

AGENDA / ORDRE DU JOUR

- A) Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires**
- B) Addendum (if applicable) and Agenda / Addenda (si nécessaire) et Ordre du jour**
- B-1 Resolution to approve the Addendum
B-2 Resolution to adopt the Agenda
- C) Delegations / Petitions / Délégations / Pétitions *NIL***
- D) Closed Meeting / Réunion à huis clos**
- D-1 Resolution to proceed into closed meeting as authorized in Section 239 (2) of the Municipal Act, to discuss the following:
- (A) the security of the property of the municipality or local board;
(i) Funding Agreement
- D-2 Resolution to adjourn the closed session

COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER

- E-1) Environmental / L'environnement *NIL***
- E-2) General Government / gouvernement général**
- E-2 (a) (i) Discussion re : proposed amendments to the Donation Policy
(ii) Request for donation from "Association pour l'amélioration des sols et récoltes du Nipissing Ovest Sudbury Est"
- E-2 (b) Discussion re: Amendments to the Procedural By-Law (*Revision #6*)
- E-2 (c) Discussion re: Amendments to the Municipal Membership Policy
- E-3) Planning / Planification**
- E-3 (a) Follow-Up re: Building and Planning Fees
- E-4) Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique**
- E-4 (a) Discussion re: Petition requesting 4-way stop at the intersection of Holditch and John Street
- E-5) Economic Development / Développement économique *NIL***
- E-6) Social Services and Health / Services sociaux et santé *NIL***

E-7) Public Works / Travaux publics *NIL*

E-8) Community Services / Services communautaires

E-8 (a) OMAFRA Funding for Main Street Revitalization Initiative

E-9) Sewer and Water / Les égouts et l'eau *NIL*

REGULAR COUNCIL MEETING / RÉUNION RÉGULIÈRE
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F) Planning / Planification..... *NIL*

G) Correspondence and Accounts / Comptes et courrier *NIL*

H) Unfinished Business / Affaires en marche *NIL*

I) Notice of Motion / Avis de motion

J) New Business / Affaires nouvelles

J-1 Resolution to approve By-Law **2018/19** to authorize the Mayor and CAO to sign an agreement with Ontario Community Infrastructure Fund (OCIF AC4-4057)

J-2 Resolution seeking funding opportunities for the rehabilitation of Dutrisac Road

K) Addendum / Addenda

L) Information & Questions / Information et questions

L-1 Mayor's Report

M) Closed Meeting / Réunion à huis clos

M-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 employee;
 - (i) HR matter

M-2 Resolution to adjourn the closed session

N) Adjournment / Ajournement

N-1 Resolution to adopt By-law **2018/20** confirming proceedings of meeting

N-2 Resolution to adjourn the meeting

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Clerk
Janice Dupuis, Deputy Clerk

DATE: March 2, 2018

RE: REVISION OF MUNICIPAL DONATION POLICY

In order to clarify and allow Council greater flexibility in considering requests for donations, the attached revised Donation Policy 1999/131 (draft) is being submitted for consideration.

Thank you.

Joie de vivre



West Nipissing Ouest

Joie de vivre

www.westnipissingouest.ca

Section: D	Policy Number: 1999/131
Department: All Departments	Effective Date: May 4, 1999
Subject: DONATIONS	Revision Date: Jun-6-2000, Apr-15-2014, Mar-20-2018

- 1) Council will consider written requests for donations from private groups/organizations which are not registered charities and which do not solicit donations from the general public.
- 2) Notwithstanding the provisions of Item 1, donations to registered charities in accordance with Policy 1999/131 – Flowers, purchase of (funeral arrangements) shall be honoured.
- 3) Donations in the form of a bursary will be made annually to both secondary schools in the amount of \$600.00 each for graduation ~~and yearbook~~ purposes only.
 - École secondaire Franco-Cité
 - École secondaire Northern Secondary School
- 4) Donations in the form of a bursary will be made annually to primary schools in the amount of \$50.00 each for graduation purposes only.
 - École Christ Roi
 - École La Résurrection
 - Jeunesse Active
 - Sainte Marguerite D'Youville
 - Our Lady of Sorrows
 - St-Joseph
 - White Woods Public School
- 5) Donations in the form of a bursary will be made annually to Collège Boréal in the amount of \$100.00 for graduation purposes only.

CURRENT POLICY

Section: D	Policy Number: 1999/131
Department: All Departments	Effective Date: May 4, 1999
Subject: Donations	Revision Date: June 6, 2000, April 15, 2014

- 1) Donations to associations and/or groups which do not solicit donations from the general public or commercial merchants will be considered.

EXAMPLES	
NON-ELIGIBLE	ELIGIBLE
<ul style="list-style-type: none">• Canadian Cancer Society• Multiple Sclerosis Society• The Arthritis Society• Red Cross• Salvation Army	<ul style="list-style-type: none">• Nipissing Soil and Crop Improvements• West Nipissing East Sudbury Veterinary Association

- 2) Donations in the form of a bursary will be made to both secondary schools in the amount of \$600.00 each for graduation and yearbook purposes only.
- École secondaire Franco-Cité
 - École secondaire Northern Secondary School
- 3) Donations in the form of a bursary will be made to primary schools in the amount of \$50.00 each for graduation purposes only.
- École Christ Roi
 - École La Résurrection
 - Jeunesse Active
 - Sainte Marguerite D'Youville
 - Our Lady of Sorrows
 - St-Joseph
 - White Woods Public School
- 4) Donations in the form of a bursary will be made to Collège Boréal in the amount of \$100.00 for graduation purposes only.

**ASSOCIATION POUR L'AMÉLIORATION DES SOLS ET RÉCOLTES DU
NIPISSING OUEST SUDBURY EST**

Le 30 Janvier, 2018

Municipalité du Nipissing Ouest
c/o Madame Joanne Savage
225 rue Holditch
Sturgeon Falls, ON P2B 1T1

Comme vous savez, l'agriculture est un moteur économique important dans la région du Nipissing Ouest.

L'association pour l'amélioration des sols et récoltes du Nipissing Ouest est une organisation qui stimule la recherche agricole et la diversification de nouvelles cultures. L'association fournit de l'éducation pour les cultivateurs au sujet des nouvelles technologies.

Notre association est à but non lucratif avec très peu de revenu pour atteindre les objectifs mentionnés si-dessus. C'est pour quoi vous êtes demandés à chaque année de contribuer financièrement à notre association.

Dans les années antérieures la municipalité a contribué généreusement à notre association un don de \$500.00 et nous espérons pouvoir compter sur votre support encore cette année.

Merci pour l'attention accordée à notre demande.

Bien à vous,

Normand Delorme
Secrétaire/trésorier de l'Association pour l'amélioration
des sols et récoltes du Nipissing Ouest Sudbury Est
10946 Hwy 17
Verner, ON P0H 2M0
705-594-2324

MEMORANDUM

TO: Mayor and Council
FROM: Melanie Ducharme, Municipal Clerk/Planner
DATE: March 2, 2018
RE: **Procedural By-Law – further amendments**

Further to the meeting of February 13, 2018 attached is the most recent revision to the Procedural By-Law.

To summarize, all of the legislative (Bill 68) changes have been incorporated. In addition, changes to sections dealing with Petitions, electronic devices and inaugural meetings have been incorporated in accordance with council discussions. A variety of minor errors and housekeeping items have also been addressed through these discussions.

At the meeting of February 13th, it was requested that the sections 4.4 and 4.5 being the sections which address the roles and responsibilities of Chairpersons (Council and Committee) be looked at further. Previous versions of the by-law did not have a separate section for Committee Chairs – this was included as a suggestion at the February meeting.

The version attached includes all of the previously agreed to amendments with the section on roles and responsibilities being the only section left to be finalized.

Joie de vivre



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**BEING A BY-LAW 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 HEREBY ENACTS AS FOLLOWS:

The rules and regulations contained in this By-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the conduct of business by Council and its committees, as applicable.

1.0 DEFINITIONS

1.1 IN THIS BY-LAW:

- 1.1.1 **"Agenda"** means those items which are to be dealt with by Council or a Committee at a meeting;
- 1.1.2 **"Chair" or "Chairperson"** means the person presiding at a meeting;
- 1.1.3 **"Clerk"** means the Clerk of the Corporation of the Municipality of West Nipissing
- 1.1.4 **"Closed Session"** means a meeting or part of a meeting that is not open to the public, to discuss matters authorized by the *Municipal Act, 2001*, as amended;
- 1.1.5 **"Committee"** means any advisory or other committee, subcommittee or similar entity composed of members of one or more Councils, and established by Council from time to time;
- 1.1.6 **"Committee of the Whole"** means a committee meeting held where all of Council is invited to discuss in greater detail specific issues which fall within the sub-committee categories of Community Services Committee, Economic Development Committee, Environmental Committee, General Government Committee, Planning Committee, Emergency Measures and Public Safety Committee, Public Works Committee, Sewer and Water Committee and Social Services and Health Committee.
- 1.1.7 **"Council"** means the Municipal Council for the Corporation of the Municipality of West Nipissing; or committee assembly, as the case may be;
- 1.1.8 **"Electronic Device"** means any cellular telephone, laptop computer, tablet, pager or personal digital assistant;
- 1.1.9 **"Meeting"** means any regular, special or other meeting of a council, of a local board or of a committee of them, where;
 - (A) a quorum of members is present; and
 - (B) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- 1.1.10 **"Members"** means any member of Council or a Committee, as the case may be;
- 1.1.11 **"Motion"** means a question to be considered by the Council or Committee which is moved, seconded, presented, read by the Chairperson or Clerk and is subject to debate. When a motion is adopted, it becomes a resolution;
- 1.1.12 **"Municipality"** means the Corporation of the Municipality of West Nipissing;
- 1.1.13 **"Quorum"** means a majority of the whole number of members required to constitute a Council or Committee. In this municipality a quorum is five members of the Municipal Council and a majority of whole numbers of members for Committees, as the case may be;

1.1.14 **"Resolution"** means a motion that is carried or defeated and therefore represents the vote and will of Council.

1.1.15 **"Substantive"** means any point being considered for action by Council that materially changes the course of business for the Municipality.

2.0 CONVENING MEETINGS OF COUNCIL

2.1 INAUGURAL MEETING

2.1.1 The Inaugural meeting of Council after a regular election shall be held on a date and time set by this Procedural By-law and in accordance to the provisions of the Municipal Act, 2001, as amended. No business, other than ceremonial matters pertaining to the swearing in of members shall be conducted at the Inaugural Meeting.

2.2 REGULAR MEETINGS

2.2.1 Regular meetings of Council shall be held every third Tuesday of each month at 6:30 p.m. in Council Chambers, unless so changed by resolution of Council.

2.2.2 If the designated meeting day falls on a public holiday, the Council shall meet on the following regularly scheduled meeting date.

2.2.3 Council may, by Resolution passed by 2/3 of the members present, dispense with or alter the date, time or place of a regular meeting, provided that adequate notice of the change is posted at the Municipal Office and provided that the location be within the boundaries of the Municipality.

2.3 COMMITTEE OF THE WHOLE

2.3.1 Meetings of the Committee of the Whole shall be held on the first and second Tuesday of each month at 6:30 p.m.

2.3.2 Council may, by Resolution passed by 2/3 of the members present, dispense with or alter the date, time or place of a committee meeting, provided that adequate notice of the change is posted at the Municipal Office and provided that the location be within the boundaries of the Municipality or adjacent municipality.

2.4 SPECIAL MEETINGS

2.4.1 The Head of Council may, at any time, summon a special or emergency meeting.

2.4.2 Upon receipt of a petition from the majority of the members of Council or Committee, the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition.

2.4.3 Special or emergency meetings shall be held in the Council Chamber, unless otherwise stated in the notice.

2.5 OUTSIDE MUNICIPALITY

2.5.1 As per the Municipal Act, 2001 s. 238(3), meetings may be held at a place outside the municipality within an adjacent municipality.

3.0 NOTICE OF MEETINGS

3.1 REGULAR MEETINGS

3.1.1 Subject to Section 3.2.3 herein, the Clerk shall give notice of the meeting to all Council members or Committee members and to the public, and where required, to such other persons as the Chairperson or the Clerk deems advisable and conforming to the provisions in this By-law.

3.1.2 The notice shall be in the form of an Agenda which shall first make mention of the day, time and place for the meeting.

3.2 SPECIAL MEETINGS

3.2.1 The notice of a special meeting shall specify the date, the place, the time and the purpose of the meeting.

3.2.2 The special meeting shall be held not sooner than 24 hours following the Head's summons or receipt of the petition, as the case may be, and the Clerk shall provide notice of the special meeting to all members of Council and to the

public immediately following receipt of the summons or petition.

- 3.2.3 The notice of a special meeting shall be in the form of an Agenda which shall first make mention of the time, date and place for the meeting;
- 3.2.4 Notwithstanding the provisions of Section 3.2.3, notice of an emergency meeting may be given by telephone or personal contact, as determined by the Clerk and as time permits.
- 3.2.5 Despite Section 3.2.2 herein, a special meeting may be held as soon as practicable following receipt of the summons or petition, as the case may be, upon a 2/3 vote of Council to suspend such requirement.
- 3.2.6 Lack of proper notice of a meeting will not affect the validity of holding a meeting or of any action taken at the meeting provided that all members attend the meeting or members who are in attendance individually inform the clerk that they consent to the holding of the meeting event though they cannot be present

4.0 ROLES AND DUTIES

4.1 ROLE OF THE MAYOR

- 4.1.1 To act as Chief Executive Officer of the Municipality.
- 4.1.2 To provide leadership to the Council.
- 4.1.3 To preside over Council Meetings
- 4.1.4 To represent the Municipality at official functions.
- 4.1.5 To act as Council's representative when dealing with other levels of government, their agencies and the private sector and the media on matters relating to Council supported decisions.
- 4.1.6 To carry out the duties of the Municipal Act or any other Act.

4.2 ROLE OF COUNCIL

- 4.2.1 To represent the public and to consider the well-being and the interests of the Municipality.
- 4.2.2 To develop and evaluate the policies and programs of the Municipality.
- 4.2.3 Subject to legislative restrictions, to develop regulations to be adopted in by-law and resolutions for the over-all benefit of the community.
- 4.2.4 To determine the services the Municipality provides in accordance with applicable legislation.
- 4.2.5 To ensure that administrative practices and procedures are in place to implement the decisions of Council.
- 4.2.6 To maintain the financial integrity of the Municipality.
- 4.2.7 To carry out the duties of Council under the Municipal Act or any other Act.

4.3 ROLES OF MUNICIPAL ADMINISTRATION

- 4.3.1 To implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions.
- 4.3.2 To undertake research and to provide advice to Council on the policies and programs of the Municipality.
- 4.3.3 To carry out other duties required under this act and other duties assigned by the Municipality.

4.4 DUTIES OF THE MAYOR / DEPUTY MAYOR / PRESIDING OFFICER

- 4.4.1 To open the meeting by taking the chair and calling the members to order;
- 4.4.2 To receive and submit, in the proper manner all motions presented by the members;
- 4.4.3 To put to a vote all questions which are moved and seconded or which necessarily arise in the course of the proceedings, and to announce the results of such vote;
- 4.4.4 To decline to put to a vote motions which infringe upon the rules of procedure;

- 4.4.5 To enforce on all occasions the observance of order and decorum among the members and guests;
- 4.4.6 To call by name any person persisting in breach of the rules of order of the Council or Committee thereby ordering the person to vacate the Council Chamber or other place of meeting, as the case may be;
- 4.4.7 To authenticate by signature all By-laws, resolutions and minutes of the Council or Committee;
- 4.4.8 To rule on any points of order raised by members;
- 4.4.9 To determine the process for selecting the members of Council who are to serve on Committees, and have such approved by resolution of Council, from time to time;
- 4.4.10 To represent and support the Council or Committee, declaring its will and implicitly obeying its decisions in all things;
- 4.4.11 To ensure that the decisions of Council or Committee are in conformity with the laws and By-laws governing the activities of the Municipal Corporation or Committees;
- 4.4.12 To maintain order. Where it is impossible to maintain order, the Mayor may, without any motion being put, adjourn the meeting to a time to be named by the Mayor.
- 4.4.13 To expel from a meeting any person or group who continues to disrupt the meeting after being so warned and who engages in improper conduct;
- 4.4.14 To adjourn the meeting when the business is concluded.
- 4.4.15 To sit as ex-officio member of all committees of the Council and entitled to vote at meetings.
- 4.4.16 To act in accordance with the Oath of Allegiance and Oath of Elected Office.
- 4.4.17 To clearly qualify any statement which deals with matters which have not been approved or adopted by Council either by resolution or by-law as being their personal opinion and not that of Council as a whole when addressing other levels of government, their agencies, the private sector and the media.

4.5 **DUTIES OF COMMITTEE CHAIRS**

- 4.5.1 To take the chair of his or her committee when directed to do so by the Mayor or presiding officer;
- 4.5.2 To enforce on all occasions the observance of order and decorum among the members and guests;
- 4.5.3 To call by name any person persisting in breach of the rules of order of the Council or Committee thereby ordering the person to vacate the Council Chamber or other place of meeting, as the case may be;
- 4.5.4 To rule on any points of order raised by members;
- 4.5.5 To represent and support the Mayor and Council, declaring its' will and implicitly obeying its decisions in all things;
- ~~4.5.6 To ensure that the decisions of his or her Committee are in conformity with the laws and By-laws governing the activities of the Municipal Corporation or Committees;~~
- 4.5.7 To maintain order. Where it is impossible to maintain order, the Committee Chair may, without any motion being put, adjourn the Committee.
- 4.5.8 To expel from a meeting any person or group who continues to disrupt the meeting after being so warned and who engages in improper conduct;
- ~~4.5.9 To adjourn the Committee meeting when the business of the particular committee is concluded and to return the Chair to the Mayor or Presiding Officer. OR To conclude that particular committee when business has been dealt with and to return the Chair to the Mayor or Presiding Officer.~~
- 4.5.10 To act in accordance with the Oath of Allegiance and Oath of Elected Office.
- 4.5.11 To clearly qualify any statement which deals with matters which have not been approved or adopted by Council either by resolution or by-law as being their personal opinion and not that of Council as a whole when addressing other levels of government, their agencies, the private sector and the media.

4.6 DUTIES OF COUNCILLORS

- 4.6.1** To prepare for meetings, including reviewing the agenda and background information prior to the meeting.
- 4.6.2** To speak only to the subject under debate.
- 4.6.3** To vote on all motions before Council unless prohibited from voting by law.
- 4.6.4** To observe proper procedure and decorum at all meetings.
- 4.6.5** To state questions to be asked through the Mayor and/or Chair.
- 4.6.6** To support the Council.
- 4.6.7** To attend all meetings to which the member has been appointed by Council.
- 4.6.8** To act in accordance with the Oath of Allegiance and Oath of Elected Office.
- 4.6.9** To clearly qualify any statement which deals with matters which have not been approved or adopted by Council either by resolution or by-law as being their personal opinion and not that of Council as a whole when addressing other levels of government, their agencies, the private sector and the media.

4.7 DUTIES OF THE CLERK

- 4.7.1** To prepare and distribute agendas electronically or in hard copy, as requested, for all meetings of Council and Committee of the Whole in accordance with this By-law.
- 4.7.2** To record, without note or comment, all resolutions, decisions and other proceedings of the Council.
- 4.7.3** If requested by any member present at a vote, to record the name and vote of every member voting on any matter or question.
- 4.7.4** To keep the originals or copies of all by-laws and of all minutes of the proceedings of the Council.

5.0 CONDUCT OF MEMBERS OF COUNCIL OR COMMITTEE

5.1 NO MEMBER AT A REGULAR MEETING SHALL:

- 5.1.1** Speak aloud at a meeting or address members without first receiving permission of the Chairperson to do so;
- 5.1.2** Use profane or offensive words or insulting expressions against the Council or against any member, staff or guest;
- 5.1.3** Resist the rules of Council or disobey the decisions of the Mayor or presiding officer or of Council on questions or order or practice or upon the interpretation of the rules of Council;
- 5.1.4** Leave their seat or make any noise or disturbance while a matter is being considered or discussed by Council; while a vote is being taken or until the results are declared;
- 5.1.5** Disturb another member, staff or guest by any disorderly conduct disconcerting the speaker or the assembly;
- 5.1.6** Interrupt any member while speaking through, speaking out, noise or disturbance except to raise a point of order;
- 5.1.7** Speak on any subject other than the subject in debate;
- 5.1.8** Enter the meeting while a vote is being taken;
- 5.1.9** Leave a meeting without first obtaining permission from the Mayor or presiding officer;
- 5.1.10** Be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of the Council until the next meeting and without making an apology to Council.
- 5.1.11** Be permitted to use a cell phone while in Council Chambers during the meeting.
- 5.1.12** All electronic devices shall be set to silent mode during a meeting. Electronic devices shall be permitted at the council table for the purpose of accessing the Agenda electronically and for obtaining such information as is required by the member to conduct the business of council. Electronic devices shall not be for

the purpose of exchanging emails, texting, posting on social media or digital communication amongst members during the meeting.

5.2 NO MEMBER AT A COMMITTEE MEETING SHALL:

- 5.2.1 Speak aloud at a meeting or address members without first receiving permission of the Chairperson to do so;
- 5.2.2 Use profane or offensive words or insulting expressions against the Council or against any member, staff or guest;
- 5.2.3 Resist the rules of Council or disobey the decisions of the presiding officer or of Council on questions or order or practice or upon the interpretation of the rules of Council;
- 5.2.4 Disturb another member, staff or guest by any disorderly conduct disconcerting the speaker or the assembly;
- 5.2.5 Speak on any subject other than the subject in debate;
- 5.2.6 Leave a meeting without first obtaining permission from the Mayor or presiding officer;
- 5.2.7 Be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of the Council until the next meeting and without making an apology to Council.
- 5.2.8 Be permitted to use a cell phone while in Council Chambers during the meeting.
- 5.2.9 All electronic devices shall be set to silent mode during a meeting. *Electronic devices shall be permitted at the council table for the purpose of accessing the Agenda electronically and for obtaining such information as is required by the member to conduct the business of council.* Electronic devices shall not be for the purpose of exchanging emails, texting, posting on social media or digital communication amongst members during the meeting.

5.3 PREGNANCY AND PARENTAL LEAVE FOR MEMBERS OF COUNCIL.

- 5.3.1 Any Member of Council shall provide the Municipal Clerk written notice of an absence of 20 consecutive weeks or less as a result of the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member in accordance with Subsection 259(1.1) of the *Municipal Act, 2001*
- 5.3.2 When such notice is provided, the following process would be followed and the resulting information brought forward for Council consideration by way of motion at the Council meeting immediately following the Clerk's receipt of the written notice:
 - (A) In the written notice, a Ward Councillor shall indicate the Member(s) of Council whom he/she wishes to provide concurrence under the *Delegation of Authority By-law* for matters in the Ward Councillor's Ward during the Ward Councillor's absence; and
 - (B) In the written notice, the Ward Councillor shall indicate the Member(s) of Council whom he/she recommends Council appoint as a Member of any Committee(s) on which the Ward Councillor sits, on an interim basis for the duration of the Ward Councillor's leave; and
 - (C) The motion to Council shall recommend that Council delegate to the Municipal Clerk the interim authority to approve the payment of expenses of the Member(s) of Council to whom concurrence has been delegated in accordance with (a), above.

6.0 CONDUCT OF MEMBERS OF THE PUBLIC

6.1 NO PERSON AT A MEETING SHALL:

- 6.1.1 Speak aloud at a meeting or address members without first receiving permission of the Chairperson to do so;
- 6.1.2 Use profane or offensive words or insulting expressions against the Council or Committee or against any member, staff or guest;
- 6.1.3 Resist the rules of Council or Committee or disobey the decisions of the Mayor

or presiding officer or of Council or Committee on questions of order or practice or upon the interpretation of the rules of Council;

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

7.0 DISCLOSURE OF CONFIDENTIAL INFORMATION

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

8.0 PREPARATION OF THE AGENDA

- 8.1 The Clerk shall prepare Agendas of Council and Committee meetings as applicable and when expedient, may extend this responsibility to another member of the administration staff.
- 8.2 All items to be included in the Agenda shall be brought to the Clerk or designate no later than by end of business day on the Wednesday preceding the Council or Committee meeting. Supporting documentation shall be provided to the Clerk by no later than end of business day on the Thursday preceding the Council or Committee meeting.
- 8.3 Any Agenda item which may require research and/or preparation by staff, shall be submitted to the CAO for approval, prior to being delivered to the Clerk for inclusion on a subsequent Agenda unless such item is of a time-sensitive nature requiring an action or decision by Council;
- 8.4 **THE CLERK SHALL:**
 - 8.4.1 Accept items for any Agenda from the Mayor or presiding officer and from members of Council or Committee.
 - 8.4.2 Receive correspondence and petitions from the public and place the correspondence or petition on the Agenda. When in the opinion of the Clerk, the correspondence or petition should be first dealt within Committee, it shall be directed to the appropriate Committee for consideration and the subsequent recommendation is to be included in a future Agenda of Council.
 - 8.4.3 Insofar as is practicable, Council and Committee Agendas along with supporting

material, shall be prepared and made available to members of Council or Committee and Department Heads not less than 2 business days prior to the regular meeting.

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)

Move below?

- ~~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

Move opening
resolutions to
beginning of
REGULAR portion
of meeting?

- ~~?) Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires~~
~~?) Addendum / Agenda approval / Addenda et Ordre du jour~~
 E) Planning / *Planification*
 F) Correspondence and Accounts / *Courrier et Comptes*
 G) Unfinished Business / *Affaires en marche*
 H) Notice of 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
 (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.
- 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.

10.0 COMMENCEMENT OF MEETINGS

- 10.1 Call to Order - As soon as there is a quorum after the hour fixed for the meeting the Chairperson shall take the chair and call the meeting to order.
- 10.2 If the Mayor or Acting Mayor or Committee Chairperson is not present at a meeting by the commencement of the meeting, the Clerk shall call the meeting to order and the members present shall, from amongst themselves, appoint a member to act as Chairperson in the place and stead of the Chairperson until the Chairperson arrives.
- 10.3 Roll Call - Once the Chairperson has called the meeting to order, the Clerk shall record the names of the members present.
- 10.4 If a member arrives at a meeting after the roll call has been made, the Clerk shall note the time of arrival in the minutes.

11.0 QUORUM

- 11.1 A quorum is required to commence and continue any meeting of Council or Committee of the Whole.
- 11.2 A quorum of this Council or Committee of the Whole shall be a majority of the total of five (5) members, being five (5) members present.
- 11.3 **No quorum** - Unless a quorum is present within thirty (30) minutes after the time appointed for the commencement of the meeting, the meeting shall automatically be deemed to stand adjourned until the next regular meeting or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
- 11.4 The Clerk shall record the names of such members present at the expiration of the thirty (30) minute time limit and such record shall form part of the Agenda at the next regular meeting.
- 11.5 If at any time during the meeting there is no quorum, the meeting shall automatically be deemed to stand recessed until there is a quorum again in attendance or should the lack of a quorum continue for thirty (30) minutes, then the meeting shall automatically be adjourned until the next regular meeting, or until a special meeting is called to deal with the matters still to be dealt with at the adjourned meeting.
- 11.6 Despite the establishment of quorum, no substantive by-law or resolution may be passed at any reading without the requisite majority vote of Council (5 yeas).

12.0 ADDENDUM

- 12.1 There shall only be an Addendum to an Agenda for a meeting when one or more items arise after the closing of the deadline for preparation of the Agenda and prior to the meeting, which items the Clerk believes are of urgent nature and require the immediate consideration of Council or Committee at the meeting.
- 12.2 Before any addendum may be dealt with, a resolution must be passed by 2/3 of the members present, authorizing the Council or Committee to deal with all or any of the items on the Addendum.

13.0 DISCLOSURES OF PECUNIARY INTEREST

- 13.1 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 Refrain from taking part in the discussion of the matter;
- 13.1.3 Refrain from voting on the matter;
- 13.1.4 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.
- 13.3 **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.

14.0 DELEGATIONS AND PETITIONS

- 14.1 A delegation may be heard by Council or Committee at a meeting provided that the following requirements are complied with:
 - 14.1.1 **Delegation shall be permitted at all meetings of council as follows:**
 - (A) Committee of the Whole (1st and 2nd Tuesdays of the month) there shall be one (1) delegation permitted
 - (B) Regular meeting (3rd Tuesday of the month) there shall be two (2) delegations permitted
 - 14.1.2 A delegation shall submit to the Clerk a written request to be placed on the Agenda, together with a written submission to be included in the Agenda, outlining the matters that the delegation wishes to present to Council or Committee;
 - 14.1.3 Such requests must be submitted to the Clerk no later than 4 business days prior to the regular meeting, and the Clerk may make a determination as to deferral of delegations to subsequent meetings or referral to the appropriate Committee or Department Head;
 - 14.1.4 The Clerk shall reply to such requests in writing or by telephone, as time permits, indicating approval, refusal, deferral or referral of the delegation and the reasons thereof.
- 14.2 A delegation shall be listed on the Agenda and heard in the order determined by the Clerk
- 14.3 Only one person shall be permitted to address Council or Committee for each delegation representing a group or organization. If additional persons are required, they would do so only with the permission of the Chair.
- 14.4 A delegation shall have up to fifteen (15) minutes to make its presentation. Such time limit may be extended by such amount of time as the Council or Committee deems advisable by resolution passed by 2/3 of the members present.
- 14.5 There shall not be more than two (2) delegations at any regular meeting of Council or one (1) delegation at a Committee of the Whole meeting.

- 14.6 (i) No delegation will be permitted to address the Council or Committee with respect to a specific issue dealt with during closed sessions, under the provisions of the Municipal Act, 2001, as amended.
- (ii) Presentations are not allowed on employer/employee matters from individuals or unions/organizations representing employees where the matter to be presented are part of a collective agreement or where there is a contractual agreement with the Municipality of West Nipissing.
- 14.7 Presentations by a delegation shall be followed by questions to the delegation from members of Council or Committees.
- 14.8 Every communication or Petition intended for presentation to the Council, Committee of the Whole shall be legibly written or printed and shall be signed by at least one (1) person, giving his or her address. Upon request, a blank form of Petition will be provided by the Clerk's office.
- 14.9 The request conveyed in the Petition will be considered by the Committee of the Whole for disposition. Where required due to timing, Petitions may be considered directly by Council as an item under New Business;
- 14.10 For reasons of privacy, the names and addresses included with the Petition will be provided to members of Council, but not published in the Agenda;
- 14.11 Staff may prepare recommendations related to the matter for Council's or Committee's consideration;
- 14.12 The Municipality is not responsible for the accuracy or reliability of any information contained in any petition submitted.

15.0 MINUTES

- 15.1 It is the duty of the Clerk to duly record in a book, without note or comment, all resolutions, decisions and other proceedings of the Council or Committee.
- 15.2 The Minutes shall also record:
 - 15.2.1 The place, date and time of the meeting;
 - 15.2.2 The names of the Council or Committee members in attendance and the absence of any members and the reason for their absence, if known.
- 15.3 Council or Committee shall adopt at a public meeting all minutes of previous meetings submitted by the Clerk. During the adoption of the minutes of a previous meeting, no changes can be made in the action taken at previous meetings by Council or Committee, except for changes in the form of errors. Omissions in the recording of any action taken at the previous meeting may be made in adopting the minutes.

16.0 CORRESPONDENCE

- 16.1 **For Information** - Correspondence for information only included in the Agenda for consideration of Council or Committee shall be deemed to be accepted by Council or Committee whether there are questions or discussions at the meeting on such correspondence or not.
- 16.2 **For Action** - Correspondence for action shall be deemed to be dealt with by Council or Committee upon the passing of a resolution expressing Council or Committee's decision or action.
- 16.3 All correspondence identified "Confidential" which is received by Members of Council or Committee shall be returned to the Clerk's Office for proper disposal immediately following the meeting at which Council or Committee dealt with the matter.

17.0 MOTIONS

- 17.1 Motions shall be debated in the order of their presentation on the Agenda.
- 17.2 **Ultra Vires** - A motion relating to a matter not within the jurisdiction of Council or Committee is not in order and shall not be entertained by the Chairperson.
- 17.3 **New Matters** - Members of Council or Committee, the Clerk and other officers may introduce matters to be dealt with by motion, subject to the notice provisions in this By-law
 - 17.3.1 A motion for introducing a new matter shall not be presented without notice

unless Council or Committee, without debate, dispenses with such notice by a 2/3 vote of members present

- 17.4 **Mover & Second** - Every motion, amendment to a main motion, or amendment to an amendment must be formally moved and seconded before the Chairperson can put the question to Council or Committee, and prior to any discussion on the question.
- 17.5 Any member may require a motion under discussion to be read by the Chairperson at any time during the debate but not so as to interrupt another member who is speaking.
- 17.6 **Disposition** - A motion properly before the Council or Committee for consideration must receive disposition before any other motions can be received, unless it is a motion to amend, to refer to a committee or staff for report, to defer indefinitely or to a specified time, to adjourn the meeting or that the vote be now taken.
- 17.7 **Motion to refer** - A motion to refer shall require direction as to the body to which it is being referred to, and is not debatable.
- 17.8 **Motion to defer** - A motion to defer must include a reason for the deferral, and a time certain to which the matter is deferred.
 - 17.8.1 A motion to refer or defer shall take precedence over any motion or amendment except a motion to adjourn.
- 17.9 **Amendments** - Amendments are changes in the form of a motion. An amendment is designed to alter or vary the main motion without materially changing its intent or meaning. It may propose certain words be omitted, replaced or added.
 - 17.9.1 An amendment modifying a motion may be made provided it is not contrary to the main intention of the motion. An amendment relating to a different subject is not in order.
 - 17.9.2 A motion to amend shall be made in writing and shall be relevant to the main motion.
 - 17.9.3 Limitation - Only one amendment at a time can be presented to a main motion and only one amendment to an amendment can be presented.
 - 17.9.4 Order of Vote - An amendment to the amendment shall be voted on first, then if no other amendment to the amendment is presented, the amendment to the main motion shall be voted on next, then if no other amendment to the main motion is presented, the main motion as amended, shall be put to a vote.
- 17.10 **Withdrawal** - Every motion is the property of the Council or Committee once it has been presented to the Chairperson and read to the meeting, but may be withdrawn at any time prior to the vote thereon with the consent of the majority of members present.
- 17.11 **Reconsideration** - when a Council or Committee has decided either for or against a certain question, it shall not reconsider the same question
 - a) Within the ensuing 12 month period unless a motion to reconsider, presented by a prevailing member, has been passed by 2/3 of the members present.
 - b) Outside the 12 month period, unless a motion to reconsider, presented by a prevailing member, has been passed by a majority of the members present;
 - c) Where the original motion was an affirmative vote in the nature of a contract when the other party to the contract has been notified; and
 - d) Debate on a motion to reconsider must be confined to reasons for or against reconsideration.
 - 17.11.1 If a motion to reconsider is decided in the affirmative, such reconsideration shall not be made until a subsequent meeting of Council or Committee must be presented to the Clerk in the form of a Notice of Motion prior to the preparation of the Agenda for that meeting.
 - 17.11.2 No more than two motions to reconsider the same question shall be permitted within the ensuing 12 month period following the date of the original decision.
 - 17.11.3 In the event of a resolution that was defeated due to an equality of votes, both sides shall be considered as prevailing.

18.0 VOTING

- 18.1 Voting shall be by way of a "show of hands" in favour or against, except when a

- 20.4** ***Suspend Notice*** - Despite section 20.1 herein, any motion may be included without notice, if Council or Committee dispenses with such notice by resolution passed by 2/3 of the members present.
- 20.5** The presentation of a notice of motion does not require a mover or seconder until it comes before a meeting for debate.
- 20.6** A motion for which notice was given in accordance to this By-law must be moved or seconded at the meeting on which it appears on the Agenda for debate.
- 20.7** A notice of motion must be presented in the appropriate motion format on the notice of motion form.

21.0 ANNOUNCEMENTS AND INQUIRIES

- 21.1** Announcements may be made by any member of the Council or Committee with permission of the Chairperson and such announcements generally shall consist of brief verbal reports (i.e. conference attendance, meeting report, community event announcement).
- 21.2** Announcements and inquiries may be made by the members of the public present, after being acknowledged by the Chairperson. Inquiries may be made for the purpose of clarification of items dealt with by the members or to make suggestion of items to be considered by Council or Committee at future meetings.
- 21.3** The Announcements and Inquires section may be canceled, at the discretion of the Council, without notice, by resolution passed by 2/3 of the members present.

22.0 CLOSED SESSION

- 22.1** All Council and Committee meetings shall be open to the public.
- 22.2** Despite section 22.1, a meeting or part of a meeting shall be closed to the public if the subject matter being considered is:
 - 22.2.1** The security of the property of the Municipality or Local Board;
 - 22.2.2** Personal matters about an identifiable individual, including Municipal or local board employees;
 - 22.2.3** A proposed or pending acquisition or disposition of land for Municipal or local board purposes;
 - 22.2.4** Labor relations or employee negotiations;
 - 22.2.5** Litigation on or potential litigation, including members before administrative tribunals, affecting the Municipality or local board;
 - 22.2.6** The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - 22.2.7** A matter in respect of which a Council, Committee or other body has authorized a meeting to be closed under another Act;
 - 22.2.8** A matter that relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council, board, commission or other body is designated as head of the institution for the purposes of that Act.
 - 22.2.9** Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - 22.2.10** A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board
- 22.3** Before holding a meeting or part of a meeting that is to be closed to the public, a Council or local board shall state by resolution;
 - 22.3.1** The fact of the holding of the closed meeting; and
 - 22.3.2** The general nature of the matter to be considered at the closed meeting.
- 22.4** Except as in section 22.5, a meeting shall not be closed to the public during the taking of a vote.
- 22.5** Despite section 22.4, a meeting may be closed to the public during the taking of a vote if:

- 22.5.1 Section 22.2 permits or requires a meeting to be closed to the public, and
- 22.5.2 The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or local board, or persons retained under contract with the Municipality or local board;
- 22.6 The presentation of the annual report of the auditors shall be presented to the whole Council and debated in Closed Session. Once approved in open Council, it shall be made available to the public.
- 22.7 Upon completion of the Closed Session, a motion to adjourn the Closed Session shall be passed and any votes as may be necessary to take in open session shall be then taken.

23.0 ADJOURN AND CURFEW

- 23.1 **Adjourn at 9:30 p.m.** - Council or Committee meetings shall stand adjourned at 9:30 p.m. in session at that hour unless continued by resolution passed by 2/3 of the members present.
- 23.2 **Extend to 10:30 p.m.** - Where by Section 23.1 a meeting continues past 9:30 p.m., the meeting shall be deemed to be automatically adjourned at 10:30 p.m. unless continued by the unanimous consent of all members present.
- 23.3 Members of Council or Committee, and the public, may not leave their places upon adjournment until the Chairperson leaves the chair.

24.0 RULES OF DEBATE

24.1 Rules of debate (regular meeting)

- 24.1.1 The Chairperson may speak on any matter either before the commencement of the debate on that matter, or to close the debate on any matter after everyone else is wishing to speak has spoken.
- 24.1.2 If the Chairperson wished to take part in the debate, the Chairperson must leave the chair and call on another member to act in the Chairperson's place and stand until the debate is closed and in such case the Chairperson waives his/her privilege to close the debate and the member acting in the Chairperson's place may close the debate.
- 24.1.3 After being recognized by the Chairperson, every member shall respectfully acknowledge the Chair prior to speaking on any matter.
- 24.1.4 Members will only speak on an issue which is before Council and when requested by the Chair to do so.
- 24.1.5 When discussing or debating an issue at a regular meeting, members will only be allowed to speak once on a subject matter stating their intention to either support the motion or defeat the motion. Members will only be allowed to speak again on the issue to clarify a point that they made if asked to do so by the Chair or another member or to request clarification on a point raised by another member.

24.2 Rules of debate (Committee of the Whole)

- 24.2.1 Members will only speak on an issue which is before the Committee and when requested by the Chair to do so.
- 24.2.2 Recognizing that meetings of the Committee of the Whole are to fully discuss matters in detail to ensure that matters have been fully researched and developed before ratification at Council, rules of debate will be less stringent to allow for a full discussion. Members may be allowed to speak more than once on the same subject matter to ensure that all points raised are clearly understood before reaching a consensus on the issue.

25.0 POINTS OF ORDER

- 25.1 The Chairperson shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting.
- 25.2 When a member wishes to call attention to what the member believes to be a violation of the rules of procedure, the member shall, when once recognized by the Chairperson, raise the point of order.
 - 25.2.1 On raising the point of order, a member shall state the point of order with

concise explanation and the Chairperson shall rule upon the point of order.

- 25.3 Unless a member immediately appeals the ruling of the Chairperson, the ruling on the point of order shall be final.
- 25.4 If an appeal is made, the member appealing shall, after announcing the appeal, state the reasons for the appeal and the Chairperson may then indicate why the appeal should be rejected and the ruling upheld.
- 25.5 Without debate, the members by roll call will then vote on the appeal and its decision shall be final.
- 25.6 If the appeal is upheld, then the Chairperson shall change his/her ruling accordingly; if the appeal is rejected, then the Chairperson's ruling stands.

26.0 SEAT ALLOCATION

- 26.1 The seating order of the members of Council shall be at the discretion of the Head of Council. The seating arrangement established shall be in effect for the full four-year term of Council.

27.0 SELECTION FOR COMMITTEES, CHAIRS OF COMMITTEE OF THE WHOLE AND DEPUTY MAYOR

- 27.1 The Mayor, in consultation with Council, will determine the process for selection for Committees, Chairs for Committee of the Whole and for the position of Deputy Mayor. The Members will respect the final decision of the Mayor once the process has been agreed to by the majority of Council.
- 27.2 Any Acting or Deputy Mayor shall, pursuant to Section 23(1) of the Municipal Act, have the authority to carry out all roles and duties of the Mayor as provided in Sections 4.1 and 4.4;

28.0 POINTS NOT PROVIDED FOR

- 28.1 Subject to the provisions of the Municipal Act, and except as expressly provided for in this By-law, Robert's Rules of Order shall be referred to and abided by as far as applicable when questions arise respecting the interpretation of the rules contained in this By-law, and on all points of order or procedure not provided for in this By-law.
- 28.2 Subject to section 28.1, all points of order or procedure not provided for in this By-law shall be decided by a vote of Council or Committee members present.

29.0 SUSPENSION OF PROCEDURES

- 29.1 Any standing rule, order of Council or Committee, or provision in this By-law may be suspended, for a particular meeting, by resolution of Council or Committee passed by 2/3 of the members present.

30.0 AMENDMENT OR REPEAL OF BY-LAW

- 30.1 Any provision contained in this By-law may be amended, varied or repealed and additions may be made to the by-law by a majority vote, provided that no motion for that purpose be considered unless notice thereof has been given at a preceding regular meeting, and such notice may not be waived.
- 30.2 All By-Laws inconsistent with this By-Law namely 2015/13, 2016/64 and 2016/87 are hereby repealed.

ENACTED AND PASSED THIS th DAY OF , 2017 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

MEMORANDUM

TO: Mayor and Council

AND TO:

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

DATE: March 2, 2018

RE: **MEMBERSHIP POLICY**

The attached membership policy has been in place since 2000. On review of municipal memberships last year, a few differences were located.

- Organizations that have had name changes are indicated in **red**
- Organizations for which we have not renewed memberships within the last 5 years are **highlighted in yellow**
- Organizations that are not on the list but we are paying memberships to are indicated in **blue**

In addition, the following 2 memberships were recommended for inclusion in the policy:

- Economic Development Council of Ontario
- Parks and Recreation Ontario (PRO)

Aside from municipal memberships, the Municipality typically reimburses employees that maintain professional accreditations necessary to their employment, the annual dues to those associations. I am recommending that we update the policy to reflect the current organizational needs and that the policy be reviewed and updated on a regular basis.

Joie de vivre



www.westnipissingouest.ca

Section: M	Policy Number: 2000/333
Department: Administration	Effective Date: June 20, 2000
Subject: MEMBERSHIPS	Revision Date:

The following memberships are annually renewable:

COUNCIL:	Association of Municipalities of Ontario (AMO) The Federation of Northern Ontario Municipalities (FONOM) Federation of Canadian Municipalities (FCM) Association française des municipalités de l'Ontario (AFMO) Association of Mining Municipalities of Ontario
ADMINISTRATION:	Association of Municipal Clerks & Treasurers of ON (AMCTO) Association of Municipal Tax Collectors of Ontario Ontario Municipal Tax and Revenue Association (OMTRA) Municipal World <i>subscription, not membership</i> Ontario Municipal Management Institute Municipal Information System Association Municipal Finance Officers Association Ontario Municipal Administrators Association Canadian Payroll Association Ontario Municipal Human Resources Association Municipal Employee Pension Centre Emergency Services Steering Committee
PUBLIC WORKS:	Ontario Good Roads Association Ontario Road Superintendent Association Association of Ontario Roads Superintendents (AORS) North Bay Chapter – Superintendent Association Nipissing Road Association
FIRE DEPARTMENT:	Association of Registered Wood Energy Technicians of ON Canadian Association of Fire Chiefs Ontario Association of Fire Chiefs Canadian Wood Energy Institute Wood Energy Technology Nipissing & Parry Sound Mutual Fire Aid Association Ontario Fire and Life Safety Educators' Association International Association of Fire Chiefs Canadian Association of Fire Investigators Fire Prevention Officers' Association Training Officers' Association
BUILDING INSPECTION:	Ontario Building Official Association Voyageur Chapter OBOA
MUSEUM:	Canadian Museums Association Heritage Canada Ontario Museum Association The Beaver Voyageur Heritage Network
RECREATION:	Ontario Municipal Recreation Association Ontario's Near North Ontario Recreation Facilities Association West Nipissing Chamber of Commerce

WATER & SEWER:	Ontario Municipal Water Association American Water Works Association
ENVIRONMENTAL:	Municipal Waste Association
CEMETERY:	Ontario Association of Cemetery & Funeral Professionals

MEMORANDUM

TO: Mayor and Council

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

DATE: March 2, 2018

RE: **BUILDING PERMIT FEES REVIEW**

Council had requested options pertaining to the proposed building permit fees. Attached you will find an option for status quo with the exception of changing the way we determine the value/cost of the permit from a per \$1,000 building value to a per square foot fee.

OPTION 1	the cost for a building permit remains relatively the same as 2017 fees
OPTION 2	proposes a one-time increase to our current building permit fees using the per square footage formula.
OPTION 3	proposes phasing-in the increases in 2018 and 2019 to reach the recommended fee of \$0.88 / sq. ft.

The attached table also provides fees from other municipalities so that you can compare and know where our municipality stands in relation to our current building permit fees and proposed increase.

Joie de vivre



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BUILDING PERMIT FEES

	CURRENT Fees/Structure West Nipissing	OPTION 1 Proposed Fees West Nipissing 2018	OPTION 2 Proposed Rates West Nipissing 2018	OPTION 3 Proposed Rates West Nipissing 2018 & 2019	French River	Markstay / Warren	Temiskaming Shores	East Ferris	North Bay*	Huntsville*	Municipality of North Grenville*	Sudbury*
Administration Fee	\$55.00	\$55.00	\$65.00	\$65 (2018)	\$80.00	\$80.00				\$82.00		\$108.00
Cost per \$1,000.00 or per square foot	\$7.00/\$1000.00 construction costs	\$0.68 per sq.ft of gross floor area	\$0.88 per sq.ft of gross floor area	\$0.78 per sq.ft (2018) \$0.88 pe sq. ft. (2019)	\$8.00/\$1000.00	\$8.00/\$1000.00	\$1.45 per sq.ft of gross floor area	\$0.88 sq.ft of finish floor	\$1.36 per sq.ft of finished gross floor area	\$8.45/\$1000.00 of estimated construction cost	\$10.00/\$1000.00 of estimated construction cost	\$10.70/\$1000.00 of estimated construction cost
1500 sq.ft. house with finished basement estimated at \$285,000.00	\$1,995.00	\$2,010.00	\$2,640.00	\$2,340 (2018) \$2,640 (2019)	\$2,360.00	\$2,360.00	\$4,350.00	\$2,640.00	\$4,080.00	\$2,490.25	\$2,850.00	\$3,157.50
Demolition Permit	\$50.00	\$50.00	\$80.00	\$80 (2018)	\$80.00	\$100.00	\$170.00	\$120.00	\$109.00	\$170.00		\$108.00
Population	14149				2442	2297	10400	4512	53651	19816	15085	161531
Development Charges	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$9,814.00	\$3,052.00	\$5,737 - \$18,081	\$16,150.00
TOTAL	\$2,050.00	\$2,065.00	\$2,705.00	\$2,405 (2018) \$2,705 (2019)	\$2,440.00	\$2,440.00	\$4,350.00	\$2,640.00	\$13,894.00	\$5,542.25	\$8,587 - \$20,931	\$19,307.50
Commercial, Industiral, Institutional and Renos to Residential/Cottages	\$7 per \$1,000 value	\$7 per \$1,000 value	\$8 per \$1,000 value	\$8 per \$1,000 value								
Farm Storage Buildings	\$7 per \$1,000 value	\$0.45 per sq.ft of gross floor area	\$0.45 per sq.ft of gross floor area	\$0.45 per sq.ft of gross floor area								

* = Municipalities with development charges

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Clerk / Planner
Janice Dupuis, Deputy Clerk

DATE: February 16, 2018

RE: PETITION – STOP SIGN AT INTERSECTION OF HOLDITCH AND JOHN STREET

Attached hereto you will find a petition submitted by Councillor Duhaime at the February 13th Council meeting.

It is important that we inform you that this 2018 petition is an exact duplicate of a petition submitted in 2012 with the exact same list of petitioners. The recommendation from the 2012 evaluation of the request is also attached for your reference.

Thank you,

Joie de vivre



West Nipissing Ouest

Joie de vivre

www.westnipissingouest.ca

Memo



Date: August 10, 2012

To/À: Mayor and Council

From/De: Director of Operations, Marc Gagnon

Cc: C.A.O., Jay Barbeau

SUBJECT: Petition Re: Four-Way Stop Request at Holditch and John Streets

During the June 5, 2012 Council Meeting a petition was received requesting a four-way stop to be installed at the corner of Holditch and John Streets.

The Public Works Department along with the assistance of the West Nipissing Police Service have reviewed the request including an analysis of historical data and the location of the intersection.

Recommendation:

- 1) That a four-way stop not be installed at the requested location.
- 2) That the following signage be installed on the east bond John Street lane between River Street and Holditch.
 - a) Hidden intersection sign
 - b) Pedestrian sign

Thank you,
Marc Gagnon
Director of Operations

COPY

D-8 a)

Nov. 11-2018

Mr. Yvon Duchaine;
Conceilor for ward 3

I'm sending you the petition that was
made May 20-2012, and some article that
was in the Tribune at that time.

There are stop signs popping up like bad weed
all over town and maybe bad weed sign
could pop up at the corner of Halditch and
John Street for the safety of the people.

From all interested people and me.

Jean-Paul Guenneville
145 Halditch Street
apartment 123
P2B2Y3

RECEIVED
FEB 13 2018

Tell the police to observe the traffic
without a Police car!

Wednesday, May 30, 2012

Residents want four-way stop at John and Holditch

continued from page 4

Don Fortin, Councilor for Ward 3, said last week that he had not yet received the petition, but added Quenneville is not the first to bring up the issue.

"It's because there is a stop sign right at the other corner (John and King), people I don't know why they cross there [at Holditch]," he said, pointing out that pedestrians could walk to King street where there is a four-way stop.

Fortin said he didn't think the area was dangerous, but admitted residents at Villa Aubin might see it differently.

"It is a blind spot, but there are no accidents," Fortin said.

Mayor Joanne Savage had not yet seen the petition either, but informed that any petition to council is normally tabled at a council meeting and then deferred to Committee of the Whole for discussion.

"I do know when it comes to stop signs and for speed limits and speed issues, normally what we'll do is, we'll also get the police department to guide us through the process on evaluating the actual need, to ensure that it doesn't impede on traffic and that (...) it addresses the issue of security," Savage said.

She explained that approximately two terms ago, stop signs and signage issues were addressed through a special committee.

"There were a lot of requests that were coming in from all corners, different boundaries in the municipality, we had set up an ad hoc traffic committee to be able to address the volume and to also have the various departments all together — they could review each

request, study the issue and provide recommendations to council to try and expedite the process," she explained.

However, since then things have stabilized and the town now only receives the odd request for stop signs.

"I know it's a high traffic area, there is sort of a blind spot when people are up the hill (...) and yes, you have to be very, very careful and on the alert," she concluded.

The next regular council meeting is scheduled for Tuesday, June 5.

Residents want four-way stop at John and Holditch

BY ALLISON LORANGER
TRIBUNE

Jean-Paul Quenneville is at it again, championing another cause for his community. After sparking the clean-up of Sandy Falls in early May, he is now focused on public safety at a busy corner near his home at Villa Aubin on Holditch Street.

Quenneville recently started a petition asking for a four-way stop at the Holditch and John Street intersection. Last week, he had already gathered over 70 signatures.

According to the petition, people consider it dangerous to cross Holditch Street at John, because they cannot see oncom-

ing traffic to the west from the nearby hill on John, and vehicles come over the hill fast as there is no stop sign on John.

"People with wheel chairs and mothers with children and pedestrians of all ages have to take chances to cross over and some of them have close calls with speeding vehicles. The safety of the people comes first in a town (...). This should be in the top priority on the agenda in the next council meeting," the petition reads.

Quenneville also suggests crosswalk markings on King and Main streets.

"If you want to see a town that is organized for pedestrian crossings, go to Mat-tawa, Ontario," he advises WN council.

continued on page 5

Janice Dupuis

Subject: FW: AMO Policy Update - Important OMAFRA Mainstreet Funding Information**From:** AMO Communications <communicate@amo.on.ca>**Date:** 23 January, 2018 6:51:22 PM EST**To:** "jsavage@westnipissing.ca" <jsavage@westnipissing.ca>**Subject:** AMO Policy Update - Important OMAFRA Mainstreet Funding Information

January 23, 2018

\$26 Million Main Street Revitalization Fund Announced – AMO to be Fund Administrator

Today, the Minister of OMAFRA and Small Business announced the Main Street Revitalization Initiative, the government's approach to the distribution of the \$26 million support for Ontario's main streets and their business communities. All single and lower tier municipal governments (except Toronto) are to receive funding that will enhance and revitalize downtowns and main street areas.

The Ministry has determined the allocation of the funds to each municipal government, which is available [here](#). Questions related to the allocation formula amount can be directed to the OMAFRA Contact Centre: 1-877-424-1300.

AMO has agreed to provide the administrative services. Its experience in administering the federal gas tax will help put appropriate accountability framework in place efficiently. AMO's desire is to finalize an OMAFRA/AMO transfer payment agreement as quickly as possible so that it can undertake the necessary work to distribute the funds and reporting obligations for municipal governments.

AMO will keep municipal governments informed of our progress so that they can get ready to make these funds work locally to support their main streets.

AMO Contact: Pat Vanini, Executive Director, pvanini@amo.on.ca, 416-971-9856 ext. 316.

PLEASE NOTE: AMO Breaking News will be broadcast to the member municipality's council, administrator, and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

DISCLAIMER: Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

OPT-OUT: If you wish to opt-out of these email communications from AMO please click [here](#).



Main Street Revitalization Initiative: Overview of Municipal Funding Allocations

The \$26 million Main Street Revitalization Initiative will support capital improvements in small businesses, and generate strategic public investments in municipal and other public infrastructure that will benefit small businesses within Ontario's main street areas.

Funding under the initiative will be allocated to municipalities based on population size. The following table provides the allocations for each eligible municipality, as determined by population size in the 2016 Census of Population.

Municipal Funding Allocations

Municipality	Funding Allocation Up To (\$)
City of Barrie	148,125
City of Belleville	71,286
City of Brampton	531,146
City of Brantford	110,909
City of Brockville	54,124
City of Burlington	183,598
City of Cambridge	138,373
City of Clarence-Rockland	56,805
City of Cornwall	67,791
City of Dryden	42,607
City of Elliot Lake	45,141
City of Greater Sudbury	165,147
City of Guelph	139,960
City of Hamilton	483,103
City of Kawartha Lakes	92,213
City of Kenora	48,830
City of Kingston	133,187
City of Kitchener	225,870
City of London	353,430
City of Markham	306,966
City of Mississauga	639,530
City of Niagara Falls	102,926
City of North Bay	71,995
City of Orillia	54,727
City of Oshawa	163,392
City of Ottawa	819,641
City of Owen Sound	54,120
City of Pembroke	47,802
City of Peterborough	96,964
City of Pickering	106,060
City of Port Colborne	51,549

Municipality	Funding Allocation Up To (\$)
City of Quinte West	65,239
City of Sarnia	88,970
City of Sault Ste. Marie	90,473
City of St. Catharines	141,077
City of St. Thomas	61,286
City of Stratford	54,980
City of Temiskaming Shores	44,446
City of Thorold	51,968
City of Thunder Bay	119,729
City of Timmins	63,724
City of Vaughan	287,711
City of Waterloo	117,253
City of Welland	72,622
City of Windsor	212,289
City of Woodstock	62,974
Corporation of The Municipality Of Mississippi Mills	47,193
County of Brant	59,420
County of Prince Edward County	56,994
Haldimand County	66,960
Municipality of Arran-Elderslie	41,806
Municipality of Bayham	42,308
Municipality of Bluewater	42,088
Municipality of Brighton	46,076
Municipality of Brockton	44,057
Municipality of Brooke-Alvinston	38,086
Municipality of Callander	39,316
Municipality of Central Elgin	46,722
Municipality of Central Huron	42,461
Municipality of Centre Hastings	40,087
Municipality of Charlton And Dack	36,625
Municipality of Chatham-Kent	114,425
Municipality of Clarington	106,265
Municipality of Dutton/Dunwich	39,318
Municipality of French River	38,298
Municipality of Gordon / Barrie Island	36,459
Municipality of Greenstone	39,970
Municipality of Grey Highlands	44,348
Municipality of Hastings Highlands	39,498
Municipality of Highlands East	38,875
Municipality of Huron East	43,784
Municipality of Huron Shores	37,453
Municipality of Killarney	36,371
Municipality of Kincardine	45,690

Municipality	Funding Allocation Up To (\$)
Municipality of Lambton Shores	45,048
Municipality of Leamington	51,703
Municipality of Magnetawan	37,221
Municipality of Markstay-Warren	38,293
Municipality of Marmora And Lake	39,392
Municipality of Mcdougall	38,332
Municipality of Meaford	45,353
Municipality of Middlesex Centre	50,665
Municipality of Morris-Turnberry	39,005
Municipality of Neebing	37,784
Municipality of North Grenville	49,978
Municipality of North Middlesex	41,424
Municipality of North Perth	47,165
Municipality of Northern Bruce Peninsula	39,431
Municipality of Oliver Paipoonge	41,060
Municipality of Port Hope	50,234
Municipality of Powassan	38,970
Municipality of Red Lake	39,522
Municipality of Shuniah	38,414
Municipality of Sioux Lookout	40,509
Municipality of South Bruce	40,820
Municipality of South Dundas	45,219
Municipality of South Huron	44,595
Municipality of Southwest Middlesex	40,891
Municipality of St.-Charles	37,118
Municipality of Temagami	36,723
Municipality of Thames Centre	47,216
Municipality of The Nation	46,892
Municipality of Trent Hills	46,970
Municipality of Trent Lakes	40,615
Municipality of Tweed	41,163
Municipality of Wawa	38,504
Municipality of West Elgin	40,274
Municipality of West Grey	46,646
Municipality of West Nipissing	48,210
Municipality of West Perth	43,552
Municipality of Whitestone	36,819
Norfolk County	82,575
The Corporation of The Municipality Of East Ferris	40,067
Town of Ajax	129,697
Town of Amherstburg	54,624
Town of Arnprior	43,493
Town of Aurora	75,292
Town of Aylmer	42,389

Municipality	Funding Allocation Up To (\$)
Town of Bancroft	39,331
Town of Blind River	38,984
Town of Bracebridge	49,604
Town of Bradford West Gwillimbury	58,250
Town of Bruce Mines	36,537
Town of Caledon	84,657
Town of Carleton Place	45,059
Town of Cobalt	36,999
Town of Cobourg	52,509
Town of Cochrane	40,551
Town of Collingwood	54,502
Town of Deep River	39,524
Town of Deseronto	37,546
Town of East Gwillimbury	56,364
Town of Englehart	37,296
Town of Erin	45,733
Town of Espanola	40,275
Town of Essex	53,345
Town of Fort Erie	54,341
Town of Fort Frances	42,599
Town of Gananoque	40,413
Town of Georgina	66,799
Town of Goderich	42,505
Town of Gore Bay	36,778
Town of Grand Valley	38,547
Town of Gravenhurst	46,471
Town of Greater Napanee	49,504
Town of Grimsby	51,464
Town of Halton Hills	80,133
Town of Hanover	42,555
Town of Hawkesbury	44,736
Town of Hearst	40,338
Town of Huntsville	52,828
Town of Ingersoll	46,849
Town of Innisfil	59,301
Town of Iroquois Falls	39,886
Town of Kapuskasing	43,067
Town of Kearney	36,791
Town of Kingsville	54,298
Town of Kirkland Lake	42,804
Town of Lakeshore	59,339
Town of Lasalle	53,892
Town of Latchford	36,309
Town of Laurentian Hills	38,552

Municipality	Funding Allocation Up To (\$)
Town of Lincoln	56,191
Town of Marathon	38,816
Town of Mattawa	37,732
Town of Midland	50,328
Town of Milton	121,609
Town of Minto	43,388
Town of Mono	43,335
Town of Moosonee	37,298
Town of New Tecumseth	57,333
Town of Newmarket	99,668
Town of Niagara-On-The-Lake	50,876
Town of Northeastern Manitoulin And The Islands	38,341
Town of Oakville	192,507
Town of Orangeville	52,808
Town of Parry Sound	41,471
Town of Pelham	50,536
Town of Penetanguishene	43,634
Town of Perth	41,066
Town of Petawawa	50,601
Town of Petrolia	40,907
Town of Plympton-Wyoming	42,646
Town of Prescott	39,620
Town of Rainy River	36,727
Town of Renfrew	43,009
Town of Richmond Hill	193,515
Town of Saugeen Shores	47,660
Town of Shelburne	42,926
Town of Smiths Falls	43,480
Town of Smooth Rock Falls	37,170
Town of South Bruce Peninsula	43,172
Town of Spanish	36,647
Town of St. Marys	42,197
Town of Tecumseh	55,719
Town of The Blue Mountains	41,994
Town of Thessalon	37,133
Town of Tillsonburg	49,487
Town of Wasaga Beach	53,555
Town of Whitby	137,066
Town of Whitchurch-Stouffville	67,154
Township of Addington Highlands	38,011
Township of Adelaide-Metcalf	38,576
Township of Adjala-Tosorontio	45,340
Township of Admaston/Bromley	38,530
Township of Alberton	36,864

Municipality	Funding Allocation Up To (\$)
Township of Alfred And Plantagenet	44,243
Township of Algonquin Highlands	38,035
Township of Alnwick/Haldimand	41,862
Township of Amaranth	39,499
Township of Armour	37,241
Township of Armstrong	37,031
Township of Ashfield-Colborne-Wawanosh	40,636
Township of Asphodel-Norwood	39,524
Township of Assiginack	36,902
Township of Athens	38,596
Township of Atikokan	38,375
Township of Augusta	42,272
Township of Baldwin	36,569
Township of Beckwith	42,518
Township of Billings	36,554
Township of Black River-Matheson	38,109
Township of Blandford-Blenheim	42,311
Township of Bonfield	37,716
Township of Bonnechere Valley	39,155
Township of Brethour	36,126
Township of Brock	45,904
Township of Brudenell, Lyndoch And Raglan	37,317
Township of Burpee And Mills	36,334
Township of Calvin	36,481
Township of Carling	36,996
Township of Carlow/Mayo	36,775
Township of Casey	36,355
Township of Cavan Monaghan	43,522
Township of Central Frontenac	39,748
Township of Central Manitoulin	37,809
Township of Centre Wellington	52,207
Township of Chamberlain	36,325
Township of Champlain	43,418
Township of Chapleau	37,707
Township of Chapple	36,584
Township of Chatsworth	41,659
Township of Chisholm	37,137
Township of Clearview	48,030
Township of Cockburn Island	36,044
Township of Coleman	36,548
Township of Conmee	36,737
Township of Cramahe	41,426
Township of Dawn-Euphemia	37,710
Township of Dawson	36,440

Municipality	Funding Allocation Up To (\$)
Township of Dorion	36,311
Township of Douro-Dummer	41,726
Township of Drummond/North Elmsley	42,627
Township of Dubreuilville	36,563
Township of Ear Falls	36,886
Township of East Garafraxa	38,228
Township of East Hawkesbury	38,835
Township of East Zorra-Tavistock	42,082
Township of Edwardsburgh/Cardinal	42,051
Township of Elizabethtown-Kitley	44,390
Township of Emo	37,173
Township of Enniskillen	38,412
Township of Essa	53,901
Township of Evanturel	36,424
Township of Faraday	37,230
Township of Fauquier-Strickland	36,498
Township of Front Of Yonge	38,252
Township of Frontenac Islands	37,534
Township of Gauthier	36,160
Township of Georgian Bay	38,160
Township of Georgian Bluffs	44,919
Township of Gillies	36,445
Township of Greater Madawaska	38,176
Township of Guelph/Eramosa	46,931
Township of Hamilton	45,312
Township of Harley	36,510
Township of Harris	36,505
Township of Havelock-Belmont-Methuen	39,881
Township of Head, Clara And Maria	36,254
Township of Hilliard	36,232
Township of Hilton	36,304
Township of Hornepayne	36,874
Township of Horton	38,489
Township of Howick	39,324
Township of Hudson	36,470
Township of Huron-Kinloss	42,031
Township of Ignace	37,062
Township of James	36,399
Township of Jocelyn	36,309
Township of Johnson	36,680
Township of Joly	36,301
Township of Kerns	36,347
Township of Killaloe, Hagarty And Richards	38,093
Township of King	56,805

Municipality	Funding Allocation Up To (\$)
Township of La Vallee	36,838
Township of Laird	36,930
Township of Lake Of Bays	38,726
Township of Lake Of The Woods	36,238
Township of Lanark Highlands	40,565
Township of Larder Lake	36,662
Township of Laurentian Valley	43,994
Township of Leeds And The Thousand Islands	44,061
Township of Limerick	36,337
Township of Loyalist	50,418
Township of Lucan Biddulph	40,025
Township of Macdonald, Meredith And Aberdeen Additional	37,406
Township of Machar	36,791
Township of Machin	36,866
Township of Madawaska Valley	39,536
Township of Madoc	37,804
Township of Malahide	43,914
Township of Manitouwadge	37,684
Township of Mapleton	44,960
Township of Matachewan	36,234
Township of Mattawan	36,180
Township of Mattice-Val Côté	36,592
Township of Mcgarry	36,559
Township of Mckellar	36,985
Township of Mcmurich/Monteith	36,742
Township of Mcnab/Braeside	42,123
Township of Melancthon	38,591
Township of Minden Hills	41,200
Township of Montague	39,229
Township of Moonbeam	37,086
Township of Morley	36,451
Township of Mulmur	38,989
Township of Muskoka Lakes	41,624
Township of Nairn And Hyman	36,333
Township of Nipigon	37,434
Township of Nipissing	37,489
Township of North Algona Wilberforce	38,513
Township of North Dumfries	44,696
Township of North Dundas	45,596
Township of North Frontenac	37,651
Township of North Glengarry	44,606
Township of North Huron	40,221
Township of North Kawartha	38,143

Municipality	Funding Allocation Up To (\$)
Township of North Stormont	41,865
Township of Norwich	45,362
Township of O'connor	36,605
Township of Opasatika	36,235
Township of Oro-Medonte	53,861
Township of Otonabee-South Monaghan	41,693
Township of Papineau-Cameron	36,904
Township of Pelee	36,243
Township of Perry	38,122
Township of Perth East	46,429
Township of Perth South	39,271
Township of Pickle Lake	36,372
Township of Plummer Additional	36,603
Township of Prince	36,899
Township of Puslinch	42,257
Township of Ramara	44,080
Township of Red Rock	36,802
Township of Rideau Lakes	44,790
Township of Russell	50,036
Township of Ryerson	36,592
Township of Sables-Spanish Rivers	38,766
Township of Schreiber	36,941
Township of Scugog	54,353
Township of Seguin	39,689
Township of Selwyn	50,494
Township of Severn	47,459
Township of Sioux Narrows-Nestor Falls	36,524
Township of South Algonquin	36,972
Township of South Frontenac	51,837
Township of South Glengarry	47,182
Township of South Stormont	47,148
Township of Southgate	42,272
Township of South-West Oxford	42,535
Township of Southwold	39,788
Township of Springwater	52,187
Township of St. Clair	47,975
Township of St. Joseph	37,094
Township of Stirling-Rawdon	40,179
Township of Stone Mills	42,567
Township of Strathroy-Caradoc	53,718
Township of Strong	37,262
Township of Tarbutt And Tarbutt Additional	36,496
Township of Tay	44,542
Township of Tay Valley	40,842

Municipality	Funding Allocation Up To (\$)
Township of Tehkummah	36,413
Township of Terrace Bay	37,408
Township of The Archipelago	36,493
Township of The North Shore	36,465
Township of Tiny	46,027
Township of Tudor And Cashel	36,540
Township of Tyendinaga	39,683
Township of Uxbridge	53,980
Township of Val Rita-Harty	36,689
Township of Wainfleet	41,441
Township of Warwick	39,171
Township of Wellesley	45,581
Township of Wellington North	46,135
Township of West Lincoln	48,325
Township of White River	36,590
Township of Whitewater Region	41,980
Township of Wilmot	53,445
Township of Wollaston	36,611
Township of Woolwich	49,510
Township of Zorra	42,937
United Townships of Dysart, Dudley, Harcourt, Guilford, Harburn, Bruton, Havelock, Eyre And Clyde	41,363
Village of Burk's Falls	36,874
Village of Casselman	39,049
Village of Hilton Beach	36,188
Village of Merrickville-Wolford	38,641
Village of Newbury	36,438
Village of Oil Springs	36,592
Village of Point Edward	37,769
Village of South River	36,987
Village of Sundridge	36,858
Village of Thornloe	36,138
Village of Westport	36,543

Ontario Revitalizing Main Streets, Helping Small Businesses Grow*Province Helping Boost Tourism, Create Jobs, Enhance Economic Growth*

January 23, 2018 9:00 A.M.

Ontario is helping rural communities attract investment and tourism, create jobs and enhance regional economic growth by supporting the revitalization of downtown and main streets across the province.

Jeff Leal, Minister of Agriculture, Food and Rural Affairs and the Minister Responsible for Small Business, made the announcement today at the Rural Ontario Municipal Association conference in Toronto.

Vibrant main streets help attract visitors, create jobs and increase the competitiveness of small businesses, which are the backbone of small, rural communities. That's why the province is helping municipalities enhance and revitalize their downtown and main streets through improvements such as the installation of pedestrian crosswalks or landscaping. Municipalities can also direct funding to local businesses to improve the appearance of their storefronts by installing lighting or new signage.

Supporting small businesses and communities across the province is part of Ontario's plan to create fairness and opportunity during this period of rapid economic change. The plan includes a higher minimum wage and better working conditions, free tuition for hundreds of thousands of students, easier access to affordable child care, and free prescription drugs for everyone under 25, through the biggest expansion of medicare in a generation.

QUOTES

" Main streets are at the core of small, rural communities and are home to thousands of small businesses across the province. That's why our government is committed to ensuring they continue to remain vibrant hubs where residents meet, tourists visit and small businesses grow and prosper."

- Jeff Leal

Minister of Agriculture, Food and Rural Affairs and the Minister Responsible for Small Business

" AMO welcomes new funding through the Main Street Revitalization Initiative and we are pleased that municipal governments won't have to provide matching funds to access the program. Municipal governments know how to get things done. This funding will help move projects forward on Ontario's Main Streets, helping to attract residents, visitors and support the business community."

- Lynn Dollin

President of the Association of Municipalities of Ontario and Deputy Mayor of the Town of Innisfil

" Many smaller communities have downtown business areas that play a special and critical role in building strong local economies. Programs like the Main Street Revitalization Initiative benefit our Main Street businesses which are important to rural Ontario."

- Ronald Holman

Chair of the Rural Ontario Municipal Association and Mayor of the Township of Rideau Lakes

QUICK FACTS

- Ontario is investing up to \$26 million in the Main Street Revitalization Initiative, which will be administered by the Association of Municipalities of Ontario and its rural arm, the Rural Ontario Municipal Association.
- This initiative is part of a \$40 million investment over three years in the Main Street Enhancement Fund, which will help strengthen small businesses in downtown and main street areas and enhance the digital presence and capabilities of small businesses through increased access to digital tools like e-commerce.
- The revitalization initiative expands upon and complements the [Downtown Revitalization Program](#) that supports main street revitalization in rural areas.
- Funding will be allocated to municipalities based on population size, using the most recent data from the 2016 Statistics Canada Census of Population.
- The formula includes an adjustment for those municipalities that have fewer than 25,000 residents. This adjustment ensures that small communities are provided an appropriate level of funding where their population figures would otherwise limit their respective funding allocations within the parameters of the program.
- About one-third of Ontario workers are employed by small businesses, which are businesses that employ less than 100 paid employees.
- To strengthen Ontario small businesses, the province is providing more than \$500 million over three years in new initiatives that include lowering the small business tax rate by 22 per cent from 4.5 per cent to 3.5 per cent, investing in youth employment, providing support for downtown main street businesses and reducing red tape.

LEARN MORE

- [Municipal Funding Allocations](#)
- [2017 Ontario Economic Outlook and Fiscal Review](#)
- ontario.ca/agriculture-news



Downtown Revitalization program

Learn how to make your rural community's downtown area vibrant.

Overview

The Downtown Revitalization (DR) program helps improve your rural community's downtown core and boost overall economic well-being.

Your community can aim to:

- help existing businesses get new customers
- bring more businesses to the downtown area
- team up with downtown organizations to coordinate efforts
- promote your downtown core
- make physical improvements (e.g., historic façade restoration, streetscaping, parking)
- make your downtown safe and pedestrian-friendly

Eligibility

To participate in the program, your community should have:

- at least 50 commercial enterprises or 70 structures in the downtown area
- a population of under 100,000 people
- completed at least one of our programs (e.g. [First Impressions Community Exchange](https://www.ontario.ca/page/improve-how-your-community-serves-visitors) (<https://www.ontario.ca/page/improve-how-your-community-serves-visitors>), [Business Retention and Expansion](https://www.ontario.ca/page/business-retention-and-expansion-program) (<https://www.ontario.ca/page/business-retention-and-expansion-program>))

How to get started

[Email us \(mailto:ag.info.omafra@ontario.ca\)](mailto:ag.info.omafra@ontario.ca) or call 1-877-424-1300 . We'll assign a regional economic development advisor who will:

- help you tailor the program to your community – based on the people, time and money you have available
- train your team to successfully run the project
- give you the [tools you need](#) – a step-by-step guide and information sessions

How it works

With your advisor's guidance, you'll run the program in four stages:

1. Plan your project and engage your community

At this stage you'll:

- form a leadership team to plan and run the project
- hire and train a project coordinator
- identify opportunities and concerns
- kick off your project at a public meeting

2. Research and analyze your findings

Next, you conduct research to get the information you need to develop a strategy to meet your goals.

3. Plan and take action

At this stage, you create a plan to guide your work and outline performance measures to monitor your progress.

4. Monitor your progress

Finally, you measure the results and adjust your plan to ensure success.

Resources

In-person training

We'll show your team how to plan and implement your project (e.g. how to keep stakeholders engaged, conduct market analysis, and monitor your project's performance)

Coordinator's manual

This manual provides instructions, worksheets and templates for completing your DR project.

Updated: February 12, 2018

Published: February 12, 2018



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

BY-LAW 2018/19

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A
MUNICIPAL FUNDING AMENDING AGREEMENT WITH
HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY
THE MINISTER OF AGRICULTURE, FOOD AND RURAL AFFAIRS**

WHEREAS the Municipality of West Nipissing has been selected for funding under the Ontario Community Infrastructure Fund Top-Up Application Component provided that the Municipality execute an Agreement with Her Majesty The Queen In Right Of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs for a municipal rehabilitation project.

**THE COUNCIL FOR THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
HEREBY ENACTS AS FOLLOWS:**

- (1) THAT** the Mayor and Chief Administrative Officer be authorized to sign the an Agreement with Her Majesty the Queen in Right of the Province of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs for the Ontario Community Infrastructure Fund Top-Up Application Component (OCIF AC4-4057) for a municipal rehabilitation project.

**ENACTED AND PASSED THIS 6th DAY OF MARCH 2018 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.

2018 /

MARCH 6, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT By-law **2018/19** being a by-law to authorize the execution of a municipal funding Agreement (OCIF AC4-4057) with Her Majesty The Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs, shall come into force and take effect on the date it is passed.

	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: _____



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

Resolution No.

2018 /

MARCH 6, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS the Municipality of West Nipissing will be completing necessary repairs to approximately 2.4 kilometers of Dutrisac Road as part of its 2018 capital works projects;

AND WHEREAS the project is anticipated to cost approximately \$466,000.00;

AND WHEREAS the Municipality has in 2017 already expended in excess of \$200,000.00 on this project including upgrades to the Canadian Pacific rail crossing;

AND WHEREAS Dutrisac Road serves not only residents of West Nipissing but provides the only means of access to Garden Village, Nipissing First Nation (NFN);

AND WHEREAS the Municipality has been advised that NFN is unable to provide any financial assistance for this road repair;

AND WHEREAS the Municipality of West Nipissing is seeking funding opportunities from either or both of the federal and/or provincial governments to assist with these necessary capital upgrades;

BE IT THEREFORE RESOLVED THAT the Municipality of West Nipissing is requesting financial support from the Government of Canada and/or or the Province of Ontario to assist the municipality in the rehabilitation of Dutrisac Road;

BE IT FURTHER RESOLVED THAT this resolution be forwarded to Marc Serré (MP Nickel Belt) and to John Vanthof (MPP Temiskaming-Cochrane) to be considered by any Ministry or available funding programs which may be able to provide financial assistance to West Nipissing for this initiative.

	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: _____



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

BY-LAW 2018/20

**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING
TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETING
HELD ON THE 6th DAY OF MARCH, 2018**

WHEREAS the Municipality of West Nipissing deems it desirable to confirm the proceedings of Council at its meeting held on the 6th day of March, 2018, and each motion, resolution and other action passed and taken by the Council at its said meeting, is except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

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

ENACTED AND PASSED THIS 6th DAY OF MARCH, 2018 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.

2018 /

MARCH 6, 2018

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT By-Law No. **2018/20**, being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 6th day of March, 2018, shall come into force and take effect on the date it is passed.

	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: _____