, Municipality of West Nipissing, District of Nipissing to amend the zoning designation of the lands from C1-Commercial-One to R3-Residential-Three.

CARRIED

(7) ZONING AMENDMENT APPLICATION ZBLA 2018-07-DWIGHT & HEATHER FRYER

RESOLUTION #2017/016

Moved By: Yvon Duhaime

Seconded By: Guy Fortier

WHEREAS a public meeting was held on July 9, 2018 for the purpose of amending Zoning By-law 2014-45;

AND WHEREAS written concerns and objections were received: ☐ Yes ☒ No

AND WHEREAS Oral submissions were made at the said Public Meeting ☐ Yes ☒ No

BE IT RESOLVED THE WEST NIPISSING PLANNING ADVISORY COMMITTEE



RECOMMENDS

DOES NOT RECOMMEND

that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to rezone the property known as 192 Morley's Rd, Legally described as S Pt Broken Lot 9, Con 5, PCL 20273 NIP, Township of Falconer Municipality of West Nipissing, District of Nipissing to amend the zoning designation of the lands from RU-Rural to RU-6 Rural Exception Zone 6. To permit a second Dwelling as a permitted use in Table 9.1

CARRIED

(9) ADJOURNMENT

RESOLUTION #2017/017


Moved By: Guy Fortier

Seconded By: Yvon Duhaime

That the West Nipissing Planning Advisory Committee meeting be adjourned to August 13, 2018 in the Library Auditorium (Lower Level) of the West Nipissing Municipal Building.

CARRIED

Chair



Secretary-Treasurer

MEMORANDUM

TO: MAYOR and COUNCIL

FROM: Jonny Bélanger – Project Manager for Community Services

DATE: March 15th, 2019

SUBJECT: **LAVIGNE FIRE HALL – ENGINEER REPORT**

Our consultant concluded that the structural deficiencies noted on the building can be repaired.

A list of remedial work has also been included in order for the Municipality to understand the extend of the renovation.

The building can also remain occupied as per Structural Engineer comment.

In order to determine the feasibility of proceeding with the renovations, I'd like to submit the report to Perry + Perry Architect in order to prepare a Project Cost Estimate.

Thank You

Joie de vivre



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SUD-2019543

March 12th, 2019

**Mr. Jonny Belanger
Project Manager of Community Services
Municipality of West Nipissing
101-225 Holditch St.
Sturgeon Falls, ON P2B 1T1**

**Re: Conclusive Report for Structural Investigation - Building Structure & Foundation
Lavigne Fire Station, 10578 Hwy 64, Lavigne, ON**

1.0 Introduction

As requested, DRG has reviewed the previously submitted structural and geotechnical reports regarding the building structure and foundation for the fire hall building located at 10578 Hwy 64 in Lavigne, ON. Previously submitted reports include the following:

- 'Structural Investigation – Building Foundation' by DRG dated Jul 9/14
- 'Geotechnical Investigation Report – Settlement Investigation' by EXP dated Oct 28/14

In addition the following recent report prepared by the municipality has also been reviewed.

- 'Inspection of Structural Defects & Water Damage' by MWN dated Feb 27/19

The following includes our conclusive structural analysis as well as our recommendations for repairing the existing structure.

2.0 Soil Investigation

- 2.1 Bore Hole Sampling - As reported in the Geotechnical report, bore hole #1 sampling near the north east corner of the building revealed that the soil stratigraphy below the foundation is composed of fill measuring 2.3 m in depth and includes cohesionless deposits of sand and silty sand. The fill layer is underlain by native soil deposits consisting of clayey silt, silty clay, and silty sand extending down to a depth of approximately 7.9 m where auger refusal was encountered on assumed boulder or bedrock.

Proposed bore hole #2 was not carried out near the south west corner due to the fact that the location of the under ground hydro feed could not be confirmed.

- 2.2 Test Pit Sampling - The two test pits carried out along the perimeter of the building revealed that the foundation building foundation is comprised of a 300 mm thick thickened edge slab representing a shallow foundation. Frost protection included 50 mm thick extruded polystyrene placed vertically against the thickened edge slab extending 600 mm below grade.
- 2.3 Water Table - The water table was measured to be at a depth of approximately 2.3 m.
- 2.4 Building Settlement & Movement - The building settlement and resulting cracks in the masonry veneer have been caused by a combination of long and short term soil settlement, and a lack of frost protection along the exterior perimeter of the thickened edge slab foundation.
- 2.5 Conclusion - It is estimated that most of the potential soil settlement has taken place. Any future remaining soil settlement should be at a minimal. Potential frost movement of the foundation can be eliminated by re-insulating properly below grade.

3.0 Building Structural

- 3.1 Foundation & Floor Slab - The foundation is composed of a slab on grade with thickened edge perimeter footing. The thickened edge is 300 mm deep and is presumed to be reinforce with continuous rebar placed along the thickened edge perimeter. The slab on grade should be at least 125 to 150 mm thick and reinforced with steel wire mesh, however this could not be confirmed without carrying out destructive testing. The slab on grade was cast in three different sections representing the original construction and two additions. As a result of long term settlement the slab appears uneven in some areas and does have marginal slope in the southward direction in addition #2.

Recommendation - The slab on grade including perimeter thickened edge footing appears to be in reasonably good condition with the expectation of several more decades of service life. We recommend installing new insulation below grade per the OBC. We also recommend installing a cementitious floor leveler to eliminate unwanted floor slope and unevenness.

- 3.2 Bearing Walls - The building bearing walls are composed of 200 mm masonry block units. There are locations in the structure where masonry joints have separated specifically above steel lintels over doorways. In addition the masonry walls at addition

#2 have pulled away from the original building where butted. The gap is mainly at the top of the walls and is most likely due to the slab/foundation settlement.

Recommendation – Repair masonry wall joints above doorways by re-jointing with mortar. At locations where butted masonry walls have separated, fill separation gaps with structural mortar or grout.

3.3 Masonry Veneer – West Elev. Original Building & West & East Elev. of Addition #2

The masonry veneer includes 4" architectural split block. There are some cracks in the masonry joints attributed to the long term settlement and potential frost movement, including a large gap where the two phases of construction are adjoined. It is not known if the masonry veneer is attached to the masonry backup wall in conformance with the OBC.

Recommendation – Remove masonry veneer, install horizontal metal z-girts directly to masonry backup wall. Install 2" rigid styrofoam (or spray foam) and vertical metal siding.

3.4 Stone Veneer – South Elev. Original Building & Addition #1 - The stone veneer is approximately 4" in thickness. There are some cracks in the joints attributed to the long term settlement and potential frost movement, including a large gap where the two phases of construction are adjoined. It is not known if the stone veneer is attached to the masonry backup wall in conformance with the OBC.

Recommendation – Remove stone veneer, install horizontal metal z-girts directly to masonry bearing walls. Install 2" rigid styrofoam (or spray foam) and vertical metal siding.

3.5 East Elev. Addition #1 - There is no masonry veneer at this location the wall is single wythe made up of 8" architectural split block which serves as the bearing wall and the exterior finish.

Recommendation – Leave as is. Repair masonry joints by rejointing.

3.6 South Elev. Addition #2 – The exterior cladding is made up of vinyl siding on wood strapping.

Recommendation – Remove vinyl siding and install metal siding to match remainder of building.

4.0 Conclusion

It is our opinion that the building structure is repairable.

It is estimated that most of the potential soil settlement has taken place. Any future remaining soil settlement should be at a minimal. Potential frost movement of the foundation can be eliminated by re-insulating the building perimeter properly below grade.

The slab on grade including perimeter thickened edge footing appears to be in reasonably good condition and is expected to provide several more decades of service life. The uneven floor slab can be leveled by applying a cementitious floor leveler.

The masonry bearing walls appear to be in reasonably good condition based on minimal visual inspection of exposed walls. The separated masonry joints can be re-jointed with structural mortar and the gaps at abutting walls between the original building and addition #2 can also be repaired with structural mortar.

Given the cracks and separation of the exterior masonry and stone veneer, we recommend that it be removed entirely, and replaced with metal siding – this will provide opportunity to install rigid or spray foam insulation increasing the building R-value considerably.

We note that the last building review conducted by DRG was in July, 2014, and we strongly recommend that a final building review be conducted prior to finalizing plans to repair the structure.

Lastly, in reference to the municipality's inspection of February, 2019, we recommend that the shingles be removed where the water backup is taking place followed by the installation of an ice and water shield over the entire area prior to installing new shingles.

It is our opinion that there are no imminent structural issues with the building and it can remain occupied.



Design & Inspection Services

We trust that we have addressed your concerns. Please do not hesitate to call should you have any questions or require additional information.

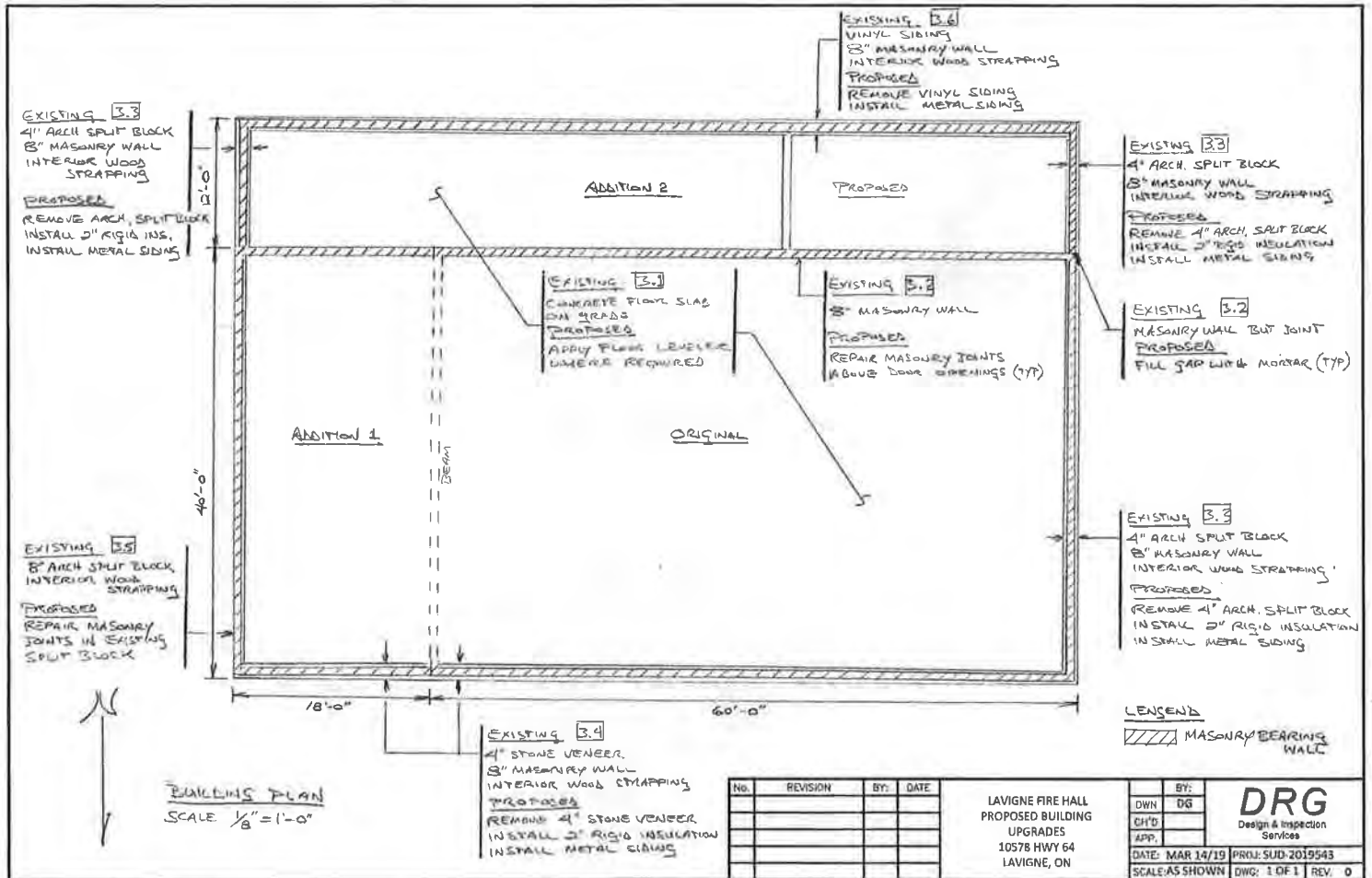
Yours truly,

DRG Design & Inspection Services

Daniel Gagné, P.Eng.
Civil/Structural/Building Envelopes

Attachment: Building Plan 11x17





MEMORANDUM

TO: MAYOR and COUNCIL
FROM: Melanie Ducharme, Clerk
DATE: March 15th, 2019
SUBJECT: **ONTARIO CLEAN WATER AGENCY (OCWA)**

As the Municipality is solely responsible for the delivery of safe drinking water to the public, members of Council, especially those newly elected, are strongly recommended to take the Safe Drinking Water course which is offered by OCWA to familiarize themselves with the roles and responsibilities of elected officials as it relates to the delivery of safe drinking water. In the past, we have arranged for OCWA to present the course here at the Municipality; however there is a cost to private training of \$1,735.00

OCWA has however notified us that they will be hosting the course in Callander, at no cost, open to anyone who is interested. The course will be held on Tuesday April 16th in the afternoon. I am seeking feedback on whether members would be able to attend the free session offered in Callander or whether we should proceed to arrange for the private session.

If we proceed with private training, I am suggesting that an "off Tuesday" in April or May be designated, since there are no other committee meetings that I am aware of scheduled for Tuesdays.

Thank you,

Joie de vivre



www.westnipissingouest.ca



**Walkerton
Clean Water Centre**

An agency of the Government of Ontario

**Centre de Walkerton
pour l'assainissement de l'eau**

Un organisme du gouvernement de l'Ontario

Standard of Care

Safe Drinking Water Act

Attention: Municipal Decision-Makers



The Standard of Care training is designed to inform municipal councillors and officials of their oversight responsibilities under Section 19 of the Safe Drinking Water Act.

The course was developed by the Ontario Ministry of the Environment and Climate Change and the Walkerton Clean Water Centre (WCWC) with significant guidance and input from an advisory group of municipal councillors and mayors.

Register at wcwc.ca/registration

or contact WCWC to schedule an on-site delivery.

866-515-0550

training@wcwc.ca

MEMORANDUM

TO: Mayor and Council

FROM: Jean-Pierre (Jay) Barbeau, CAO & Melanie Ducharme (Clerk)

DATE: March 15, 2019

RE: **Amendments to Procedural By-Law By-Law No. 2015-63**

Attached hereto are the proposed amendments to the Procedural By-Law which are summarized as follows:

Section 8: The amendments are to reflect the discussion held at the meeting of March 5, 2019 with respect to the manner of requesting Agenda Items

Section 9.1.1 Housekeeping - Remove unnecessary/unused sections from COW Agenda;

Section 9.2 To include language giving flexibility to the order of Committees to accommodate guests or non-regular staff in attendance;

SECTION 13: The amendments to Section 13 are the legislated Bill 68 changes to conflict of interest disclosure;

SECTION 14: The amendment is to formalize the existing practice which has been in place for some time with respect to using a standardized form for requesting delegations.

The final amendment is to include reference to reference the Schedules for the new forms for Conflict of Interest Disclosure, Delegation Requests and Agenda Item Requests

Melanie

Joie de vivre



www.westnipissingouest.ca

BY-LAW 2019/24

**BEING A BY-LAW TO AMEND BY-LAW 2018/26 TO GOVERN THE PROCEEDINGS
OF THE MUNICIPAL COUNCIL, THE CONDUCT OF ITS MEMBERS
AND THE CALLING OF MEETINGS**

WHEREAS pursuant to Section 238(2) of the *Municipal Act, 2001*, S. O. 2001 c. 25, authorizes a Municipality and local board shall adopt a procedure by-law to govern the calling, place and proceedings of meetings;

AND WHEREAS pursuant to Section 223.2(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, authorizes the municipality to establish a Code of Conduct for members of the council and of local boards;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING AMENDS BY-LAW 2018/26 AS FOLLOWS:

1. **THAT SECTION 8** – Preparation of the Agenda be repealed, in its entirety, and replaced with the following:

8.0 PREPARATION OF THE AGENDA

- 8.1** The Clerk shall prepare Agendas of Council and Committee meetings as applicable and when expedient, may extend this responsibility to another member of the administration staff.
- 8.2** Items for Committee of the Whole shall be brought to the CAO or designate for review as supporting documentation may be needed which necessitate staff time and resources. Items involving staff input shall be brought no later than the Friday 2 weeks preceding the meeting. Items for discussion not involving staff research and preparation shall be brought no later than the Wednesday preceding the meeting.
- 8.3** If, in the interest of ensuring that proper consideration is provided to all items, certain items may be placed on subsequent agendas to ensure that they are dealt with appropriately. In such case a memo with a list of pending items and the date on which they shall appear will be included and provided to Council.
- 8.4** Items to be included on the Agenda shall be in the required form, attached as Schedule "B" - Agenda Item Request Form, accompanied by any supporting documents. Such items may be provided to the CAO or directly to the Mayor who shall then forward to the CAO for inclusion.
- 8.5** The CAO and the Mayor shall meet weekly to discuss upcoming Agendas.
- 8.6** Items with supporting documentation for the regular meeting shall be brought to the Clerk by no later than the Wednesday preceding.
- 8.7** **THE CLERK SHALL:**
- ~~**8.7.1** Accept items for any Agenda from the Mayor or presiding officer and from members of Council or Committee.~~
- 8.7.1** Receive correspondence and petitions from the public and place the correspondence or petition on the Agenda. When in the opinion of the Clerk, the correspondence or petition should be first dealt within Committee, it shall be directed to the appropriate Committee for consideration and the subsequent recommendation is to be included in a future Agenda of Council.
- 8.7.2** Insofar as is practicable, Council and Committee Agendas along with supporting material, shall be prepared and made available to members of Council or Committee and Department Heads not less than 2 business days prior to the regular meeting.

2. **THAT SECTION 9** – Agenda Formats be repealed, in its entirety, and replaced with the following:

9.0 AGENDA FORMATS

- 9.1 Agendas shall be generally formatted as follows but modifications to the matters to be included in the order of business may be effected without requiring amendment to this By-law, particularly with respect to the Closed Session portions which may be altered in order to accommodate the passing of required resolution(s):

9.1.1 Committee of the Whole Format (1st and 2nd Tuesday of the month)

- A) Declaration of Pecuniary Interest / *Déclaration d'intérêts pécuniaires*
- B) Addendum / Agenda approval / *Addenda et Ordre du jour*
- C) Delegation & Petitions / *Délégation et pétitions*
(1 delegation permitted)

COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER

- D-1) General Government / *gouvernement général*
- D-2) Planning / *Planification*
- D-3) Emergency Measures and Public Safety / *Mesures d'urgence et sécurité publique*
- D-4) Economic Development / *Développement économique*
- D-5) Social Services and Health / *Services sociaux et santé*
- D-6) Public Works / *Travaux publics*
- D-7) Community Services / *Services communautaires*
- D-8) Sewer and Water / *Les égouts et l'eau*
- D-9) Environmental / *L'environnement*

REGULAR COUNCIL MEETING / SÉANCE RÉGULIÈRE

- ~~E) Planning / *Planification*~~
- ~~F) Correspondence and Accounts / *Courrier et Comptes*~~
- G) Unfinished Business / *Affaires en marche*
- H) Notice of Motion / *Avis de motion*
- I) New Business / *Affaires nouvelles*
- ~~J) Addendum / *Addenda*~~
- K) Information & Questions and Mayor's Report / *Information et questions et Rapport du maire*
- L) Closed Meeting / *Réunion à huis clos*
- M) Adjournment / *Ajournement*

9.1.2 Regular Council meeting (3rd Tuesday of the month)

- (A) Declaration of pecuniary interest / *Déclaration d'intérêts pécuniaires*
- (B) Addendum & Agenda approval / *Approbation - addenda et l'ordre du jour*
- (C) Delegations & Petitions / *Délégations et pétitions*
(2 delegations permitted)
- (D) Planning / *Planification*;
- (E) Correspondence and accounts / *Courrier et Comptes*
- (F) Unfinished business / *Affaires en marche*
- (G) Notice of Motion / *Avis de motion*
- (H) New Business / *Affaires nouvelles*;
- (I) Addendum / *Addenda*
- (J) Information & Questions and Mayor's Report / *Information et questions et Rapport du maire*
- (K) Closed Meeting / *Réunion à huis clos*
- (L) Adjournment / *Ajournement*;

- 9.2 The items on the Agenda of each meeting shall be taken in the order in which they stand on the Agenda unless otherwise decided by resolution passed by 2/3 of the members present. The order of the Committee of the Whole agenda may be adjusted to place Committees at the beginning of the agenda allowing guests and staff whose presence is not required for the entire meeting to leave.

- 9.3 All items on an Agenda NOT dealt with at a meeting shall be placed on the Agenda for the next regular meeting unless otherwise decided by resolution passed by 2/3 of the members present.

3. **THAT SECTION 13** – Disclosures of Pecuniary Interest be repealed, in its entirety, and replaced with the following:

13.0 DISCLOSURES OF PECUNIARY INTEREST

- 13.1 Members are required to make declarations of pecuniary interest in accordance with the Municipal Conflict of Interest Act and or other relevant legislation. Any member who has a direct or indirect pecuniary interest on matters brought before Council or Committee is required by law to make a disclosure of his/her pecuniary interest in the following manner:
- 13.1.1 Disclose the interest and its general nature at the meeting, prior to any discussion taking place;
- 13.1.2 At the meeting submit a written statement in the COUNCIL / COMMITTEE DECLARATION OF PECUNIARY INTEREST FORM (forming part of this by-law as Schedule "A" and shall submit it to the Clerk or his or her designate;
- 13.1.3 Refrain from taking part in the discussion of the matter;
- 13.1.4 Refrain from voting on the matter;
- 13.1.5 Make no attempt to influence the voting at any time before, during or after the meeting.
- 13.2 **Closed meeting:** If the matter in which the member has a pecuniary interest is discussed at a meeting closed to the public, the member must disclose their interest as outlined above, and also leave the meeting, or that portion of the meeting dealing with the matter.
- 13.2.1 A member's disclosure of pecuniary interest during a closed meeting must also be recorded in the minutes of the next meeting that is open to the public. This can be achieved when the member makes a disclosure of pecuniary interest on the resolution adopting the minutes of the closed meeting in question, at which time the member is again prohibited from discussion or voting on the minutes related to the matter.
- 13.2 **Not in attendance:** If the matter in which the member has a pecuniary interest is discussed at a meeting not attended by the member, the member must disclose his/her interest in the appropriate manner at the first meeting attended after said meeting
- 13.4 **Chairperson:** If the Mayor or presiding officer has made a disclosure of pecuniary interest on any matter before Council or Committee, the Chairperson shall withdraw from the chair during the deliberations on that matter.
- 13.4.1 In the event that the Mayor or presiding officer has made a disclosure of pecuniary interest on a matter before Council or Committee, the Chairperson shall withdraw from the chair during the deliberations on that matter.
- 13.4.2 In the event that the Mayor or presiding officer and the Acting Mayor or chairperson are unable to chair the portion of a meeting in which a disclosure of pecuniary interest applies, the remaining members present shall, amongst themselves, appoint a member to act as Chairperson for that portion of the meeting.
- 13.5 A public registry of all declarations of pecuniary interest shall be maintained by the Clerk in accordance with the Municipal Conflict of Interest Act.
- 13.6 The Clerk shall record the particulars of any disclosure of pecuniary interest and the general nature thereof and this record shall appear in the minutes of the meeting;
- 13.7 Where a member has declared a pecuniary interest on an item, they shall not take part in adopting the confirmatory by-law.

4. **THAT** the following schedules attached hereto shall form part of By-Law **2018/26** :

- Schedule 'A' – Disclosure of Pecuniary / Conflict of Interest Form
- Schedule 'B' – Agenda Item Request Form
- Schedule 'C' – Request for Delegation / Written Submission

5. **THAT** the above noted amendments and additions shall form part of By-Law **2018/26**.

ENACTED AND PASSED THIS 19th DAY OF MARCH, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE,
MAYOR

MELANIE DUCHARME,
CLERK

SCHEDULE "A" OF BY-LAW 2019/24



COUNCIL / COMMITTEE MEMBER

DISCLOSURE OF PECUNIARY / CONFLICT OF INTEREST FORM

As required under Section 6 of the *Municipal Conflict of Interest Act*, I, _____

Print Name

declare a conflict of interest with the following ☐ Council / ☐ Committee agenda item :

ITEM(S)	AGENDA DATE


on the

REASON FOR DISCLOSURE:

Signature:

--

SCHEDULE "B" OF BY-LAW 2019/24

 AGENDA ITEM REQUEST FORM			
PLEASE PRINT CLEARLY:			
Requested Council Meeting Date:			
Name of Requestor:			Date submitted:
Address:	Full mailing address:		
Phone:	Home:	Business / Cell:	Fax:
E-Mail:			
Requested Agenda Item/Subject:			
Additional details / background information:		<input type="checkbox"/> see below <input type="checkbox"/> Supporting documents attached separately <i>Please attach/include pertinent information to support this item. This will assist staff in conducting any research or obtaining background information; which may be required to make an informed decision in the best interest of the municipality.</i>	
ADMINISTRATIVE APPROVAL			
STEP 1 → Submit your completed form to the CAO or designate for required review and approval. Every effort will be made to accommodate requests however the complexity of subject may require the matter to be heard on another date other than the original date requested and the requestor will be notified.			
Signature of CAO or designate:		Date:	
MUNICIPAL OFFICE USE			
STEP 2 → This form must be returned to the Clerk's office no later than 12 noon on the Wednesday preceding the Council Meeting at which the item is to be considered, subject to CAO approval and scheduling.			
Date Received:		Received from:	
Meeting Date Requested:		Mode of Notification:	<input type="checkbox"/> in person <input type="checkbox"/> by telephone <input type="checkbox"/> by e-mail <input type="checkbox"/> other: _____
Processing of request:	<input type="checkbox"/> Information only <input type="checkbox"/> Action Item <input type="checkbox"/> Discussion/Action Item <input type="checkbox"/> Report Required <input type="checkbox"/> Public Hearing <input type="checkbox"/> Closed Session		
APPROVED FOR AGENDA:			
Scheduled for (date):			<input type="checkbox"/> Regular meeting <input type="checkbox"/> Committee of Whole meeting
Requestor Notification:	The above requestor _____ was notified on _____ (date)		
Action Taken:			
Notes / Comments:			

SCHEDULE "C" OF BY-LAW 2019/24



REQUEST FOR DELEGATION / WRITTEN SUBMISSIONS

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

PLEASE PRINT CLEARLY:

Council Meeting Date:			
Subject:			
Name:			
Address:			
Phone:	Home:	Business / Cell:	Fax:
E-Mail:			
Name of Group or Person(s) being represented (if applicable) :			
Details of nature of the business/purpose (additional information can be attached separately) :			
Presentation Requirements:	<input type="checkbox"/> Easel		<input type="checkbox"/> Projection Equipment
	<input type="checkbox"/> Other:		
<p><small>Please be advised that your delegation/presentation will be recorded in video and audio format as part of Council meetings and will be subject to media broadcast (Eastlink and internet). Personal information on this form will be used for the purpose of sending correspondence relating to matters before Council and Committee of the Whole. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a report that is available to the general public in a hard copy format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M 56, as amended.</small></p>			

Submit your completed form to:

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

Visit ... www.westnipissingouest.ca



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

Resolution No.

2019 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT THEREFORE RESOLVED THAT By-law **2019/24**, being a by-law to amend By-Law 2018/26 to govern the proceedings of the Municipal Council, the conduct of its members and the calling of meetings, shall come into force and take effect on the date it is passed.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

MEMORANDUM

TO: Mayor and Council
FROM: Melanie Ducharme, Municipal Clerk/Planner
DATE: March 15, 2019
RE: **REVISED CANNABIS BY-LAW**

The Cannabis Consumption By-Law was initially presented to Council at the February 5th, 2019 for consideration; at which time Council requested that the North Bay Parry Sound District Health Unit (NBPSDHU) make a presentation regarding the new Smoking Legislation as well as Cannabis Legalization.

The NBPSDHU made a presentation to Council at the February 19th, 2019 meeting following which Council requested that they review the West Nipissing Cannabis By-Law and provide any feedback or recommendations.

Attached hereto is the revised Cannabis By-Law with the highlighted recommendations from the NBPSDHU.

Thank you,

Joie de vivre



www.westnipissingouest.ca

BY-LAW 2019/
"CANNABIS BY-LAW"

**BEING A BY-LAW TO PROHIBIT THE SMOKING OR VAPORIZING OF
RECREATIONAL CANNABIS IN A PUBLIC PLACE**

WHEREAS Section 8 of the *Municipal Act*, 2001, c. 25, as amended ("Municipal Act") provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS clause 6 of subsection 10(1) of the *Municipal Act* provides that a municipality may pass by-laws in the interest of the health, safety and well-being of its residents and persons within the municipality;

AND WHEREAS Section 128 of the *Municipal Act* provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of the council are or could become or cause public nuisances;

AND WHEREAS section 129 of the *Municipal Act* provides that a local municipality may prohibit and regulate with respect to odours;

AND WHEREAS the Council of The Corporation of the Municipality of West Nipissing (the "Council") wishes to prohibit the smoking or vaporizing of cannabis in public places within the Municipality of West Nipissing and,

WHEREAS Section 18 of the Smoke-Free Ontario Act, 2017, S.O. 2017, c. 26, Schedule 3, contemplates that a municipal by-law may deal with a matter to which that Act applies but in a more restrictive manner, and directs that the by-law prevails to the extent it is more restrictive than that Act.

Now therefore the Council hereby enacts as follows:

1.0 BY-LAW TITLE

1.1 This By-law may be cited as the "Cannabis By-law".

2.0 DEFINITIONS

2.1 For the purpose of this By-law:

- a) **"Cannabis"** means cannabis as defined in the *Cannabis Act* (Canada);
- b) **"Council"** means the Council of The Corporation of the Municipality of West Nipissing;
- c) **"Medical Cannabis"** means cannabis for which a prescription has been issued by a medical practitioner in accordance with the Health Canada regulations for Medical Cannabis;
- d) **"Municipality"** means all lands located within the geographic boundaries of the Municipality of West Nipissing;
- e) **"Officer"** means:
 - i) A Municipal By-Law Officer of the Municipality or other person appointed by or under the authority of a Town by-law to enforce Municipal by-laws; or
 - ii) A Police Officer having authority under the Police Services Act to provide police services to the Municipality;

- f) **“Public Place”** includes any place to which the public has access as of right or invitation, express or implied, regardless of whether it is owned by a public or private entity, and also includes any motor vehicle located in a public place or in any place open to public view.
- g) **“Smoke or Smoking”** means:
 - i) to inhale and exhale the smoke produced by a cannabis cigarette or device producing such smoke;
 - ii) holding or otherwise having control of a cannabis cigarette or device producing cannabis smoke;
- h) **“Vaporize or Vaporizing or Vaping”** means:
 - i) to inhale and exhale the vapour produced by an electronic cigarette or similar device containing Cannabis, or
 - ii) holding or otherwise having control of an electronic smoking device that is producing vapour, emissions or aerosol from Cannabis.

3.0 GENERAL PROHIBITIONS:

- 3.1 In addition to the prohibitions set out in the *Smoke-Free Ontario Act*, S.O. 2017, c.10 as amended from time to time, no person shall Smoke or Vaporize Cannabis, or hold or otherwise use lighted Cannabis in any Public Place, including but not limited to the following:
- a) Municipal Offices;
 - b) parks, trails and natural areas in the Municipality;
 - c) public and private parking lots in the Municipality;
 - d) beaches and marinas;
 - e) facilities owned by the Corporation of the Municipality of West Nipissing, including arenas, community centres, libraries, parks, outdoor skating rinks, hiking trails and pools;
 - f) roads, sidewalks and municipal boulevards in the Municipality;
 - g) all schools, daycare facilities, and other child care facilities in the Municipality;
 - h) all retail, commercial and business establishments, including parking areas in the Municipality; and
 - i) Hospitals, Health Centres and Medical Clinics in the Municipality;

4.0 APPLICABILITY

- 4.1 This By-law does not apply to privately owned property containing one or more dwellings.
- ~~4.2 This By-law does not apply to a person who is entitled to possess Cannabis pursuant to a medical document issued pursuant to the Access to Cannabis for Medical Purposes Regulations, SOR/2016-230 or successor legislation or regulations.~~

5.0 ENFORCEMENT

- 5.1 The provisions of this By-law may be enforced by an Officer.
- 5.2 An Officer who has reasonable grounds to believe that a person has contravened any provision of this By-law may require that person to provide their identification to the Officer.
- 5.3 Every person who is required by an Officer to provide identification under section 5.2 shall identify themselves to the Officer. Giving their correct name, date of birth, and address shall constitute sufficient identification. Failure to provide sufficient identification shall constitute obstruction of the Officer as set out in section 6.2 of this By-law.

6.0 OFFENCES

- 6.1 Any person who contravenes or fails to comply with any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.
- 6.2 No person shall hinder or obstruct, or attempt to hinder or obstruct, an Officer who is exercising a power or performing a duty under this By-law.

7.0 CONTINUATION, REPETITION PROHIBITED BY ORDER

- 7.1 The court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted, and such order shall be in addition to any other penalty imposed on the person convicted.

8.0 PENALTIES

- 8.1 Every person who is guilty of an offence under this By-law shall be subject to a fine of \$200.00 as set out in the attached Schedule "A" which shall form part of this by-law;

9.0 COLLECTION OF UNPAID FINES

- 9.1 Where a fine is in default, the Municipality may proceed with civil enforcement against the person upon whom the fine has been imposed, pursuant to the Provincial Offences Act, R.S.O. 1990, Chapter P.33.
- 9.2 The Municipality may make a request to the Treasurer to add any part of a fine that is in default to the tax roll for any property in the local municipality for which all of the owners are responsible for paying the fine, and collect it in the same manner as municipal taxes.

10.0 SEVERABILITY

- 10.1 If any provision or part of this By-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the By-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

11.0 INTERPRETATION

- 11.1 The provisions of Part VI of the Legislation Act, 2006, S.O. 2006, c. 21, Schedule F shall apply to this By-law.

12.0 FORCE AND EFFECT

- 12.1 This By-law comes into force and effect on the date it is passed and enacted by the Council.

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

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

CREATED : 2019

SCHEDULE "A" TO BY-LAW 2019/
"CANNABIS BY-LAW"
TO PROHIBIT THE SMOKING OR VAPORIZING OF
RECREATIONAL CANNABIS IN A PUBLIC PLACE

SET FINES

Part 1 Provincial Offence Act

ITEM	SHORT FORM WORDING	OFFENCE CREATING PROVISION OR DEFINING OFFENCE	SET FINE
1	Smoke / vaporize / hold cannabis in Municipal Offices	Section 3.1 (a)	\$200.00
2	Smoke / vaporize / hold cannabis in park, trails and natural areas in the Municipality	Section 3.1 (b)	\$200.00
3	Smoke / vaporize / hold cannabis in public or private parking lots in the Municipality	Section 3.1 (c)	\$200.00
4	Smoke / vaporize / hold cannabis on beaches and marinas	Section 3.1 (d)	\$200.00
5	Smoke / vaporize / hold cannabis in municipal facilities	Section 3.1 (e)	\$200.00
5	Smoke / vaporize / hold cannabis on roads, sidewalks and municipal boulevards	Section 3.1 (f)	\$200.00
6	Smoke / vaporize / hold cannabis near schools, daycares and other child care facilities	Section 3.1 (g)	\$200.00
7	Smoke / vaporize / hold cannabis in retail, commercial and business establishments	Section 3.1 (h)	\$200.00
8	Smoke / vaporize / hold cannabis in hospitals, health centres and medical clinics	Section 3.1 (i)	\$200.00

NOTE: Penalty provision for the offences indicated above is Section 3.0 of By-Law No. 2019/ as amended.



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

Resolution No.

2019 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT THEREFORE RESOLVED THAT By-law **2019/25**, being a by-law to prohibit the smoking or vaporizing of cannabis in a public place, 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: _____

BY-LAW 2019/26

BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE SERVICE FOR THE MUNICIPALITY OF WEST NIPISSING

WHEREAS Section 9 of the *Municipal Act, S.O. 2001, c.25*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10 (1) of the *Municipal Act, 2001*, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

AND WHEREAS Section 10 (2) states that, a single-tier municipality may pass by-laws respecting the following matters:

6. Health, safety and well-being of persons.
7. Services and things that the municipality is authorized to provide under subsection (1).
8. Protection of persons and property, including consumer protection.

AND WHEREAS Section 391(1) of the *Municipal Act, 2001, S.O. c 25*, authorizes a municipality to impose fees or charges on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board.

AND WHEREAS the Fire Protection and Prevention Act, 1997, Part II, section 5(10), as amended, permits the Council to establish and regulate a Fire Service;

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

PART I – DEFINITIONS

- a) **“Approved”** means approved by the council.
- b) **“Chief Administrative Officer”** shall mean the person appointed by *council* to act as chief administrative officer for the corporation.
- c) **“Corporation”** shall mean the Corporation of the Municipality of West Nipissing.
- d) **“Council”** shall mean the Council of the Corporation of the Municipality of West Nipissing.
- e) **“Deputy Chief”** shall mean the person appointed by By-Law by the Municipal Council to act in the place of the Fire Chief in his/her absence, or in the case of vacancy in the position of Fire Chief.
- f) **“Fire Chief”** shall mean the person appointed by By-Law by the Municipal Council under subsection 6(1), (2), or (4) of the *Fire Protection and Prevention Act*.
- g) **“Fire Service”** shall mean the West Nipissing Fire and Emergency Service and consist of a group of firefighters authorized to provide fire protection services by the municipality.
- h) **“Fire Protection Services”** shall mean a range of programs designed to protect the lives and property of the inhabitants of the fire service response area from adverse effects of fire, sudden medical emergency or exposure to dangerous conditions created by human or nature and includes fire suppression, fire prevention, public education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and delivery of all those services.
- i) **“Member”** shall mean a Firefighter with the West Nipissing Fire and Emergency Service including all officers or any other employee of the West Nipissing Fire and Emergency Service.

- j) **"Municipality"** shall mean The Corporation of the Municipality of West Nipissing.
- k) **"Limited Services"** means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as environmental factors, obstructions, remote and/or island properties, private road ways, lanes and drives.
- l) **"Volunteer Firefighter"** shall mean a person who voluntarily acts for the Municipality of West Nipissing as a Firefighter for nominal consideration, honorarium, training or activity allowance.
- m) **"Fire Service"** shall mean a group of firefighters authorized to provide fire protection services by the municipality.

PART II – FIRE SERVICE

1. The Fire Service of the Municipality to be known as the West Nipissing Fire & Emergency Service is hereby continued and the Head of the *Fire Service* shall be known as the Fire Chief.
2. The mission statement and goals of the Fire Service shall be as those contained in **Appendix "A"** of this By-Law.
3. The Fire Service shall be organized as per the Organizational Structure contained in **Appendix "B"** of this By-Law.
4. The Fire Service shall provide fire protection services as approved by Council, contained in **Appendix "C"** of this By-Law.
5. The **Fire Chief** may require occupancy owners or persons within or outside the municipality to pay costs or fees for fire and emergency response or other administrative services provided to them. Invoicing for response services or recovery of fees will be conducted in accordance with the **West Nipissing Fire & Emergency Service User Fees and Rates Appendix "D"** of this By-Law as amended.
6. In addition to the Fire Chief, the Fire Service personnel shall consist of a Deputy Chief and such number of other officers and members as from time to time may be deemed necessary by the Council.
7. The Fire Chief may recommend to the Council the appointment of any qualified person as a member of the Fire Service, subject to the approved hiring policies of the Corporation.
8. A person appointed as member of the Fire Service shall be on probation for a period of 18 months, during which period the probationary member shall take such special training and examinations as may be required by the Fire Chief.
9. If a Probationary Member fails any such examinations, the Fire Chief must recommend appropriate actions to Council.
10. A person is qualified to be appointed as Member of the Fire Service for Fire Protection Services who:
 - a) is of good character with no criminal record;
 - b) passes the required physical tests;
 - c) possesses a valid driver's licence;
 - d) is between the ages of 18 and 65;
11. If a medical examiner finds a Member is physically unfit to perform assigned duties and such condition is attributed to, and a result of employment in the Fire Service, Council may assign the member to other employment in the Fire Service or may retire him/her. Council may provide retirement allowances to members, subject to the *Municipal Act*.
12. If a physician finds that a Member is physically unfit to perform his/her assigned duties, the Fire Chief in consultation with the Chief Administrative Officer, may dismiss him/her.

13. The Fire Chief may reprimand, suspend or recommend dismissal of any member for insubordination, inefficiency, misconduct, tardiness, other performance issues or noncompliance with any of the provisions of this by-law or general orders and Fire Service's rules that in the opinion of the Fire Chief would be detrimental to the discipline, performance and efficiency of the Fire Service.
14. Following suspension of any Member, the Fire Chief shall report the suspension and his/her recommendations to the Council.
15. The procedures for termination of employment prescribed in Part IX of the *Fire Protection and Prevention Act* shall apply to all full-time members of the Fire Service.
16. The remuneration of the volunteer members shall be as determined by the Council from time to time.
17. Working conditions and remuneration for all full time members shall be determined by Council in accordance with the provisions of Part IX of the *Fire Protection and Prevention Act*.

PART III – DUTIES OF FIRE CHIEF

1. The Fire Chief is responsible to Council and under the general direction of the Chief Administrative Officer for proper administration and operation of the Fire Service, the discipline of its members. The Fire Chief;
 - a) shall develop and publish such written operational guidelines, general orders and Fire Service's rules as may be necessary for the care and protection of the Fire Service's equipment and personnel, and for the efficient operation of the Fire Service, provided that such orders and rules do not conflict with the provisions of any By-Laws of the Municipality;
 - b) The Fire Chief shall be responsible for the procedures and implementation of recruitment for the Fire Service for the Municipality of West Nipissing.
 - c) shall review periodically all the Standard Operating Guidelines, policies, orders, rules and the Fire Service and may establish an advisory committee consisting of such members of the Fire Service as the Fire Chief may determine from time to time to assist in these duties.
 - d) shall submit to the Chief Administrative Officer and Council for approval, the annual budget estimates for the Fire Service, an annual report and any other specific reports requested by the Chief Administrative Officer or Council.
 - e) shall take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall enforce all municipal By-laws respecting fire prevention and exercise the powers imposed on him/her by the *Fire Prevention and Protection Act* S.O. 1997, and the Fire Chief or his/her designate shall be empowered to authorize Fire Service members to:
 - (i) pull down or demolish any building or structure to prevent the spread of fire;
 - (ii) take such necessary action which may include boarding up or barricading of buildings or property to guard against fire or other dangerous risk or accident;
 - (iii) recover expenses incurred by such necessary action in a manner provided by the *Municipal Act 2001*;
 - f) shall be responsible for the enforcement of this By-law and general orders and Fire Service's rules;
 - g) shall report all fires to the Fire Marshal as required by the *Fire Prevention and Protection Act*, S.O. 1997;
 - h) shall develop a Fire Service Promotional Policy based on such evaluations, written, practical and oral examinations as deemed necessary;
 - i) shall with the assistance of Deputy Fire Chief, evaluate all members of the Fire Service who are participating in an examination for promotion;

- j) When in the opinion of the Fire Chief, all factors for the promotion of two or more members are equal, seniority of service in the Fire Service governs in the decision for promotion.
 - k) The provision of Section 1(h) and 1(i) shall not apply to the positions of Fire Chief or Deputy Fire Chief.
 - l) Where the Fire Chief designates a member to act in the place of an officer in the Fire Service, such member, when so acting, has all of the powers and shall perform all duties of the officer replaced.
2. The Deputy Fire Chief shall be the second ranking officer of the Fire Service and it shall be his/her responsibility to carry out the orders of the Fire Chief, and in the absence of the Fire Chief, has all the powers and shall perform all the duties of the Fire Chief.

PART – IV – MEMBERS

1. Notwithstanding the provisions of any general orders or Fire Service's rules, the following provisions shall apply to all Members:
- a) No Member, while in uniform, shall enter any premises where alcoholic beverages are sold or consumed, except with express permission or in the performance of his/her Fire Service's duties;
 - b) No Member shall respond for duty if his/her ability is impaired by the use of intoxicating beverages or drugs;
 - c) No Member shall consume any intoxicating beverages or drugs while on duty; and
 - d) No Member shall solicit the influence or support of anyone in order to secure a transfer, promotion or other advantage.

PART – V – ENACTMENT

- 1. This By-law comes into effect on the day it is passed by Council.
- 2. This By-law shall be known as the "Fire Service ER By-Law".
- 3. That By-law 2009-75 is hereby repealed.

ENACTED AND PASSED THIS 19th DAY OF MARCH, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

**WEST NIPISSING FIRE & EMERGENCY SERVICE
MISSION STATEMENT AND GOALS OF THE FIRE SERVICE**

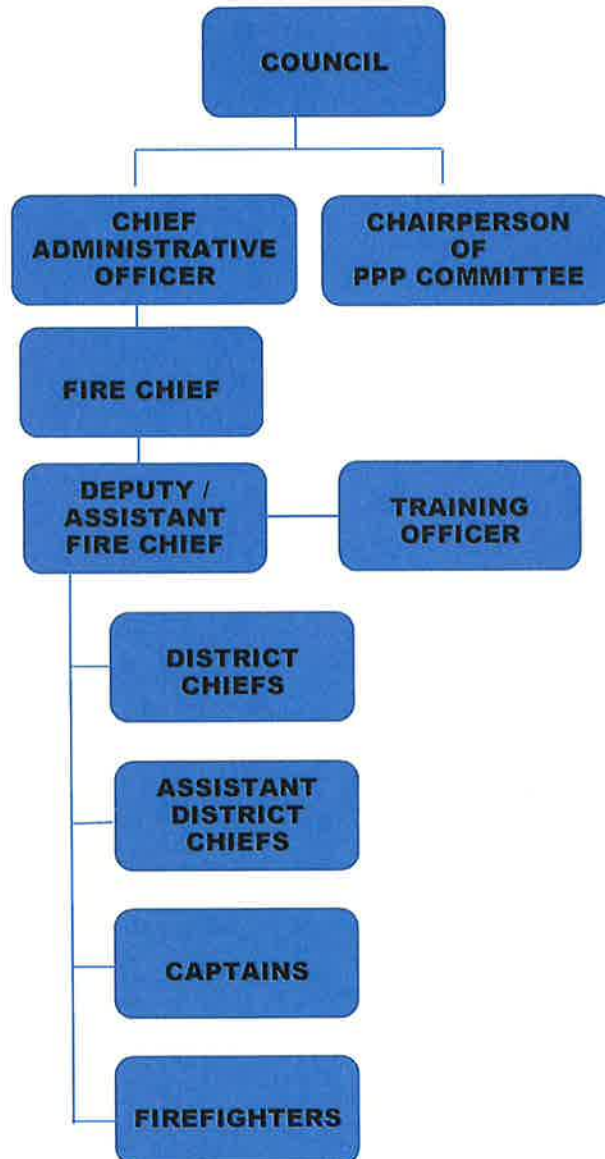
The mission of the Fire Service is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, or exposure to dangerous conditions created by man or nature. The priority of the programs is first to the Municipality; second, to those municipalities requiring assistance through authorized Emergency Fire Service Plan and Program (mutual aid) activities; and third, to those municipalities/agencies, which are provided fire protection by the Fire Service via, automatic aid agreement.

In order to achieve the mission of the Fire Service, the necessary resources and financial support must be in place and the following goals shall be met:

1. Regular review of the fire services requirements of the Municipality.
2. Provide an administrative process consistent with the needs of the Fire Service.
3. Ensure that fire suppression apparatus, equipment and personnel are available within the Municipality to provide adequate response to a citizen's call within a reasonable length of time.
4. Provide Fire Service training to an accepted standard, which will ensure the continuous up grading of all personnel in the latest techniques of fire prevention, fire suppression and control of emergency situations and to co-operate with other municipal departments with respect to management training and other programs.
5. Provide a maintenance program to ensure all fire protection apparatus, including allied equipment, is in proper state of repair to respond to emergency calls.
6. Provide an effective Fire Prevention Program to:
 - a) ensure through plan examination and inspection, compliance with applicable municipal, provincial and federal fire prevention legislation, statutes, codes and regulations;
 - b) identify, reduce and/or eliminate fire hazards.
7. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs, commercial, industrial and institutional staff training.
8. Develop and maintain a good working relationship with all federal and provincial departments, utilities and agencies, related to the protection of life and property.
9. Develop and maintain a Forest Fire Protection Agreement with the Ministry of Natural Resources to provide fire suppression and values protection in areas inaccessible by the Fire Service.
10. Interact with other municipal departments respecting the aspects of fire on any given program and ensure these goals are not in conflict with any other municipal departments.

APPENDIX "B"

WEST NIPISSING FIRE & EMERGENCY SERVICE ORGANIZATIONAL STRUCTURE



REPORTING STRUCTURE:

The Fire Service performs the following divisional functions:

- Division of Administration
- Division of Fire Prevention & Education
- Division of Fire Suppression & Rescue
- Division of Training
- Division of Apparatus, Equipment and Communications

Each division of the Fire Service is the responsibility of the Fire Chief and under the direction of the Fire Chief or member designated by the Fire Chief. Designated members shall report to the Fire Chief on the divisions and activities under their supervision and shall carry out all orders of the Fire Chief.

FIRE SERVICE DIVISIONS ROLES & RESPONSIBILITIES:

1. The Fire Chief is responsible for ensuring that the following duties pertaining to the Division of Administration are carried out:
 - Prepare the Fire Service budget and exercise control of the budget;
 - Prepare the payroll of the Fire Service and initiate requisitions for materials and services and certify all accounts of the Fire Service;
 - Maintain personnel records in accordance with the policy of the Corporation;
 - Arrange for the provision of medical services in the event of fire fighter(s) injury at Fire Service responses or training sessions;
 - Make recommendations for the construction of new buildings, or renovations, as approved;
 - Provide liaison with associations i.e. The Local Fire Fighters Association, Mutual Aid Association;
 - Prepare an annual report of the Fire Service;
 - Carry out the general administrative duties of the Fire Service; and
 - Provide liaison with the District Fire Coordinator, and District Mutual Aid Coordinator.
2. The Fire Chief is responsible for ensuring that the following duties pertaining to the Division of Fire Prevention & Education are carried out;
 - Develop approved fire prevention, fire safety and public education policy;
 - Carry out the duties and activities of the fire prevention, fire safety and public education policy; and
 - Maintain fire loss records.
3. The Fire Chief is responsible for ensuring that the following duties pertaining to the Division of Fire Suppression are carried out;
 - Prevent, control and extinguish fires in areas accessible by fire service apparatus;
 - Conduct investigations of fires auctioned by the fire service in order to determine cause, origin, and where required, to request appropriate agencies to assist with the investigation;
 - Respond and assist at such emergencies as may be deemed necessary by the Fire Chief;
 - Perform pre-emergency planning for those areas accessible by fire service apparatus; and
 - Liaison with the North Bay office of the Ministry of Natural Resources to ensure fire suppression and values protection (including fire investigation) is provided as per the Forest Fire Protection Agreement with the Ministry of Natural Resources.
4. The Fire Chief is responsible for ensuring that the following duties pertaining to the Division of Training are carried out;

- Establish a Fire Service training program, and conduct training for all members in accordance with the approved training program;
 - Administer training programs; and
 - Prepare and conduct examinations of members as required.
5. The Fire Chief is responsible for ensuring that the following duties pertaining to the Division of Apparatus, Equipment and Communications are carried out;
- Prepare specifications for the purchase of apparatus and equipment;
 - Maintain and keep in repair all existing buildings, apparatus and equipment of the fire service;
 - Perform apparatus maintenance and cleaning duties; and
 - Authorize for “outside repair” of equipment that, in the opinion of the Fire Chief, cannot be obtained within the Municipality.

APPENDIX “C”

WEST NIPISSING FIRE & EMERGENCY SERVICE CORE FIRE PROTECTION SERVICES

The West Nipissing Fire & Emergency Service shall provide a range of fire prevention and protection services, as determined by Council, for the inhabitants of the municipality within the Fire Service's response area. Due to the Fire Service's reliance upon volunteer firefighters, the topographic and geographic configuration of the Municipality, the level and amount of equipment at the Fire Service's disposal, and other budgetary constraints, the services listed in this Appendix, although approved may be provided as "Limited Services" as defined in Part 1 of this By-law.

The Municipality of West Nipissing accepts no liability for the delay or inability to supply the services set out in this Appendix of this By-law due to the provision of its approved services as 'Limited Services' or due to the existence of unsafe conditions encountered en route, impeded access to property, and/or environmental factors/constraints.

1) FIRE PREVENTION/PUBLIC EDUCATION

Fire Prevention / Public Education services provided shall and will include:

- a smoke Alarm Program;
- distribution of fire safety education material;
- providing fire safety programs to the community groups upon request;
- providing school fire safety education programs;
- a risk assessment program, which includes fire investigations, plan examination and inspections; to reduce and/or eliminate fire hazards, and develop fire prevention programs to increase life safety, and reduce the loss of life and property due to fires;
- a compliance inspection program, including inspections upon complaint, or when requested, to assist the owner with code compliance (including any necessary code enforcement);
- preparation for and appearances in court;
- compile, analyze and disseminate functional statistics;
- interacting with OFM investigators;
- supporting criminal prosecutions;
- consulting with Police and other agencies;

2) FIRE SUPPRESSION

Structural Fires in areas accessible by Fire Service apparatus shall include:

- Fire attack & limited internal rescue in accordance with the Fire Service's level of training, standard operating guidelines, Occupational Health and Safety Guidelines and the number and type of personnel and equipment available to the Fire Service and on each specific emergency response.
- Water access only properties such as islands will receive limited fire suppression services due to travel time and limited personnel;
- Basic firefighting – no expected rescue components;
- Structural firefighting including rescue;
- Vehicle firefighting;
- Marine firefighting;
- Automatic Aid;
- Mutual Aid;
- Wild land fires (grass, brush and forest fires);
- Motor vehicle collisions;
- Auto extrication;
- Transportation incidents involving vehicles, trains, aircraft and watercraft;
- Hazardous materials response (awareness level only);
- Medical Assist;

- First Aid/CPR;
- Carbon Monoxide Alarms;
- Ice & water rescue (Level I shore base, Level II water entry and Level III boat);
- Public assistance;
- Ambulance assistance;
- Police assistance;
- Public Utilities Assistance;
- Community emergency plan participation;
- Urban Search and Rescue (light);

The Fire Service shall not respond to a call with respect to a fire or other emergency outside the approved response areas of the Municipality except when the incident:

- a) in the opinion of the Fire Chief, threatens property in the municipalities or property situated outside the municipality that is owned or occupied by the municipality;
- b) is in a municipality with which an agreement has been entered into to provide fire protection;
- c) is on property with respect to which an agreement has been entered into with any person or corporation to provide fire protection;
- d) at the discretion of the Fire Chief, to a municipality authorized to participate in the District Emergency Fire Service Plan and Program or any other organized plan or program on a reciprocal basis;
- e) is on property beyond the municipal boundaries where the Fire Chief or his/her designate determines that immediate action is necessary to preserve and protect life and/or property and the correct Fire Service is notified and/or assumes command. The Fire Chief shall subsequently inform Council and the Chief Administrative Officer, in writing, of such a response. It is understood that in those instances where our Fire Service has been deployed, they will leave the scene once the appropriate Fire Service arrives and assumes control.

APPENDIX "D"

WEST NIPISSING FIRE & EMERGENCY SERVICE USER FEES & RATES

ITEM		FEE
Insurance Company Adjusters • summary of fire reports		\$50.00
Property File Search		\$50.00
INSPECTIONS:		
(1)	Apartment up to 3 stories and Retrofit 9.5	\$ 100.00
(2)	Houses – Mortgage or Sale or Retrofit 9.8	\$ 75.00
(3)	Mercantile and Industrial • up to 10,000 square feet	\$ 75.00
	• over 10,000 square feet, each additional 1,000 square foot	\$ 15.00
(4)	Stores and Businesses	\$ 75.00
(5)	L.L.B.O. – Occupancy	\$ 50.00
(6)	Private Home Day Care	\$ 50.00
(7)	Woodstove Inspection	\$ 150.00
(8)	Burning Permits	\$ 10.00
(9)	Unauthorized Burning	Current MTO Rate per apparatus, plus personnel costs, plus additional costs to the Municipality of West Nipissing
(10)	Fire & Emergency Response Fees - Indemnification Technology®	Current MTO Rate per apparatus, plus personnel costs, plus additional costs to the Municipality of West Nipissing



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

Resolution No.

2019 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT THEREFORE RESOLVED THAT By-law **2019/26**, being a by-law to establish and regulate a fire service for the Municipality of West Nipissing, 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: _____



BY-LAW 2019/27

**BEING A BY-LAW REQUIRING AN EMERGENCY MANAGEMENT PROGRAM FOR THE
PROTECTION OF PUBLIC SAFETY, HEALTH, THE ENVIRONMENT,
THE CRITICAL INFRASTRUCTURE AND PROPERTY, AND TO PROMOTE ECONOMIC STABILITY
AND AN EMERGENCY-RESILIENT COMMUNITY**

WHEREAS the Province of Ontario has passed an Act which provides for the formulation and implementation of Emergency Plans (short title - *The Emergency Plans Act*, 1983) by the Council of a Community;

AND WHEREAS this Act requires the Emergency Plan program to conform to standards stipulated by Emergency Management Ontario in accordance with international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also makes provision for the municipality and council to develop and implement an infrastructure and property, and to promote economic stability;

AND WHEREAS this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and is not contrary to law, to implement the Emergency Plan and respond to an emergency;

AND WHEREAS the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS the Act authorizes employees of a community to respond to an Emergency Plan where an emergency exists but has not yet been declared to exist;

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

1. That the Emergency Plan be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;
2. That the Head of Council, as provided in the plan, be empowered to declare an emergency and implement the Emergency Plan;
3. That certain appointed officials, as provided in the approved community Emergency Plan are empowered to cause an emergency alert to be issued to members of the Municipal Emergency Control Group (MECG) and to respond to an emergency in accordance with the Emergency Plan where an emergency exists but has not yet been declared to exist;
4. That the Emergency Plan committee will cause the Emergency Plan to be reviewed annually and to recommend changes to the plan as considered appropriate and refer recommendations to Council for further review and approval; and
5. That the Emergency Plan attached hereto as **Schedule "A"** of this By-law is hereby adopted.

ENACTMENT:

1. This By-law shall come into effect on the day it is passed.
2. This By-law shall be known as the "West Nipissing Emergency Plan" By-Law.
3. That By-law **2004/77** is hereby repealed.

**ENACTED AND PASSED THIS 19th DAY OF MARCH, 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

BY-LAW 2019/28

BEING A BY-LAW TO PROVIDE FOR PARTICIPATION OF THE WEST NIPISSING FIRE & EMERGENCY SERVICE IN THE NIPISSING AND PARRY SOUND DISTRICT MUTUAL AID PLAN

WHEREAS the *Municipal Act*, R.S.O.1990, as amended and the *Fire Protection and Prevention Act*, Chapter 4, Statutes of Ontario, 1997, authorizes municipalities to provide and/or receive fire protection services to or from other municipalities;

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

1. That the West Nipissing Fire & Emergency Service be authorized to leave the limits of the municipality, at the discretion of the Fire Chief or a fire service designate, to respond to calls for assistance from other fire services authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program.
2. In case the provisions of this by-law conflict with the provisions of any other by-law, the provisions of this by-law shall prevail.
3. That any and all by-laws inconsistent with this by-law are hereby repealed.
4. That By-law 1999-66 is hereby repealed.
5. This by-law shall come into force on the day it is passed.

ENACTED AND PASSED THIS 19th DAY OF MARCH, 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 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT THEREFORE RESOLVED THAT By-law **2019/28**, being a by-law to provide for participation of the West Nipissing Fire & Emergency Service in the Nipissing and Parry Sound District Mutual Aid Plan, 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: _____

MEMORANDUM

TO: Mayor and Council
FROM: Melanie Ducharme, Municipal Clerk/Planner
DATE: March 15, 2019
RE: **INTEGRITY COMMISSIONER**

Attached are two (2) By-Laws relating to the office of the Integrity Commissioner:

1. **By-Law To Establish The Office Of The Integrity Commissioner and a Process For Hearing Complaints Regarding Elected Officials of The Municipality Of West Nipissing.**

This By-Law outlines in detail the legislative authorities and duties of the Integrity Commissioner pursuant to the Municipal Act and the Municipal Conflict of Interest Act as well as the process for making complaints;

2. **To Appoint Patrice J. Cormier As Integrity Commissioner for The Municipality Of West Nipissing**

This By-Law is the appointment of Patrice J. Cormier as Integrity Commissioner for the Municipality of West Nipissing and outlines the terms and conditions of the contract which runs the term of Council;

For Council's information, I have been in contact with Mr. Cormier regarding Council training and the dates he is available to carry out training are **April 26, 29, May 10, 13, 17 and/or 21**. He indicated availability on a couple of earlier dates in April; however they conflicted with other meetings already scheduled. I am seeking direction as to which of the above dates would be preferred and I will advise Mr. Cormier accordingly.

Thank you,

Melanie

Joie de vivre



www.westnipissingouest.ca

BY-LAW 2019-29

BEING A BY-LAW TO ESTABLISH THE OFFICE OF THE INTEGRITY COMMISSIONER AND A PROCESS FOR HEARING COMPLAINTS REGARDING ELECTED OFFICIALS OF THE MUNICIPALITY OF WEST NIPISSING

WHEREAS Section 223.3 of the Municipal Act, 2001, S.O. 2001, c.25, authorizes the Municipality of West Nipissing (the "Municipality") to appoint an Integrity Commissioner who performs functions with respect to the application of the Code of Conduct for Members of Council and other procedures, rules or policies governing their ethical behavior;

AND WHEREAS Section 223.4 to 223.8 of the Municipal Act, 2001, S.O. 2001, c.25 provide that an Integrity Commissioner appointed under section 223.3 has certain powers, duties and protections, including the powers of a commission under Sections 33 and 34 of the Public Inquiries Act, 2009, S.O. 2009, c. 33, Sched. 6, the duty to preserve secrecy with respect to all matters that come to their knowledge in the course of performing their functions, and the protection of not being a competent or compellable witness in a civil proceeding in connection with anything done under Part V.1 of the Municipal Act, 2001;

AND WHEREAS Sections 8, 9 and 11 of the Municipal Act, 2001, S.O. 2001, c.25, authorize the Municipality to pass by-laws necessary or desirable for municipal purposes, and in particular subsection 11(2) 2 authorizes by-laws respecting the accountability and transparency of the municipality and its operations;

AND WHEREAS Sections 23.1 and 23.2 of the Municipal Act, 2001, S.O. 2001, c.25, authorize the Municipality to delegate its powers and duties, including legislative and quasi-judicial powers under the Municipal Act, 2001, S.O. 2001, c.25 to an individual who is an officer, employee or agent of the Municipality;

AND WHEREAS The Municipality of West Nipissing desires to provide for an Integrity Commissioner to help ensure that Members of Council conform to ethical standards of behavior in carrying out their duties and are held to account for the adherence to the Code of Conduct and any other applicable procedures, rules or policies;

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

1.0 DEFINITIONS

- 1.1 **"Censure"** means an official expression of disapproval or condemnation;
- 1.2 **"Clerk"** shall mean the Clerk of the Municipality of West Nipissing;
- 1.3 **"Chief Administrative Officer"** shall mean the Chief Administrative Officer of the Municipality of West Nipissing;
- 1.4 **"Code of Conduct"** means Council Code of Conduct as it applies to Members of the West Nipissing Municipal Council as approved by Council and as it existed on the date of the event or events giving rise to a complaint;
- 1.5 **"Complaint"** means a request by a legal person that the Integrity Commissioner conduct an inquiry into an event or series of events alleged to contravene the Code of Conduct or any other procedures, rules or policies governing the ethical behavior of Members of Council. Except as provided, must include a sworn/affirmed affidavit;
- 1.6 **"Complainant"** means a person who makes a complaint;
- 1.7 **"Council"** shall mean the elected officials who constitute the Municipality of West Nipissing Council;
- 1.8 **"Employee"** shall mean a person employed by the Municipality, including those employed

on personal service contracts and volunteers, but does not include members of Council;

- 1.9 “**Good Faith**” shall mean accordance with standards of honesty, trust and sincerity;
- 1.10 “**Integrity Commissioner**” shall mean the person appointed by Council to provide independent and consistent complaint investigation and resolution services respecting the application of the Code of Conduct;
- 1.11 “**Member**” means any Member of Council, and includes the Mayor;
- 1.12 “**Municipal Act**” means the Municipal Act, 2001, S.O. 2001, Chapter 25;
- 1.13 “**Municipality**” means the Corporation of the Municipality of West Nipissing;
- 1.14 “**Municipal Elections Act**” means the Municipal Elections Act, 1996, S.O. 1996, c. 32, Schedule.
- 1.15 “**MFIPPA**” means the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M56, as amended; and,
- 1.16 “**Public Inquiries Act**” means the Public Inquiries Act, 2009, S.O. 2009, c. 33, Sched. 6

2.0 APPOINTMENT OF INTEGRITY COMMISSIONER

- 2.1 Council shall appoint an Integrity Commissioner to investigate alleged breaches of the Code of Conduct or any other procedures, rules or policies governing the ethical behavior of Members of Council. The candidate search, screening and hiring process shall be led by the Clerk of the Municipality of West Nipissing. The recommended candidate for Integrity Commissioner will be reviewed by the Municipal Clerk and will be referred to Council for its approval.
- 2.2 Without limiting Council’s authority to appoint an individual as Integrity Commissioner, the Integrity Commissioner may be:
- 2.3 Retained by Council on a term contract consisting of “fee for service” or a “retainer plus fee for service” basis;
- 2.4 Cross-appointed by Council together with one or more other municipal councils as the Integrity Commissioner for all of the municipalities.
- 2.5 The Integrity Commissioner shall complete any inquiry begun during his or her term notwithstanding the expiry of the term and this By-law shall continue to apply with all the necessary modifications.
- 2.6 The Integrity Commissioner may be removed before the expiry of his or her term of office, only for cause. In order to determine if cause exists, Council shall first receive legal advice from external legal counsel regarding same.

3.0 ROLE OF INTEGRITY COMMISSIONER

- 3.1 The role of the Integrity Commissioner is to help ensure that Members perform their functions in accordance with the Code of Conduct and other procedures, rules or policies governing their ethical behavior. In addition, the Integrity Commissioner may, upon request of Council or a Member, provide advice and rulings on ethical challenges, issues and dilemmas, as detailed by section 5.1 c) or 5.1 d).

4.0 DUTIES OF INTEGRITY COMMISSIONER

- 4.1 The Integrity Commissioner shall have the following responsibilities:
 - a) At least once per term of Council, deliver an oral presentation to Members of Council and local boards regarding the role of the Integrity Commissioner and ethical obligations and responsibilities of Members under the Code of Conduct and any other procedures, rules or policies governing their ethical behavior.

- b) Upon request, provide advice, in writing, to individual Members regarding their ethical obligations and responsibilities under their Code of Conduct and any other procedures, rules or policies governing their ethical behavior.
- c) Upon request, provide advice and recommendations to Council regarding amendments to the Code of Conduct and any other procedures, rules or policies governing their ethical behavior.
- d) Prepare and deliver an annual report to Council containing a summary of activities, if any, during the previous calendar year.
- e) Serve as a proactive educator for Council, Members of local boards, the Municipality and the public about the Municipality's Code of Conduct for Members of Council and Members of local boards and about the Municipal Conflict of Interest Act.

5.0 MAKING A COMPLAINT

- 5.1 Any legal person may act as a Complainant.
- 5.2 Complaints can be made in accordance with the current Council Code of Conduct, directly with the Integrity Commissioner, Chief Administrative Officer or designate.
- 5.3 Where a complaint is filed with the Chief Administrative Officer, that individual is to forward the complaint to the attention of the Integrity Commissioner, without added comment, on a forthwith basis.
- 5.4 A complaint shall not be made available to the public except as may be required under the MFIPPA or as completed by Order of Court.

6.0 LIMITATION PERIOD

- 6.1 Except as provided for in this section, the Integrity Commissioner shall not proceed with an inquiry in regard to a complaint which is filed more than 180 days after the date when the event or the last event of a series of events in which are the subject matter of the complaint occurred.
- 6.2 Notwithstanding Section 6.1 the Integrity Commissioner may proceed with an inquiry in regard to a complaint which is filed after the expiry of the time limit under Section 6.1 if the Integrity Commissioner is satisfied that:
 - a) The delay was incurred in good faith;
 - b) It is in the public interest to proceed with an inquiry; and,
 - c) No substantial prejudice will result to any person because of the delay.
- 6.3 A complainant is deemed to have known the matters referred to in Section 6.1 on the date the event, or series of events, occurred, unless the contrary is proven, the onus of proof lies upon the complainant.

7.0 CONDUCT OF INQUIRY

- 7.1 When a complaint is received by the Integrity Commissioner, he or she shall conduct an inquiry promptly, thoroughly and in a manner that ensures the Member(s) who is the subject of the complaint is given an opportunity to know the nature of the complaint against him or her and to make representation respecting the complaint to the Integrity Commissioner
- 7.2 Information concerning the nature of a complaint disclosed to a Member shall be used by the Member only for the purpose of making representations respecting the complaint to the Integrity Commissioner and not for any other purpose.
- 7.3 In conducting an inquiry into a complaint regarding a Member, the Integrity Commissioner may exercise any power given to him or her under this By-law or under Part V.1 of the Municipal Act, 2001 including the power to conduct or not conduct an inquiry under the Public Inquiries Act, 2009.

- 7.4 If the Integrity Commissioner is satisfied that a complaint regarding a Member does not contain sufficient information to set out a prima facie contravention of the Code of Conduct or other procedures, rules or policies governing a Member's ethical behavior, he or she shall stay the inquiry into the complaint.
- 7.5 Before staying an inquiry under Subsection 7.4 the Integrity Commissioner shall give the complainant an opportunity to provide additional information respecting the complaint and in doing so shall explain to the complainant what additional information would be required to set out a prima facie contravention of the Code of Conduct or other procedures, rules or policies governing a Member's ethical behavior.
- 7.6 Where the complainant provides additional information under Section 7.5 the Integrity Commissioner shall consider all of the information provided and shall reassess whether there is sufficient information to set-out a prima facie contravention of the Code of Conduct or other procedures, rules or policies governing a Member's ethical behavior.
- 7.7 Where the Integrity Commissioner has stayed an inquiry into a complaint and, after the stay, additional information is provided which, on its own or together with the information provided before the stay, sets out a prima facie contravention of the Code of Conduct or other procedures, rules or policies governing a Member's ethical behavior, the Integrity Commissioner shall lift the stay and conduct the inquiry.
- 7.8 If the Integrity Commissioner is satisfied, after considering the information contained in a complaint and any other relevant information, that a complaint regarding a Member is frivolous, vexatious or not made in good faith, he or she shall not conduct an inquiry, or where that becomes apparent in the course of an inquiry, shall terminate the inquiry.
- 7.9 Where, pursuant to Section 7.4 the Integrity Commissioner decides not to proceed with an inquiry he or she shall prepare and file a report under Section 8.1 which applies with necessary modifications, setting out that decision.

8.0 MEMBER RESPONSIBILITIES DURING INVESTIGATIONS

- 8.1 Where the Integrity Commissioner has received a complaint regarding a Member, he or she shall, on the earliest date after he or she has made a decision and no later than 60 days after receiving the complaint, prepare and file with the Chief Administrative Officer a report to Council regarding their inquiry into the complaint.
- 8.2 The Integrity Commissioner may make interim report(s) to Council where necessary and as required to address any issues of interference, obstruction, delay or retaliation encountered during the investigation.
- 8.3 Where, in the opinion of the Integrity Commissioner, it is not possible to prepare and file a report to Council within the time set out in Section 8.1 shall advise Council of this together with:
- a) The reasons for their inability to prepare and file the report; and,
 - b) The date on or before which the report will be prepared and filed.
- 8.4 The Integrity Commissioner shall provide a copy of their report filed under Section 8.1 to the complainant, to the Member who is the subject of the complaint and to all other Members at the same time as filing the report with the Chief Administrative Officer.
- 8.5 The report filed under Section 8.1 shall include:
- a) The nature of the complaint;
 - b) If the complaint was filed after the expiry of the time limit under Section 6.1, the Integrity Commissioner's findings regarding Sections 6.3 and 6.4, which findings shall be in accordance with the civil standard of the balance of probabilities;
 - c) The evidence gathered from the complaint and from the inquiry;
 - d) The Commissioner's findings of fact regarding the complaint which findings shall be made in accordance with the civil standard of the balance of probabilities;
 - e) The Commissioner's decision, based on the findings of fact, that the Member contravened or did not contravene the Code of Conduct or other procedures, rules or policies governing a Member's ethical behavior;

- f) Where the Commissioner decides that the Member has contravened the Code of Conduct or other procedures, rules or policies governing the Member's ethical behavior, the penalty under Section 9.1, if any, to be imposed, including a copy of a letter of reprimand, if imposed, or a copy of the notice of suspension of remuneration, if imposed.
- 8.6 Where the Integrity Commissioner's delegate under Section 12.1 decides that a Member has contravened the Code of Conduct or other procedures, rules or policies governing the Member's ethical behavior, but that the Member was acting in accordance with the Commissioner's advice given under Section 4.1 c) and had, before receiving this advice, disclosed to the Commissioner all the relevant facts that were known to the Member, the delegate shall so state in the report under Section 8.1 and no penalty shall be imposed.
- 8.7 Where the Integrity Commissioner recommends a penalty suspending the remuneration paid to a Member, and Council approves the recommendation, the Municipal Clerk shall notify the Treasurer of the suspension and the time period of the suspension.
- 8.8 The Treasurer shall ensure the remuneration of the Member is suspended in accordance with the notice of the Municipal Clerk under Section 8.5 f).
- 8.9 Where the Integrity Commissioner has filed a report in respect of an inquiry with the Municipal Clerk under Section 8.1 the Municipal Clerk shall place the report on the next available Council Agenda as an information item.

9.0 PENALTIES

- 9.1 The penalties for a Member who contravenes the Code of Conduct or other procedures, rules or policies governing the Member's ethical behavior shall be in accordance with the penalties pursuant to sections 223.4(5) of the Municipal Act, 2001 and/or the Code of Conduct in force and effect at the time of the contravention.
- 9.2 Complaint and Legal Confidentiality
- 9.3 The Integrity Commissioner and any person acting under his or her authority shall preserve the confidentiality of all documents, material or other information, whether belonging to the Municipality or not, that come into his or her possession or knowledge during the course of duties or the investigation as required by Section 223.5 of the Municipal Act, 2001.
- 9.4 Pursuant to Section 223.5(3) of the Municipal Act, 2001, the confidentiality of this complaints process prevails over the MFIPPA.
- 9.5 The Integrity Commissioner is entitled to have access to such information belonging to or used by the Municipality of West Nipissing, including legal advice that has been given to Council or Municipal Employees, as the Integrity Commissioner deems necessary to conduct an inquiry.
- 9.6 A disclosure to the Integrity Commissioner of legal advice:
 - a) Shall be deemed not to constitute a waiver of solicitor-client privilege;
 - b) Shall be used only for the purposes of conducting an inquiry and not for any other purpose; and,
 - c) The contents or substance of such legal advice shall not be disclosed in any public report prepared by the Integrity Commissioner or any person acting under the instructions of the Commissioner, including his or her delegate under Section 12.1.
- 9.7 The Integrity Commissioner and every person acting under the instructions of the Commissioner, including his or her delegate under Section 12.1:
 - a) Shall preserve the secrecy of all confidential documents, material or information, whether belonging to the Municipality or not, that come into their possession or to their knowledge in the course of their duties; and,
 - b) Without limiting the obligation to preserve secrecy under Section 10.4
 - c) shall ensure that by his or her actions and, in particular, any reports prepared comply at all times with the MFIPPA and the Municipality of West Nipissing Procedural By-law, regarding personal and or privileged information.

10.0 COMPLAINT AND REPORTING EXCLUSION PERIOD

- 10.1 Despite any other provision of this By-law, no complaint may be referred to the Integrity Commissioner 150 calendar days immediately prior to the date of a regular election held pursuant to the Municipal Elections Act, 1996, S.O. 1996, c. 32, Schedule.
- 10.2 If the Integrity Commissioner receives a complaint as described within Section 11.1, the Integrity Commissioner shall not commence to investigate said complaint until the day after the next municipal election.
- 10.3 The Integrity Commissioner shall not make any reports to Council regarding an inquiry in the 150 calendar days prior to a regular municipal election.

11.0 INTEGRITY COMMISSIONER CONFLICT

- 11.1 The Integrity Commissioner shall, in writing, delegate his or her duties to conduct an inquiry, including the exercise of powers under the Public Inquiries Act, the duty to report on an inquiry, where the Integrity Commissioner has an actual or apparent conflict of interest.
- 11.2 In making a delegation under Section 12.1 the Integrity Commissioner shall first satisfy himself or herself that the person to whom the duties are to be delegated is fully capable of carrying out these duties.

12.0 GENERAL PROVISIONS

- 12.1 If the Integrity Commissioner, when conducting an inquiry, determines that there are reasonable grounds to believe that there has been a contravention of any other Act or of the Criminal Code of Canada, R.S.C., 1985, c. C-46, the Commissioner shall immediately refer the matter to the appropriate authorities and suspend the inquiry until any resulting police investigation and charge have been finally disposed of, and shall report the suspension of the inquiry to Council.
- 12.2 If the Integrity Commissioner, when conducting an inquiry, determines that the complaint is more appropriately addressed under the MFIPPA, the complainant shall be referred to the Municipal Clerk to have the matter reviewed under that Act.

13.0 COMING INTO FORCE

- 13.1 This by-law shall come into full force and effect on the date of its passage.

14.0 SHORT TITLE

- 14.1 This by-law may be cited as the "Integrity Commissioner Establishing By-law".

ENACTED AND PASSED THIS 19th DAY OF MARCH, 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 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT THEREFORE RESOLVED THAT By-law **2019/29**, being a by-law to establish the office of the Integrity Commissioner and a process for hearing complaints regarding elected officials of the municipality of West Nipissing, shall come into force and take effect on the date it is passed.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____



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

BY-LAW 2019/30

**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING
TO APPOINT PATRICE J. CORMIER AS INTEGRITY COMMISSIONER
FOR THE MUNICIPALITY OF WEST NIPISSING**

WHEREAS section 223.3(1) of the Municipal Act, 2001, 8.O. 2001, c. 25, as amended (the "Act"), authorizes a municipality to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to the responsibilities set out in section 223.3 of the *Municipal Act*:

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

1. That, pursuant to the provisions of the Act, **Patrice J. Cormier** is hereby appointed as Integrity Commissioner to perform the duties as set out in By Law No. **2019/29**, being a By-Law to Establish the Office of the Integrity Commissioner, for the 2018-2022 Term of Council or until his successor is appointed.
2. That the Mayor and Clerk are hereby authorized to execute the agreement attached hereto as Schedule "A" and all related documents between the Corporation of the Municipality of West Nipissing and **Patrice J. Cormier**.
3. This appointment becomes effective upon passing of this bylaw.

ENACTED AND PASSED THIS 19th DAY OF MARCH, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

SCHEDULE “A” TO BY-LAW .2019/30

This Service Agreement dated this 19th day of March, 2019.

Between:

THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

(hereinafter referred to as “The Municipality”)

- and -

PATRICE J. CORMIER

(hereinafter referred to as the “Integrity Commissioner”)

WHEREAS section 223.3 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the “*Municipal Act*”) authorizes the Municipality to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by The Municipality with respect to the responsibilities set out in section 223.3 of the *Municipal Act*;

AND WHEREAS in the process of recruiting an Integrity Commissioner, The Municipality has had regard to, among other things:

- a) the investigator’s independence and impartiality;
- b) confidentiality with respect to the investigator’s activities; and
- c) the credibility of the investigator’s proposed investigative process;

AND WHEREAS The Municipality wishes to retain the services of an independent Integrity Commissioner for The Municipality;

AND WHEREAS The Municipality is satisfied that the Integrity Commissioner has the skills and abilities to perform the role of the Integrity Commissioner.

NOW THEREFORE in consideration of the covenants, terms and conditions contained herein, The Municipality and the Integrity Commissioner agree as follows:

1. APPOINTMENT

- 1.1. The Municipality hereby retains and appoints **PATRICE CORMIER** (the “Integrity Commissioner”) as the Integrity Commissioner for the Municipality and the latter accepts such appointment and agrees to carry out the functions and duties of the Integrity Commissioner in accordance with the *Municipal Act* and By-Law **2019-29**, as amended, during the term of this Agreement.

2. FUNCTIONS AND DUTIES

- 2.1. The functions and duties of the Integrity Commissioner shall be:
- a) conduct inquiries in response to a complaint regarding whether a Member of Council has contravened the Council Code of Conduct, The Municipality’s policies, procedures, protocols and rules relating to the Code of Conduct, or sections 5, 5.1. or 5.2 of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50;
 - b) determine whether a Member of Council has violated any Municipal procedures, rules or policies governing ethical behaviour, and report any violation with any recommendation for sanctions to Council;
 - c) prepare and provide oral and written educational information for The Municipality, its Members of Council and the public regarding the role of the Integrity Commissioner and ethical obligations and responsibilities of Members of Council under the Council Code of Conduct and any other procedures, rules or policies governing their ethical behaviour;
 - d) upon request by any individual Member of Council, provide advice to him or her regarding their ethical obligations and responsibilities under their Code of Conduct and

any other procedures, rules or policies governing their ethical behaviour. This advice can include recommendations on the appropriate course of action where Members of Council seek guidance based on specific factual circumstances;

- e) upon request by the Chief administrative officer or the Mayor, provide advice and recommendations to Council regarding amendments to the Code of Conduct and any other procedures, rules or policies governing their ethical behaviour; and
- f) prepare and deliver an annual report to Council containing a summary of activities, if any, during the previous calendar year.

3. TERM AND RENEWAL

- 3.1. The term of this Agreement shall commence on March 1, 2019, and shall continue until December 1, 2022, unless terminated prior thereto in accordance with the terms of this Agreement.
- 3.2. The Integrity Commissioner's appointment pursuant to this Agreement may be renewed for a further four (4) years at The Municipality's sole discretion on terms substantially similar of this Agreement.

4. TERMINATION

- 4.1. The Municipality reserves the right to terminate this Agreement for reasonable cause upon providing the Integrity Commissioner with thirty (30) days' written notice.

5. COMPENSATION

- 5.1. The Municipality agrees to pay the Integrity Commissioner an hourly fee of \$250 per hour (in office) or \$300 (on site), plus applicable taxes, during such time that the Integrity Commissioner is actively carrying out his duties pursuant to this Agreement.
- 5.2. Should the Integrity Commissioner require a meeting space in the Municipality, being mindful of the importance of confidentiality, the Integrity Commissioner shall make the necessary arrangements to procure space in such a facility and obtain approval under section 5.5 of this Agreement.
- 5.3. The Municipality shall reimburse the Integrity Commissioner for mileage at the rates of \$0.55 per kilometer.
- 5.4. The Integrity Commissioner shall not seek reimbursement from The Municipality for any costs incurred by him, which are not specifically set out in this Agreement, unless such costs are pre-authorized in writing by The Municipality's Clerk or Chief Administrative Officer.
- 5.5. The Integrity Commissioner shall provide The Municipality with invoices as follows:
 - a) For each advisory file or enquiry and adjudication file, an invoice detailing the hours worked and expenses incurred upon the conclusion of each file;
 - b) for consulting services requested on an ad hoc basis, an invoice detailing the hours worked and expenses incurred during each calendar month, if any;
 - c) for agreed upon fixed-fee educational and information services, a yearly invoice in advance, payable in twelve equal monthly payments.
- 5.6. The Municipality shall pay the amount of any invoice submitted in accordance with a) and b) above within thirty (30) days of the date of receipt.

6. INTEGRITY COMMISSIONER'S STATUS

- 6.1. In performing his functions and duties as Integrity Commissioner pursuant to this Agreement, it is recognized that the Integrity Commissioner is independent of The Municipality's administration and shall report directly to the Council of The Municipality.
- 6.2. The Integrity Commissioner acknowledges that he is an independent contractor and shall not be deemed an employee of The Municipality, for any purpose. The Integrity Commissioner further acknowledges that, as an independent contractor, he will not be entitled to any employment-related benefits, including such benefits that are applicable to employees of The Municipality.
- 6.3. For purposes of the Ontario Municipal Employees' Retirement System (OMERS), the Parties acknowledge that, by virtue of the Integrity Commissioner's status as an independent

contractor, he will not be enrolled in OMERS and The Municipality shall not be required to contribute to OMERS in accordance with the prevailing legislation.

- 6.4. In light of the Integrity Commissioner's status as an independent contractor, The Municipality shall have no responsibility whatsoever with regard to any income taxes or any other remittances which may be payable by the Integrity Commissioner on the fees paid under this Agreement. The Municipality assumes no obligation or liability as between the Parties to deduct or remit any statutory or government remittances.

7. CONFIDENTIAL INFORMATION

- 7.1. During the term of this Agreement, pursuant to subsection 223.4.1(11) of the *Municipal Act*, the Integrity Commissioner is entitled to have free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by The Municipality that the Commissioner believes to be necessary for an inquiry.
- 7.2. The Integrity Commissioner and any delegate under section 9.2 of this Agreement shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of carrying out any of the duties of the Integrity Commissioner under this Agreement, except as required by law in a criminal proceeding or in accordance with section 223.5 of the *Municipal Act*.
- 7.3. The Integrity Commissioner and any delegate under section 9.2 of this Agreement acknowledge that The Municipality is an institution for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.5 (the "*MFIPPA*"). Accordingly, the Integrity Commissioner and any delegate under section 9.2 of this Agreement undertake not to disclose information subject to the *MFIPPA* except as may be necessary in the proper discharge of his functions and duties pursuant to the terms of this Agreement and in accordance with the *MFIPPA* and the *Municipal Act*.
- 7.4. Pursuant to subsection 223.5(3) of the *Municipal Act*, section 223.5 of the *Municipal Act* prevails over the *MFIPPA*.
- 7.5. The Integrity Commissioner and any delegate under section 9.2 of this Agreement shall comply with The Municipality's Procedure By-law in terms of personal or privileged information.
- 7.6. A disclosure to the Integrity Commissioner and any delegate under section 9.2 of this Agreement of legal advice:
- a) shall be used only for the purpose of conducting an inquiry and not for any other purpose; and
 - b) the contents or substance of such legal advice shall not be disclosed in any public report prepared by the Integrity Commissioner or any delegate under section 9.2 of this Agreement.
- 7.7. Section 7 of this Agreement shall survive the termination of this Agreement.

8. SUBCONTRACTING

- 8.1. Subject to any delegation authorized pursuant to section 9.2 of this Agreement, the Integrity Commissioner shall not assign or sublet any portion of his functions and duties as the Integrity Commissioner under this Agreement.

9. CONFLICTS AND DELEGATION

- 9.1. The Integrity Commissioner shall not have any conflicts of interest that would interfere with carrying out the functions and duties under this Agreement. Without limiting the generality of the foregoing, the Integrity Commissioner specifically acknowledges that he:
- a) is not an employee of The Municipality;
 - b) does not have a financial interest in any matters involving The Municipality;
 - c) does not have an interest in matters before the Council of The Municipality or in any work undertaken by The Municipality; and
 - d) does not have and never has had, any involvement in the municipal politics of the Council of the Municipality.
- 9.2. If the Integrity Commissioner becomes aware of a situation where a conflict of interest could arise, the Integrity Commissioner shall advise The Municipality's Clerk and Members of Council in writing and delegate in writing his functions and duties to conduct an inquiry, including the

exercise of powers under the *Public Inquiries Act, 2009*, S.O. 2009, c. 33, Sched. 6, and the duty to report on an inquiry.

- 9.3. In making a delegation under section 9.2 of this Agreement, the Integrity Commissioner shall first satisfy himself that the person to whom the duties are to be delegated is fully capable of carrying out these functions and duties.

10. INDEMNIFICATION AND INSURANCE

- 10.1. Pursuant to subsection 223.3(6) of the *Municipal Act*, The Municipality agrees to indemnify and save harmless the Integrity Commissioner or any person acting under his instructions for costs reasonably incurred by either of them in connection with the defense of a proceeding if the proceeding relates to an act done in good faith in the performance or intended performance of a duty or authority under Part. V.1 – Accountability and Transparency of the *Municipal Act* or a by-law passed under it or an alleged neglect or default in the performance in good faith of the duty or authority.
- 10.2. Subject to the exception stipulated in section 10.1 of this Agreement, the Integrity Commissioner shall indemnify and hold The Municipality harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions whether willful or otherwise by the Integrity Commissioner, its agents, officers, employees or other persons for whom the Integrity Commissioner is legally responsible.
- 10.3. The Integrity Commissioner shall, at his own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of this Agreement, and provide The Municipality with evidence of:
- a) *Commercial General Liability Insurance*
Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000, annual aggregate for any negligent acts or omissions by the Integrity Commissioner relating to its obligations under this Agreement. Such insurance shall include, but is not limited to, bodily injury and property damage including loss of use; personal injury and advertising injury; contractual liability; premises, property and operations; non-owned automobile; broad form property damage; owners and contractors protective; occurrence property damage; products and completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause.

Such insurance shall add The Municipality as Additional Insured subject to a waiver of subrogation with respect to the operations of the Integrity Commissioner. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to The Municipality.
 - b) *Automobile Liability Insurance*
Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services under this Agreement covering liability for bodily injury, death and damage to property with a limit of not less than \$2,000,000, inclusive for each and every loss.
 - c) *Professional Liability Insurance*
Professional liability (errors and omissions) insurance coverage shall be obtained for a limit of not less than \$2,000,000. If such insurance is issued on a claim made basis, coverage shall contain a 24 month extended reporting period or be maintained for a period of two (2) years subsequent to the conclusion of services provided under this Agreement.
- 10.4. The insurance as required under subsection 10.3 of this Agreement shall not be terminated, cancelled or materially altered unless written notice of such termination, cancellation or material is given by the insurers to The Municipality's Clerk at least thirty (30) clear days before the effective date thereof. Any revisions must be submitted to The Municipality's Clerk for approval.
- 10.5. The Integrity Commissioner shall provide evidence of WSIB or its equivalent.
- 10.6. Any and all deductibles applicable to the above insurance shall be the sole responsibility of the Integrity Commissioner and The Municipality shall bear no cost towards such deductible.

- 11.1. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein, and as may be amended from time to time, and shall be treated in all respects as an Ontario contract.
- 11.2. If any provision of this Agreement is declared to be void or unenforceable, such provision shall be deemed to be separate from the remainder of this Agreement to the extent of the particular circumstances giving rise to such declaration, and such provision as it applies to other persons and circumstances and the remaining terms and conditions of this Agreement shall remain in full force and effect.
- 11.3. This Agreement constitutes the entire agreement between the Parties and supersedes all previous negotiations, understandings and agreement, whether verbal or written, with respect to any matters referred to in this Agreement.
- 11.4. This Agreement shall enure to the benefit of, and be binding on, the Parties and their successors and assigns.
- 11.5. This Agreement may only be changed or amended in writing duly executed by the duly authorized representatives of the Parties.
- 11.6. This Agreement may be signed in counterparts, each of which is an original, and all of which taken together constitute one single document.

SIGNED, SEALED AND DELIVERED

THE MUNICIPALITY OF WEST NIPISSING

Per:

Name: Joanne Savage
Position: Mayor

Name: Jean-Pierre (Jay) Barbeau
Position: Chief Administrative Officer

Page 6 of 6



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

Resolution No.

2019 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT THEREFORE RESOLVED THAT By-Law **2019/30**, being a By-Law to appoint **PATRICE J. CORMIER** as Integrity Commissioner for the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____



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

Resolution No.

2019 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the Mayor and Chief Administrative Officer be authorized to sign an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Community Safety and Correctional Services with regard to Court Security and Prisoner Transportation Program, for the January 1, 2019 to December 31, 2019 period.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

MEMORANDUM

TO: Mayor and Council

FROM: Jean-Pierre (Jay) Barbeau, CAO

DATE: March 15, 2019

RE: **LIVESTREAM – COMMITTEE MEETINGS**

Attached is a resolution of Council authorizing the LiveStreaming of Municipal Committee Meetings. These Committees would include, but not be limited to Planning Advisory, Agricultural Advisory, Economic Development, Property Standards, Accessibility Advisory and Heritage/Community Services;

As the memo indicates, municipal boards and corporations are autonomous and will be required to adopt their own resolution regarding live streaming of their meetings, should they so wish. The autonomous boards are Cemetery, Committee of Adjustment, Police Services, Environmental Services and Library.

Notwithstanding that members of the community will be able to view the different municipal committees and how they operate, it should be noted that live streaming of meetings other than council, may be more difficult due to the nature of the meetings themselves and the equipment which is currently available. Staff assigned to the various committees will not be able to carry out their duties and operate camera equipment simultaneously. Accordingly, additional staff complement may be required to operate camera equipment. In addition, the current microphones are not designed for meetings other than Council as all the mics are affixed to the Council desks.

Jay

Joie de vivre



www.westnipissingouest.ca



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

Resolution No.

2019 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS on December .4, 2018 at the Inaugural Meeting of Council, the Mayor indicated that the objective of Council will be to ensure that the activities of the Mayor and Council of the Municipality of West Nipissing be open and transparent;

AND WHEREAS the Mayor also indicated that all meetings of municipal boards and committees should be made available for viewing on the Municipality's through use of LiveStream or such other technology as may be used from time to time.

AND WHEREAS Boards are autonomous bodies and reserve the right to govern themselves;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing hereby directs that all meetings of municipal committees shall, so far as is practicable, be held in the West Nipissing Council Chamber and that such meeting shall be available for viewing by the public on the municipality's website, via LiveStream or such other technology as may be used from time to time for the electronic delivery of meetings to the public.

AND BE IT ALSO RESOLVED that a letter be send to all Boards requesting consideration of the same.

	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 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS in 2016, the Canadian Radio-Television and Telecommunications Commission (CRTC) established a universal service objective that Canadians have access to voice services and broadband Internet access services on fixed and mobile wireless networks;

AND WHEREAS reliable and high-speed internet is a key driver for the economic and social well-being of our communities;

AND WHEREAS the Municipality of West Nipissing currently does not have full and equal access to reliable, affordable high-speed broadband Internet service;

AND WHEREAS the \$500 million Connect to Innovate program and the CRTC's \$750 million Broadband Fund are first steps toward bringing service to hard-to-reach areas and are positive steps for addressing this need;

NOW THEREFORE BE IT RESOLVED THAT the Municipality of West Nipissing calls on the Government of Canada, and Innovation, Science and Economic Development Canada, to establish a national broadband strategy that includes clear standards and timelines to achieve the CRTC's speed targets for fixed broadband (50/10 Mbps download/upload), and a new target for rural mobile access;

AND FURTHER TO commit to long-term, predictable funding for broadband and mobile Internet in rural, remote and northern communities such that local governments can plan for reliable service that is affordable and accessible to a level consistent with those in more urban areas;

AND FURTHER THAT a copy of this resolution be forwarded to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), MP – Marc Serré and MPP – John Vanthof.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

MEMORANDUM

TO: MAYOR and COUNCIL
FROM: Melanie Ducharme, Clerk
DATE: March 15, 2019
SUBJECT: **APPOINTMENT TO THE AGRICULTURE COMMITTEE**

The attached a volunteer application form for the West Nipissing Agriculture Committee is being submitted to Council for consideration.

Thank you,

Joie de vivre



West Nipissing Ouest

Joie de vivre

www.westnipissingouest.ca



La Corporation de la Municipalité de Nipissing Ouest
101 – 225 rue Holditch
Sturgeon Falls, ON P2B 1T1

FORMULAIRE PROFIL DE BÉNÉVOLAT POUR COMITÉS CONSULTATIFS OU CONSEILS D'ADMINISTRATION

RENSEIGNEMENTS PERSONNELS ET COORDONNÉES : (EN CARACTÈRE D'IMPRIMERIE)			
Nom:	(Nom de famille) COURCHESNE	(Prénom) JEAN-PIERRE	
Adresse:	(No. d'adresse) [REDACTED]		
	(Appartement/Unité #)	(Case postale)	(Route rurale)
	(Ville/Village) [REDACTED]		(Code postal) [REDACTED]
	(Domicile) [REDACTED]	(Travail) [REDACTED]	(Cellulaire) [REDACTED]
Téléphone:	[REDACTED]		
Courriel:	[REDACTED]		
Emploi :	TECHNICIEN EN FOURRURE		
Employeur:	FUR HARVESTERS N. BAY		

CRITÈRES D'ADMISSIBILITÉ ET AUTRES EXIGENCES

Critères applicables aux demandes :

- Les demandeurs ne peuvent pas être des employés de la Municipalité de Nipissing Ouest
- Les demandeurs doivent vivre dans la Municipalité de Nipissing Ouest
- Les demandeurs devraient être en mesure de siéger pour la totalité du terme en question

Engagement en termes de temps :

Les engagements en termes de temps varient par rapport aux différents comités consultatifs et conseils d'administration. Certains comités se rencontrent une fois par mois, soit durant le jour ou en soirée, et ce, pour quelques heures. D'autres comités consultatifs ou conseils d'administration pourraient se rencontrer moins souvent.

Rémunération :

En raison de la nature bénévole de ces postes, les candidats retenus serviront leurs termes sans rémunération.

SÉLECTIONNEZ LE/LES COMITÉ(S) OU CONSEIL(S) QUI VOUS INTÉRESSENT

<input type="checkbox"/> Comité consultatif municipal sur l'accessibilité de	<input type="checkbox"/> Comité des normes de bien-fonds de
<input checked="" type="checkbox"/> Comité consultatif agricole de	<input type="checkbox"/> Conseil d'administration des Services policiers de
<input type="checkbox"/> Conseil d'administration des cimetières de	<input type="checkbox"/> Conseil d'administration de la bibliothèque publique de
<input type="checkbox"/> Cour de révision de (Drains municipaux)	<input type="checkbox"/> Comité consultatif de planification de
<input type="checkbox"/> Comité des Services environnementaux de	<input type="checkbox"/> Comité de dérogations de
<input type="checkbox"/>	<input type="checkbox"/>

IDENTIFIEZ VOTRE DOMAINE D'EXPERTISE/EXPÉRIENCE

<input type="checkbox"/> Gestion de bénévolat	<input type="checkbox"/> Développement de programmes
<input type="checkbox"/> Arts - Éducation	<input type="checkbox"/> Marketing et promotion
<input type="checkbox"/> Expérience de collectes de fonds	<input type="checkbox"/> Administration
<input type="checkbox"/> Autre (veuillez préciser) :	

VEUILLEZ DÉCRIRE VOS COMPÉTENCES/QUALIFICATIONS/CONNAISSANCES QUE VOUS POURREZ FAIRE VALOIR AU NIVEAU DU COMITÉ/CONSEIL D'ADMINISTRATION :

*- natif sur une ferme, travailleur agricole
pour longtemps et tappeur*

VEUILLEZ FOURNIR UN BREF RÉSUMÉ DE VOS ANTÉCÉDENTS SCOLAIRES ET D'AFFAIRES :

secondaire un

VEUILLEZ INDIQUER VOS ANTÉCÉDENTS BÉNÉVOLES ET COMMUNAUTAIRES :

(passés et présents) :

*contribuer à plusieurs activités communautaires
communautaire ex! paroisse, école etc.
concours de labour 2019 (wagon train)
chair*

RENSEIGNEMENTS SUPPLÉMENTAIRES :

Veuillez fournir d'autres renseignements qui pourraient s'avérer utiles avec le processus de sélection :

très ouvert et disponible le plus possible.

Veuillez indiquer vos limites en matière d'accessibilité ou autres :

Disponibilité et volonté de participer aux réunions?

☒ Oui ☐ Non

En signant ce formulaire, j'accepte et je comprends que les informations y compris soient partagées avec le Conseil municipal de la Municipalité de Nipissing Ouest, ainsi que le personnel, tel que nécessaire, pour l'unique raison de désigner les membres aux divers comités consultatifs et conseils d'administration. Si choisi(e) pour être membre d'un comité consultatif ou conseil d'administration, j'accepte de respecter les règlements du comité consultatif ou du conseil d'administration en question et j'accepte de participer aux réunions.

28/02/2019

Date complétée :

Signature :

Veuillez retourner le formulaire complété à l'attention de

**Melanie Ducharme, Greffière municipale
Municipalité de Nipissing Ouest
101 – 225 rue Holditch
Sturgeon Falls, ON P2B 1T1**

**OU
OU**

**Télec. : 705-753-3950
Courriel : mducharme@westnipissing.ca**

Les renseignements personnels figurant sur ce formulaire sont recueillis en vertu de la Loi sur l'accès à l'information municipale et la protection de la vie privée et serviront à répondre à la demande.

Nous vous remercions à l'avance, mais nous communiquerons seulement aux demandes choisies.



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

Resolution No.

2019 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

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

(1) Jean-Pierre Courchesne

	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: _____

Madame la Maire, Joanne Savage,
Municipalité Nipissing ouest,
225, rue Holditch,
Sturgeon Falls, On. P2B 1T1.

Madame la Maire, bonjour.

Je viens encore une fois faire la demande, en mon nom personnel ainsi que ceux du Club Richelieu et du Réseau Trillium pour le don de la Vie, de bien vouloir proclamer le mois d'avril 2019, le mois du Don de la Vie telque vous l'avez fait l'an dernier.

Le besoin d'organes se fait pressant pour sauver les vies des quelques 1600 personnes en Ontario qui sont sur une liste d'attente;(des données du mois de décembre 2018). Elles se fient sur la générosité de leurs concitoyens de considérer le don d'organes au moment de la mort pour leur sauver la vie. Il s'agit tout simplement de s'inscrire à SOYEZ UN DONNEUR.ca.

Voici une mise à jour des données que j'ai présenté à vos conseillers et conseillères l'an dernier lors de ma présentation.

En avril 2018, le Nipissing ouest comptait 8,484 détenteurs de cartes santé dont 4,361 de ces personnes étaient inscrites avec le Réseau Trillium. Cela représentait 51% des citoyens, citoyennes éligibles à s'inscrire au programme du don d'organes. Ceci plaçait notre municipalité au 16ème rang provincial. En décembre 2018, les données les plus récentes sont les suivantes, le nombre de personnes avec une carte de santé a augmenté à 8,595. De ce nombre là, 4,555 sont inscrites avec le Réseau Trillium. Ce montant représente maintenant 53% de nos concitoyennes, concitoyens inscrits au programme. Notre municipalité est maintenant au 17ème rang en province.(la raison du recul de 1 au niveau rang provincial), quoique nos chiffres ont augmentés est basé sur le fait que d'autres municipalités ont fait un plus gros progrès en termes de pourcentage d'inscriptions que nous, donc cela nous a donné le résultat que vous voyez ci-haut. Je suis très satisfait des progrès accomplis, mais je crois que le Nipissing ouest peut faire mieux. Note : le Club Richelieu n'est pas seul au Nipissing ouest à promulguer ce projet. Il faut aussi reconnaître les efforts du personnel de l'Hôpital Général de Sturgeon Falls qui travaille à la même cause.

Madame la Maire, je vous remercie de bien vouloir présenter notre demande au conseil encore cette année et peut-être cette fois réussir à hisser le drapeau BE A DONER.ca au mât de l'Hôtel de Ville.

Sincèrement ,



R/André Auger, pour le Club Richelieu de Sturgeon Falls
et le Réseau Trillium pour le don de la Vie.

2019 02 26

PROCLAMATION

« Be A Donor » MONTH

I, Mayor Joanne Savage, do hereby proclaim April 2019 as « Be A Donor » Month in the Municipality of West Nipissing.

WHEREAS, « Be A Donor » Month supports organ and tissue donor registration; and

WHEREAS, over 1,630 people in Ontario are on the waitlist and every three days someone dies waiting for a life-saving organ transplant; and

WHEREAS, in 2018, 456 deceased and 274 living donors saved the lives of 1,236 people through transplant;

WHEREAS, research shows the majority of Ontarians support organ and tissue donation yet just 33% of eligible Ontarians have registered their consent to donate; and

WHEREAS, families almost always consent to donation *when there is evidence that a loved one has registered their decision to donate*, but in the absence of a registered donation decision, families consent only half of the time; and

WHEREAS, everyone is a potential organ and tissue donor, regardless of age; one organ donor can save up to eight lives and enhance the lives of up to 75 more through the gift of tissue; and

NOW THEREFORE, I encourage all residents to learn more about organ and tissue donation and transplantation, and consider pledging their support to « Be A Donor » Month by registering as a donor at www.BeADonor.ca

Dated March 19th, 2019

JOANNE SAVAGE
MAYOR

Joie de vivre



www.westnipissingouest.ca

PROCLAMATION

MOIS « SOYEZ UN DONNEUR »

Je soussigné(e), Joanne Savage, mairesse de la Municipalité de Nipissing Ouest, proclame par la présente le mois d'avril 2019 comme étant le **mois « Soyez un donneur »** dans la municipalité;

ATTENDU QUE le mois « Soyez un donneur » soutient l'inscription des donneurs d'organes et de tissus; et

ATTENDU QUE plus de 1,630 personnes en Ontario sont inscrites sur les listes d'attente et que, tous les trois jours, quelqu'un meurt faute d'avoir reçu une greffe d'organe qui aurait pu lui sauver la vie; et

ATTENDU QU'en 2018, 456 donneurs décédés et 274 donneurs vivants ont sauvé la vie de 1,236 personnes grâce à la transplantation;

ATTENDU QUE la recherche montre que la majorité des Ontariennes et des Ontariens appuient le don d'organes et de tissus, mais que seulement 33% des Ontariennes et des Ontariens admissibles ont enregistré leur consentement au don d'organes et de tissus; et

ATTENDU QUE les familles consentent presque toujours au don *lorsqu'il est avéré que l'être cher a déjà enregistré sa décision de faire un don*, mais qu'en l'absence d'une preuve de la décision de donner, les familles ne consentent que la moitié du temps; et

ATTENDU QUE quiconque, quel que soit son âge, est un donneur potentiel d'organes et de tissus; et

ATTENDU QU'un donneur d'organes peut sauver jusqu'à huit vies et peut améliorer la qualité de vie de 75 autres personnes grâce au don de tissus;

PAR CONSÉQUENT, j'encourage toutes nos résidents et nos résidentes à se renseigner sur le don et la transplantation d'organes et de tissus et à envisager de s'engager à soutenir le **mois « Soyez un donneur »** en s'inscrivant comme donneur sur le site www.soyezundonneur.ca.

Daté le 19 mars 2019

JOANNE SAVAGE
MAIRESSE

Joie de vivre



West Nipissing Ouest

Joie de vivre

www.westnipissingouest.ca



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

Resolution No.

2019 /

MARCH 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the Mayor be authorized to proclaim APRIL 2019 as « **BE A DONOR MONTH / MOIS SOYEZ UN DONNEUR** » 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: _____



RORAB SHRINE CLUB

With over 75 Years of Service to the Community

1260 BROOKES STREET, NORTH BAY, ON P1B 2P1



January 25, 2019

RECEIVED
JAN 31 2019

Janice Dupuis,
Deputy Clerk
The Corporation of the Municipality of West Nipissing
101 – 225 rue Holditch Street
Sturgeon Falls, On P2B 1T1

re: Request for designation of Tag Day

Dear: Ms. Dupuis,

Further to our letter dated January 15, 2019 to reserve Saturday June 08, 2019 as a Tag Day, we would like to cancel the previous date. As the city of North Bay has advised us that the June 9th date is not available and to coordinate our efforts by holding this on the same day for the entire area. We would like to request your approval to move our Tag Day to Saturday June 22, 2019.

The primary role of the Shrine is to support the operation of the various Shrine Hospitals for Children in North America, and particularly the Montreal Shrine Hospital for Children. It is our belief that no child or family should have to experience undue financial hardship because of disease or sickness, or be denied medical services. There are several children in this area who currently receive ongoing care at our Montreal hospital.

Annually the Rorab Shrine Club conducts a Tag Day in order to promote the work of the Shrine, and to raise funds for the Club. In the past, we have been granted generous cooperation both from the Municipality of West Nipissing, and the various merchants of the area who allow us to tag on their properties. Please advise if this date is available

Sincerest regards,

William South, Secretary
Rorab Shrine Club