

# ADDENDUM



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## MEETING OF COUNCIL JULY 13<sup>th</sup>, 2021

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➤ **D-1) General Government / Gouvernement général**

**D-1(d)** Hiring Personnel Policy

➤ **D-2) Planning / Planification**

REMOVED

~~**D-2(b)** Request to purchase land on Villeneuve Court - Dealt with at Jan-5<sup>th</sup> mtg.~~

**D-2(c)** Request to purchase Holditch St. property (boat launch) (B. Guenette)

➤ **D-6) Community Services / Services communautaires**

**D-6(b)** Cache Bay Trailer Park – Update

**D-6(c)** Demande de collaboration artistique pour couleurs du Nord (*J. Savage*)

**SCHEDULE "B" OF BY-LAW 2019/24**



**AGENDA ITEM REQUEST FORM**

**PLEASE PRINT CLEARLY:**

Requested Council Meeting Date:		July 13, 2021	
Name of Requestor:	Joanne Savage Mayor	Date submitted: July 7, 2021	
Address:	Full mailing address.		
Phone:	Home:	Business / Cell: 705 498 0819	Fax:
E-Mail:			
Requested Agenda Item/Subject:	Hiring Personnel Policy 2009/164		

Additional details / background information:  see below  
 Supporting documents attached separately

*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.*

propose amendments to policy  
 section 5 : monthly or bi-monthly HR report to be provided at committee to inform Council of Personnel changes  
 Students : report to be forwarded to Council in the information package upon completion of hiring process

Addition: notification to Council regarding departures / retirement of municipal employees

**ADMINISTRATIVE APPROVAL**

**STEP 1 →** Submit your completed form to the CAO or designate for required review and approval. Every effort will be made to accommodate requests however the complexity of subject may require the matter to be heard on another date other than the original date requested and the requestor will be notified.

Signature of CAO or designate: \_\_\_\_\_ Date: \_\_\_\_\_

**MUNICIPAL OFFICE USE**

**STEP 2 →** This form must be returned to the Clerk's office no later than 12 noon on the Wednesday preceding the Council Meeting at which the item is to be considered, subject to CAO approval and scheduling.

Date Received:	July 07/2021	Received from:	Mayor J. Savage
Meeting Date Requested:	July 13/2021	Mode of Notification:	<input type="checkbox"/> in person <input type="checkbox"/> by telephone <input checked="" type="checkbox"/> by e-mail <input type="checkbox"/> other: _____
Processing of request:	<input type="checkbox"/> Information only <input type="checkbox"/> Action Item <input checked="" 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):	July 13 / 2021	<input type="checkbox"/> Regular meeting <input checked="" type="checkbox"/> Committee of Whole meeting
Requestor Notification:	The above requestor _____ was notified on _____ (date)	

Action Taken:

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Notes / Comments:

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## HIRING PERSONNEL (Policy 2009/164)

Section: <b>H</b>	Policy Number: 2009/164
Department: All Departments	Effective Date: April 21, 2009
Subject: <b>HIRING PERSONNEL</b>	Revision Date:

### PURPOSE:

To outline the hiring procedures used by the Municipality of West Nipissing and to ensure that the most qualified candidates are selected, using a rigorous recruitment and selection process, which recognizes equal opportunity and which is based on merit.

### POLICY STATEMENTS

The selection process where the identified position is unionized shall conform to the existing collective agreements.

#### For personnel:

1. This process will generally consist of the following steps:
  - When a vacancy occurs, obtaining permission from Council to either advertise or post the vacancy, as the case may be.
  - placing a job advertisement and/or using an internal job posting
  - requiring candidates to submit a résumé, application form or both
  - testing candidates on their skills
  - interviewing candidates
  - conducting background and reference checks
  - scoring candidates on each step in the process
2. The manager responsible for the position will conduct the process. Hiring of Management Personnel is subject to approval by Council once the process is complete.
3. The hiring process will be conducted using a selection committee consisting of no fewer **than three**.
4. The selection committee will consist of the direct supervisor of the employee in question as well as the supervisor at the level above that of the supervisor.
  - i.e. Council will select C.A.O.  
Council and C.A.O. will select Department Heads (Director Level)  
C.A.O. and Director will select Managers  
Directors and Managers will select other employees.

5. A Human Resources report will be provided at Committee to inform Council of personnel changes. It is understood that staff do not have the authority to increase the existing Human Resources complement without prior Council approval.

**For summer students:**

Minimum requirements:

- a) must be residents of the Municipality
- b) have completed their Grade (12) twelve
- c) be registered as full-time students for the following year with a college or university.

The applications will be reviewed by the Department Head and with the Selection Committee, with a Report to be forwarded to Council in the information package.

**All applicants where the job performance requires it must be bondable.**

# MEMORANDUM

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**TO:** Mayor and Council

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

**DATE:** July 13, 2021

**RE:** Cache Bay Trailer Park

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The Municipality has entered into a contractual agreement with a park operator for the day to day management of the trailer park operation. The park operator is responsible for the minor repairs and maintenance and the upkeep of the park including grass cutting, road maintenance, etc. The main infrastructure such as water and sewer, fixed buildings, swimming pool, etc. is the responsibility of the Municipality. That being said, the operation of the pool and all liability related to the day to day operation and all activities conducted in the park remains with the park operator. This is no different than other commercial space that the municipality leases to businesses and organizations.

Complaints for campers have been received in regards to the operation of the Cache Bay Trailer Park. The main areas of concern pertain to the swimming pool, access to the recreation building/facility and hot water to the public showering facilities.

The operation of the pool is the responsibility of the park operator as all liability lies with him. He must follow all regulations and guidelines set out by the NBPS Health Unit, etc. The park operator had intended to open the pool again this year. When attempting to fill the pool with water the bracket holding the liner broke and the liner started to detach. The park operator was confident that the liner could be used for another season but unfortunately the bracket holding the liner failed. A pool company was on hand to assess the situation and provided us with options and estimated costs for pool repairs.

- Option 1 – replace the liner and liner trim (bracket) - \$7,832 + HST (5-7 weeks for completion). This option will only be a temporary fix as more repairs will be required in coming years.
- Option 2 – replace liner and repair/refurbish pool deck, fittings, drains and fitting connections - \$21,420 + HST (6-7 weeks for completion)

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In addition to the scope of work provided, other repairs and maintenance will be required including, a new wood deck and pool access door. We will also need to inspect the pool's mechanical components (pumps, etc.) to determine required repairs and maintenance costs.

We've attached pictures of the pool in its current condition. This pool was built approximately 40 years ago. Due to timelines provided for repairs we are recommending that the pool remain shut down for the remainder of this camping season. Further investigation/inspection, cost estimates and proper planning is required.

As for the public showering facilities, they were not available for use last year due to COVID restrictions. The use of public showers are now permitted as per provincial guidelines. Repairs are required to restore hot water to the showers and the scope of work to fix this issue was more elaborate than first thought. We have received quotes from contractors and we anticipate the work will be completed next week. The cost to restore hot water to the public showers will be approximately \$5,000.

Access to the recreational building is at the discretion of the park operator. This facility is used for groups to gather to play music, cards, etc. As everyone knows, we are still faced with COVID restrictions and guidelines and it's the operator's responsibility to ensure rules and regulations are followed and we cannot and should not mandate him to open that facility.

In conclusion, it is staff's recommendation that a thorough assessment/review of the park's infrastructure and operations be conducted and all options and recommendations be presented to council regarding the future operation and status of the Cache Bay Trailer Park.

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Le 12 juillet 2021,

## **Demande de collaboration artistique pour #Couleurs du Nord**

[À qui de droit.]

Je suis une artiste et animatrice culturelle franco-ontarienne. Je vous contacte dans le cadre de *#Couleurs du Nord* : un projet artistique et de télévision pour le diffuseur franco-ontarien, TFO, produit par Lopii Productions.

*#Couleurs du Nord* est une série TV pour enfants en 10 épisodes, dont l'objectif est de mettre en avant les communautés autochtones du nord, leurs histoires, leurs personnalités, et surtout, leurs richesses.

Dans chaque ville où nous allons, nous ajoutons de la couleur sur un édifice municipal en créant une murale unique qui célèbre la culture autochtone locale. La murale est peinte avec l'aide de jeunes de la communauté où nous nous rendons.

Moi, Mique Michelle, les productions Lopii et TFO aimerions beaucoup collaborer avec votre ville et la communauté du Nipissing Ouest pour un épisode de *#Couleurs du Nord*. Nous aimerions vous offrir une murale qui célèbre l'agriculture de la région du Nipissing Ouest, ainsi que sa jeunesse. Je pense que la murale pourrait même servir de lien entre les communautés.

La raison pour laquelle nous tenons à inclure la municipalité est en lien avec les découvertes récentes dans plusieurs communautés. Je crois, qu'avec l'appui de Scott McLeod de Garden Village et les conversations avec la jeunesse du Nipissing Ouest, nous sommes capables d'écouter et d'offrir des solutions pour s'entraider. Ensemble, nous trouverons les couleurs qui représentent le métissage et la beauté de votre région, que nous mettrons ensuite sur une belle murale.

Acceptez-vous donc les recommandations de la CVR en nous prêtant un de vos murs municipaux pour ce projet?

À votre disposition pour toutes questions et au plaisir de collaborer ensemble pour *#Couleurs du Nord*.

Sincèrement,

Mique Michelle

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(Lettre originale)

## **Lettre de demande de collaboration artistique**

A qui de droit; Je me permets de vous écrire afin de vous demander de participer à une collaborations avec, moi Mique Michelle, Lopii Productions, TFO et ainsi que des membres des communautés voisines. Le but de la collaboration est d'ajouter de la couleur sur un édifice municipal.

Notre projet s'appelle *#Couleurs du Nord*, Couleurs du Nord est une série de télévision pour enfants qui va consisté de 10 émissions et qui a comme objectif de valoriser les communautés du nord, leurs histoires, leurs personnalités mais surtout leurs richesses.

Nous aimerions vous offrir une murale qui célèbre l'agriculture de la région du Nipissing Ouest ainsi que sa jeunesse. Je pense que la murale pourrait aussi servir de lien entre les communautés.

La raison pour laquelle nous tenons à inclure la municipalité est en conséquence des découvertes récentes dans plusieurs communautés. Je crois, qu'avec l'appui de Scott McLeod de Garden Village et les conversations avec la jeunesse du Nippissing Ouest nous sommes capables d'écouter et d'offrir des solutions pour s'entraider avec des couleurs et une belle murale qui représente le métissage et la beauté de notre région.

Donc je vous demande d'appuyer les recommandations du TRC acte en nous prêtant votre mur pour se projets.

Sincèrement,

Mique Michelle  
Le 12 juillet 2021

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