

AGENDA / ORDRE DU JOUR

- A) Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires
- B) Addendum and Agenda / Addenda et Ordre du jour
- B-1 Resolution to approve the Addendum
- B-2 Resolution to adopt the Agenda
- C) Delegations & Petitions / Délégations et pétitions
- C-1 Presentation re: Quesnel Road Subdivision (*Presenter : Paul Goodridge for Casa Development*)

REGULAR COUNCIL MEETING / RÉUNION RÉGULIÈRE

- D) Planning / Planification **NIL**
- E) Correspondence and Accounts / Comptes et courrier
- E-1 Resolution to adopt the CLOSED minutes of the meeting of Council held on October 1, 2019.
- E-2 Resolution to adopt the minutes of the meeting of Council held on October 15, 2019.
- E-3 Resolution to adopt the CLOSED minutes of the meeting of Council held on October 15, 2019.
- E-4 Resolution to adopt the minutes of the SPECIAL meeting of Council held on October 29, 2019.
- E-5 Resolution to adopt the minutes of the meeting of Council held on November 5, 2019.
- E-6 Resolution to adopt the minutes of the meeting of Council held on November 12, 2019.
- E-7 Resolution to adopt the minutes of the CLOSED meeting of Council held on October 29th and November 12, 2019.
- E-8 Resolution to receive the minutes of the Committee of Adjustment meetings held on September 9, 2019.
- E-9 Resolution to adopt the minutes of the Planning Advisory Committee meetings held September 9, 2019.
- E-10 Resolution to receive the minutes of the Au Chateau Board of Management meeting held on September 11, 2019.
- E-11 Resolution to receive the minutes of the Accessibility Advisory Committee meetings held on February 28, 2019 and May 16, 2019.
- E-12 Resolution to receive the minutes of the DNSSAB Board meeting held September 25, 2019.
- E-13 Resolution to receive the disbursements of accounts payables.
- F) Unfinished Business / Affaires en marche

G) Notice of Motion / Avis de motion

H) New Business / Affaires nouvelles

- H-1** Snow removal at Field Church Parking Lot
- H-2** Resolution to receive the 3rd Quarter Financial Update for the Municipality
- H-3** Resolution to authorize Public Works to submit a funding application to the Ministry of Transportation
- H-4** Resolution to declare various equipment as surplus to allow for the disposition thereof:
 - (a) Fire Department
 - (b) Police Department
 - (c) Water & Sewer Department
- H-5** Resolution to approve temporary street closures for the Annual Parade of Lights on December 6th
- H-6** Resolution to authorize continued financial support for Les Filles d'Isabelle
- H-7** Resolution to approve By-Law 2019/94 to amend the Procedural By-Law, as amended.

I) Addendum / Addenda

J) Information, Questions & Mayors' Report / Information, questions et rapport du Maire

- J-1** Mayor's Report

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

L) Adjournment / Ajournement

- L-1** Resolution to adopt By-law **2019/95** confirming proceedings of meeting
- L-2** Resolution to adjourn the meeting

**REQUEST FOR DELEGATION / WRITTEN SUBMISSIONS**

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

PLEASE PRINT CLEARLY:

Council Meeting Date:		Nov. 19, 2019	
Subject:	WEST NIPISSING CASA DEVELOPMENTS INC. - SUBDIVISION AGREEMENT		
Name:	PAUL GOODRIDGE		
Address:	SUITE 1 - 490 MAIN ST. E., NORTH BAY, ON P1B 1B5		
Phone:	Home:	Business:	Fax:
		705-492-1770	
E-Mail:	paul.goodridge@ggpcsltd.com		
Name of Group or Person(s) being represented (if applicable):			
WEST NIPISSING CASA DEVELOPMENTS INC.			
Details of nature of the business/purpose (additional information can be attached separately):			
SEEK CLARIFICATION OF DETAILS TO BE ADDED TO SUBDIVISION AGREEMENT. (SEE NOV 7, 2019 CORRESPONDENCE ATTACHED HERETO.)			
Presentation Requirements:	<input type="checkbox"/> Easel		<input checked="" type="checkbox"/> Projection Equipment (MAYBE)
	<input type="checkbox"/> Other:		
<small>Please be advised that your delegation/presentation will be recorded in video and audio format as part of Council meetings and will be subject to media broadcast (Eastlink and internet). Personal information on this form will be used for the purpose of sending correspondence relating to matters before Council and Committee of the Whole. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a report that is available to the general public in a hard copy format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M.56, as amended.</small>			
Submit your completed form to:		Municipal Clerk Municipality of West Nipissing 101 - 225 Holditch Street Sturgeon Falls, ON P2B 1T1 e-mail: mducharme@westnipissing.ca Tel: 705-753-2250 • Fax: 705-753-3950	

Visit ... www.westnipissingouest.ca

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: November 8, 2019

RE: FILE NO. SUBD2017/03(B & S MORRISON EXCAVATING LTD.
now WEST NIPISSING CASA DEVELOPMENTS INC.)

On January 15, 2018 the West Nipissing Planning Advisory Committee recommended draft plan approval of a subdivision consisting of 48 lots, both partially and fully serviced, which recommendation was approved by Council on the 16th day of January.

Since that time, the developer has been working with staff for the installation of the required services including roads, water and sewers. The Developer now wishes to enter into a Subdivision Agreement with the Municipality, but is seeking leave from certain provisions of the West Nipissing Subdivision Policy, which are as follows:

1. **Parkland:** The developer has offered the Natural Gas Easement lands (50'wide) as parkland dedication. The Planning Advisory Committee has recommended against this and should Council accept these lands as parkland it will be on the understanding that they are constrained by the gas easement and cannot ever be used for development of any kind. Council can request alternate lands be dedicated or accept cash in lieu of the parkland, for which a calculation has been provided by the developer's consultant.
2. **Sidewalks:** The developer is requesting leave from the installation of sidewalks and is proposing a widened asphalt instead. This option is less costly for the developer and will also reduce the amount of security required to be furnished.
3. **Security:** Our policy requires developers to post security in the amount of 100% of the value of the infrastructure to be installed or such percentage thereof as remains incomplete at the time of signing the Subdivision Agreement as verified by the developer's engineers. At this time, the developer is requesting leave from the requirement to post security for the the hydro portion of the above ground services. Without a proper estimate provided by the hydro provider, it is uncertain what the magnitude of this request is; however, I expect that it will exceed \$200,000.00 and should Council waive this security requirement, in the event that the developer does not proceed with or fails to finish the development, the municipality will have no security on which to realize to complete the works.

Joie de vivre



West Nipissing Ouest

Joie de vivre

www.westnipissingouest.ca

4. **Direct Municipal Charges:** Based on the fact that the developer has provided his own Engineering Supervision, he is requesting that the Engineering Review Fees be reduced to the minimum payable.
5. **Reduction in Letter of Credit:** The developer is requesting a further reduction in the proposed letter of Credit in the amount of the security posted for the installation of the amended waterline and road construction. This amendment was made to accommodate geographic constraints of running the waterline up Nipissing Street as originally contemplated. As Council member will recall, that security figure of \$137,800.00 was an number agreed upon by Council at the time. It was not verified by any engineering firm. The agreement was to install the waterline and construct the interior road to a standard which would allow the municipality to access its' infrastructure, if required. A recent inspection indicates that the road, while passable, is not complete and it is staff's recommendation to require the developer to have his engineers provide an estimate on the value of works to be completed (additional granulars, ditching, etc.) before agreeing to allow the existing security to be deducted to the new requirements.)

I am seeking Council's direction on these items so that the Developer may move forward with organizing this security requirements to proceed with the registration of his Subdivision Agreement.

Additional Commentary Regarding Subdivision Policy:

At a recent Committee of the Whole meeting, Council indicated that it wishes to review the Municipality's Subdivision Policy. The current policy was enacted in 2007, prior to the new Official Plan and Zoning By-Laws. It was also written to apply to urban subdivisions where all municipal services are available. As Council is aware, we receive applications for Subdivisions in all corners of the Municipality and every one is different. As a result, the policy, as written, is impossible to apply to rural and quasi-rural developments where no services exist. I will be reviewing the policy in the new year with the Managers of Public Works, Water & Sewer and the Chief Building Official with a view of setting standards for the different situations with which we are faced in approving subdivisions so that the standards are in keeping with the nature of the development and also meet the goals and objectives of the West Nipissing Official Plan and zoning by-laws. These policies will be brought to Council in the New Year for review and discussion.

Goodridge Goulet Planning & Surveying Ltd.
ONTARIO LAND SURVEYOR
LAND USE PLANNERS & DEVELOPMENT CONSULTANTS

November 7, 2019

Ms Melanie Ducharme, Clerk / Planner
Corporation of the Municipality of West Nipissing
200 Holditch Street
Sturgeon Falls, Ontario P2B 1T1

Dear Ms. Ducharme,

Reference: West Nipissing Casa Developments Inc. & B.S. Morrison Excavating Ltd.
Plan of Subdivision – Part Lot 4, Concession “A”, Geographic Township of Springer
Municipality of West Nipissing, District of Nipissing
Our file: 253-16

Further to our meeting earlier this week, we are seeking the following approvals and direction from Council for the terms of the Subdivision Agreement.

We proposed to dedicate the lands over which the Union Gas easement applies as a passive park to satisfy the parkland dedication condition of draft subdivision approval. The neighbours fronting on Nipissing Street were opposed as they believed it would lead to trespasses onto their property. We have removed the section of the proposed park east of the King Street extension to the rear of their lots and have incorporated these lands into the abutting lot structure. We are proposing that the easement lands west of the King Street extension be considered as the park. There are currently walking trails over these lands providing access to the wetlands on the west side of subject lands.

Alternatively, we could provide cash-in-lieu of parkland as permitted under the Planning Act. It is calculated as 5% of the value of the land included in the subdivision as of the day before draft subdivision approval was granted. I have determined this value by dividing the area of land included in the current subdivision (14.769 ha) by the total area of the original parcel (40.895 ha) multiplied by the original purchase price of \$300,000.00 multiplied by 0.05. This equals \$5,417.17. (Refer to Schedule A-5 of the Subdivision Agreement.) Please advise whether Council will accept the parkland dedication or would prefer cash-in-lieu.

We are also seeking relief from the condition of draft approval that sidewalks be provided on the basis that there are no sidewalks in this area of town to connect to. We are proposing instead to widen the asphalt to permit a bicycle lane. The MTO is currently studying the effects of paved shoulders on the longevity of the road asphalt as there is belief that paved shoulders will reduce the ongoing maintenance costs of the road surface.

We have made numerous attempts to have Hydro One Networks Inc. provide a cost estimate for the installation of the Hydro poles and aerial distribution lines without success. Hydro One Networks Inc. is committed to have the infrastructure installed and billed to the Owner on a cost recovery basis secured against the lands within the subdivision. Our firm has sought an independent cost estimate of the proposed Hydro infrastructure. The Owner covenants in Schedule E and Schedule E-1 of the Subdivision Agreement that should Hydro One Networks

Unit 1, 490 Main Street East, North Bay, ON P1B 1B5
Paul Goodridge, BSc, OLS, OLIP (705) 493-1770 paul.goodridge@ggpsltd.com
Don Goulet, Survey Consultant (705) 493-7974 don.goulet@ggpsltd.com

Reference: File 253-16

Inc. not complete the designed work, additional security will be provided in the amount detailed in Schedule E-1 at that point in time and an independent contractor will be hired to complete the installation.

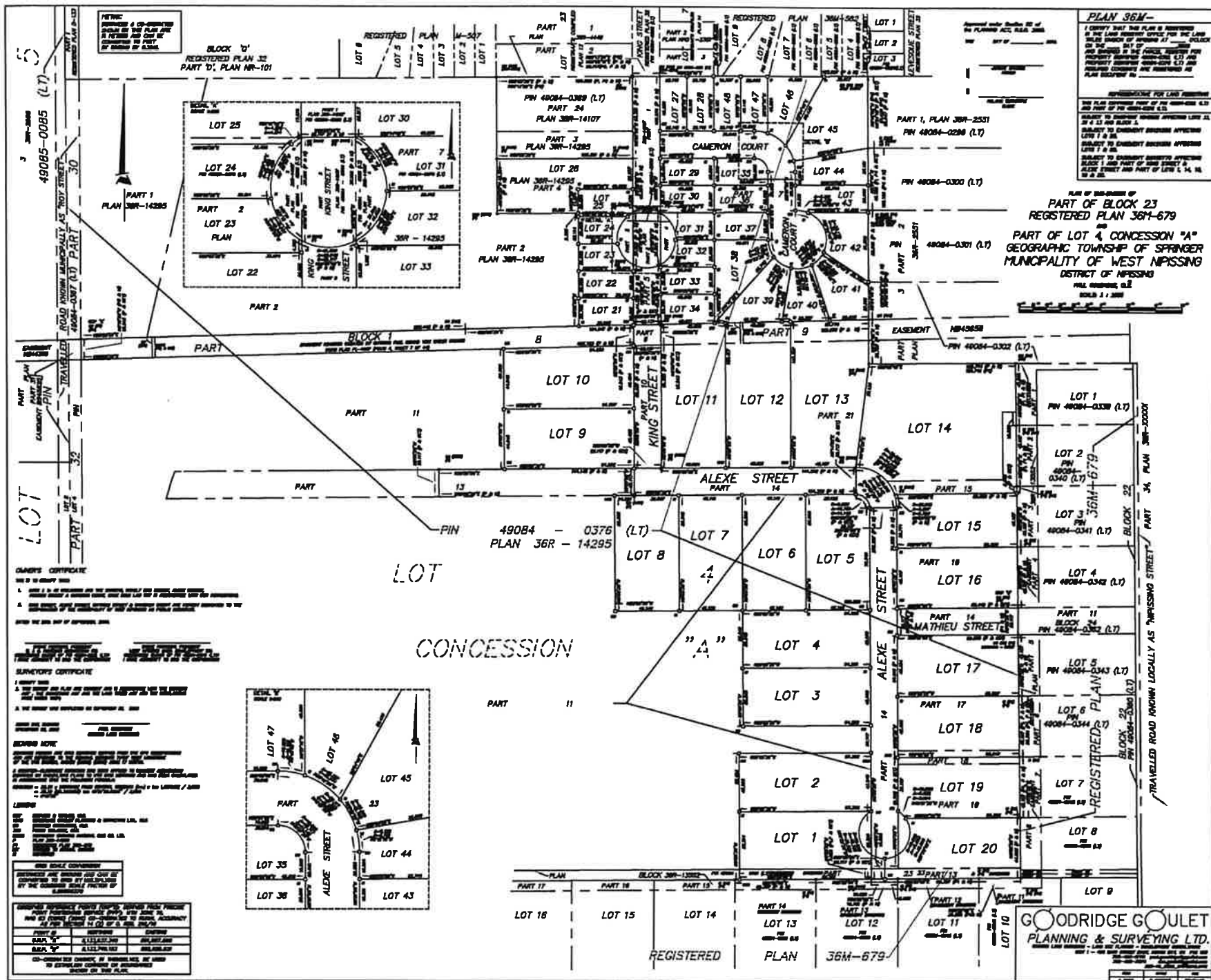
Schedule D – Method of Calculation of Direct Municipal Charges stipulates that the Owner pay either a minimum \$1,000.00 charge for engineering review and inspection or 3% of the total value of the proposed works. The total value of the infrastructure being provided by the Owner to the Municipality is in excess of one million dollars and the Owner has retained the services of Tulloch Engineering who are providing engineering design and independent, on-site inspection. They have been further contracted to provide engineering certification of all works prior to acceptance by the Municipality. We are submitting to Council our request that the Direct Municipal Charge for engineering review and inspection be set at the minimum \$1,000.00.

We would appreciate if you could present this correspondence at the Committee of the Whole meeting on Tuesday, November 12, 2019 for their consideration. I remain available to answer any questions you or your Council may have.

Sincerely,



Paul Goodridge



SCHEDULE "A5"

PARKS AND OTHER LANDS FOR MUNICIPAL PURPOSES

Parks and Other Lands

Block 1, Registered Plan 36M-XXX to be granted to the Municipality as parkland.

Cash in Lieu Calculation

(as set out in Section 51.1.1 of the Planning Act Chpt. P.13, R.S.O. 1990 as amended)

$$\begin{aligned} C &= \text{area of subdivision lands} / \text{total original area of property} \times \text{purchase price} \times 5\% \\ &= 14.769 \text{ ha} / 40.895 \text{ ha} \times \$300,000.00 \times 0.05 \\ &= \$5,417.17 \end{aligned}$$

PART C - STREET LIGHTING AND SIGNS

(1)	Street Lights	-	-	-
(2)	Street Signs	-	-	-
TOTAL PART C				<hr/> \$0.00

Cost Estimates – Calculation of Letter of Credit:

Whereas a Letter of Credit in the amount of \$138,700.00 has been deposited with the Municipality of West Nipissing for works already completed and accepted, the Letter of Credit shall be for the total cost of construction less the existing Letter of Credit; and

Whereas the Engineer has provided a cost breakdown of the costs of all municipal services being provided and the percentage complete with associated costs and the percentage remaining with associated costs (refer to Schedule E-2 attached hereto and forming part of this Agreement); and

Whereas the municipal services being provided under the terms of this Agreement have been substantially constructed:

Prior to the Municipality issuing any building permit within the plan of subdivision the Owner shall be required to file a Letter of Credit, in the required form, equal to 100 % of the estimated cost of all services as detailed above in Parts A and B.

$$\begin{aligned}\text{Letter of Credit: } & \$57,157.50 + \$339,910.00 - \$138,700.00 \\ & = \$258,367.50\end{aligned}$$

METHOD OF CALCULATION OF DIRECT MUNICIPAL CHARGES

Engineering Review and Approvals Fee

The payment required is calculated as a minimum of \$1,000 or to 3% of the estimated cost of the installation of the Services (Parts A and B) whichever is greater as a contribution toward the costs incurred by the Municipality in the engineering review, approvals and inspection of the works in this Agreement. Whereas the engineering review of municipal services being provided has occurred during past work and whereas the Contractor is liable for all inspection costs conducted by a registered professional engineering firm with a valid Certificate of Authorization from the Association of Professional Engineers of Ontario, the payment required will be \$1,000.00.

SCHEDULE "E"

SPECIAL PROVISIONS

Hydro One Networks Inc.

Whereas Hydro One Networks Inc. does not provide cost estimates for the provision of hydro facilities but rather installs the facilities on a straight cost recovery basis; and

Whereas an estimate has been obtained for the costs of such services if provided by a private, licensed installer;

The Owner undertakes to provide such additional security in full as detailed in Schedule E-1 attached and forming part of this Agreement at such time and in the event that Hydro One Networks Inc. will not complete the installation of Hydro facilities.

Municipal Services Credit

Whereas much of the engineering works required to provide municipal services has been completed and the engineer has provided certification as to the percentage complete (refer to Schedule E-2 attached and forming part of this Agreement);

The Municipality agrees to accept the engineer's report as the basis of calculation of the monies required as security for this project.

Transfer of Surplus Lands

Whereas the Owner provided the Municipality with a temporary cul-de-sac at the southerly terminus of the King Street extension more particularly described as Parts 2, 3 & 4, Plan 36R-14107; and

Whereas those portions of the cul-de-sac described as Parts 2 and 4, Plan 36R-14107 are not required for the operational requirements of King Street;

The Municipality will provide transfers to the Owner, to be registered in the name of the Owner's choosing, the following lands:

Part 1, Plan 36R-_____ to be added to Lot 24;
Part 2, Plan 36R-_____ to be added to Lot 23;
Part 3, Plan 36R-_____ to be added to Lot 22;
Part 4, Plan 36R-_____ to be added to Lot 31; and
Part 5, Plan 36R-_____ to be added to Lot 32.

Each respective Part and Lot will be sold, mortgaged, transferred or otherwise dealt with as a single unit notwithstanding the exemption of part lot control for whole lots on a registered plan of subdivision as provided for in the Planning Act, R.S.O. 1990, c. P.13. This clause will be binding on all future purchasers of said Lots 22, 23, 24, 31 and 32, Registered Plan 36M-_____.

SCHEDULE "E-1"



O/B 454001 Ontario Limited
431 Black Lake Rd., Lively, ON P3Y 1H8
Tel. 705-692-3400 Fax: 705-692-9823



July 16, 2019

Goodridge Goulet Planning & Surveying Ltd
Unit 1, 490 Main Street East
North Bay, Ontario
P1B 1B5

Att.: Mr. Don Goulet

Re: Power Supply to "Casa Subdivision" in Sturgeon Falls, ON

Dear Sir:

Further to our recent correspondence and the Hydro One Layout Drawing #00311-18-200, Rev1, A&L Line Construction (A&L) offers its price of **\$204,000.00** for the following work associated with the extension of a single phase 7,200V Hydro (power line) into the proposed "Casa Subdivision" in Sturgeon Falls, Ontario:

- 1) Supply and install up to (38) poles c/w hardware.
- 2) Supply and install all associated anchors.
- 3) Supply and install all associated guy wires.
- 4) Supply and install all associated ground units.
- 5) Supply and install (1) 1/0 ACSR phase conductor along primary line.
- 6) Supply and install (1) 3/0 AACSR neutral conductor along primary line.
- 7) Supply and install (2) 266.8 secondary buss conductors along primary line
- 8) Supply and install road crossing overhead triplex conductor from primary line to secondary poles c/w connections to secondary buss.
- 9) ESA electrical permit and inspection.

No provisions have been made for:

- A) Right-of-way clearing – which A&L assumes is already complete (or will be by others).
- B) Pole and anchor staking in the field – which A&L assumes would be completed by Hydro One prior to A&L mobilizing to the site.
- C) Locates (for existing underground utilities) – which are assumed to be by others prior to commencement.
- D) Mobilizing track equipment. A&L understands that the street work would be complete prior to A&L's commencement, and that each pole and anchor location will be readily accessible by RBD Boom and/or Bucket Truck.
- E) Backhoe or Excavator – It is assumed that the holes for the poles can be augered and helix anchors can be screwed in using conventional RBD boom trucks. A&L understands that if digging conditions are such that this is not possible, a backhoe or small excavator (c/w operator) will be provided to excavate/backfill at no cost to A&L.
- F) Bedrock. A&L offers its unit adder price of **\$6,000.00** to install a poles in bedrock; although none are expected at this time.
- G) Any work associated with the proposed underground services from the 35' secondary poles to the buildings, as A&L assumes that this work would be performed by others as the houses are built.

The Hydro One layout drawing makes reference to many details related to pole framing, anchoring, guying, grounding, etc. It is assumed that Hydro One would provide a complete set of drawings for A&L's use.

If you have any questions, please feel free to call.

Sincerely,

Dean Lanthier

X _____ Date: _____
My signature confirms my acceptance of this proposal, and authorizes A&L to proceed with the work at its earliest convenience.

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

**MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, OCTOBER 15, 2019 AT 6:30 PM**

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

ABSENT:

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

Councillor Seguin declared a conflict of interest with respect to **Item D-1** – Application for drainage on Betty Road by the Municipality, citing that his father-in-law lives on Betty Road and he wishes to remain impartial on the matter.

Councillor Yvon Duhaime wished to have a Conflict of Interest recorded pertaining to the special meeting of Council held on October 10th, 2019.

B) AGENDA and ADDENDUM / ORDRE DU JOUR et ADDENDA

B-1 A resolution was passed adopting the agenda as presented.

No. 2019/348 Moved by: Councillor Malette
Seconded by: Councillor L. Sénécal

BE IT RESOLVED THAT the Agenda for the meeting of Council held on October 15, 2019 be adopted, as
☐ presented / ☒ amended – wishing to add a closed session in order to discuss Item E-5 – Closed minutes of October 1st, 2019.

CARRIED

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS NIL

D) PLANNING / PLANIFICATION

D-1 A resolution was passed to authorize the Manager of Public Works to execute a Petition for Drainage Works by a Road Authority pursuant to the *Drainage Act* (Betty Road)

No. 2019/349 Moved by: Councillor L. Sénécal
Seconded by: Councillor Malette

WHEREAS on October 8, 2019, Council discussed the matter of Drainage on Betty Road and, in particular, related to the ditch/watercourse at 909 Betty Road;


AND WHEREAS Council has determined that the outlet is necessary for the proper drainage of a watershed which includes a portion of Betty Road and other adjacent properties;

THEREFORE BE IT RESOLVED THAT the Manager of Public Works is hereby authorized to execute a Petition for Drainage Works by a Road Authority pursuant to Section 4(1)(c) of the *Drainage Act*;

AND BE IT FUTHER RESOLVED that K. Smart & Associates, is hereby authorized under Section 8(1) of the Act, to make an examination of the area requiring drainage being that part of Betty Road and adjacent lands located in Part of Lot 9, Concession 4, Township of Caldwell, Municipality of West Nipissing.

CARRIED

E) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURRIER

- E-1** A resolution was passed to adopt the minutes of the meeting of Council held on September 3, 2019.
No. 2019/350 Moved by: Councillor Malette
Seconded by: Councillor L. Sénécal
BE IT RESOLVED THAT the minutes of the meeting of Council held on September 3, 2019 be adopted, as ☒ presented / ☐ amended. **CARRIED**
- E-2** A resolution was passed to adopt the minutes of the meeting of Council held on September 10, 2019.
No. 2019/351 Moved by: Councillor L. Sénécal
Seconded by: Councillor Malette
BE IT RESOLVED THAT the minutes of the meeting of Council held on September 10, 2019 be adopted, as ☒ presented / ☐ amended. **CARRIED**
- E-3** A resolution was passed to adopt the minutes of the CLOSED meeting of Council held on September 10, 2019.
No. 2019/352 Moved by: Councillor Malette
Seconded by: Councillor L. Sénécal
BE IT RESOLVED THAT the minutes of the Closed meeting of Council held on September 10, 2019 be adopted, as ☒ presented / ☐ amended. **CARRIED**
- E-4** A resolution was passed to adopt the minutes of the meeting of Council held on October 1, 2019.
No. 2019/353 Moved by: Councillor L. Sénécal
Seconded by: Councillor Malette
BE IT RESOLVED THAT the minutes of the meeting of Council held on October 1, 2019 be adopted, as ☒ presented / ☐ amended. **CARRIED**
- E-5** Minutes of the CLOSED meeting of Council held on October 1, 2019
 *Matter deferred to Closed Session for review*
- E-6** A resolution was passed to adopt the minutes of the meeting of Council held on October 8, 2019.
No. 2019/354 Moved by: Councillor Roveda
Seconded by: Councillor Séguin
BE IT RESOLVED THAT the minutes of the meeting of Council held on October 8, 2019 be adopted, as ☒ presented / ☐ amended. **CARRIED**
- E-7** A resolution was passed to adopt the minutes of the SPECIAL meeting of Council held on October 10, 2019.
No. 2019/355 Moved by: Councillor Séguin
Seconded by: Councillor Roveda
BE IT RESOLVED THAT the minutes of the SPECIAL meeting of Council held on October 10, 2019 be adopted, as ☒ presented / ☐ amended. **CARRIED**
- E-8** A resolution was passed to adopt the CLOSED minutes of the SPECIAL meeting of Council held on October 10, 2019.
No. 2019/356 Moved by: Councillor Roveda
Seconded by: Councillor Séguin
BE IT RESOLVED THAT the CLOSED minutes of the SPECIAL meeting of Council held on October 10, 2019 be adopted, as ☒ presented / ☐ amended. **CARRIED**

- E-9 A resolution was passed to receive the minutes of the West Nipissing Committee of Adjustment meeting.

No. 2019/357 Moved by: Councillor Séguin
 Seconded by: Councillor Roveda

BE IT RESOLVED THAT the minutes of the West Nipissing Committee of Adjustment meeting held on August 12, 2019 be received. **CARRIED**

- E-10 A resolution was passed to adopt the minutes of the Planning Advisory Committee meetings.

No. 2019/358 Moved by: Councillor Duhaime
 Seconded by: Councillor Roveda

BE IT RESOLVED THAT the minutes of the West Nipissing Planning Advisory Committee meetings held on July 8th and August 12th, 2019 be received. **CARRIED**

- E-11 A resolution was passed to receive the minutes of the Au Chateau Board of Management meeting.

No. 2019/359 Moved by: Councillor Roveda
 Seconded by: Councillor Duhaime

BE IT RESOLVED THAT the minutes of the Au Chateau Board of Management meeting held on June 19, 2019 be received. **CARRIED**

- E-12 A resolution was passed to receive the minutes of the West Nipissing Public Library Board meeting.

No. 2019/360 Moved by: Councillor Duhaime
 Seconded by: Councillor Roveda

BE IT RESOLVED THAT the minutes of the West Nipissing Library Board meeting held on August 29, 2019 be received. **CARRIED**

- E-13 A resolution was passed to receive the minutes of the District of Nipissing Social Services Administration Board (DNSSAB) meeting.

No. 2019/361 Moved by: Councillor Roveda
 Seconded by: Councillor Duhaime

BE IT RESOLVED THAT the minutes of the District of Nipissing Social Services Administration Board (DNSSAB) meetings held on July 16th and August 2nd, 2019 be received. **CARRIED**

- E-14 A resolution was passed to receive the disbursement sheets.

No. 2019/362 Moved by: Councillor Duhaime
 Seconded by: Councillor Roveda

BE IT RESOLVED THAT the account payables disbursement sheets for September 2019 be received, as presented. **CARRIED**

F) UNFINISHED BUSINESS / AFFAIRES EN MARCHÉ NIL

G) NOTICE OF MOTION / AVIS DE MOTIONS

H) NEW BUSINESS / AFFAIRES NOUVELLES

- H-1 A resolution was passed to authorize tax relief for Seniors and Elderly.

No. 2019/363 Moved by: Councillor Roveda
 Seconded by: Councillor Duhaime

WHEREAS section 319 (1) of the *Municipal Act, S.O. 2001, Chapter 25 as amended* provides that the Council of a Municipality shall, for the purpose of relieving financial hardship, pass a by-law for deferral or cancellation of, or other relief in respect of, tax increases on property in the residential property class for owners who are, or whose spouses or same-sex partners, are low-income seniors or low-income persons with disabilities as are both defined in the said by-law;

AND WHEREAS the Municipality of West Nipissing passed by-law **2019/47** for this purpose;

BE IT RESOLVED THAT the taxes be written off in the aggregate amount of \$1,742.35 for 32 properties.

WRITE OFF BILLING 2019 ELDERLY/ DISABLED TAX RELIEF BY-LAW 2019/47							
ROLL #	Variance	Deductible	Amount	Refund	Municipal	Education	TOTAL
1 010-003-00114	45.11	30.00	15.11	15.11	13.11	2.00	15.11
2 010-003-05634	38.99	30.00	8.99	8.99	7.80	1.19	8.99
3 010-005-03100	44.34	30.00	14.34	14.34	12.45	1.89	14.34
4 010-005-07535	79.14	30.00	49.14	49.14	42.65	6.49	49.14
5 020-010-00200	71.88	30.00	41.88	41.88	36.35	5.53	41.88
6 020-006-03700	68.64	30.00	38.64	38.64	33.54	5.10	38.64
7 020-007-02200	38.33	30.00	8.33	8.33	7.23	1.10	8.33
8 020-007-03500	82.59	30.00	52.59	52.59	45.64	6.95	52.59
9 020-007-05900	38.40	30.00	8.40	8.40	7.29	1.11	8.40
10 020-008-08700	55.98	30.00	25.98	25.98	22.55	3.43	25.98
11 040-00114700	135.05	30.00	105.05	100.00	86.79	13.21	100.00
12 020-009-01700	67.86	30.00	37.86	37.86	32.86	5.00	37.86
13 040-001-15600	149.53	30.00	119.53	100.00	86.79	13.21	100.00
14 040-001-38210	33.08	30.00	3.08	3.08	2.67	0.41	3.08
15 040-001-43232	41.41	30.00	11.41	11.41	9.90	1.51	11.41
16 040-002-18600	106.51	30.00	76.51	76.51	66.40	10.11	76.51
17 040-002-13200	36.55	30.00	6.55	6.55	5.68	0.87	6.55
18 040-002-30775	77.19	30.00	47.19	47.19	40.96	6.23	47.19
19 040-002-37400	92.86	30.00	62.86	62.86	54.56	8.30	62.86
20 060-00134250	201.17	30.00	171.17	100.00	86.79	13.21	100.00
21 060-001-42900	210.80	30.00	180.80	100.00	86.79	13.21	100.00
22 060-002-01900	248.97	30.00	218.97	100.00	86.79	13.21	100.00
23 060-002-02600	60.69	30.00	30.69	30.69	26.64	4.05	30.69
24 070-00231305	154.49	30.00	124.49	100.00	86.79	13.21	100.00
25 090-001-10820	175.02	30.00	145.02	100.00	86.79	13.21	100.00
26 110-001-15940	353.41	30.00	323.41	100.00	86.79	13.21	100.00
27 120-001-04100	113.39	30.00	83.39	83.39	72.37	11.02	83.39
28 130-001-02300	38.72	30.00	8.72	8.72	7.57	1.15	8.72
29 140-001-25000	57.85	30.00	27.85	27.85	24.17	3.68	27.85
30 140-001-28000	312.75	30.00	282.75	100.00	86.79	13.21	100.00
31 150-001-09100	112.84	30.00	82.84	82.84	71.90	10.94	82.84
32 180-001-01600	158.07	30.00	128.07	100.00	86.79	13.21	100.00
TOTALS:				1,742.35	1,512.18	230.17	1,742.35

CARRIED

Councillor Roveda sought clarification as to why so few seniors and elderly on fixed incomes are not receiving tax relief. The Director of Corporate Services indicated that the definition of seniors and elderly is defined within the tax relief by-law no. 2019/47. Council directed administration to investigate the definition of seniors and elderly within the tax relief by-law as to determine if a revision of the definition is required.

H-2 A resolution was passed to award the RFQ for renovations to the OMAFRA site (Verner).

No. 2019/364 Moved by: Councillor Duhaime
Seconded by: Councillor Roveda

WHEREAS an invitation to tender for OMAFRA Interior Renovations in the Verner municipal building were opened on October 8, 2019 by the Project Manager of Community Services and the Director of Corporate Services and Economic Development;

AND WHEREAS five (5) tenders were received;

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

AND WHEREAS Council concurs with the recommendation received;

BE IT THEREFORE RESOLVED THAT the tender for OMAFRA Interior Renovations in the Verner municipal building be awarded to **VENASSE BUILDING GROUP**, having submitted the lowest tender of \$300,000.00, meeting all the specifications.

CARRIED

- H-3 A resolution was passed to authorize By-Law **2019/89** to enter into a loan agreement with Infrastructure Ontario re: Construction of OPP site

No. 2019/365 Moved by: Councillor Roveda
Seconded by: Councillor Duhaime

BE IT RESOLVED THAT By-law **2019/89**, being a by-law to authorize the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for financing such Capital Works; to authorize temporary borrowing from OILC to meet expenditures in connection with such works; and to authorize long term borrowing for such works through the issue of debentures to OILC; shall come into force and take effect on the date it is passed.

CARRIED

- H-4 A resolution was passed to authorize the Mayor to declare the week of November 3rd to 9th, 2019 as National Francophone Immigration Week / Semaine nationale de l'immigration Francophone.

No. 2019/366 Moved by: Councillor D. Sénécal
Seconded by: Councillor Malette

BE IT RESOLVED THAT the Mayor be authorized to proclaim the week of November 3 to November 9, 2019 as « **NATIONAL FRANCOPHONE IMMIGRATION WEEK / SEMAINE NATIONALE DE L'IMMIGRATION FRANCOPHONE** » in the Municipality of West Nipissing.

CARRIED

- H-5 A resolution was passed to support a request from various townships requesting that the Provincial Government hold consultations with respect to municipal amalgamations.

No. 2019/367 Moved by: Councillor Malette
Seconded by: Councillor D. Sénécal

WHEREAS the Municipality of West Nipissing received resolutions from various townships, including Twp. Of McKellar, Twp. Papineau-Cameron, Mun. of Hastings Highlands, Twp. of Lake of Bays, Town of Wasaga Beach and Town of Penetanguishene, attached hereto, calling upon the Provincial Government to :

1. Hold a local referendum letting the citizens decide to amalgamate or not.
2. Conduct an evidence-based study to show that amalgamation actually saves costs, jobs, lowers taxes and reduce the provincial deficit.
3. Allow those municipalities to work out their own local collaborative agreement that best suit their local needs and to be permitted to do so on their own time line and volition.
4. To ensure that there is absolutely no conflict of interest in this consultative process.
5. To emphasize the political reality of forcing amalgamation on the many rural and northern municipalities across Ontario.

BE IT RESOLVED THAT Council for the Municipality of West Nipissing supports the Twp. Of McKellar, Twp. Papineau-Cameron, Mun. of Hastings Highlands, Twp. of Lake of Bays, Town of Wasaga Beach and Town of Penetanguishene calling upon the Provincial Government to :

1. Hold a local referendum letting the citizens decide to amalgamate or not.
2. Conduct an evidence-based study to show that amalgamation actually saves costs, jobs, lowers taxes and reduce the provincial deficit.
3. Allow those municipalities to work out their own local collaborative agreement that best suit their local needs and to be permitted to do so on their own time line and volition.
4. To ensure that there is absolutely no conflict of interest in this consultative process.
5. To emphasize the political reality of forcing amalgamation on the many rural and northern municipalities across Ontario.

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to Premier of Ontario, Deputy Premier of Ontario, Minister of Municipal Affairs, John Vanthof - MPP Timiskaming-Cochrane, Marc Serré - MP Nickel Belt, Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM) and Rural Ontario Municipalities Association (ROMA).

CARRIED

- H-6 A resolution was passed to support a request from the City of Kitchener calling upon the Provincial Government, to review programs under the discussion "Reducing Litter and Waste in our Communities".

No. 2019/368 Moved by: Councillor D. Sénécal
Seconded by: Councillor Malette

WHEREAS the Municipality of West Nipissing received a resolution from the City of Kitchener, attached hereto, calling upon the Provincial Government, under the discussion paper entitled “Reducing Litter and Waste in our Communities”; to review and implement a deposit/return program for recycled plastics, aluminum and metal drink containers as well as to review producer requirements and look for extended producer responsibility for all packaging;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing supports the City of Kitchener, requesting that the Provincial Government, under the discussion paper entitled “Reducing Litter and Waste in our Communities”, review and implement a deposit/return program for recycled plastics, aluminum and metal drink containers; as well as review producer requirements and look for extended producer responsibility for all packaging;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to Premier of Ontario, Minister of Environment, Minister of Municipal Affairs and Housing, John Vanthof - MPP Timiskaming-Cochrane, Marc Serré - MP Nickel Belt, Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM) and Rural Ontario Municipalities Association (ROMA).

CARRIED

I) ADDENDUM / ADDENDA

J) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS

J-1 Mayor Savage gave her report.

K) CLOSED MEETING / RÉUNION À HUIS CLOS

K-1 A resolution was passed to proceed into Closed Session

No. 2019/369 Moved by: Councillor Duhaime
Seconded by: Councillor L. Sénécal

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

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

(i) Investigation Report – Human Resources Matter

CARRIED

K-1 A resolution was passed to adjourn the Closed Session

No. 2019/370 Moved by: Councillor Fisher
Seconded by: Councillor Séguin

BE IT RESOLVED THAT the Closed meeting of Council held on October 15, 2019 be adjourned at 7:29 PM in order to proceed with the regular meeting.

CARRIED

L) ADJOURNMENT / AJOURNEMENT

L-1 A resolution was passed to adopt By-law **2019/90** to confirm the proceedings of Council at its meeting of October 15, 2019.

No. 2019/371 Moved by: Councillor Malette
Seconded by: Councillor D. Sénécal

BE IT RESOLVED THAT By-law No. **2019/90**, being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 15th day of October 2019, shall come into force and take effect on the date it is passed.

CARRIED

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

No. 2019/372 Moved by: Councillor D. Sénécal

Seconded by: Councillor Malette

BE IT RESOLVED THAT the meeting of Council held on October 15, 2019 be adjourned.

CARRIED

JOANNE SAVAGE,
MAYOR

JANICE DUPUIS,
DEPUTY CLERK

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

**MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, OCTOBER 29, 2019 AT 6:30 PM**

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

ABSENT: COUNCILLOR YVON DUHAIME
COUNCILLOR JEREMY SÉGUIN

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

Councillor Duhaime declared a conflict of interest due to the subject matter and did not attend the meeting.

B) AGENDA / ORDRE DU JOUR

B-1 A resolution was passed adopting the agenda as presented.

No. 2019/373 Moved by: Councillor Fisher
Seconded by: Councillor Malette

BE IT RESOLVED THAT the Agenda for the SPECIAL MEETING of Council held on October 29, 2019 be adopted, as ☒ presented / ☐ amended. **CARRIED**

C) CLOSED MEETING / RÉUNION À HUIS CLOS

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

No. 2019/374 Moved by: Councillor L. Sénécal
Seconded by: Councillor Fisher

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

- (B) personal matters about an identifiable individual, including municipal or local board employees;
- (F) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (i) Complaint – Chief Administrative Officer (CAO)

C-2 A resolution was passed to adjourn the closed meeting.

No. 2019/375 Moved by: Councillor L. Sénécal
Seconded by: Councillor Malette

BE IT RESOLVED THAT the Closed meeting of Council held on October 29, 2019 be adjourned at 6:48 PM in order to proceed with the regular meeting. **CARRIED**

D) ADJOURNMENT / AJOURNEMENT

D-1 A resolution was passed to adopt By-law **2019/91** to confirm the proceedings of Council at its meeting of October 29, 2019.

No. 2019/376 Moved by: Councillor Malette
Seconded by: Councillor Fisher

BE IT RESOLVED THAT By-law No. 2019/91, being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 29th day of October 2019, shall come into force and take effect on the date it is passed.

CARRIED

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

No. 2019/377 Moved by: Councillor L. Sénécal

Seconded by: Councillor Fisher

BE IT RESOLVED THAT the SPECIAL MEETING of Council held on October 29, 2019 be adjourned.

CARRIED

JOANNE SAVAGE,
MAYOR

MELANIE DUCHARME,
CLERK

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

**MINUTES OF THE COMMITTEE OF THE WHOLE COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, NOVEMBER 5, 2019 AT 6:30 PM**

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

ABSENT: COUNCILLOR CHRISTOPHER FISHER
COUNCILLOR ROLAND LARABIE

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

There were no pecuniary interests declared.

B) AGENDA and ADDENDUM / ORDRE DU JOUR et ADDENDA

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

No. 2019/378 Moved by: Councillor Malette
Seconded by: Councillor Séguin

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

CARRIED

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

No. 2019/379 Moved by: Councillor Séguin
Seconded by: Councillor Duhaime

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

CARRIED

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS NIL

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

D-1) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL

D-1(a) Proposal from Chamber of Commerce re: Use of Municipal Space

The Director of Community services provided information concerning a request from the Chamber of Commerce concerning the space at the Tourism Centre. The proposal is to use the space and to assist the municipality in providing tourism assistance. The CAO elaborated and expanded on the plans to reorganize some municipal space by moving the operations centre staff to Town Hall vacant space. Discussions have also taken place to relocate Economic Partners to Town Hall which would leave the building vacant and potentially declared surplus. Following discussions, council was generally agreeable to allowing the Chamber to rent the space on a month to month basis in the short term with a view of looking further at all municipal facilities.

D-1(b) Community Strategic Plan – Terms of Reference

The CAO provided information concerning beginning the process to establish a community strategic plan and to engage a consultant to carry out the process. Council was in favour of staff moving forward with the issuance of an RFP to engage the services of a consultant to assist in the process. It was also suggested that staff investigate additional funding opportunities. Council also requested the opportunity to meet with the consultant to convey its goals and objectives. It was also suggested that timelines be part of the selection criteria with a view of completing the plan quickly.

D-1(c) Municipal Operational Review – Terms of Reference

The CAO explained the parameter of an Operational Review and what the objectives are including the analysis of services offered by the municipality, efficiencies and human resources. The review will serve to examine how the municipality offers services to the public and to see if there are ways of being more efficient and effective. The report will come back to Council and Council will have the final say on recommendations arising from the review.

D-1(d) Funding Announcements :

(i) Ontario Municipal Partnership Funding (OMPF)

The CAO provided explanation on the OMPF announcement and how it will affect Council revenues in the upcoming year. While acknowledging that the news could have been worse, the lack of increase will result in some budgetary constraints in the upcoming year.

(i) Canada Infrastructure Program (ICIP)

The Mayor provided information on a recent program for infrastructure funding and staff was directed to identify projects which could potentially benefit from the program and to bring recommendations and priorities back to Council for determination.

D-1(e) Request for donation – Les Filles d'Isabelle

The Chair summarized the request for the Filles d'Isabelle for rental assistance and the request for direction from staff to include this organization in the policy for annual donations. Council was supportive of renewing the annual donation but did not support amending the policy. Council asked to have a list of all donations and assistance provided at budget time so that council can take the donations into account in making budgetary decisions.

D-1(f) Council Strategic Plan

↳ ***Refer to Addendum Section***

Lise Sénécal,
Chair

Melanie Ducharme,
Clerk

D-2) PLANNING / PLANIFICATION

D-3(a) Proposed dates for public consultations re: Proposed Licensing Agreement for Camping Trailers/RV's in West Nipissing

Staff proposed dates for public consultation on the issues of camping trailers. It was suggested that an additional session be held in Sturgeon Falls and it was also suggested that the meeting times be moved to 7:00 and that options for reaching out to the public other than social media be explored in order to ensure that all residents are duly informed of the sessions. It was agreed that the Sturgeon Falls session be held at the end of November 19th meeting.

Denis Sénécal,
Chair

Melanie Ducharme,
Municipal Planner

D-3) EMERGENCY MEASURES AND PUBLIC SAFETY / MESURES D'URGENCE ET SÉCURITÉ PUBLIQUE

D-3(a) Community Safety and Well-Being Session

↳ *Refer to Addendum Section*

D-4) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUENIL

D-5) SOCIAL SERVICES AND HEALTH / SERVICES SOCIAUX ET SANTÉ

D-5(a) NBPSDHU – Location of Sharps Kiosk

Council discussed the options for installation of community sharps disposal location. Following discussion, the first choice was determined to be the most feasible location and staff was directed to move forward with that option. The Chief Administrative Officer will contact the NBPSDHU to inquire if installation can proceed despite the start of inclement weather.

Léo Malette,
Chair

Melanie Ducharme,
Clerk

D-6) PUBLIC WORKS / TRAVAUX PUBLICS

D-6(a) Dovercourt Road – Follow-up re: Speed Bumps

The Chair of public works provided information received from the Public Works Manager on the merits and detractors to installing speed bumps on Dovercourt Road to control the speed of vehicular traffic on that street. The CAO also raised the issue of potentially closing the south end of the street. Council discussed the various options and most were in agreement with the potential of closing south end of the street to eliminate through traffic.

D-6(b) Roy Street – Follow-up re: year round maintenance

Council was provided with information concerning the potential upgrade of Roy Street. It was agreed that it be added to the list of potential capital projects for 2020.

D-6(c) Sidewalks & Traffic around École Jeunesse Active

The Chair provided information concerning arrangements being made to re-route truck traffic through the PW yard to alleviate the pressure on Lisgar Street. A gate is being installed to allow access to Sturgeon Falls Brush via the Public Works Yard which will be controlled remotely. Further, a gate will be installed at the north end which will prohibit truck traffic from entering via Lisgar. It was recommended that an amendment to the Traffic By-Law be brought to restrict heavy traffic on Lisgar Street. The CAO indicated that he would bring additional information at the next meeting to provide council with visual representation and following discussions with representatives of the affected businesses.

Yvon Duhaime,
Chair

Jean-Pierre (Jay) Barbeau,
Chief Administrative Officer

D-7) COMMUNITY SERVICES / SERVICES COMMUNAUTAIRES

D-7(a) Request from WN Lynx Hockey Club for United Way OPP Fundraiser

Council considered and agreed to a donation of free ice time for a fundraiser being organized by the Lynx organization and the OPP.

D-7(b) Request from Nipissing First Nation re: Little NHL Sponsorship

Council considered a request for sponsorship of the Little NHL Hockey League Tournament to be held in Mississauga in March 2020. Following discussion, Council was agreeable to the Bronze Level sponsorship in the amount of \$2,500.00. It was also suggested that the Municipality could consider providing free ice time for practice as "in-kind" contribution.

D-7(c) Active Living Committee (creation of)

Councillor Roveda raised the issue of implementing an Active Living Committee which would have a mandate of making the community more active and would initiate partnerships with organizations which promote active living initiatives. Council was in support of such a committee and agreed that it would be incorporated into the Strategic Plan discussions.

Jeremy Séguin,
Chair

Stephan Poulin,
Director of Economic Development and
Community Services

D-8) SEWER AND WATER / LES ÉGOUTS ET L'EAU NIL

D-9) ENVIRONMENTAL / L'ENVIRONNEMENT

D-9(a) Recycling Bins :

- (i) Request from Cache Bay resident
- (ii) Update – Lavigne Recycling Depot

➡ Refer to Addendum Section

MOTION TO EXTEND MEETING :

At 9:26 PM, a motion was tabled to extend the meeting beyond the regular curfew time of 9:30PM in order to continue discussions:

Moved by: Councillor Séguin
Seconded by: Councillor Roveda

CARRIED

**REGULAR COMMITTEE MEETING /
RÉUNION RÉGULIÈRE**

E) UNFINISHED BUSINESS / AFFAIRES EN MARCHÉ NIL

F) NOTICE OF MOTION / AVIS DE MOTIONS

G) NEW BUSINESS / AFFAIRES NOUVELLES

- I-1 A resolution was passed to authorize the signing of the Winter Maintenance Agreements for certain private roads

No. 2019/380 Moved by: Councillor Duhaime
Seconded by: Councillor Malette

WHEREAS the Municipality of West Nipissing has received Private Road Winter Maintenance Agreements for certain roads within the municipality;

AND WHEREAS the roads in question have been duly inspected and identified as meeting the municipality's standards for maintenance;

BE IT RESOLVED THAT the Mayor and Chief Administrative Officer be authorized to sign the 2019-2020 Private Road Winter Maintenance Agreements with the residents of each of the following roads:

- ❖ **ALFRED ROAD**
- ❖ **ARGO ROAD**
- ❖ **PELLERIN ROAD**
- ❖ **POINT ROAD**
- ❖ **PRANG'S LANE**
- ❖ **ST-JEAN ROAD**

CARRIED

H) ADDENDUM / ADDENDA

D-1) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL

D-1(f) Council Strategic Plan

The Mayor provided council with information concerning a council visioning session. Staff was directed to bring back to the November 19th meeting a summary of the priorities of previous council to see where what objectives have been met and which are still a priority. The Mayor outlined a proposed timeline for the process with a view of completing the plan prior to 2020 budget discussions.

D-4) EMERGENCY MEASURES AND PUBLIC SAFETY / MESURES D'URGENCE ET SÉCURITÉ PUBLIQUE

D-4(a) Community Safety and Well-Being Session

The Director of Corporate Services provided a brief update on the Community Safety and Well Being Plan process. Community partners are being invited and requested to share a brief summary of who they are and what they bring to the process. All council members are invited to be part of the process.

Christopher Fisher,
Chair

Melanie Ducharme,
Clerk

D-9) ENVIRONMENTAL / L'ENVIRONNEMENT

- D-9(a)** Recycling Bins :
(i) Request from Cache Bay resident
(ii) Update – Lavigne Recycling Depot

The CAO spoke to both items. The manager is working on getting the equipment to the locations requested; however there is a bit of work involved in getting the bins ready. The CAO also pointed out that there is a cost to obtaining and maintaining the bins. The CAO also indicated that the preferred location in Lavigne would be on Caron Road where it can be monitored. Councillor Senecal raised the issue of multiple locations and the CAO suggested that the one location be established for now with a view of looking at other locations in the future. The CAO also indicated that staff can re-furbish some bins for Cache Bay over the winter but if new bins are required, then it would be a budgetary discussion. Council also

requested that the matter of altering recycling and garbage pick-ups be looked at more closely at a future meeting.

Roland Larabie,
Chair

Jean-Pierre (Jay) Barbeau,
Chief Administrative Officer

I) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS

I-1 The Mayor gave her report.

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

K) ADJOURNMENT / AJOURNEMENT

K-1 A resolution was passed to adopt By-law **2019/92** confirming the proceedings of Council at its meeting held on November 5, 2019.

No. 2019/381 Moved by: Councillor Roveda
Seconded by: Councillor Duhaime

BE IT RESOLVED THAT By-law No. **2019/92** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 5th day of November 2019, shall come into force and take effect on the date it is passed.

CARRIED

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

No. 2019/382 Moved by: Councillor Duhaime
Seconded by: Councillor Séguin

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

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

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

**MINUTES OF THE COMMITTEE OF THE WHOLE COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, NOVEMBER 12, 2019 AT 6:30 PM**

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

ABSENT:

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

Councillor Séguin declared a conflict of interest in Item C-1 due to the fact that an immediate family member may be impacted by the subject matter.

B) AGENDA and ADDENDUM / ORDRE DU JOUR et ADDENDA

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

No. 2019/383 Moved by: Councillor L. Sénécal
Seconded by: Councillor Séguin

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

CARRIED

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

No. 2019/384 Moved by: Councillor Séguin
Seconded by: Councillor L. Sénécal

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

CARRIED

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS

C-1 Betty Road – Drainage Matters (Presenter: Denis & Linda Bazinet)

Denis and Linda Bazinet made a presentation to Council to request the Municipality to reconsider the decision of Council to Petition for a Municipal Drain on Betty Road. Council received the information and indicated that it would be discussed at the first meeting of December.

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

D-1) EMERGENCY MEASURES AND PUBLIC SAFETY / MESURES D'URGENCE ET SÉCURITÉ PUBLIQUE

D-1(a) Fire Service Annual Report (separate document)

Chief Richard Maranda presented the Fire Service Annual Report for 2018. The Chief indicated that the per capita household cost for fire service in West Nipissing are considerably lower than most municipalities. The Chief highlighted portions of the report including statistics, education and

community events. The report also contains details of the fire service fleet and a breakdown of the 2018 calls for service.

Christopher Fisher,
Chair

Melanie Ducharme,
Clerk

D-2) PUBLIC WORKS / TRAVAUX PUBLICS

D-2(a) Capital Update

The Manager of Public Works informed Council of the completion of various 2018 capital projects including paving, patching, sidewalks, culverts, bridge repairs, assessment of the connecting link infrastructure, brushing and ditching. The Manager also outlined certain projects which remain ongoing and/or postponed to 2020.

D-2(b) Leblanc Road – Request for regular maintenance (Stewart Rd to Leblanc Rd)

Council was provided with a request seeking maintenance of a portion of Leblanc Road; which is beyond the gate. The CAO provided a request recently received from the Snowmobile Club who have requested use of that road for its trail system. The CAO indicated that an agreement will be entered into between the Municipality and the affected landowner.

D-2(c) Main Street Drain/Gulley – Update

Following initial discussions at the _____ meeting, Council was advised that discussions are ongoing with the affected residents and an agreement to allow them do work on the municipal property to shore up their lands has been proposed which is anticipated to meet the needs of the residents.

Yvon Duhaime,
Chair

Jean-Pierre (Jay) Barbeau,
Chief Administrative Officer

D-3) PLANNING / PLANIFICATION

D-3(a) Casa Development - Request for variance from Subdivision Policy

Council was presented with a request for variance from subdivision policy by Casa Development which includes reductions in required security, parkland and infrastructure. Council was advised that there is some urgency in moving the file forward as the developer has transactions; which are scheduled to be completed and which cannot proceed until the Subdivision is registered. Since the project was approved some time ago, Council requested a presentation by the Developer at the earliest possible opportunity to provide an overview of the project; which will assist in making a decision on the requested matters.

Denis Sénécal,
Chair

Melanie Ducharme,
Municipal Planner

D-4) COMMUNITY SERVICES / SERVICES COMMUNAUTAIRES

D-4(a) Capital Update

The Director of Community Services provided Council with an update of the 2019 capital projects including renovations to Statistics Canada, Town Hall elevator; the Verner building renovations for the OMAFRA space; new lamp posts bases and the posts will be installed in Sturgeon Falls when they are delivered. He also informed Council that the funding for the Field outdoor rink has been refused.

Jeremy Séguin,
Chair

Stephan Poulin,
Director of Economic Development and
Community Services

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

D-6) ENVIRONMENTAL / L'ENVIRONNEMENT

D-6(a) Stewardship Ontario – Funding for Municipal Blue Box Recycling

The Director of Corporate Services/Treasurer provided information concerning the Stewardship Funding for Blue Box recycling which is funding that is received annually for recycling and waste diversion.

Roland Larabie,
Chair

Jean-Pierre (Jay) Barbeau,
Chief Administrative Officer

D-7) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL

D-7(a) ROMA 2020 Conference – Deadline for Delegation Request (Dec-2-2019)

Council was advised that the deadline for delegation requests for the 2020 ROMA conference is December 2, 2019. Following a discussion during which a number of significant municipal issues were raised, Council agreed that energies be focussed on obtaining a delegation with the Ministry of Transportation to address the matters of connecting link funding as well as the reclassification of certain highways in order to address ongoing maintenance concerns. It was also requested to seek a delegation with the Ministry of Infrastructure Ontario pertaining to the future investment required for the Verner water supply.

D-7(b) Proposed amendments to the Procedural By-Law

Mayor Savage and Councillor Fisher both submitted various proposed amendments to the Procedural By-Law for consideration. Following discussion, it was agreed that the proposed changes be brought to the next council meeting.

Lise Sénécal,
Chair

Melanie Ducharme,
Clerk

D-8) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUE NIL

D-6) SOCIAL SERVICES AND HEALTH / SERVICES SOCIAUX ET SANTÉ NIL

**REGULAR COMMITTEE MEETING /
RÉUNION RÉGULIÈRE**

E) UNFINISHED BUSINESS / AFFAIRES EN MARCHÉ NIL

F) NOTICE OF MOTION / AVIS DE MOTIONS

G) NEW BUSINESS / AFFAIRES NOUVELLES

- I-1 A resolution was passed to authorize the Mayor and CAO to sign an agreement for the operation of the Sturgeon Falls Arena Canteen.

No. 2019/385 Moved by: Councillor Larabie
Seconded by: Councillor Malette

BE IT RESOLVED THAT the Mayor and Chief Administrative Officer be authorized to sign a Concession Agreement with **NICOLE PETERSON** for the operation of the Sturgeon Falls Arena Canteen for the Municipality of West Nipissing.

CARRIED

H) ADDENDUM / ADDENDA

I) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS

- K-1 The Mayor gave her report.

J) CLOSED MEETING / RÉUNION À HUIS CLOS

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

No. 2019/386 Moved by: Councillor Malette
Seconded by: Councillor Larabie

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

- (B) personal matters about an identifiable individual, including municipal or local board employees;
(i) Human Resources Matter – Complaint – Chief Administrative Officer (CAO)

CARRIED

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

No. 2019/387 Moved by: Councillor Fisher
Seconded by: Councillor Malette

BE IT BE IT RESOLVED THAT the Closed meeting of Council held on November 12, 2019 be adjourned at 10:30 PM in order to proceed with the regular meeting

CARRIED

K) ADJOURNMENT / AJOURNEMENT

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

No. 2019/388 Moved by: Councillor Malette
Seconded by: Councillor Fisher

BE IT RESOLVED THAT By-law No. **2019/93** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 12th day of November 2019, shall come into force and take effect on the date it is passed.

CARRIED

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

No. 2019/389 Moved by: Councillor Fisher
Seconded by: Councillor Malette

BE IT RESOLVED THAT the meeting of Council held on November 12, 2019 be adjourned.

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



MINUTES

**Municipality of West Nipissing
Meeting of the Committee of Adjustment
On September 9, 2019 at 6:30 PM
Chair: Normand Roberge**

PRESENT: Christopher Fisher
Roger Gagnon
Fernand Pellerin
Normand Roberge
Denis Senecal

ABSENT:

CALL TO ORDER

RESOLUTION #2019/065

Moved by: Denis Senecal

Seconded by: Christopher Fisher

That the Agenda and Addendum for the meeting of September 9, 2019 be approved, as presented.

CARRIED

MINUTES

RESOLUTION #2019/066

Moved by: Christopher Fisher

Seconded by: Denis Senecal

That the Minutes of the Committee of Adjustment meeting held on August 12, 2019, be adopted, as presented.

CARRIED

APPLICATIONS FOR MINOR VARIANCE AND CONSENT

Application for Minor Variance MV2019/10 by Raymond Guenette-Owner

A Minor Variance application made by Raymond Guenette to amend the permitted uses in zoning By-law 2019/58 to include a Professional Office and a Contractor's establishment at 178 Craig Street, Legally described as Lot 10, Plan 35, Sturgeon Falls, Municipality of West Nipissing.

RESOLUTION #2019/067

Moved by: Denis Senecal

Seconded by: Christopher Fisher

CARRIED

Application for Minor Variance MV2019/11 by Carmen Malette and Omer Dorion-Owners

A Minor Variance application made by Carmen Malette and Omer Dorion to increase maximum lot coverage for accessory structures from 10% to 14% (Table 6.3) at 144 Arthur Street, Legally described as Lot 240, Plan M-115, Sturgeon Falls, Municipality of West Nipissing.

RESOLUTION #2019/068

Moved by: Denis Senecal

Seconded by: Christopher Fisher

CARRIED

Application for Consent C32/2019 by Michael Stevens-Owner

A consent application made by Michael Stevens for a lot addition at Dutrisac Road/Promenade du Lac, Legally described as Part of Lot 1, Concession C, Part 9, 36R-14206, Township of Springer, Municipality of West Nipissing.

RESOLUTION #2019/069

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before September 10, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That a Pin Consolidation be filed in the Land Registry Office in order to consolidate the lot addition.

CARRIED

Application for Consent C33/2019 by Pierre and Anne Lanteigne-Owners

A consent application made by Pierre and Anne Lanteigne for the creation of a new lot at 480 Champagne Road, Legally described as Lot 10, 36M-616, Township of Springer, Municipality of West Nipissing.

RESOLUTION #2019/070

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before September 10, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That any portion municipally maintained and travelled road located on the subject land be conveyed to the Municipality of West Nipissing.

CARRIED

Application for Consent C34/2019 by Allison McAllister and Jean-Marc Pharand-Owners

A consent application made by Allison McAllister and Jean-Marc Pharand for the creation of a new lot at 326 Rainville Road, Legally described as Lot 9, Concession B, Township of Caldwell, Municipality of West Nipissing.

RESOLUTION #2019/071

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before September 10, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That any portion municipally maintained and travelled road located on the subject land be conveyed to the Municipality of West Nipissing.
6. The owners shall, pursuant to Section 65(2) of the Drainage Act, R.S.O., 1990 (the "Act"), enter into an Agreement with regard to their respective share(s) of the drainage assessment and shall file such agreement with the Clerk of the Municipality of West Nipissing, for the approval by the Council for the Municipality of West Nipissing. In the event that the Agreement of the parties is not acceptable to the Council of the West Nipissing Municipality, the provisions of Section 65(1) of the Act shall apply.

CARRIED

Application for Consent C35/2019 by Northland Farms and Contracting Inc.-Owner

A consent application made by Northland Farms and Contracting Inc. for the creation of a new lot at Rainville Road, Legally described as Lot 9, Concession B, Township of Caldwell, Municipality of West Nipissing.

RESOLUTION #2019/072

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before September 10, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That any portion municipally maintained and travelled road located on the subject land be conveyed to the Municipality of West Nipissing.
6. The owners shall, pursuant to Section 65(2) of the Drainage Act, R.S.O., 1990 (the "Act"), enter into an Agreement with regard to their respective share(s) of the drainage assessment and shall file such agreement with the Clerk of the Municipality of West Nipissing, for the approval by the Council for the Municipality of West Nipissing. In the event that the Agreement of the parties is not acceptable to the Council of the West Nipissing Municipality, the provisions of Section 65(1) of the Act shall apply.

CARRIED

Application for Consent C36/2019 by Daniel Schwartzentruber-Owner

A consent application made by Daniel Schwartzentruber for the creation of new lots at Rainville Road, Legally described as Lot 11, Concession B, Township of Caldwell, Municipality of West Nipissing.

RESOLUTION #2019/073

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before August 13, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That any portion municipally maintained and travelled road located on the subject land be conveyed to the Municipality of West Nipissing.
6. The owners shall, pursuant to Section 65(2) of the Drainage Act, R.S.O., 1990 (the "Act"), enter into an Agreement with regard to their respective share(s) of the drainage assessment and shall file such agreement with the Clerk of the Municipality of West Nipissing, for the approval by the Council for the Municipality of West Nipissing. In the event that the Agreement of the parties is not acceptable to the Council of the West Nipissing Municipality, the provisions of Section 65(1) of the Act shall apply.
7. Severed 1 be increase to 4 Ha. to permit Rural uses. Lot lines to be "squared up".

CARRIED

Application for Consent C37/2019 by Michel Rifou-Owner

A consent application made by Michel Rifou for the creation of a new lot at 12494 Highway 64, Legally described as Part of Lot 4, Concession 5, Part 1, 36R-6159, Township of Springer, Municipality of West Nipissing.

RESOLUTION #2019/074

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before September 10, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That an entrance permit be obtained from the Ministry of Transportation.

CARRIED

Application for Consent C30/2019 by Lillian Mae Quenneville-Owner

Provisional consent was granted on August 12, 2019. A request was submitted to change the provisional consent from a lot addition to the creation of a Right-of-Way.

A consent application made by Lillian Mae Quenneville for the creation of a Right-of-Way at 30 Northshore Road, Legally described as Part of Lot 12, Concession 3, Township of Field, Municipality of West Nipissing.

RESOLUTION #2019/075

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before September 10, 2020 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That a Pin Consolidation be filed in the Land Registry Office in order to consolidate the lot addition.
6. That any portion municipally maintained and travelled road located on the subject land be conveyed to the Municipality of West Nipissing.

CARRIED

ADJOURNMENT

RESOLUTION #2019/076

Moved by: Fernand Pellerin


Seconded by: Christopher Fisher

That the West Nipissing Committee of Adjustment meeting be adjourned to October 21, 2019 in the Library Auditorium of the West Nipissing Municipal Building.

CARRIED



Chair



Secretary-Treasurer

MINUTES

**Municipality of West Nipissing
Meeting for the Planning Advisory Committee
On September 9, 2019 at 06:00 PM
Chair: Denis Sénécal**

PRESENT: Yvon Duhaime
Chris Fisher
Fernand Pellerin
Normand Roberge
Dan Roveda
~~Joanne Savage~~
Denis Sénécal

ABSENT:

-
1. **CALL TO ORDER**
 2. **DECLARATION OF PECUNIARY INTEREST**
 3. **APPROVAL OF AGENDA**

RESOLUTION #2019/039

Moved by: Daniel Roveda

Seconded by: Christopher Fisher


That the Agenda for the meeting of September 9, 2019, be approved, as presented.

CARRIED

4. **MINUTES**

RESOLUTION #2019/040

Moved by: Normand Roberge

Seconded by:  Daniel Roveda

That the Minutes of meeting held on August 12, 2019 be adopted, as presented.

CARRIED

5. **ZONING AMENDMENT APPLICATION ZBLA 2019-11- LARABIE, GERALD AND CARMEN**

RESOLUTION #2019/041

Moved by: Yvon Duhaime

Seconded by: Fernand Pellerin

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

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

BE IT RESOLVED THE WEST NIPISSING PLANNING ADVISORY COMMITTEE

☐
☐

RECOMMENDS
DOES NOT RECOMMEND

that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to rezone the property located at 12289 Highway 64, as follows:

1. Schedule **F5-1** of By-Law No. 2014/45 shall be amended by changing the zoning designation of the properties shown on Schedule 'A' attached hereto, which properties are more particularly described as Part of Lot 4, Concession 4, Part 1, NR-65, Former Township of Springer, Municipality of West Nipissing, shown as hatched on Schedule 'A', attached hereto from CF (Community Facility) to RR (Rural Residential).
2. Section 6.1 of By-law No. 2014/45 provides permitted uses for a Rural Residential zone.

DEFERRED

8. ADJOURNMENT

RESOLUTION #2019/042

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

That the West Nipissing Planning Advisory Committee meeting be adjourned to October 21, 2019 in the Library Auditorium (Lower Level) of the West Nipissing Municipal Building.

CARRIED


Chair


Secretary-Treasurer

**Minutes of the Regular Meeting
of the Board of Management of Au Château
held in Au Château's Boardroom
on September 11, 2019 at 12:00 noon**

PRESENT: MEMBERS :	Lise Senécal	Chair
	Yvon Duhaime	
	Jacques Dupuis	Administrator / Secretary
	Léo Malette	
	Dan O'Mara	via teleconferencing
	Joanne Savage	
	Nicole Janson	Recording Secretary

01. Meeting called to order

Meeting was called to order.

02. Declaration of Conflict of Interest

No declaration of conflict of interest declared.

03. Adoption of Agenda

Resolution No. 46

Moved by : Yvon Duhaime

Seconded by : Joanne Savage

BE IT RESOLVED THAT the Agenda of the Regular Meeting on September 11, 2019 be approved as presented at 12:04 pm.

Carried

04. Adoption of Minutes

Resolution No. 47

Moved by : Joanne Savage
Seconded by : Yvon Duhaime

BE IT RESOLVED THAT the Minutes of the Regular Meeting held June 19, 2019 be approved as presented.

Carried

05. New Business:

a) Health & Safety Committee Meeting Minutes

The Health and Safety Committee Meeting Minutes were accepted as presented and the following resolution was adopted:

Resolution No. 48

Moved by : Yvon Duhaime
Seconded by : Joanne Savage

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

Carried

b) MOH-LTC Inspection Report Update

Administrator updated the Board on the inspections as follows:

Follow-Up : No orders left – Physio is now in compliance
Critical Incident: One written Notification and Voluntary Plan of correction which were corrected with action plan completed.

c) MOH-LTC – Cuts to Long-Term Care Funding

The Board was updated on the impact that the funding cuts will have on our Home. Letters of concern were sent to the Minister but no more information is available at this time. The Board will be informed of any new developments.

d) Ontario Health Team Update

Health Team process is in its preliminary state having the governance's transition taking approximately two years. Importance was stressed on the need of good representation and on how the funding piece will be conveyed having a preference that the government look after the funding aspect. Administrator and Chair will attend a governance session on September 12th, 2019.

e) Strategic Plan – Discussion on Planning Exercise

No new developments to report.

06. Unfinished Business:

a) Financial Report

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

Resolution No. 49

Moved by : Joanne Savage
Seconded by : Léo Malette

BE IT RESOLVED THAT the Financial Report be accepted as presented.

Carried

b) Administrative Report

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

Resolution No. 50

Moved by : Léo Malette
Seconded by : Joanne Savage

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

Carried

07. In-Camera Session

None

08. Other Business / Information Items

a) Next Meeting

The next meeting is scheduled for October 16th, 2019 at 12:00 noon.

b) Information Items

None

09. Adjournment


Resolution No. 51

Moved by : Joanne Savage

Seconded by : Léo Malette

BE IT RESOLVED THAT the meeting now adjourn at 1:10 pm.

Carried


Chairperson


Administrator / Secretary

MINUTES of the Municipal Accessibility Advisory Committee
Meeting held on February 28th, 2019

PRESENT: Sylvie Belanger, Tammy Rhéaume-Fortin, Yvon Gauthier, Céleste Auger-Proulx (CC) and Lynn Duhaime.

ABSENT: Rachel Gagnon, Brian Robert, Roberte, Giroux and Councillor Roland Larabie

CALL TO ORDER

The meeting was call to order at 3:35pm.

ELECTION OF CHAIR

Moved by: Yvon Gauthier

Seconded by: Tammy Rheaume-Fortin

THAT Sylvie Belanger be appointed chair for the year 2019.

CARRIED

APPROVAL AND ADDITION TO THE AGENDA

Moved by: Tammy Rheaume-Fortin

Seconded by: Celestre Auger-Proulx

That the agenda be accepted as presented with additions.

CARRIED

APPROVAL OF THE MINUTES

Moved by: Yvon Gauthier

Seconded by: Tammy Rheaume-Fortin

THAT the minutes of September 27th, 2018 be approve as presented.

CARRIED.

BUSINESS ARISING OUT OF MINUTES

Site Audit – Sylvie mentioned that all the municipal buildings were done and the committee met in December to review the barriers so that Lynn can work on the Barriers Report for 2019-2020.

NEW BUSINESS

Review Terms of Reference – Sylvie Belanger mention that as per our terms of reference they need to be reviewed every year by the committee. The only recommended change was the term should be four year because we follow the election term.

Action Plan 2019-2020 – Sylvie reviewed the documentation and explained that this is only to help us plan what we will be working on for the next 2 years. Lynn will make a few changes and will forward a revised copy to everyone.

Barriers Report – Lynn put forward a report from the site audit in which everyone did. It was mentioned that some of the barriers are minor for example changing faucets and lowering towel dispensers BUT some of the barriers are major and they will be ongoing until renovations are done to some of the municipal building.

Lynn will make some changes to the document and will send to the committee again for a last review prior to sending it to council.

Conference call meeting – Sylvie Belanger mention that we can maybe look at doing some conference call with some of our committee especially during the winter months and/or when some committee members cannot attend so that we do not need to reschedule our meeting and to make sure we have a quorum.

CORRESPONDANCE – A “How to serve on a municipal accessibility advisory committee guide” was forwarded to Lynn for information purpose in which she will share with everyone.

NEXT MEETING – Lynn will contact everyone to schedule the next meeting.

ADJOURNMENT

Moved by: Yvon Gauthier

Seconded by: Celestre Auger-Proulx

That the meeting be adjourned.

Carried



Sylvie Belanger, Chair



West Nipissing Ovest

ACCESSIBILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

Purpose

The West Nipissing Municipal Accessibility Advisory Committee (MAAC) will provide a communication/consultation forum for community-of-interest constituents to meet with Municipal management and to advise Council on matters pertaining to:

1. Measures taken by the Municipality to identify, remove and prevent barriers to persons with disabilities;
2. Measures in place for the Municipality to assess its proposals for By-laws, policies, programs and services to determine their effects on accessibility for persons with disabilities;
3. Listings of By-laws, policies, programs and services that will be reviewed during the coming year in order to identify barriers to persons with disabilities;
4. Measures the Municipality intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities; and
5. Any other item under the authority of the Ontarians with Disabilities Act, 2001 under the purview of this advisory committee

Roles and Responsibilities of Members

MAAC members will act in a liaison capacity with their community constituent groups and will be active members in MAAC meetings.

Members will be involved in suggesting items for the advisory committee agenda; discussing issues; deciding upon recommendations; seeking public input on issues, concerns and recommendations; and effectively disseminating information to residents of West Nipissing.

Committee Structure

Members (5):

Persons with Disabilities (3)	- to be nominated by public advertisement
Members Community at large (2)	- to be nominated by public advertisement
Municipality of West Nipissing (2)	- one (1) member of Municipality Council; one (1) member of Municipality staff

A minimum of five (5) voting members nominated by the Municipality of West Nipissing with three (3) persons with disabilities and two (2) persons from the community at large.

Municipality staff shall provide administrative and technical support, records and minutes for meetings of the MAAC as required. Administrative support for the MAAC shall come from the Community Services Department.

Procedures/Operation

Meetings will be held quarterly on a schedule to be fixed by the MAAC.

Public consultation will be held at least once a year.

Minutes of meetings will be prepared and circulated to MAAC members as early as possible after each meeting. Upon adoption of the minutes, they will be forwarded to Municipal Council for information and/or consideration, as required.

A Chair for the advisory committee will be chosen from the MAAC voting members at its first meeting for a one-year term.

The MAAC membership will serve a term of four years.

The advisory committee will operate under Parliamentary Rules of Procedure for its meetings.

Recommendations and Reports

All recommendations and reports prepared by the MAAC will be forwarded to Municipal Council for consideration. Municipal Council will report to the Province and the public on the items arising from the MAAC deliberations and research.

Review of Terms of Reference

The Terms of Reference of the MAAC will be reviewed on an annual basis to ensure that the advisory committee's mandate, membership, and investigations remain current and appropriate.

Revised – February 28th, 2019

Accessibility Work Plan for 2019 -2020

[illegible]

MINUTES of the Municipal Accessibility Advisory Committee
Meeting held on May 16th , 2019

PRESENT: Sylvie Belanger, Yvon Gauthier, Rachel Gagnon, Robert Giroux, Roland Larabie and Lynn Duhaime.

ABSENT: Céleste Auger-Proulx , Brian Robert, Tammy Rhéaume-Fortin

CALL TO ORDER

The meeting was call to order at 3:35pm.

APPROVAL AND ADDITION TO THE AGENDA

Moved by: Rachel Gagnon

Seconded by: Roberte Giroux

That the agenda be accepted as presented with additions. CARRIED

APPROVAL OF THE MINUTES

Moved by: Yvon Gauthier

Seconded by: Rachel Gagnon

THAT the minutes of February 28th, 2019 be approve as presented. CARRIED.

BUSINESS ARISING OUT OF MINUTES

Barriers Final Report – The committee reviewed the FINAL REPORT and suggested to include at the end our priorities for the upcoming year (2019-2020) which would be the Hall in Verner (not handicapped accessible) and Hall in Cache Bay (washrooms not handicapped accessible).

A copy of the Barriers Report for 2019-2020 will be forward to council for the 2020 Budget.

NEW BUSINESS

Handicapped Parking – Lynn reported that after talking with Mr. Robert Pilon, our By-Law Enforcement Officer, that the line paving is not part of the by-law since lines are covered anyways during the winter time, therefore the sign is a MUST.

Awareness Day - Sylvie mentioned that once a year we focus on doing an awareness day and/or a public consultation as per our terms of reference and it was mentioned that this year we would focus on the upcoming IPM event pertaining to Handicapped Accessibility to the event. Lynn will communicate with Neil Fox, the chair of the IPM for West Nipissing pertaining to their Accessibility Plan.

CORRESPONDANCE – A “How to serve on a municipal accessibility advisory committee guide” was forwarded to Lynn for information purpose. She will share with everyone.

NEXT MEETING – Lynn will contact everyone to schedule the next meeting.

AJOURNMENT

Moved by: Yvon Gauthier

Seconded by: Rachel Gagnon

That the meeting be adjourned.

Carried



Sylvie Belanger, Chair

BARRIERS REPORT

As of May 2019

The purpose of the West Nipissing Municipal Accessibility Advisory Committee is to provide input and advice to Council on matters pertaining to identifying, removing and prevent barriers to persons with disabilities. THEREFORE, the Committee Members on a yearly basis puts forward an ACTION PLAN on activities they would focus on and one of the activity is doing a site visit to all municipal buildings. The site visit was done during the Fall of 2018 and we have put forward a list of barriers that was identified by our committee. This report will be part of the 2020-2025 Accessibility Plan.

BARRIERS REPORT SHEET

	Barriers	Location	Strategy for removal/prevention	Status
1	Lobbies – Counter too high	Information Centre	Accommodate- Restoration Lower counter	ON GOING
2	Bathroom Door Signage		Need to replace for raised (3D symbols) braille	ON GOING
3	Handicapped sign for side entrance		Install sign for people to use main door	ON GOING
4	Hall Lift (wheelchair only)	Verner Hall	Renovation /Accommodate Install signage informing lift access in arena lobby Suggestion – New entrance on southeast side with new door, small roof, paving and signage. Investigate side seated lift on other side if possible	ON GOING
5	Entrance – not accessibility to the hall		Renovation Paint yellow edge on stairs and suggest a side stair lift.	ON GOING

7	Washroom Accessoires	Verner Arena	Renovation –install lever faucet, missing a grab bar, dispensers to high, relocate soap dispenser	ON GOING
8	Canteen counter too high		Renovation – Accommodate	ON GOING
		Municipal Office Verner Museum		CLOSED
9	Manual Door		Renovation – Accommodate Install automatic doors and fix small lip to go in	ON GOING
10	Handicapped Parking		Renovation – Pave & signage	ON GOING
11	Reception Counter to high		Renovation - Accommodate	ON GOING
12	Washrooms Accessories		Paper dispenser is to high & need angle mirrors Need to install signage on bathroom doors over wall painting	ON GOING

13	Washroom Accessories 2nd floor		Change door handle, need grab bar, paper towel to high and move hand soap and need lever handle, countertop not wheelchair accessible	ON GOING
14	Washrooms – more accessible	Library Sturgeon Falls	Restoration Use town hall washrooms	ON GOING
15	Automatic door in Hallway going to town hall		Install push button	ON GOING
16	Washroom Counter not wheel chair accessible		Renovation to access washrooms	ON GOING
17	Library Entrance - Automatic doors	Field Library	Renovation Install automatic doors (both should opened at same time)	ON GOING
18	Handicapped parking		Renovation – signage not for paved area	ON GOING
19	Washrooms not wheelchair accessible		Renovation – should remove both bathroom and make one handicap	ON GOING

20	Washroom Accessories		Change door knob and lever	ON GOING
21	No Automatic Doors	Field Community Centre	Renovation – Install automatic door	ON GOING
22	Washrooms NOT wheelchair accessible		Renovations	ON GOING
23	Public Telephone to high		Lower the telephone	ON GOING
24	Reception – Counter too high	Municipal – Sturgeon Falls	Renovation – Accommodate Lower section	ON GOING
25	Washroom signage		Renovations- signage on door raised symbols	ON GOING
26	Poor lighting to washroom		Renovation – install extra lighting	ON GOING
27	No Automatic Doors	Monetville Community Ctre	Renovation – Accommodate Install Automatic Doors	ON GOING
28	Handicapped Parking		Restoration – Pave & Signage	ON GOING
29	Washroom not handicap	Cache Bay Small Hall	Restoration – built one accessible washroom /signage	ON GOING

30	Handicapped washroom	Cache Bay Community Ctre	Renovations - men wheelchair not accessible/signage	ON GOING
31	Handicapped washroom	Cache Bay Library	Renovations	ON GOING
32	Reception Counter to high	Complex Pool Entrance	Renovation Accommodate Lower counter	ON GOING
33	Washroom accessories		Lower paper towel and relocate soap dispenser (men and woman) Paper towel dispenser in woman put lower	ON GOING
34	Washroom – Accessories	Complex MAIN HALL	Renovation – paper towel and soap are too high; NEED a few more level faucets	ON GOING
35	Entrance Carpet between doors		Renovation – purchase a new or install none slip tiles	ON GOING

36	Stage not wheelchair accessible		Renovation – Accommodate Have a portable ramp and store under stage	ON GOING
37	Washroom not wheelchair accessible	Hall of Fame	Renovation-Accommodate	ON GOING
38	Washroom accessories		Renovation	ON GOING
39	Bar Counter		Renovation – too high – Accommodate	ON GOING
40	Window Viewing		Renovation – too high – accommodate or lower a window	ON GOING
41	Seating area	Sturgeon Falls ARENA	Renovation – insert yellow tape on stairs	ON GOING
42	Viewing access		Renovation – built ramp to view ice surface	ON GOING
43	Canteen Counter to high		Renovation – Accommodate Lower counter	ON GOING
44	Washroom accessories		Renovation – lower soap dispenser – mirror and change door handle	ON GOING

45	Back Entrance Automatic Doors		Renovation - Accommodate	ON GOING
46	Washroom Accessories	Marina	Renovation – hand towel to high	ON GOING
47	Boardwalk not wheelchair accessible		Renovation – just make small ramp	
48	No side walk		Renovation – investigate sidewalk/ramp	

PRIORITY FOR 2020-2021

- 1) Hall Verner – Not Handicapped accessible
- 2) Hall Cache Bay – Washroom not accessible

Updated – Oct 10/2019

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

MINUTES OF PROCEEDINGS

REGULAR BOARD MEETING – WEDNESDAY SEPTEMBER 25, 2019 3:00 PM –Guillemette Rankin Boardroom, 3rd Floor, City Hall

MEMBERS PRESENT:

Mayor Dean Backer (East Nipissing)
Councillor Mac Bain (North Bay)
Mayor Jane Dumas (South Algonquin) via teleconference
Councillor Terry Kelly (East Ferris)
Councillor Chris Mayne (North Bay)
Councillor Dave Mendicino (North Bay)
Mayor Dan O'Mara (Temagami)
Councillor Dan Roveda (West Nipissing)
Councillor Scott Robertson (North Bay) via teleconference
Representative Amanda Smith (Unincorporated)
Councillor Bill Vrebosch (North Bay)

REGRETS:

Councillor Mark King (North Bay) Excused

STAFF ATTENDANCE:

Melanie Shaye, Acting CAO/Director of Corporate Services
Lynn Démoré-Pitre, Director of Children's Services
Michelle Glabb, Director Social Services
Marianne Zadra, Executive Coordinator and Communications
Stacey Cyopeck, Manager, Housing Services
Pierre Guenette, Manager, Housing Operations
Justin Avery, Manager Finance
Jason Corbett, Contract Specialist and Procurement

CALL TO ORDER

The Regular Board Meeting was called to order at 3:01 PM by Vice Chair Mac Bain.

Adoption of the Roll Call

Resolution No. 2019-123

Moved by: Councillor Terry Kelly

Seconded by: Councillor Bill Vrebosch

That the Board of Directors accepts the Roll Call as read by the Secretary for the Regular Board meeting of September 25, 2019 at 3:02PM. *Carried.*

Adoption of the Agenda

Resolution No. 2019-124

Moved by: Mayor Dean Backer

Seconded by: Councillor Terry Kelly

That the Board accepts the agenda for the Regular Board meeting of September 25, 2019 as presented with the following changes: item 8.6 removed and added to agenda in October; excludes approval and NDHC minutes; and adds item 7.5.11 in the Consent Agenda. *Carried.*

Approve Chair Leave/Vice Chair assumes Chair

Resolution No. 2019-125

Moved by: Councillor Dave Mendicino

Seconded by: Councillor Chris Mayne

WHEREAS the Federal Election has been called by the Government of Canada;

WHEREAS Mark King has been accepted as a candidate in the 2019 Federal Election and is seeking to represent the Federal Riding of Nipissing-Timiskaming;

WHEREAS Mark King has requested a leave of absence from the DNSSAB Board of Directors during the campaign period, ending October 21, 2019;

BE IT RESOLVED that Board approve his absences on committees and the DNSSAB board during the election.

BE IT FURTHER RESOLVED THAT Vice-Chair Mac Bain will assume the duties of the Chair as per Section 2, 10.3 of the By-laws, until such time as Mark King returns from his leave of absence or resigns from the Board; and

FURHTER, that Dan Roveda be appointed as interim Vice-Chair during the period noted above. *Carried.*

DECLARATION OF CONFLICTS OF INTEREST

No conflicts were declared.

CHAIR'S REMARKS

Acting Chair Mac Bain thanked the staff, particularly the senior team, for the work they've been doing during this period of transition, and indicated that if anyone wishes to speak with the Chair and/or Vice Chair, they are welcome to do so. In reference to succession planning, there will be a plan brought forward at the next Executive meeting which will start half an hour earlier to allow for this. He wished all Federal candidates good luck in the upcoming election in the Nipissing Timiskaming riding. He noted there have been many meetings with various government organizations, including the Mayor's round table for mental health and addictions; a housing announcement he attended as a council member; a caucus reception where he was invited as a council member; a breakfast meeting with Associate Minister, Michael Tibollo and another meeting arranged by deputy mayor Tanya Vrebosch, both on the subject of Mental Health and Addictions. There was also a tour of the Edgewater property with Municipal Affairs and Housing Minister Steve Clark, which was also attended by member Dan Roveda in place of the Acting Chair. The Acting Chair also attended a meeting about the budget issues with North Bay's Mayor, CAO and CFO. This last meeting was also attended by the DNSSAB Acting CAO and Finance Manager.

It was asked if other member municipalities will have the opportunity to be part of the budget issues discussion and the Acting CAO indicated the report would be shared with them and an invitation would be extended to have a similar discussion with her and the Finance Manager, Justin Avery. This will be brought forward at the executive.

Member attending the various meetings with government officials commented on the good work being done in the Nipissing District and North Bay.

The Chair also noted that a tentative date of October 23rd has been set with MPPs Fedeli and Yakabuski to explain the budgetary pressures the DNSSAB is experiencing and the effects the budget will have on the community. If the October 23rd date is confirmed, the Board meeting set for that date will be rescheduled.

Minutes of Proceedings**Resolution No. 2019-126**

Moved by: Mayor Dean Backer

Seconded by: Councillor Dave Mendicino

Resolved THAT the Board adopt the minutes of the proceedings of Special Board meeting of August 2, 2019. **Carried.**

PRESENTATIONS

[There were no presentations.]

CAO Report

Resolution #2019-127

Moved by: Mayor Dan O'Mara

Seconded by: Councillor Dan Roveda

Resolved THAT the Board accepts the Report from the Chief Administrative Officer B06-19, dated September 25, 2019.

Acting CAO Melanie Shaye talked about the various items in the CAO Report including:

- The meeting with the Minister of Housing and how they indicated there will be no further funding for shelters, over and above what is provided under CHPI, and that the Ministry could consider 'shovel ready' projects for supportive or transitional funding
- Meeting with LHIN next week to discuss further funding of the support worker role at Edgewater.
- Indigenous hub moving along on budget and on time. A tour will take place at 2:00pm before the next board meeting.
- DNSSAB has agreed to provide data and input into Community Safety and Wellbeing plan.
- DNSSAB Chair and CAO will be a signatory on the Near North Health and Wellness Health Teams early next month.
- There's been an extra push in advertising for the CAO recruitment, and the committee will meet next week to review new resumes received.
- DNSSAB is part of the action team moving forward from mayor's round table on mental health and addictions.
- The Bylaws ad hoc review committee has completed its work on the DNSSAB Bylaws, and once approved the NDHC Bylaws will be reviewed as well.

-
- She reviewed the status reports from Children's Services, Ontario Works and employment services, EMS response times and repairs completed on NDHC properties.
 - She updated the Board on lease negotiations with the City of North Bay. All is going well. A draft agreement is being reviewed by legal and would like to see this finalized before the budget is determined.
 - Discussions continue between DNSSAB and the North Bay Regional Health Centre about consolidation of EMS services throughout the district.
 - Changes to the Transitional Child Benefit have been recalled by the province. No reason has been given at this time.
 - The first South Algonquin Employment Services Fair will take place October 24th.
 - Initial investment plans for COCHI and OPHI are being brought forward.
 - An overview of mortgages and debentures of housing stock was brought forward at Housing Committee, and DNSSAB continues to look for ways to increase service level standards.
 - A tenant was charged with disconnecting a smoke detector in a Labour Day fire at a unit on Carruthers.
 - There are two new commercial tenants at the Main Street location.
 - The Staff Development (half) Day event was a success and long service staff were recognized.

Carried.

Consent Agenda
Resolution #2019-128

Moved by: Councillor Dan Roveda

Seconded by: Councillor Terry Kelly

Resolved THAT the Board of Directors approves the Consent Agenda of September 25, 2019 which includes the following:

7.1 Executive Audit Committee Minutes – September 10, 2019

7.2 Social Services and Employment Committee Minutes – September 10, 2019

7.3 Children's Services and EMS Committee Minutes – September 10, 2019

7.4 Housing Services Minutes – September 10, 2019

7.5 Correspondence/Media Coverage

7.5.1 July 22 2019 CAO letter to Selection Committee in support of YES Youth employment

7.5.2 Aug 20 BayToday article RE Province promises funding increase for land ambulance services, but other cuts loom

7.5.3 Aug 22 BayToday Article RE Mental health and addictions discussed at Ottawa municipalities meeting

7.5.4 Aug 27 Nugget Article RE We are going to lose people

7.5.5 Sept 3 Nugget Article RE Charges pending for not having working smoke alarms

7.5.6 Sept 3 Nugget Article RE Warming centre may have a new home

7.5.7 Sept 5 CTV Article RE North Bay Warming Centre aims at relocation

7.5.8 Sept 11 BayToday Article RE The debate over debates. King shut out of local TV debate

7.5.9 Sept 12 Memo from MOH-Deputy-Minister-Angus-Stakeholder-memo

7.5.10 Sept 13 Bay Today Article RE Councillor King takes leave of absence

7.5.11 Sept 20 Nugget Article RE I'm ready to commit suicide.

Carried.

EX18-19 2019 Q2 Financial Report

Resolution #2019-129

Moved by: Mayor Dean Backer

Seconded by: Councillor Dave Mendicino

Resolved THAT The District of Nipissing Social Services Administration Board accepts the year-to-date (YTD) financial report, January 1 to June 30, 2019 as presented in report EX18-19 for information purposes.

Carried.

EX9-19 2019 2020 Budget Issues Report

Resolution #2019-130

Moved by: Councillor Bill Vrebosch

Seconded by: Representative Amanda Smith

Resolved THAT The District of Nipissing Social Services Administration Board accepts the 2020 Preliminary Budget Issues Report as presented in report EX19-19 for information purposes.

Carried.

EX17-19 Amended DNSSAB Procedural By-Laws

Resolution #2019-131

Moved by: Mayor Dan O'Mara

Seconded by: Councillor Chris Mayne

Resolved THAT the District of Nipissing Social Services Administration Board approves approve the draft DNSSAB By-Laws as amended to include legal advice in accordance with Resolution No. 2019-20, and that member municipalities are given 30 days' notice of these changes.

Carried.

CSEMS02-19 EMS Situation Analysis

Resolution #2019-132

Moved by: Councillor Chris Mayne

Seconded by: Councillor Bill Vrebosch

Resolved THAT the District of Nipissing Social Services Administration Board accepts the attached Emergency Medical Services (EMS) in Nipissing District, Situation Analysis report for information purposes and as an update on the current state of EMS heading into the 2020 budgeting process.

There was discussion about why DNSSAB isn't managing EMS Services throughout the District. Points were made that the timing for this is not optimal given the uncertainty with the future of EMS from the province, and that the file becomes very complicated when examined closely, however, consolidation of services within the district does makes sense and perhaps this can be revisited once there are definite plans shared by the province.

Carried.

HS16-19 COCHI-OPHI Investment Plan

Resolution #2019-133

Moved by: Councillor Dave Mendicino

Seconded by: Representative Amanda Smith

RESOLVED THAT the District of Nipissing Social Services Administration Board (DNSSAB) approve the Canada-Ontario Community Housing Initiative (COCHI) & Ontario Priorities Housing Initiative (OPHI) – Initial Investment Plan, attached as Appendix A, for the District of Nipissing as set out in report HS16-19.

Carried.

HS17-19 Reaching Home Community Plan

Resolution #2019-134

[This Item was removed from the agenda and will be re-presented in October. Resolution #2019-134 will be struck out and resolution numbering will continue as below.]

Moved by:

Seconded by:

~~Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) approve the Reaching Home—Community Plan, attached as Appendix A, for the District of Nipissing as set out in report HS17-19.~~

~~Motion carried.~~

HS18-18 Housing Stock Overview – Mortgages and Debentures
Resolution #2019-135

Moved by: Representative Amanda Smith

Seconded by: Councillor Chris Mayne

Resolved THAT the District of Nipissing Social Services Administration Board receives Report HS18-19 regarding the status of mortgages and debentures for the Nipissing District Housing Corporation properties for information purposes.

Carried.

In - Camera

Resolution #2019-136

Moved by: Councillor Terry Kelly

Seconded by: Councillor Bill Vrebosch

THAT the Board move in-camera at 3:43 to discuss a matter about an identifiable individual.

[All staff except for Melanie Shaye, Pierre Guenette and Marianne Zadra left the room.]

Confidential in-camera minutes are filed separately, and include Resolutions # 2019-136-A and 2019-136-B.

Adjourn In-Camera

Resolution #2019-137

Moved by: Representative Amanda Smith

Seconded by: Councillor Chris Mayne

THAT the Board adjourns in-camera at 4:20.

Carried.

**Approve In-Camera
Resolution No. 2019-138**

Moved by: Councillor Chris Mayne
Seconded by: Councillor Terry Kelly

**THAT the Board accepts action(s) discussed in-camera.
Carried.**

NEW BUSINESS

There was no new business.

Next Meeting Date

Next Committee Meeting: October 9

Next Board Meeting: October 23 at 3:00 PM. There will be a tour of the Indigenous Hub, 1040 Brookes Street at 2:00 PM.

It was suggested that the Executive Committee start one hour earlier to discuss succession planning. It was also suggested that as there may be some members missing at the October 23rd meeting, that the tour of the Indigenous Centre possibly be moved to the November meeting. It was also suggested that a Board meeting be held at the Golden Age Apartments.

**Adjournment
Resolution No. 2018-139**

Moved by: Mayor Dean Backer
Seconded by: Councillor Dave Mendicino

**Resolved That the Board meeting be adjourned at 4:24 p.m.
Carried.**

MAC BAIN
ACTING CHAIR OF THE BOARD

MELANIE SHAYE
ACTING SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



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

Resolution No.

2019 /

NOVEMBER 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the accounts payables disbursement sheets for OCTOBER 2019 be received, as presented.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

2019 — Third Quarter Variance Report

November 15, 2019

By Alisa Craddock CPA, CMA Director of Corporate Services/Treasurer

This report provides a variance analysis of the Municipality's second quarter results to September 30, 2019. The September variance report reflects expenditures and revenues for the first nine months of 2019.

The following explanations relate to areas where a potential variance may occur or areas that the Treasurer is monitoring closely with Departments.

1. Winter Control

Though early 2019 winter control put pressure on the Public Works budget, both in human resources costs and equipment costs, the budget stabilized throughout the year and is on solid footing heading into the new winter season.

2. Flood Emergency 2019

The September 30, 2019 financial report reflects expenses incurred during the 2019 flood emergency and some remediation efforts. Granular resurfacing continued through the fall. In order to engage the Municipal Disaster Recovery Assistance Program, the Municipality would have needed to incur additional costs (costs above regular operating costs) of \$490,523. Final invoicing on remediation is still being received; however, it is expected that the total cost of the flood management and remediation will be \$360,000.

3. Capital Projects

The Director of Community Services and Manager of Public Works provided verbal updates on November 12, 2019 as to completion of projects and projects that would be carrying over to 2020. Some of those projects were ongoing through the fall and will not be reflected on these statements. There are no concerns with overall capital budgets.



Summary of All Categories

	Actual	Budget	Variance
Revenues			
Property Taxation	16,810,405	16,794,128	16,277
Payments in lieu	536,620	530,023	6,597
Grants	4,888,809	6,549,050	(1,660,241)
Other Revenues	2,076,462	3,207,023	(1,130,561)
Total Revenues	24,312,296	27,080,224	(2,767,928)
Expenditures			
HR Costs	5,779,559	8,236,004	2,456,445
Operating Expenses	4,873,849	7,019,458	2,145,610
Social Programs	3,393,839	4,469,671	1,075,832
Total Expenditures	14,047,247	19,725,133	5,677,887
Local Boards			
Police	3,114,177	4,383,779	1,269,602
Library	334,500	446,000	111,500
Cemetery	13,631	36,850	23,219
Total Board Expenditures	3,462,308	4,866,629	1,404,321
Total Expenditures incl. Boards	17,509,554	24,591,762	7,082,208
Surplus (Deficit)-Operating	6,802,742	2,488,462	4,314,280



Donations	-	-	-
Funding	(584,433)	(1,687,897)	(1,103,464)
Total Revenues-Capital Fund	(584,433)	(1,687,897)	(1,103,464)
Transfer to Reserve	1,770,000	1,770,000	-
Contribution from Reserve	(1,741,127)	(3,187,157)	(1,446,030)
Unexpended Revenue	-	-	-
Unexpended Revenue	-	-	-
Total Change in Reserves	28,873	(1,417,157)	(1,446,030)
Long Term Debt Financing	-	-	-
Payments on Loans	210,033	333,462	123,429
Total Change in Financing	210,033	333,462	123,429
Capital Assets			
Capital expenditures-Infrastructure	761,108	2,802,544	2,041,436
Capital expenditures	1,332,993	2,457,510	1,124,517
Total Capital Assets	2,094,101	5,260,054	3,165,953
	1,748,574	2,488,462	(739,888)
Surplus (Deficit)	5,054,168	0	5,054,168



Summary of Revenues and Expenses

	Actual	Budget	Variance
Taxation			
Revenues	16,810,405	16,794,128	16,277
Payments in lieu	536,620	530,023	6,597
Provincial Grants-OMPF	4,888,809	6,549,050	(1,660,241)
General Government			
Revenues	945,178	1,533,240	(588,062)
Expenses	2,007,781	2,927,001	919,220
Surplus (Deficit)	(1,062,603)	(1,393,761)	331,158
Mayor & Council			
Expenses	161,406	212,517	51,111
Public Works			
Revenues	56,522	35,000	21,522
Expenses	4,241,400	6,227,468	1,986,068
Surplus (Deficit)	(4,184,878)	(6,192,468)	2,007,590
Community Services			
Revenues	711,832	982,000	(270,168)
Expenses	3,390,099	4,716,527	1,326,428
Surplus (Deficit)	(2,678,267)	(3,734,527)	1,056,260



Fire Department

Revenues	45,752	18,000	27,752
Expenses	1,704,358	2,350,027	645,669
Surplus (Deficit)	(1,658,606)	(2,332,027)	673,421

Economic Development

Revenues	107,169	416,783	(309,614)
Expenses	348,678	679,345	330,667
Surplus (Deficit)	(241,509)	(262,562)	21,053

Planning & Development

Revenues	210,009	222,000	(11,991)
Expenses	286,743	447,588	160,845
Surplus (Deficit)	(76,734)	(225,588)	148,854

Emergency Services

Expenses	170,461	3,500	(166,961)
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Heritage Committee

Expenses	-	1,500	1,500
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Police Services

Revenues	214,761	379,435	(164,674)
Expenses	3,328,938	4,763,214	1,434,276
Surplus (Deficit)	(3,114,177)	(4,383,779)	1,269,602

Libraries

Expenses	334,500	446,000	111,500
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Cemetery

Expenses	13,631	36,850	23,219
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Municipal Drains			
Expenses	15,555	87,500	71,946
Animal Control			
Expenses	75,501	90,952	15,451
Health Services			
Expenses	360,690	432,880	72,190
DNSSAB			
Expenses	2,221,079	2,965,371	744,292
Home for the Aged-Au Chateau			
Expenses	812,070	1,071,420	259,350
Grand Total			
Revenues	24,527,057	27,459,659	(2,932,602)
Expenses	19,472,889	27,459,659	7,986,770
Net Surplus (Deficit)	5,054,168	-	5,054,168



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

Resolution No.

2019 /

NOVEMBER 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the 2019 – 3rd Quarter Variance Financial Report for the Municipality of West Nipissing be received, as presented.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

2019 /

NOVEMBER 19, 2019



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

Moved by / *Proposé par* :Seconded by / *Appuyé par* :

WHEREAS funding is available from the Ministry of Transportation through the Connecting Links Program;

AND WHEREAS the Municipality of West Nipissing is one of 77 qualifying municipalities within Ontario with designated municipal roadways and bridges that connect two ends of a provincial highway;

BE IT THEREFORE RESOLVED THAT the Council for the Municipality of West Nipissing authorizes the Manager of Public Works to submit a funding application to the Ministry of Transportation under the Connecting Links Program for a 2-year project to rehabilitate Front Street from Champlain Bridge to Coursol Road.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____



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

Resolution No.

2019 /

NOVEMBER 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the equipment described herein be declared as surplus for the Municipality of West Nipissing; and

BE IT ALSO RESOLVED THAT Council hereby authorizes the disposal of the said surplus equipment:

FIRE DEPARTMENT:

(1)	2000	Polaris Trail Snowmachine	4XAST5BS2XC004661
(2)	1997	Hyland Quad Trailer	2H9SS6154WB059486
(3)	1994	Yamaha VK540 Snowmachine	8AC000235VK540EU
(4)	2007	Ford Freestar	2FMZA55257BA23998
(5)	1997	LBW Trailer	2L9SS3115VB067D86

POLICE DEPARTMENT:

(6)	2008	Dodge Truck	1D8HN44H98B161248
(7)	2016	Dodge Truck	2C2CDXKT3GH147134

WATER & SEWER DEPARTMENT:

(8)	2003	Ford Truck	2FTRF17213CA91568
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	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

2019 /

NOVEMBER 19, 2019



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

Moved by / *Proposé par* :Seconded by / *Appuyé par* :

BE IT RESOLVED THAT Council grants permission for the following temporary streets closures for the West Nipissing Santa Claus Parade of Lights to be held on Friday, December 6, 2019, starting at 6:30 p.m. :

- close Clark Street between John and Queen Streets;
- close John Street between Clark and Michaud Streets;
- close Michaud Street between John and Ethel Streets;
- close Ethel Street between Michaud and King Streets;
- close King Street between Ethel and Queen Streets;
- close Queen Street between King and Clark Streets.

BE IT FURTHER RESOLVED THAT Emergency Services be duly notified of the temporary street closures.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____



West Nipissing Ovest

West Nipissing Community and Recreation Centre
Centre communautaire et récréatif de Nipissing Ovest
219 rue O'Hara St, Sturgeon Falls, ON P2B 1A2
Tel 705-753-0160 | Fax 705-753-6636
reccenterstaff@westnipissing.ca

West Nipissing Parade of Lights 2019 Parade des lumières de Nipissing Ovest

Friday, December 6, 2019 | le vendredi 6 décembre 2019

West Nipissing PARADE OF LIGHTS PARADE DES LUMIÈRES de Nipissing Ovest

Dec. 6 2019

705.753.0160
westnipissing.ca



Have fun! Amusez-vous bien!

Joie de vivre
westnipissingouest.ca



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

2019 /

NOVEMBER 12, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS at the November 5th meeting, Council received a request from Les Filles d'Isabelle requesting that the financial assistance received from the Municipality of West Nipissing, to be applied toward their leasing responsibilities, be continued for the year 2020;

BE IT THEREFORE RESOLVED THAT Council authorizes the financial contribution of \$3,600.00 (\$300.00 per month) be sustained for Les Filles d'Isabelle, to be applied toward their operational costs for the year 2020.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

Sturgeon Falls Ontario

le 27 Septembre, 2019

Mme la Maire, Mme Joanne Savage

225, rue Holditch, local 101

Sturgeon Falls, Ontario P2B 1T1

Chère Mme la Maire,

Depuis avril 2009, le Conseil municipal de Nipissing Ouest octroie aux Filles d'Isabelle un montant de 300,00\$ par mois pour leur aider à défrayer les coûts de nourriture pour les gens nécessiteux de Nipissing Ouest qui font demande d'aide aux Filles d'Isabelle pour boucler les fins de mois ou leur aider quand des dépenses supplémentaires essentielles arrivent.

Ce Centre vient en aide aux plus démunis de Nipissing Ouest. Les vêtements sont donnés aux personnes qui n'ont pas les moyens et un coût minime est demandé aux autres. Ce qui permet de voir aux dépenses occasionnées par une telle entreprise. La balance de l'argent qu'on fait est remis à la communauté venant en aide à ceux qui ont besoin soit de nourriture pour boucler les fins de mois ou acheter des choses essentielles qu'on n'a pas dans le magasin.

Depuis ce temps, sur demande de notre part, ce montant de 300,00\$, fut octroyé aux Filles d'Isabelle.

Nous avons à cœur le bien-être de notre communauté de Nipissing Ouest, surtout pour les plus fragiles qui ont besoin d'aide pour garder courage devant leur situation difficile.

Les Filles d'Isabelle sont là depuis 75 ans et à l'exemple de leur patronne, la Reine Isabelle de Castille qui est considérée comme la patronne des Amériques, nous donnons le meilleur de nous-mêmes pour cette cause.

Espérant pouvoir compter encore sur votre soutien en 2019/2020, qui nous permettra de continuer notre œuvre de bienfaisance pour le bien des gens de Nipissing Ouest, je vous salue et vous remercie à l'avance de votre soutien.

Bien vôtres,

Les Filles d'Isabelle

Cercle Mgr Lécuyer #694 Sturgeon Falls

A handwritten signature in cursive script that reads "Marie-Lise Butchart".

par Marie-Lise Butchart, régente

161 Salter Strret

Sturgeon Falls, ON

P2B 3B4

705-753-5156

mlbutchart@sympatico.ca

MEMORANDUM

H-7

TO: Mayor and Council
FROM: Jay Barbeau, CAO
DATE: November 15, 2019
SUBJECT: COUNCIL PROCEEDINGS OF VARIOUS NORTHERN ONTARIO CITIES AND MUNICIPALITIES

In assisting with the conduction of research to make an informed decision regarding amendments to By-Law 2018/26, the following outlines the general proceedings of surrounding Northern Ontario cities and municipalities:

City of North Bay (Mayor and 10 Councillors)

- Regular Meetings of Council are held biweekly at 7:30 p.m.; average meeting length 1 hour. Public presentations are limited to 5 minutes.
- Committee Meetings of Council are held biweekly prior to Regular Meetings of Council; average meeting length 1 hour. Committees include the General Government Committee, Community Services Committee, and Engineering and Works Committee.
- Special Committee Meetings of Council are held as needed; average meeting length 1 hour. Typically prior to Regular Meetings of Council, or after business hours at 5:30 p.m.

City of Greater Sudbury (Mayor and 12 Councillors)

- City Council Meetings are held biweekly at 6:00 p.m.
- Committee Meetings are held bi-weekly or monthly during business hours

City of Elliot Lake (Mayor and 6 Councillors)

- Council Meetings are held biweekly at 8:00 p.m.; average meeting length 1-2 hours. Public Presentations "may have a time limit"
- Committee Meetings are held monthly in the evenings; average meeting length 1 hour

City of Temiskaming Shores (Mayor and 6 Councillors)

- Regular Council Meetings are held biweekly at 6:00 p.m.; average meeting length 1 hour
- Special Council Meetings are held as needed, approximately once a week; typically midday around 12:00-1:00 p.m.; average meeting length <1 hour (10-20 minutes), all Councillors present.
- Committees Meetings are held monthly, quarterly, or annually; often during business hours, average meeting length 1 hour

Municipality of French River

- Combined Council Meetings are held monthly (first Wednesday of every month) at 6:00 p.m.; average meeting length 1-2 hours (occasional meeting length 3-4 hours)
- Regular Council Meetings are held monthly (third Wednesday of every month) at 6:00 p.m.; average meeting length 1-2 hours (occasional meeting length 3-4 hours)
- Special Council Meetings are held as needed, approximately once a month; meeting length and time varies

Municipality of Markstay-Warren

- Regular Council Meetings are held monthly (third Monday of every month) at 7:00 p.m.
- Committee of the Whole are held monthly (inconsistently) at 7:00 p.m.
- Special Council Meetings are held as needed, approximately bimonthly

Joie de vivre



West Nipissing Ouest

Joie de vivre

www.westnipissingouest.ca

MEMORANDUM

TO: MAYOR and COUNCIL

FROM: Jean-Pierre (Jay) Barbeau, CAO

DATE: November 15th, 2019

SUBJECT: FREQUENCY OF COUNCIL MEETINGS

At the November 12th Committee of the Whole meeting, after having agreed in principle to move to 2 meetings a month, staff was asked to delve further into the governance of other municipalities cited in a briefing note offered by Councillor Fisher.

I have a memo from Communications who have further broken down meetings in other jurisdictions. I have also taken the time to review certain communities to confirm my position. Based on the information I have received, the information provided by Councillor Fisher in addition to my additional research, many municipalities of a similar size and complexity conduct their business with two meetings. There are additional meetings held for specific committees however they seem to be monthly. They as we, obviously have other meetings that are not included in this analysis.

CONCLUSION

In my opinion, the recommendation to move to two meetings a month is not unreasonable when compared to other jurisdictions.

RECOMMENDATION

Though Council informally agreed to move to two meetings subject to additional information, there was also a suggestion for staff to recommend an implementation strategy that would ensure that issues are properly addressed in West Nipissing.

I am very confident that we, as a Corporation, will be much more effective by adopting a two meeting system. The benefits will be felt by Council, staff and the public. Presently staff is spending too much energy in too short a period of time preparing for Council and not moving initiatives forward. We are into a react mode and not pro-act mode. The quality of our work in areas that are not apparent to council suffers. Slight delays in responding to queries, delays in planning, delays in advancing files etc.

My recommendation is

1. To have two combined meetings per month.
2. Meetings shall be on the 2nd and 4th Tuesday.
3. The Committee portion shall be divided so that General Government appears on the 2nd Tuesday and that Community Services and Public Works shall be on the 4th Tuesday. (this reflects the frequency of other jurisdictions and ensures proper planning and proper time to deal with matters.)
4. Time sensitive issues will be treated accordingly.

5. Other less frequent committees will be treated at either meeting when issues arise.

I, along with the rest of your staff, strongly believe that we will be more effective with this format.

Respectfully,

Jay Barbeau, CAO

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

Joie de vivre



West Nipissing Ouest

Joie de vivre

www.westnipissingouest.ca

BY-LAW 2019/94

**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 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 **"Emergency Meeting"** means a public Meeting that is called to respond to an urgent need requiring attention before the next scheduled meeting
- 1.1.10 **"Meeting"** means any regular, **Committee of the Whole**, special, **emergency** 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.
- 1.1.11 **"Members"** means any member of Council or a Committee, as the case may be;
- 1.1.12 **"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;
- 1.1.13 **"Municipality"** means the Corporation of the Municipality of West Nipissing;
- 1.1.14 **"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;

1.1.15 “**Resolution**” means a motion that is carried or defeated and therefore represents the vote and will of Council.

1.1.16 “**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 COMMITTEE OF THE WHOLE / REGULAR MEETINGS

2.2.1 All Meetings of Council shall consist of Committee of the Whole immediately followed by Regular meetings of Council which shall be held every first and 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 / EMERGENCY 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.

2.6 CANCELLATION OF MEETING

2.6.1 In the event of extraordinary circumstances, including but not limited to road closures and/or extreme weather conditions, the Head of Council in consultation with the Chief Administrative Officer (CAO), or designate, may cancel a Meeting and the Clerk shall forthwith notify members of Council in the most expedient manner available. The Clerk shall post notice of the cancellation immediately on the municipal website.

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~~

3.3 EMERGENCY MEETINGS

- 3.3.1 In the case of an emergency Meeting, the twenty-four (24) hours' notice required by the provisions of Section 3.2.2 shall be waived in the case of emergency or extraordinary situation, as may be determined by the Head of Council (or alternate);
- 3.3.2 An emergency Meeting may be called by the Head of Council, in consultation with the Chief Administrative Officer (CAO) and/or Clerk in the following instances :
- (A) quorum cannot be achieved;
 - (B) in the event of an unforeseen significant event which includes but is not limited to, safety concerns for members, staff and members of the public (i.e. snow storm, closing of roads, etc.)
 - (C) Clerk/Deputy Clerk's inability to attend;
 - (D) State of emergency
- 3.3.3 In such case, the Clerk (or designate) shall attempt to advise the members of Council about the call of the emergency Meeting as soon as possible and in the most expedient manner available;
- 3.3.4 For the purpose of Notice, notice shall be posted on the Municipal website and/or notice board at the Clerk's Office where possible;

3.4 ABSENCE OF NOTICE OF MEETINGS

- 3.4.1 Notwithstanding the provisions of Sections 3.1, 3.2, and 3.3, lack of receipt of the notice by any member shall not affect the validity of the Meeting nor any action taken at the Meeting so long as Quorum can be achieved for the called Meeting.
- 3.4.2 Where proper notice is not possible, the Clerk will endeavour to make the Agenda and/or details of the Meeting public as soon as possible after the Meeting has taken place.

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 maintain order. Where it is impossible to maintain order, the Committee Chair may, without any Motion being put, adjourn the Committee.
- 4.5.7 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;
- 4.5.8 To conclude that particular Committee when business has been dealt with and to return the Chair to the Mayor or Presiding Officer.
- 4.5.9 To act in accordance with the Oath of Allegiance and Oath of Elected Office.
- 4.5.10 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.

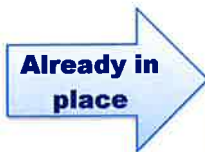
4.7 DUTIES OF THE CLERK

- 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 AND/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, **except as provided under the provisions identified under Section 5.1.12 below.**
- 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 Items for Committee of the Whole shall be brought to the Mayor and/or CAO (or designate). As supporting documentation may be needed which necessitates staff time and resources, items involving staff input shall be brought no later than the Friday of the week preceeding the preparation of the Agenda. Items for discussion not involving staff research and preparation shall be brought no later than the Wednesday preceding the Meeting.
- 8.3 If, in the interest of ensuring that proper consideration is provided to all items, certain items may be placed on subsequent Agendas to ensure that they are dealt with appropriately. In such case a memo with a list of pending items and the date on which they shall appear will be included and provided to Council.
- 8.4 Items to be included on the Agenda shall be in the required form, attached as Schedule "B" - Agenda Item Request Form, accompanied by any supporting documents. Such items may be provided to the CAO or directly to the Mayor who shall then forward to the CAO for inclusion.
- 8.5 The CAO and the Mayor shall meet weekly to discuss upcoming Agendas.
- 8.6 Items with supporting documentation for the regular Meeting shall be brought to the Clerk by no later than the Wednesday preceding
- 8.7 **THE CLERK SHALL:**
- 8.7.1 Receive correspondence and petitions from the public and place the correspondence or petition on the Agenda. When in the opinion of the Clerk, the correspondence or petition should be first dealt within Committee, it shall be directed to the appropriate Committee for consideration and the subsequent recommendation is to be included in a future Agenda of Council
- 8.7.2 Insofar as is practicable, Council and Committee Agendas along with supporting material, shall be prepared and made available to members of Council or Committee and Department Heads not less than 2 business days prior to the regular Meeting.

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 Meeting Format** (1st and 2nd and 4th Tuesday of the month)

- A) Declaration of Pecuniary/**Conflict of Interest** / *Déclaration de conflit et 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*
↳ (2nd Tuesday of the month only)
- 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*
 & (4th Tuesday of the month only)
- D-7) Community Services / *Services communautaires*
 & (4th Tuesday of the month only)
- D-8) Sewer and Water / *Les égouts et l'eau*
- D-9) Environmental / *L'environnement*

REGULAR COUNCIL MEETING / SÉANCE RÉGULIÈRE

- ~~E) — Unfinished Business / *Affaires en marche*~~
- ~~F) — Notice of Motion~~
- ~~G) — New Business / *Affaires nouvelles*~~
- ~~H) — Information & Questions and Mayor's Report / *Information et questions et Rapport du maire*~~
- ~~I) — Closed Meeting / *Réunion à huis clos*~~
- ~~J) — Adjournment / *Ajournement*~~

~~9.1.2 Regular Council meetings (1st and 3rd Tuesdays 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)~~

Adoption of resolutions

- (E) Planning / *Planification*
- (F) Correspondence and accounts / *Courrier et Comptes*
- (G) Unfinished business / *Affaires en marche*
- (H) Notice of Motion / *Avis de motion*
- (I) New Business / *Affaires nouvelles*
- (J) Addendum / *Addenda*
- (K) Information & Questions and Mayor's Report / *Information et questions et Rapport du maire*
- (L) Closed Meeting / *Réunion à huis clos*
- (M) Adjournment / *Ajournement*

Already in place

- 9.2 The items on the Agenda of each Meeting shall be taken in the order in which they stand on the Agenda unless otherwise decided by Resolution passed by 2/3 of the members present. The order of the Committee of the Whole **Agenda portion of the Agenda** may be adjusted to place Committees at the beginning of the Agenda allowing guests and staff whose presence is not required for the entire Meeting to leave.
- 9.3 All items on an Agenda NOT dealt with at a Meeting shall be placed on the Agenda for the next regular Meeting unless otherwise decided by Resolution passed by 2/3 of the members present.

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 nine (9) members, being five (5) members present.
- 11.3 Any member of Council who is unable to attend a scheduled Meeting shall, when possible, duly inform the Mayor and/or Clerk/Deputy Clerk of their absence providing the general nature of said absence.
- 11.4 **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.
- 11.5 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.
- 11.6 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.
- 11.7 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/CONFLICT OF INTEREST

- 13.1 Members are required to make declarations of pecuniary/conflict of interest in accordance with the Municipal Conflict of Interest Act and or other relevant legislation. Any member who has a direct, indirect or deemed pecuniary/conflict of interest on matters brought before Council or Committee is required by law to make a disclosure of his/her pecuniary/conflict of interest in the following manner:
- 13.1.2 Disclose the interest and its general nature at the Meeting, prior to any discussion taking place;
- 13.1.3 At the Meeting submit a written statement in the COUNCIL / COMMITTEE DECLARATION OF PECUNIARY/CONFLICT OF INTEREST FORM (forming part of this by-law as Schedule "A" and shall submit it to the Clerk or his or her designate;
- 13.1.4 Refrain from taking part in the discussion of the matter;
- 13.1.5 Refrain from voting on the matter;
- 13.1.6 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/conflict of 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.
- 13.2.2 A member's disclosure of pecuniary/conflict of 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/conflict of 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/conflict of 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/conflict of interest on any 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 has made a disclosure of pecuniary/conflict of interest on a matter before Council or Committee, the Chairperson shall withdraw from the chair during the deliberations on that matter.
- 13.4.3** 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/conflict of interest applies, the remaining members present shall, amongst themselves, appoint a member to act as Chairperson for that portion of the Meeting.
- 13.5** A public registry of all declarations of pecuniary/conflict of interest shall be maintained by the Clerk in accordance with the *Municipal Conflict of Interest Act* and shall make the registry available on the municipal website for public viewing.
- 13.6** The Clerk shall record the particulars of any disclosure of pecuniary/conflict of interest and the general nature thereof and this record shall appear in the minutes of the Meeting
- 13.7** Where a member has declared a pecuniary/conflict of interest on an item, they shall not take part in adopting the confirmatory by-law

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:
- 14.1.2** One (1) delegations shall be permitted at each 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~~
- 14.1.3** 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;
- 14.1.4** 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;
- 14.1.5** 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:
 - 15.2.2 The place, date and time of the Meeting;
 - 15.2.3 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 **Regular and Committee of the Whole** 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.
- 15.4 **Council or Committee shall adopt, where practical, at the next scheduled closed Meeting, all minutes of previous closed Meetings submitted by the Clerk. During the adoption of the closed 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**
 - 15.4.2 **Closed minutes shall not be distributed to council members or staff who are directly affected by or who are the subject matter within the said 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
 - 17.3.2 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.
- 17.8.2** 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.
- 17.9.2** 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.
- 17.9.3** A Motion to amend shall be made in writing and shall be relevant to the main Motion.
- 17.9.4** Limitation - Only one amendment at a time can be presented to a main Motion and only one amendment to an amendment can be presented.
- 17.9.5** 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.
- 17.11.2** 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.
- 17.11.3** 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.
- 17.11.4** 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 recorded vote is requested by any members.
- 18.2** The Chairperson, except where disqualified to vote, may vote on all questions, and when

so doing, shall vote last.

- 18.3** After the Chairperson commences to take a vote on a question, no member shall speak to such question or present any other Motion until a vote has been taken on such question.
- 18.4** The Chairperson or the Clerk shall announce the results of the vote once the vote is completed.
- 18.5** **Recorded vote** - Where a vote is taken for any purpose and a member requests immediately prior or after to the taking of the vote that the vote be recorded, each member present, except otherwise prohibited by law to vote, shall announce his vote openly and individually in favor or against the question.
- 18.5.2** The Clerk shall call by name the members present **in alphabetical order** except for the Chairperson whose name shall be called last, and the Clerk shall so record each member's vote, and such vote shall be recorded in the minutes
- 18.5.3** Every member present at a Meeting other than the Chairperson who refuses or fails to vote during a recorded vote, and when permitted by law to vote on the question, shall be deemed as voting against the question.
- 18.5.4** After completion of the recorded vote the Clerk shall announce the results.
- 18.6** **Recorded vote for/Against** - If there is no request for a recorded vote, a member may request the Clerk to record his/her vote only, either for or against the question, as the case may be.
- 18.7** **Votes Equal** - Any question on which there is an equality of votes shall be deemed to defeated, except where expressly provided in legislation.

19.0 BY-LAWS

- 19.1** No By-law, except the By-law to confirm the proceedings of Council shall be presented to Council unless the subject matter has been considered and approved by Council or Committee.
- 19.2** Every By-law shall be presented in printed format and shall contain no blanks except as may be required to conform to accepted procedure, or to comply with provisions of any Act.
- 19.3** A By-law shall be introduced by the Clerk reading the Resolution which will state:
- 19.3.2** Who is the proposer and who is the seconder;
- 19.3.3** Whether the By-law is being read a first time only, a first and second time only or a first, second and third time and passed; and
- 19.3.4** A short description of its contents.
- 19.4** A copy of the By-law shall be included in the Agenda and a description of such By-law shall be incorporated into the By-law Resolution. If a majority of Council present wished the By-law to be read in its entirety, the Clerk shall do so.
- 19.5** Every by-law shall be enacted after one reading, unless otherwise required by legislation, a majority vote of Council is required.
- 19.6** Council shall, from time to time, employ a confirmatory By-law immediately prior to adjournment for the purpose of validating decisions and directing officers and staff to take action when required.

20.0 NOTICES OF MOTION

- 20.1** **Before Meeting** - Notices of Motion may be submitted to the Clerk by a member at any time and each notice of Motion the Clerk has received prior to the preparation of the Agenda shall be included on the Agenda for that Meeting under the item "Motions".
- 20.2** **At Meeting** - A notice of Motion, in writing, may also be received by the Clerk prior to the closing of the Meeting and in this event, the Chairperson or Clerk shall read the notice of Motion and it shall be duly recorded in the minutes and shall form part of the Agenda for the subsequent Meeting under the item "Motions".
- 20.3** A Motion not on the Agenda or Addendum shall not be presented without prior notice unless required under this section.
- 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:
 - 22.2.2 The security of the property of the Municipality or Local Board;
 - 22.2.3 Personal matters about an identifiable individual, including Municipal or local board employees;
 - 22.2.4 A proposed or pending acquisition or disposition of land for Municipal or local board purposes;
 - 22.2.5 Labor relations or employee negotiations;
 - 22.2.6 Litigation on or potential litigation, including members before administrative tribunals, affecting the Municipality or local board;
 - 22.2.7 The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - 22.2.8 A matter in respect of which a Council, Committee or other body has authorized a Meeting to be closed under another Act;
 - 22.2.9 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.
 - 22.2.10 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;
 - 22.2.11 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;
 - 22.3.2 The fact of the holding of the closed Meeting; and
 - 22.3.3 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:
 - 22.5.2 Section 22.2 permits or requires a Meeting to be closed to the public, and
 - 22.5.3 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 BREAK, ADJOURN AND CURFEW

- 23.1 **Break** - A 10 minute break shall be called at 8:00 p.m., or as soon as possible, following the conclusion of current item on the Agenda. Should the meeting be close to termination the Chair may request a continuance in order to conclude the meeting.
- 23.2 **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.
- 23.3 **Extend to 10:30 p.m.** - Where by Section 23.2 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.
- 23.4 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)

- 24.1.2 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.
- 24.1.3 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.
- 24.1.4 After being recognized by the Chairperson, every member shall respectfully acknowledge the Chair prior to speaking on any matter.
- 24.1.5 Members will only speak on an issue which is before Council and when requested by the Chair to do so.
- 24.1.6 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)

- 24.2.2 Members will only speak on an issue which is before the Committee and when requested by the Chair to do so.
- 24.2.3 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.

25.2.2 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 BROADCASTING OF COUNCIL MEETINGS

28.1 Live Broadcast of all Meetings of Council and Committee of the Whole, save and except Closed Session Meetings shall, when and where possible, be broadcast live to the public by live video streaming and/or cable television broadcast.

28.2 Technical or other failure to broadcast shall not be construed as to invalidate any proceedings of any Meeting and the written minutes, as recorded by the Municipal Clerk, shall constitute the permanent official Meeting record in accordance with the *Municipal Act, 2001*.

28.3 Closed Session Meetings shall be video and audio recorded however such recordings will not be available to the public nor broadcast in any way.

28.4 Closed Meeting recordings shall be retained by the Clerk on a secure storage device for a period of one (1) year, following which, such recordings shall be destroyed.

28.5 The Clerk shall be authorized to release a recording of a closed Meeting only to:

28.5.2 The office of the Ombudsman or Closed Meeting Investigator, only in those instances where they are relevant to a closed Meeting investigation and do not breach solicitor-client, or other privilege.

28.5.3 The Municipality's solicitor for the purpose of providing solicitor client advice with respect to the contents of a recording; or

28.5.4 Any additional party authorized by the Municipal Council.

29.0 POINTS NOT PROVIDED FOR

29.1 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.

29.2 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.

30.0 SUSPENSION OF PROCEDURES

- 30.1** 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.

31.0 AMENDMENT OR REPEAL OF BY-LAW

- 31.1** 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.
- 31.2** All By-Laws inconsistent with this By-Law namely ~~2015/13, 2016/64 and 2016/87~~ **2018/26, 2019/24 and 2019/75** are hereby repealed.

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

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



COUNCIL / COMMITTEE MEMBER

DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST FORM

As required under Section 6 of the *Municipal Conflict of Interest Act*, I, _____

Print Name

declare a conflict of interest with the following ☐ Council / ☐ Committee Agenda item :

ITEM(S)	on the	AGENDA DATE

REASON FOR DISCLOSURE:

<i>Signature:</i> <div style="height: 40px;"></div>
--

SCHEDULE "B" OF BY-LAW 2019/ _____

		AGENDA ITEM REQUEST FORM	
PLEASE PRINT CLEARLY:			
Requested Council Meeting Date:			
Name of Requestor:			Date submitted:
Address:	Full mailing address:		
Phone:	Home:	Business / Cell:	Fax:
E-Mail:			
Requested Agenda Item/Subject:			
Additional details / background information:		<input type="checkbox"/> see below <input type="checkbox"/> Supporting documents attached separately	
<p><i>Please attach/include pertinent information to support this item. This will assist staff in conducting any research or obtaining background information; which may be required to make an informed decision in the best interest of the Municipality.</i></p>			
ADMINISTRATIVE APPROVAL			
<p>STEP 1 → Submit your completed form to the CAO or designate for required review and approval. Every effort will be made to accommodate requests however the complexity of subject may require the matter to be heard on another date other than the original date requested and the requestor will be notified.</p>			
Signature of CAO or designate:		Date:	
MUNICIPAL OFFICE USE			
<p>STEP 2 → This form must be returned to the Clerk's office no later than 12 noon on the Wednesday preceding the Council Meeting at which the item is to be considered, subject to CAO approval and scheduling.</p>			
Date Received:		Received from:	
Meeting Date Requested:		Mode of Notification:	<input type="checkbox"/> in person <input type="checkbox"/> by telephone <input type="checkbox"/> by e-mail <input type="checkbox"/> other: _____
Processing of request:	<input type="checkbox"/> Information only <input type="checkbox"/> Action Item <input type="checkbox"/> Discussion/Action Item <input type="checkbox"/> Report Required <input type="checkbox"/> Public Hearing <input type="checkbox"/> Closed Session		
APPROVED FOR AGENDA:			
Scheduled for (date):			<input type="checkbox"/> Regular Meeting <input type="checkbox"/> Committee of Whole Meeting
Requestor Notification:	The above requestor _____ was notified on _____ (date)		
Action Taken:			
Notes / Comments:			

SCHEDULE "C" OF BY-LAW 2019/



REQUEST FOR DELEGATION / WRITTEN SUBMISSIONS

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

PLEASE PRINT CLEARLY:

Council Meeting Date:			
Subject:			
Name:			
Address:			
Phone:	Home:	Business / Cell:	Fax:
E-Mail:			
Name of Group or Person(s) being represented (if applicable) :			
Details of nature of the business/purpose (additional information can be attached separately) :			
Presentation Requirements:	<input type="checkbox"/> Easel		<input type="checkbox"/> Projection Equipment
	<input type="checkbox"/> Other:		

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

Submit your completed form to:

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

Visit ... www.westnipissingouest.ca



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

Resolution No.

2019 /

NOVEMBER 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT THEREFORE RESOLVED THAT By-law **2019/94**, being a by-law to repeal By-Law 2018/26, as amended, to govern the proceedings of the Municipal Council, the conduct of its members and the calling of meetings, shall come into force and take effect on the date it is passed.

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____