



**COUNCIL MEETING – TUESDAY, NOVEMBER 2<sup>nd</sup>, 2021 – 6:30 PM**  
**RÉUNION DU CONSEIL – MARDI, LE 2 NOVEMBRE 2021 – 18H30**

**VIRTUAL ZOOM MEETING / RÉUNION VIRTUELLE PAR ZOOM**

**AGENDA / ORDRE DU JOUR**

- A) Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires
- B) Addendum and Agenda / Addenda et Ordre du jour
- B-1 Approve the Addendum
- B-2 Resolution to deviate from normal agenda format and to Adopt the Agenda
- C) Delegations & Petitions / Délégations et pétitions ..... *NIL*

**REGULAR COUNCIL / SÉANCE RÉGULIÈRE**

- D) Closed Meeting / Réunion à huis clos *(carried from Sept-21<sup>st</sup> mtg.)*
- Pursuant to Section 239 of the *Municipal Act* (2001)
- D-1 Proceed into closed meeting to discuss the following:
- personal matters about an identifiable individual, including municipal or local board employees;
  - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (i) Human Resources Investigation – CAO Complaint – Unresolved
- D-2 Resolution to adjourn the closed session
- E) Unfinished business / Affaires en marche *(carried from Sept-7<sup>th</sup> mtg.)*
- E-1 Sign agreement for use of municipal parking lot
- E-2 By-Law **2021/64** to amend the Marriage License fee
- E-3 Authorization to close the tax account at the Verner Caisse Populaire
- E-4 Support for OHIP-insured Eye Care *(J. Savage)*
- F) New Business / Affaires Nouvelles *(carried from Oct-19<sup>th</sup> mtg.)*
- F-1 Resolution for Naming of Municipal Asset - Sturgeon Falls arena (Labbé Family)
- F-2 Receive the 2<sup>nd</sup> Quarter – Variance Financial Report
- F-3 Reconsideration resolution – Exemption request re: No Cut Policy (Michaud St) *(J. Savage)*
- F-4 By-Law **2021/72** to appoint a Deputy Treasurer
- F-5 By-Law **2021/73** to authorize signing of cheques, notes and documents

## COMMITTEE OF THE WHOLE / COMITÉ PLÉNIER

### G-1) Public Works / Travaux publics (Time sensitive – Council direction required)

G-1(a) Road rehabilitation (Eugene, Comeau, Arbour & Gerard Rds)

### G-2) General Government / Gouvernement général

G-2(a) 2022 ROMA Conference – Deadline for delegation requests is Nov-15<sup>th</sup>

G-2(b) Draft Vaccination Policy (supporting document to follow)

G-2(c) New Optional Small Business Property Sub-class (taxes) (supporting document attached)

G-2(d) Discussion re: 2022 Municipal Elections

G-2(e) Request for renaming of Wolseley Bay Road and Wolseley River (Marian Grobov)

### G-3) Planning / Planification ..... NIL

### G-4) Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique

G-4(a) Request to amend the Off-Road Vehicle By-Law (R. Brouillette)

G-4(b) No Wake Zone at Lavigne Bridge (D. Sénécal)

### G-5) Economic Development / Développement économique ..... NIL

### G-6) Social Services and Health / Services sociaux et santé ..... NIL

### G-7) Sewer and Water / Les égouts et l'eau ..... NIL

### G-8) Environmental / L'environnement ..... NIL

## REGULAR COUNCIL / SÉANCE RÉGULIÈRE

### H) Planning / Planification

H-1 By-Law **2021/78** to accept, assume and dedicate lands for public highway (Lafrenière Rd)

H-2 By-Law **2021/79** to accept, assume and dedicate lands for public highway (Lac Clair Rd)

H-3 By-Law **2021/80** to amend the Zoning By-Law for 12 Principale St, Verner (from C-1 to R3-4)

H-4 Resolution to grant draft Plan Subdivision Approval (Deer Lake Road)

### I) Correspondence and Accounts / Courier et comptes

I-1 September 7<sup>th</sup>, 2021 Council minutes

I-2 September 21<sup>st</sup>, 2021 Council minutes

I-3 October 5<sup>th</sup>, 2021 Council minutes

I-4 Adopt the minutes of the Planning Advisory Committee meeting of July 12, 2021

I-5 Receive the following minutes from various Boards / Committees :

(i) Committee of Adjustment meeting held July 12, 2021 ;

(ii) WN Accessibility Advisory Committee meeting held April 29, 2021

(iii) WN Library Board meetings held June 10 and September 9, 2021;

- (iv) Au Chateau Board meetings held May 19 and June 16, 2021;
- (v) DNSSAB Board meeting held JUNE 23, 2021;
- (vi) NBPSDHU Board meeting held September 22, 2021

I-6 Receive the **JUNE** and **JULY 2021** Disbursement Reports

I-7 Correspondence: Office of the Ombudsman re: Closed Meeting Complaint

**J) Unfinished business / Affaires en marche**

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

K-1 Purchase of Land re: B. Guenette (*Y. Duhaime*)

K-2 Discussions between Mayor and CAO (*J. Savage*)

**L) New Business / Affaires nouvelles**

L-1 Authorization to transfer Seniors' Supper funds to reserve for 2022 event

L-2 Authorize temporary street closures for Christmas Parade of Lights (Dec-3<sup>rd</sup>)

L-3 Authorize to sign a Mutual Agreement Drain with R. Pellerin (North & South Rd)

L-4 Request for exemption from No Cut Policy (Fort & Concord Rds – R. Foucault)

**M) Addendum / Addenda**

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

N-1 Mayor's Report

**O) Closed Meeting / Réunion à huis clos**

**Pursuant to Section 239 of the *Municipal Act* (2001)**

O-1 Proceed into closed meeting to discuss the following:

- a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.

(i) Approval of CLOSED minutes

O-2 Approval of previous CLOSED minutes:

↪ Apr-20-2021 • May-12-2021 • Jun-1-2021 • Jun-22-2021 • Aug-17-2021 ....

O-3 Resolution to adjourn the closed session

**P) Adjournment / Ajournement**

O-1 Resolution to adopt By-law **2021/81** confirming proceedings of meeting

O-2 Resolution to adjourn the meeting



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

Resolution No.

2021 /

NOVEMBER 2, 2021

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** Section 9.1.1 of the Procedural By-Law sets out the format of Council agendas;

**AND WHEREAS** Section 9.2 of the Procedural By-Law permits Council adjust the order of the Agenda Matters by a resolution of 2/3 of the members present;

**AND WHEREAS** Council agrees to amend the Order of the Agenda for November 2<sup>nd</sup>, 2021 in order to address matters impacting municipal operations and residents of the municipality;

**BE IT THEREFORE RESOLVED THAT** the order of the November 2, 2021, be amended;

**BE IT FURTHER RESOLVED THAT** the Agenda for the meeting of Council held on November 2, 2021 be adopted, as ☐ presented / ☐ amended.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
WARD 7 (vacant)		
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.

2021 /

OCTOBER 19, 2021

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** the Mayor and Municipal Clerk be authorized to sign a License and Indemnity Agreement for Temporary Use of Parking Facilities with Bobby Guenette (Licensor).

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
Ward 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

DEFERRED OR TABLED: \_\_\_\_\_

## LICENSE AND INDEMNITY AGREEMENT FOR TEMPORARY USE OF PARKING FACILITIES

**THIS AGREEMENT** made the 25<sup>TH</sup> day of August, 2021 between Bobby Guenette (the "Licensee") and the Corporation of the Municipality of West Nipissing (the "Municipality").

**WHEREAS** 227 King Street Sturgeon Falls Inc. (the "Landlord") is the owner of the lands and buildings located at 227 King Street, Sturgeon Falls which are more particularly described as Part of Lots 8 & 9, W/S King Street and Part Lot 9 E/S Holditch Street (the Rented Premises");

**AND WHEREAS** the Licensee is the operator of a business at the Rented Premises known as Sturgeon Falls Carpet & Flooring;

**AND WHEREAS** the Municipality is the owner of the public parking lot located on the east side of Holditch Street in Sturgeon Falls, Ontario, which is more particularly described as Lot 7 and Part of Lot 8, E/S Holditch Street, Registered Plan 11, Municipality of West Nipissing, (herein called the "Parking Lot");

**AND WHEREAS** the Licensee is seeking permission from the Municipality to use the Parking Lot for the purpose of receiving deliveries of inventory at the Rented Premises;

**AND WHEREAS** Council for the Municipality has discussed the request and is prepared to grant permission to the Licensee to use the Parking Lot upon the terms and conditions set out in this Agreement;

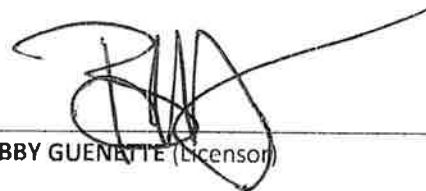
**IN CONSIDERATION** of the terms and conditions in this Agreement, the Licensor, the Landlord and the Municipality agree as follows:

1. The Municipality grants provisional permission to the Licensee to use the Parking Lot for the purpose of receiving deliveries of inventory;
2. The Licensee acknowledges and agrees that Municipality cannot provide exclusive use of the Parking Lot and the Licensee agrees that he will not interfere with the functioning of the Parking Lot in any way by impeding traffic, obstructing parking or endangering pedestrian use of the Parking Lot;
3. The Licensee agrees that he will provide supervision during all deliveries in order to ensure the safety of pedestrians and motor vehicles on the Parking Lot;
4. The Licensee will provide proof of liability insurance in an amount not less than \$2,000,000 and will name the Municipality as additional insured;

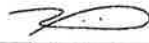
5. The Licensee will compensate the Municipality for any additional snow removal costs during the winter months as may be required by the Licensee for its use of the Parking Lot;
6. The Licensee acknowledged that the term of this agreement shall be "month-to-month" and that Municipality may, at its sole discretion and on thirty (30) days written notice to the Licensee, terminate this agreement;
3. The Licensee agrees to keep indemnified the Municipality against any and all claims and demands in respect of the permission granted, and against all losses, damages, costs, charges, and expenses which the Municipality may incur, in consequence of having granted this permission.

**IN WITNESS WHEREOF** the parties have set their hands and corporate seals as attested by the hands of their proper signing officers in that behalf.

  
Witness

  
BOBBY GUENETTE (Licensor)

**227 KING STREET STURGEON FALLS INC.**

Per:   
Norman Tao  
*"I have authority to bind the corporation"*

**THE CORPORATION OF THE MUNICIPALITY  
OF WEST NIPISSING**

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Municipal Clerk  
*"I/we have authority to bind the corporation"*



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

Resolution No.

**2021 /**

**OCTOBER 19, 2021**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-Law **2021/64**, being a by-law to amend the Fees and Charges By-Law 2001/21 and the Marriage Licensing Protocol By-Law 2015/83 for the Municipality of West Nipissing; shall come into force and take effect on the date it is passed.

	YEAS	NAYS
<b>DUHAIME, Yvon</b>		
<b>FISHER, Christopher</b>		
<b>LARABIE, Roland</b>		
<b>MALETTE, Léo</b>		
<b>ROVEDA, Dan</b>		
<b>WARD 7 (vacant)</b>		
<b>SÉNÉCAL, Denis</b>		
<b>SÉNÉCAL, Lise</b>		
<b>SAVAGE, Joanne (MAYOR)</b>		

**CARRIED:** \_\_\_\_\_

**DEFEATED:** \_\_\_\_\_

**DEFERRED OR TABLED:** \_\_\_\_\_



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

**BY-LAW 2021/64**

**BEING A BY-LAW TO AMEND BY-LAW 2015/83, BEING A BY-LAW  
ESTABLISHING A PROTOCOL FOR MARRIAGE LICENSING AND  
TO AMEND BY-LAW 2001/21 SETTING FEES AND CHARGES  
FOR THE MUNICIPALITY OF WEST NIPISSING**

**WHEREAS** By-law 2001/21 was passed on March 20<sup>th</sup>, 2001 setting fees and charges within the Municipality of West Nipissing;

**AND WHEREAS** By-Law 2015/83 was passed on October 20<sup>th</sup>, 2015 to establish a Protocol for Marriage Licensing within the Municipality of West Nipissing;

**AND WHEREAS** Council for the Municipality of West Nipissing deems it desirable to remove the marriage licence fee from By-Law 2001/21 and to amend the marriage license fee in By-Law 2015/83;

**BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING ENACTS AS FOLLOWS:**

- (1) **THAT** the Marriage Licence fee be removed from the "Schedule B" of the Fees and Charges By-Law No. 2001/21, as amended.
- (2) **THAT** Item 1 (vi) on "Schedule A" of the Marriage Licensing Protocol By-Law No. 2015/83 be replaced with the following:
  - 1 (vi) There is a non-refundable fee of **\$150.00** for the issuance of a marriage license.
- (3) **THAT** the Marriage Licence Fee referenced in Item 6 of "Schedule A" of the Marriage Licensing Protocol By-Law No. 2015/83 be replaced with the following:

SERVICE	FEE	FEE BREAKDOWN	
		ADMIN. FEES	OFFICIANT FEES
Marriage License Fee ( <i>mandatory and non-refundable</i> )	<b>\$ 150.00</b>	N / A	N / A

- (4) **THAT** this By-Law shall come into force and take effect on the date it is passed.

**ENACTED AND PASSED THIS 19th DAY OF OCTOBER, 2021 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

\_\_\_\_\_  
JOANNE SAVAGE  
MAYOR

\_\_\_\_\_  
MELANIE DUCHARME  
CLERK



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

Resolution No.

**2021 /**

**OCTOBER 19, 2021**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** the Municipality of West Nipissing currently maintains a banking account at the Verner Caisse Populaire for Taxes;

**AND WHEREAS** the Verner Tax bank account has been unused for more than 3+ years, the Director of Corporate Services/Treasurer is seeking Council's authorization to transfer the balance from the Verner Tax bank account to the National Bank account; and that the Verner Tax bank account be closed thereafter;

**BE IT THEREFORE RESOLVED THAT** Council authorizes the Director of Corporate Services/Treasurer to execute any necessary documents required to transfer the balance from the Verner Tax bank account into the National Bank account; as may be necessary.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
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SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

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

Resolution No.

2021 /

OCTOBER 19, 2021

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** routine eye care is critical in early detection of eye diseases like glaucoma, cataracts, and macular degeneration, and the health of eyes is critical to overall health and quality of life;

**AND WHEREAS** conditions that may be detected with an annual eye exam include Diabetes mellitus, Glaucoma, Cataract, Retinal disease, Amblyopia (lazy eye), Visual field defects (loss of part of the usual field of vision) Corneal disease, Strabismus (crossed eyes), Recurrent uveitis (an inflammation of the uvea, the middle layer of the eye that consists of the iris, ciliary body and choroid), Optic pathway disease;

**AND WHEREAS** payments from OHIP have only increased 9% over the last 30 years, which has not come close to matching inflation of costs (which include rent, staff, utilities, equipment, taxes and supplies);

**AND WHEREAS** the lack of funding makes it difficult to invest in modern technology, and newer technology means earlier detection of eye disease;

**AND WHEREAS** the Provincial Government refusal to formally negotiate with Optometrists for more than 30 years has forced the Optometrists to absorb approximately 173 million dollars annually in the cost to deliver eye care to Ontarians;

**AND WHEREAS** the 2021 Ontario Budget did not address OHIP-insured eye care, Ontario Optometrists took action and voted to withdraw OHIP services starting September 1, 2021, unless the government agrees to legally-binding negotiations to fund these services at least to the cost of delivery;

**AND WHEREAS** this job action will jeopardize good eyecare for those who need the care of an optometrist the most and will have to greatest impact on the most vulnerable groups. Children – who's lifetime ability to learn and develop depends on good vision – to the elderly, who are at the greatest risk for vision-threatening ocular diseases.

**NOW THEREFORE, BE IT RESOLVED THAT** the Municipality of West Nipissing requests that the Provincial Government recognize the value that access to quality eye care brings to all Ontarians and act now to protect it;

**AND THAT** the Ontario Government address the OHIP-insured eye care immediately and enter into legally-binding negotiations with Ontario Optometrists to fund these services at least to the cost of delivery, prior to any job action taking place;

**AND THAT** a copy of this resolution be forwarded to the Premier of Ontario, Ontario Minister of Health, MP for Nickel Belt, MPP for Timiskaming-Cochrane and the Ontario Association of Optometrists.

	YEAS	NAYS
DUHAIME, Yvon		
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LARABIE, Roland		
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ROVEDA, Dan		
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SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

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

Resolution No.

**2021 /**

**OCTOBER 19, 2021**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** at the August 30, 2021 meeting, Council for the Municipality of West Nipissing enacted By-Law no. 2021/58 for the purpose of Commemorative Naming of Municipal Assets;

**AND WHEREAS** Council received a request from the Labbé family seeking the commemorative renaming of the Sturgeon Falls Arena;

**BE IT THEREFORE RESOLVED THAT** Council authorizes the renaming of Sturgeon Falls Arena to the "Marcel and Jane Labbé Arena".

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
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Ward 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

DEFERRED OR TABLED: \_\_\_\_\_



**Dianne Labbé**  
621 Drive In Road  
Sturgeon Falls, On  
P2B2R1

**February, 12. 2021**

**Mayor Savage and Council,**  
225 Holditch Street, Suite 101  
Sturgeon Falls, Ontario, Canada  
P2B 1T1

**To the Mayor and Council,**

**I am writing to provide Mayor and Council with background information regarding Marcel Labbe's legacy of service to the community of West Nipissing. As a council member of 31 years, he was instrumental in the development and building of our present day arena and recreation complex. We are requesting that his selfless contribution to the community be recognized by naming either the arena or the Compex in his name. We trust the attached document will aid in that decision.**

**Please let me know if you have any questions or require additional information.**

**Yours sincerely,**

A handwritten signature in black ink, appearing to read 'D. Labbe', with a horizontal line extending to the right.

**Dianne Labbé**  
**on behalf of the Labbé family.**

## Macrel Labbé's Legacy

Marcel Labbé moved to Sturgeon Falls in 1957 with his wife, Jane and three children to work as a Stationary Engineer for Abitibi. He was disappointed that there were no facilities for children, other than the river beach, and became an advocate for recreational and social infrastructures for children and families.

The need for an arena was Marcel's first recreational endeavour. There was strong opposition, because this was the first time tax money would be used to fund recreation in Sturgeon Falls. So, even before thinking of running for council, he campaigned to have money set aside to permit the public funding of an arena. This required a plebiscite. He had signs made, launched a door to door campaign to foster support, had "I need an arena" buttons distributed to all the school children....he was tireless. Soon following, he won his first seat in 1963, and the arena was built in 1964.

His span on council was 31 consecutive years. During his time in office, he continued to help shape our community. The hospital was built, the geared-to-income housing and seniors' apartments were created, and the consolidation of the Police, Fire Hall, Town Hall and Library into the Stat's Canada building was realized.

What was still missing was a recreational hub. Council had worked together and secured funding for the Hall which was important as a money generator, and so was built first. However, when it came time for the construction of the pool, promised grants from other levels of governments were cancelled. It looked hopeless. Again, Marcel rose to the occasion. He was not daunted. He took on the role of Chairman of the Steering Committee to raise the necessary funds to cover the costs of the pool. (It was a very tight group). They had Monster Bingos and community bingos, they threw dances and brought in headliners, they sold Nevada Tickets, they had community garage sales, they sold individual stairs up the slide for 5000 apiece, they encouraged payroll deductions that spanned 3 years so that individuals could contribute more over time. Whole staffs became involved. The Committee also solicited contributions from business both large and small. He and his wife contributed over 15,000 of their own moneys... Check out the wall of contributors on the complex wall....they were all the product of the Steering Committee's efforts. Although the Committee fell short of the full amount, what remained was able to be absorbed by the West Nipissing tax base and the Complex was built. Marcel was immensely proud of this achievement.

"Those were the days, my friend", Marcel would tell you. This is a man who switched out his 4 to 12 shifts for graveyards in order to fulfill his obligations to attend council and committee meetings. He sat on every board, but his favorite was Recreation. His vision for recreation for families in West Nipissing, began with him initiating the position of Recreation Director and cumulated in the existence of the West Nipissing Complex.

It is this legacy that prompts our request that council rename the Complex or perhaps the Arena the Marcel Labbé Complex or Arena. Should neither of these satisfy the council, we leave it in your hands to select another equally fitting method to honour his considerable contribution to West Nipissing.



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

Resolution No.

2021 /

OCTOBER 19, 2021

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** the 2021 – 2nd Quarter Variance Financial Report (April 1<sup>st</sup> to June 30<sup>th</sup>, 2021) for the Municipality of West Nipissing be received.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
Ward 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

DEFERRED OR TABLED: \_\_\_\_\_

# 2021 — Second Quarter Variance Report

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**July 9, 2021**

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

This report provides a variance analysis of the Municipality's second quarter results (January 1 to June 30, 2021). The June variance report reflects expenditures and revenues for the first six months of 2021.

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

## Overall Trends

Human resources costs are trending under budget in all departments. This is a result of recruitment challenges, unplanned absences, and the extended period of COVID shut down. Though it is anticipated that there is a correction through the third quarter and into the fourth quarter, human resources expenses will very likely stay under budget.

## General Government

Supplemental taxation revenue lags behind expectations in a typical year. This is not unexpected. In the second half of the year, it is anticipated that this revenue will approach budget. MPAC and our Building department are working efficiently together to exchange information and to facilitate timely assessment of new construction.

The Power Dam Payment had not been received at the end of the second quarter and this impacts the payments in lieu budget. The province has held the funding consistent for 2021 and these amounts are not at risk this budget year.



## Building and Planning

The Building and Planning department has had a very strong start to 2021. First and second quarter revenues are significantly ahead of prior years. At the end of the second quarter, building and planning had almost met the annual revenue target. The volume of files has not diminished through the third quarter and it is anticipated that Building and Planning will continue this trend through the second part of the year.

## Capital Projects

Very little capital activity occurred during the first quarter of 2021. Capital expenditures have remained slow through the second quarter. This reflects general seasonality that accompanies many of the capital projects and the time required in the planning and procurement processes. This is not an unusual pattern. The capital grants and transfers from reserve are recognized at the time that the expenditures are made. Council has been made aware of individual projects where tenders exceed budget values; however, at this time there is no concern to overall budgets.

## COVID 19 Impact

COVID costs represent the continued operation of an assessment centre and other expenditures directly related to managing the Municipality's COVID response. Revenues are an allocation of the COVID funding received to date. The assessment centre decreased operating hours in the second quarter. There will be a reduction in clerical hours; however, the cleaning and the maintenance costs remain constant.



# Summary of All Categories

As of June 30, 2021

	Actual	Budget	Variance
<b>Revenues</b>			
Property Taxation	18,078,922	18,192,119	(113,197)
Payments in lieu	209,612	553,235	(343,623)
OMPF	3,304,450	6,608,900	(3,304,450)
Other Revenues	1,114,916	3,860,719	(2,745,803)
<b>Total Revenues</b>	<b>22,707,900</b>	<b>29,214,973</b>	<b>(6,507,073)</b>
<b>Expenditures</b>			
HR Costs	3,431,883	8,156,643	4,724,760
Operating Expenses	3,021,352	7,606,960	4,585,608
Policing	2,218,838	4,478,337	2,259,499
Social Programs	2,496,521	5,092,577	2,596,056
<b>Total Expenditures</b>	<b>11,168,594</b>	<b>25,334,517</b>	<b>14,165,923</b>
<b>Local Boards</b>			
Police	2,345	15,662	13,317
Library	208,498	416,995	208,498
Cemetery	(2,785)	44,840	47,625
<b>Total Board Expenditures</b>	<b>208,058</b>	<b>477,497</b>	<b>269,440</b>
<b>Total Expenditures incl. Boards</b>	<b>11,376,652</b>	<b>25,812,014</b>	<b>14,435,362</b>



<b>Surplus (Deficit)-Operating</b>	<b>11,331,248</b>	<b>3,402,959</b>	<b>7,928,289</b>
Donations	-	-	-
Funding	(40,674)	(2,864,080)	(2,823,406)
<b>Total Revenues-Capital Fund</b>	<b>(40,674)</b>	<b>(2,864,080)</b>	<b>(2,823,406)</b>
Transfer to Reserve	2,105,000	2,105,000	-
Contribution from Reserve	(637,306)	(3,351,849)	(2,714,543)
<b>Total Change in Reserves</b>	<b>1,467,694</b>	<b>(1,246,849)</b>	<b>(2,714,543)</b>
Long Term Debt Financing	-	-	-
Payments on Loans	132,410	322,959	190,549
<b>Total Change in Financing</b>	<b>132,410</b>	<b>322,959</b>	<b>190,549</b>
<b>Capital Assets</b>			
Capital expenditures-Infrastructure	48,651	4,489,080	4,440,429
Capital expenditures	633,246	2,701,849	2,068,603
<b>Total Capital Assets</b>	<b>681,897</b>	<b>7,190,929</b>	<b>6,509,032</b>
	2,241,327	3,402,959	(1,161,632)
<b>Surplus (Deficit)</b>	<b>9,089,921</b>	<b>-</b>	<b>9,089,921</b>

# Summary of Revenues and Expenses

	Actual	Budget	Variance
<b>Taxation</b>			
Revenues	18,078,922	18,192,119	(113,197)
<b>Payments in lieu</b>	209,612	553,235	(343,623)
<b>Provincial Grants-OMPF</b>	3,304,450	6,608,900	(3,304,450)
<b>General Government</b>			
Revenues	598,861	2,289,214	(1,690,353)
Expenses	1,803,479	3,797,910	1,994,431
<b>Surplus (Deficit)</b>	(1,204,618)	(1,508,696)	304,078
<b>Mayor &amp; Council</b>			
Expenses	86,144	218,629	132,485
<b>Public Works</b>			
Revenues	2,457	80,000	(77,543)
Expenses	2,885,997	6,628,378	3,742,381
<b>Surplus (Deficit)</b>	(2,883,540)	(6,548,378)	3,664,838
<b>Community Services</b>			
Revenues	222,977	901,700	(678,723)
Expenses	2,241,768	4,813,413	2,571,645
<b>Surplus (Deficit)</b>	(2,018,791)	(3,911,713)	1,892,922





**Fire Department**

Revenues	20,630	18,000	2,630
Expenses	1,327,227	2,433,651	1,106,424
<b>Surplus (Deficit)</b>	<b>(1,306,597)</b>	<b>(2,415,651)</b>	<b>1,109,054</b>

**Economic Development**

Revenues	-	100,000	(100,000)
Expenses	-	362,718	362,718
<b>Surplus (Deficit)</b>	<b>-</b>	<b>(262,718)</b>	<b>262,718</b>

**COVID**

Revenues	80,015	252,805	(172,790)
Expenses	80,015	252,805	172,790
<b>Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Planning & Development**

Revenues	189,976	219,000	(29,024)
Expenses	215,587	470,946	255,359
<b>Surplus (Deficit)</b>	<b>(25,611)</b>	<b>(251,946)</b>	<b>226,335</b>

**Emergency Management**

Expenses	-	3,500	3,500
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**Heritage Committee**

Expenses	-	2,500	2,500
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**Policing**

Revenues	43,161	495,767	(452,606)
Expenses	2,261,999	4,974,104	2,712,105
<b>Surplus (Deficit)</b>	<b>(2,218,838)</b>	<b>(4,478,337)</b>	<b>2,259,499</b>



<b>Police Board</b>			
Expenses	2,345	15,662	13,317
<b>Libraries</b>			
Expenses	208,498	416,995	208,498
<b>Cemetery</b>			
Expenses	(2,785)	44,840	47,625
<b>Municipal Drains</b>			
Expenses	7,056	87,500	80,444
<b>Animal Control</b>			
Expenses	47,289	94,612	47,323
<b>Health Services</b>			
Expenses	208,963	417,926	208,963
<b>DNSSAB</b>			
Expenses	1,603,661	3,207,723	1,604,062
<b>Home for the Aged-Au Chateau</b>			
Expenses	683,897	1,466,928	783,031
<b>Grand Total</b>			
Revenues	22,751,061	29,710,740	(6,959,679)
Expenses	13,661,140	29,710,740	16,049,600
<b>Net Surplus (Deficit)</b>	9,089,921	-	9,089,921





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

Resolution No.

**2021 /**

**OCTOBER 5, 2021**

Moved by / *Proposé par* :

***Mayor Joanne Savage***

Seconded by / *Appuyé par* :

**WHEREAS** at the meeting held on May 4, 2021, Council defeated Resolution No. 2021/181, being a request from Danielle Primeau and David Clark seeking authorization for an exemption of the municipal No Cut Policy no. 2009/268 in order to proceed with the installation of natural gas services to their home located at 228 Michaud Street in Sturgeon Falls;

**AND WHEREAS** a request for reconsider is being brought forward by a prevailing member of Council pursuant to S. 17.11 of the West Nipissing Procedural By-law 2019/94.

**BE IT RESOLVED THAT** Council authorizes an exemption of the Municipality of West Nipissing No Cut Policy no. 2009/268, in order to proceed with the installation of natural gas services at 228 Michaud Street in Sturgeon Falls, as requested by Danielle Primeau and David Clark.

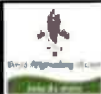
	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
WARD 7 (vacant)	X	X
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

**CARRIED:** \_\_\_\_\_

**DEFEATED:** \_\_\_\_\_

**DEFERRED OR TABLED:** \_\_\_\_\_

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

 <b>AGENDA ITEM REQUEST FORM</b>			
PLEASE PRINT CLEARLY:			
Requested Council Meeting Date:		Sept 21 / 2021	
Name of Requestor:	Joanne Savage Mayor		Date submitted: Sept 15 / 2021
Address:	Full mailing address:		
Phone:	Home:	Business / Cell: 705 498 0819	Fax:
E-Mail:			
Requested Agenda Item/Subject:		Reconsideration of a request for exemption to no cut policy denied on May 4 / 2021	
Additional details / background information: <input checked="" type="checkbox"/> see below <input checked="" type="checkbox"/> Supporting documents attached separately  <i>Please attach/include pertinent information to support this item. This will assist staff in conducting any research or obtaining background information; which may be required to make an informed decision in the best interest of the municipality.</i> Reconsideration to a request for exemption to the no cut policy that was denied at May 4 / 2021 Council meeting Requestor felt not treated fairly as not provided option of a security deposit as per the No cut Policy Similar requests for not cut exemptions were granted at meetings of June 1st, July 13th and Aug 30th, 2021			
ADMINISTRATIVE APPROVAL			
<b>STEP 1 →</b> 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:		( e-mail )	Date: September 15/2021
MUNICIPAL OFFICE USE			
<b>STEP 2 →</b> 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:	September 15/2021	Received from:	Mayor J. Savage
Meeting Date Requested:	September 21/2021	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):	September 21/2021	<input checked="" type="checkbox"/> Regular meeting <input type="checkbox"/> Committee of Whole meeting	
Requestor Notification:	The above requestor _____ was notified on _____ (date)		
Action Taken:			
Notes / Comments:			

**Subject:** FW: no cut policy on michaud rd

Begin forwarded message:

**From:** Danielle Primeau <[danielleprimeau03@hotmail.com](mailto:danielleprimeau03@hotmail.com)>  
**Date:** September 1, 2021 at 15:27:19 EDT  
**To:** Lise Senecal <[lsenecal@municipality.westnipissing.on.ca](mailto:lsenecal@municipality.westnipissing.on.ca)>  
**Subject:** no cut policy on michaud rd

No cut policy in west nipissing Ontario

To whom this may concern,

We David Clark and Danielle Primeau, have bought a house on Michaud st in the summer for 2020. When we bought our house we were never told about the no cut policy on this road. During the winter of 2020-2021 our main source of heat broke, so we looked into getting a new, more efficient heat source. Our best option was gas, we called the gas company and they said they would get everything in order. So we went ahead and purchased the heater. We got a call saying there was a no cut policy on our road and would have to be approved by the counsel. During the meeting we were not granted access to dig about 2 feet off the shoulder (picture attached ), as u can see there is old asphalt connecting to the new one its is about 1 feet of old and 1 feet of the new asphalt. The white dot is where they would be cutting into and torpedo to the house. We were also told to convert to propane until the no cut policy ended. So we called the gas company and ask them if there was a different route we could take, they said we could go off Queen st but it would cost us \$2200, to have the extension put in, and we went with that option. During the meeting of august 31 2021, three residents of lalande rd, asked to get gas put into there newly build houses and were approved. These residents should of know about the no cut policy before starting any construction. They were approved as long as they put a down of \$4000 divided between the three of them incase anything would happen to the asphalt and would need repairing. We were never giving the option to put a down they just denied us. One of the counselors brought up that everyone should be treated and offer the same. It is unfair that the three residents were given the option to put a down, and we were told go to propane (or other source of heat) or nothing.

I hope we can come into an agreement,  
best regards  
Danielle Primeau and David Clark







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

Resolution No.

2021 /

OCTOBER 19, 2021

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-Law **2021/72**, being a By-Law to appoint a Deputy Treasurer for the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
Ward 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

DEFERRED OR TABLED: \_\_\_\_\_



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

**BY-LAW 2021/72**

**BEING A BY-LAW TO APPOINT A DEPUTY TREASURER  
FOR THE MUNICIPALITY OF WEST NIPISSING**

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**WHEREAS** Part II, Section 8 (1) of the *Municipal Act, S.O. 2001, c. 25* enables a municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Part II, Section 10 (2) of the *Municipal Act, S.O. 2001, c. 25*, provides that a single-tier municipality may pass by-laws respecting:

1. Governance structure of the municipality and its local boards and
3. Financial management of the municipality and its local boards

**AND WHEREAS** Council deems it necessary to appoint a 'Deputy-Treasurer';

**NOW THEREFORE** the Council of The Corporation of the Municipality of West Nipissing hereby enacts as follows:

1. **THAT BRIGITTE CARRIÈRE** be appointed as Deputy-Treasurer for the Municipality of West Nipissing.
2. **THAT** By-Law 2007/67 is hereby repealed.
3. **THAT** this by-law is deemed to come into force and take effect on the date it is passed.

**ENACTED AND PASSED THIS 19<sup>th</sup> DAY OF OCTOBER 2021 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

---

JOANNE SAVAGE  
MAYOR

---

MELANIE DUCHARME  
CLERK





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

Resolution No.

**2021 /**

**OCTOBER 19, 2021**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-Law **2021/73**, being a by-law to authorize the signing of cheques, promissory notes and other documents for the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
Ward 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

DEFERRED OR TABLED: \_\_\_\_\_



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

**BY-LAW 2021/73**

**BEING A BY-LAW TO AUTHORIZE THE SIGNING OF CHEQUES,  
PROMISSORY NOTES AND OTHER DOCUMENTS**

---

**WHEREAS** authority is granted to a Municipal Council by the provisions of the *Municipal Act* to authorize the signing of cheques, promissory notes and other documents;

**AND WHEREAS** it is deemed expedient to appoint such signing officers;

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

1. **THAT** two (2) elected officials and three (3) appointed officials be authorized to sign cheques, promissory notes and other documents;
2. **THAT** two (2) signatures will be required at all times and that one (1) be by an elected official and one (1) be an appointed official;
3. **THAT** the authorized signing officers be as follows:

**ELECTED:** Joanne Savage, Mayor  
Lise Sénécal, Chair of General Government

**APPOINTED:** Jean Pierre Barbeau, Chief Administrative Officer  
Alisa Craddock, Director of Corporate Services / Treasurer  
Brigitte Carrière, Deputy Treasurer

4. **THAT** by-law 2018/97 is hereby repealed.
5. **THAT** this by-law shall come into force and take effect on the date of passing.

**ENACTED AND PASSED THIS 19<sup>th</sup> DAY OF OCTOBER 2021 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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JOANNE SAVAGE  
MAYOR

---

MELANIE DUCHARME  
CLERK

# MEMORANDUM

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**TO:** Mayor and Council  
**AND TO:** Jay Barbeau, CAO  
**FROM:** Shawn Remillard, C. Tech. Manager, Public Works  
**DATE:** September 15, 2021  
**RE:** **EUGENE, COMEAU, ARBOUR AND GERARD ROADS**

---

Eugene road has significantly deteriorated over the past few years to the point where maintenance frequency is beyond our efficient daily operating means.

I would recommend pulverizing the worse section from Hwy 64 to Rainville Rd. and adding Eugene Road to the 2022 Capital Works for brushing and ditching followed by surface treatment of its entirety. The pulverized section would need motor grader maintenance and potential dust suppression in the interim.

The drainage of Comeau, Arbour and Gerard will need to be evaluated vs Lake Nipissing levels followed by potential culvert resets/replacement and roadside drainage ditch clean out.

When repairs to the Eugene Road bridge #026 were contemplated, EXP recommended a full replacement of this structure. The engineering cost alone are quoted at \$98,000.00.

This required work can be added to the 2022 Capital plan for discussion during budget deliberations.

Regards,

Shawn Remillard, C.Tech  
Manager, Public Works

**Joie de vivre**



West **Nipissing** Ouest

Joie de vivre

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



885 Regent Street  
Sudbury, ON, P3E 5M4 Canada  
T: 705.674.9681 • [www.exp.com](http://www.exp.com)

Sudbury, September 16, 2021

**Mr. Shawn Remillard, C.Tech.**  
**Manager, Public Works**  
**Municipality of West Nipissing,**  
225 Holditch Street, Suite 101,  
Sturgeon Falls, Ontario,  
P3B 1T1

Via e-mail: [sremillard@municipality.westnipissing.on.ca](mailto:sremillard@municipality.westnipissing.on.ca)

**Subject: Engineering Fee Proposal for  
#026 Eugene Road Bridge Replacement**

Dear Sir:

Further to your request, we are pleased to submit herein our fee proposal to provide preliminary design, detailed design, secure environmental clearances, and construction administration services for the above noted municipal bridge replacement project.

## Our Company

With a mission to understand, innovate, partner and deliver, EXP provides engineering, design and consulting services to the world's built and natural environments. Our heritage dates back to 1906, when the earliest of EXP's predecessor companies started its engineering infrastructure practice. Today, over 3,500 creative EXP professionals across North America provide the passion and experience needed to deliver successful projects around the world.

Bridges are vital connections for our communities – creating the journey to new destinations and linking our environment. We provide innovative solutions to build, preserve, maintain, and enhance the world's bridges. Since our founding, we have planned, designed, inspected, repaired, and rehabilitated well over 1,000 bridges.

We have delivered award-winning designs over road, rail and waterways – from iconic long-span river crossings to unique pedestrian bridges that establish meaningful community connections. We have inspected major structures, led rehabilitation improvement programs, and have delivered cost-effective solutions to help owners extend the life of their infrastructure.

Currently, EXP is registered in MTO Registry, Appraisal and Qualification System and is approved for the following Bridge Engineering Specialties:

- Biennial Inspections,
- Condition Surveys,
- Design and Evaluation – Complex Structures (multi-span),
- Design and Evaluation – Single Span, and
- Rehabilitation – General.

## Project Introduction/Objective

The Municipality is planning to replace the aging Eugene Road Bridge in the 2022 construction season.

The objectives of this assignment are study various replacement alternatives, conduct detailed design of the preferred option, prepare tender document for the construction of the new bridge, provide procurement support and subsequent construction contract administration.

## Scope of Services

The scope of our services will include the following major tasks:

### 1. Project Management

Communications between the Municipality and EXP are handled by EXP Project Manager. Information received from the Municipality will be communicated to the appropriate team members by the Project Manager. EXP will keep the Municipality informed of the design progress by organizing Project Progress Meetings. All comments and concerns raised by the Municipality will be incorporated or addressed in the design. EXP's fundamental project management objective is to consistently meet or exceed our client's expectations. Adherence to budget, deadlines and applicable Codes and Regulations, without compromising on the quality of the services rendered.

### 2. Environmental Clearance

For the replacement of **#026 Eugene Road Bridge**, EXP will complete these environmental related tasks:

- a. *Schedule A+ Municipal Class EA* – tasks to complete the EA will include site review visit, letters to agencies such as MOE, MNRF, DFO, etc. We will prepare notice letter to be published in Municipality of West Nipissing newspaper and website. For the purpose of preparing this proposal, we assume additional studies/reviews such as archaeological study, Species-At-Risk (SAP) and fish habitat etc. are not required.
- b. *Permit Application* – We will complete required application forms, contact and apply for the required permits from MNRF and DFO for Eugene Road Bridge work. It is EXP's understanding that no other Conservation Authorities in this locale.

### 3. Visual Site Reviews

Members of our structural design team will visit the bridge site to review the current condition of the structure, topographic features, and general site condition. Information so collected will be incorporated into the final design.

### 4. Geotechnical Investigation

EXP is proposing to advance two (2) sampled bore holes, one at each abutment location, to collect subsurface information, establish foundation and excavation shoring design parameters. The boreholes will be advanced to a depth of 15.0 m or to equipment refusal on assumed bedrock. Please refer to the attached Geotechnical Investigation Proposal for more details on this component.

### 5. Hydrology and Hydraulic Analysis

The hydrological tasks for **#026 Eugene Road Bridge** replacement will commence with the confirmation of the peak design flow return period to use for the analysis. Based on guidance in the MTO's Highway Drainage Design Standards manual (section WC-1, Hydrology), and MTO Ministry Directive B-100, and/or the Municipality's higher preference, a peak design return flow period will be confirmed.

The design flow at the site will be based on a review of multiple sources, including the following tasks:

- a. Empirical calculations will be used, based on the approach provided in the most current MTO Drainage Manual, specific to Canadian Shield-type watersheds less than 100 sq.km in size, which are expected to include the Modified Index Flood Method, as well as the Northern Ontario Hydrology Method.
- b. A review of this bridge location using the Ministry of Natural Resource's on-line watershed calculation database, the Ontario Flow Assessment Tool (OFAT) will be carried out to obtain a calculated design flow based on the watershed area, slope, and the geography of the watershed (eg. natural, urban, and agricultural cover effects on runoff).
- c. A desktop review of relevant information from any past site reports, or design information, which may be available for the subject bridge site, via an inquiry to Municipality's archives; this will also include an inquiry related to design or hydrology reports for any nearby stream crossings

The design flow information determined from the above sources will be compared and considered, and a representative peak design flow will ultimately be selected, from which the required hydraulic capacity of the proposed replacement bridge can be determined. An examination of characteristics of the local channel, substrate, bridge, and stream banks using both visual observations and the site survey's existing site elevation data will help to determine the local roughness coefficient of the natural channel, and potential local potential obstructions, hydraulic barriers to flow, or underwater elevations of concern.

The topographical survey will provide existing elevations and grades related to the local upstream and downstream channel cross-section, the grade of the water surface, and the stream bed itself, along with detailed dimensions and elevations of the existing bridge and road approaches. This will provide sufficient baseline information to create a local hydraulic model of the bridge site and help to confirm the sufficiency of the hydraulic opening of the proposed replacement bridge.

## 6. Preliminary Design

For the replacement of #026 Eugene Road Bridge, EXP will complete these preliminary design tasks:

- a. *Topographic Site Survey* - Survey will cover 200m on both approach roadway and 75m upstream and downstream of the bridge. Temporary project benchmarks will be established on site for construction use.
- b. *Bridge Replacement Alternatives* – study the feasibility of various replacement alternatives. EXP will prepare and submit a brief report letter presenting the findings of our studies and our recommendation on preferred option for the Municipality review and approval. Preliminary General Arrangement drawing, and probable construction cost of the recommended option will also be presented in the Report.

## 7. Detailed Engineering Design

Design will conform to the requirements of Canadian Highway Bridge Design Code (CHBDC), applicable MTO design manuals and guidelines, Ontario Provincial Specifications (OPSS) and City Engineering Design Standards. The following major tasks are included:

- a. *Detailed replacement design* – we will complete the detailed design of the complete replacement of Eugene Road Bridge. It is our assumption that Eugene Road in the vicinity of the bridge site will be closed to all traffic during construction. Traffic detour is readily available via Savignac Road. For the purpose of preparing this proposal, we assume a detour bridge is not required.
- b. *Roadway design* –existing horizontal and vertical Eugene Road alignment at the vicinity of the bridge site will largely be maintained. Minor adjustment to the bridge waterway opening may be required depends on the outcome of the hydrology and hydraulic analysis.

- c. *Construction Drawings, Specifications and Tender Documents* – we will prepare detailed construction drawings, specifications, and prepare tender document. We will also prepare tender item quantity and construction cost estimates.

#### 8. Contract Administration and Construction Review

- a. *Procurement Support* – We will provide tendering assistance during tender period. This may include attend Public Information Meeting and Tender Information Meeting, respond to technical questions, and prepared and issue addendum if necessary. Upon tender closing, we will review tenders received and make award recommendation to the Municipality.
- b. *Construction Administration* – Chair start-up and progress meetings. During construction, our Contract Administrator will oversee onsite inspection activities, review & respond to payment submissions, change orders, and requests for clarification. The design engineers of the project will also be available for consultation on technical issues during construction.
- c. *Construction Reviews* - Our inspector will review the construction at various mile-stone phases to ensure the work is performed in general conformance to the design and specification.
- d. *Quality Assurance* – Construction quality assurance services will generally include subgrade review, backfill compaction testing, concrete testing, granular and asphalt compaction testing. We will also conduct laboratory material testing including concrete compressive strength, Gilson sieve analysis, and standard proctor testing to ensure construction material supplied are in conformance to Specification.
- e. *Post Construction* – prepare Substantial Completion Certificate, conduct final site review.
- f. *As-Built and Record Data* – Upon completion of the construction, we will prepare and submit as-built drawings and relevant construction records such as Change Orders, material testing results...etc.

## Project Schedule

Construction works are tentatively scheduled for 2022 construction season. EXP will have tender package for each structure prepared for early 2022 spring tendering.

Please note that approval for permit applications are mainly depends on the respond times of various involved regulatory agencies and are largely beyond the control of EXP.

## Budget

A comprehensive analysis of the services to be provided for this assignment have been undertaken. An estimate of cost has been prepared for the proposed Scope of Work.

The lump sum fee estimate presented herein will not be exceeded without approval, in writing, from the Municipality of West Nipissing. The breakdowns of our engineering fees, including disbursement are presented in the following table.

Activity/Task	Cost
1. Project Management	\$ 1,300.00
2. Environmental Clearances	\$ 3,100.00
3. Geotechnical Investigation	\$10,400.00
4. Hydrology and Hydraulic Analysis	\$ 7,590.00
5. Preliminary Design	

a. Topographic Engineering Survey	\$ 5,530.00
b. Replacement Alternatives	\$ 3,640.00
6. Detailed Engineering Design	
a. Structural Design	\$10,620.00
b. Approach Roadway Design	\$ 5,370.00
b. Construction Drawings,	\$ 6,150.00
c. Specification and Tender Document	\$ 8,100.00
7. Contract Administration and Construction Reviews	
a. Procurement Support	\$ 640.00
b. Construction Administration	\$ 5,330.00
c. Construction Reviews (15 site visits)	\$11,380.00
d. Quality Assurance	\$15,000.00
e. Post Construction	\$ 1,850.00
f. As-built and Record Data	\$ 1,520.00

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**Project Total (Lump Sum) \$97,520.00 + HST**

---

## Closure

We trust the above is satisfactory for your consideration, however, should you have any questions, please do not hesitate to contact our office.

Best regards,



---

Stephen Ho, M. Eng., P.Eng.  
Project Manager

SHH/



*Mr. Shawn Remillard, C.Tech.  
Municipality of West Nipissing  
Re: Engineering Fee Proposal, Eugene Road Bridge Replacement  
September 16, 2021*

## EXP Geotechnical Investigation Proposal



## Geotechnical Investigations Proposal

*Municipality of West Nipissing c/o EXP Services Inc. (Infrastructure Division)*

**Type of Document:**

Proposal

**Project Name:**

Eugene Road Bridge – Geotechnical Investigation  
Verner, ON

**Proposal Number:**

21-119-GP

**Prepared By:**

Yves Beauparlant, P.Eng.  
Manager, Earth and Environmental, Northeastern Ontario  
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**Date Submitted:**

2021-07-24

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# 1. Scope of Work

## 1.1 Geotechnical Scope of Work

The proposed scope of work for the geotechnical investigation has been developed to obtain the necessary information in order to provide recommendations for the bridge reconstruction.

Prior to site mobilization, all public underground utilities will be cleared by EXP personal. The underground service locates typically take 5 to 7 business days to complete. It is assumed that private locates will not be required as all work will be done on public land.

During the Geotechnical Investigation program all traffic safety will be strictly adhered to and all necessary equipment will be utilized as required under the Ontario Traffic Manual (Book 7).

One borehole at each abutment will be completed as part of the investigation. The boreholes will be completed to a depth of 15.0 m or to equipment refusal on assumed bedrock, whichever occurs first.

All boreholes will be advanced using a truck mounted, CME-55 drill rig. Soil samples will be obtained directly from the augers within the pavement structure and at 0.75 m intervals for the upper 3.0 m in conjunction with Standard Penetration Tests (SPT). The SPT "N" values will be recorded at each sample interval. If cohesive soils are encountered, field vane tests will be performed to establish the undrained shear strength of the material. Each borehole will be accompanied with a DCPT cone to better quantify any cohesionless soils that may be encountered.

During the field investigation, a technician from our office will be on-site to supervise the geotechnical investigation and collect and log the soil and asphalt samples. All soil samples will be carefully packaged and transported to our laboratory for further examination and testing.

Groundwater levels will be measured in each borehole prior to backfilling. The boreholes will be backfilled with the augured material and compacted by hand tamping and using down pressure from the augers. All boreholes will be capped with asphalt cold patch to match the existing asphalt thickness and proud to approximately 10 mm immediately after the cold mix has been placed.

All initial borehole locations and elevations will be obtained by means of a hand-held GPS.

If unexpected or problematic soil conditions are encountered during the field investigation, which may affect the scope of work, you will be notified prior to the removal of the drill from site in order to determine a suitable plan of action.

### Laboratory Testing

A routine geotechnical laboratory testing program will be completed on select samples obtained from the field investigation. The testing will consist of Moisture Content determinations on all samples (LS-701), Sieve Analyses (LS-602), and Particle Size Analyses (LS-702). If cohesive soils are encountered, Atterberg Limits Tests (LS-703/704) will also be completed.

## Office Program

The Geotechnical Design Report will be prepared in accordance with current acceptable practices. The report will provide clear and complete recommendations for all proposed works. The report will include only relevant sections that specifically pertain to the project and will include:

- General Data outlining the project, existing conditions, limits of the project, summary of proposed work, reconstruction, etc.;
- Investigation details including scope, limits and time of investigations, equipment used, laboratory testing completed, etc.;
- Plans showing the final locations for the boreholes;
- Subsurface conditions including asphalt pavement thicknesses, fill materials, native subgrade soils, bedrock, groundwater, etc.;
- Borehole logs, soil profiles, etc.;
- Foundation recommendations for supporting the proposed new bridge structure;
- Design recommendations including granular types, slope treatment, embankment design, and roadway asphalt pavement design.
- Excavation and backfill recommendations; and,
- Any other site-specific recommendations.
- Constructability recommendations;

All design recommendations shall be in accordance with the appropriate codes and legislation. The final report will be signed and sealed by a qualified geotechnical engineer registered in the Province of Ontario.

## 2. Investigation Cost Estimate

The estimated cost to provide the proposed geotechnical scopes of work is outlined below. The cost is separated into fee's and disbursements.

### Fees

Borehole Layout and Utility Clearances Coordination .....	\$250.00
Borehole Supervision .....	\$1,500.00
Routine Geotechnical Laboratory Testing .....	\$650.00
Drafting .....	\$300.00
Geotechnical Engineering/Reporting .....	\$1,800.00
Project Management.....	\$350.00
Report Publishing (pdf copies only).....	<u>\$No Charge</u>
<b>Total Estimated Fees (excluding HST) \$4,850.00</b>	

### Disbursements

Drill Crew Mobilization and Demobilization.....	\$850.00
Borehole Drilling.....	\$4,000.00
Borehole Drilling expenditures (bentonite, sand, cold patch, etc.) .....	\$250.00
Traffic Control – All Road Sections (cones, signs).....	\$200.00
Service Vehicle .....	<u>\$250.00</u>
<b>Total Estimated Disbursements (excluding HST)</b>	<b>\$5,550.00</b>

**ESTIMATED Investigation Costs (excluding HST) \$10,400.00**

### Cost Estimate Notes:

1. The above rate is based on the assumption that the drilling program will not extend beyond 2.0 business days. Should the drilling program require additional days due to unforeseen circumstances beyond EXP's control, the estimated cost will be adjusted to reflect the additional depth and time of drilling required.

### 2.1 Unit Rates

If additional works, delays, meetings, conference calls, etc. are required beyond the scope of work outlined in this proposal, the following unit rates will also apply.

#### EXP Staff Unit Rates

Sr. Geotechnical Engineer .....	\$180.00/hour
Senior Technical Reviewer .....	\$195.00/hour
Geotechnical Engineer .....	\$165.00/hour
Laboratory Team Lead.....	\$115.00/hour
Sr. Field Technician.....	\$90.00/hour
Lab Technician .....	\$65.00/hour
Draftsperson.....	\$85.00/hour
Administrative Assistant.....	\$55.00/hour

#### Additional Unit Rates

Borehole Drilling/Coring.....	\$250.00/hour
Core Barrel Diamond Wear .....	\$150.00/m
Traffic Control.....	\$100.00/day
Service Vehicle .....	\$125.00/day
All Other Disbursements .....	Cost +5%

### 3. Project Schedule

The geotechnical investigation can commence within 10 business days of written authorization to proceed, pending receipt of underground service locates and equipment availability.

The drilling field work will be completed in 2.0 business days. The final report will be available within 2.0 weeks days following the completion of the drilling program and laboratory testing.

### 4. Insurance

EXP is a Professional Consulting Engineering firm, as such, Professional Liability insurance for any actual or alleged error, omission, or negligent act arising out of the professional services provided by EXP, including environmental services, will be provided.

EXP will provide insurance certificates upon award, as outlined in the request for proposal.

The insurance includes coverage for liability arising out of the actual, alleged or threatened discharge, dispersal, release or escape of pollutants, including, but not limited to, any solid, liquid, gaseous or thermal irritants, toxic or hazardous substances, and contaminants.

Increased liability limits may be negotiated upon the Client's written request, prior to commencement of services, and agreement to pay an additional fee.

### 5. Closure

We thank you for the opportunity to submit this proposal and look forward to working with you on this project. Should you have any further questions concerning the above, please do not hesitate to contact the undersigned directly.

Yours truly,

EXP Services Inc.

Yves Beauparlant, P.Eng.  
Manager, Earth & Environmental Services  
Northeastern Ontario

## Legal Notification

This proposal is CONFIDENTIAL INFORMATION and the PROPERTY of EXP Services Inc. until such time as an agreement for the services/system outlined herein has been completed with the prospective customer and/or recipient to whom it is specifically addressed. Customer/Recipient may only disclose or indirectly cause disclosure of the CONFIDENTIAL INFORMATION to its directors, officers, employees, or consultants necessary for the limited purpose of evaluating the proposal for the specific project identified, provided that, before such disclosure, each such director, officer, employee, or consultant is made aware of and agrees to the CONFIDENTIAL NATURE and limited use of the proposal and its contents.

Customer/Recipient may use the CONFIDENTIAL INFORMATION for the limited purpose of developing and understanding the project with EXP Services Inc. and for no other purpose whatsoever.

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**Subject:**

FW: Eugene Rd, Comeau Rd, Arbour Rd and Gerard Rd

On Mon, Aug 2, 2021 at 2:35 PM Chantal Fyfe <[chantalfyfe@gmail.com](mailto:chantalfyfe@gmail.com)> wrote:

To the Mayor and all Council Members.

The residents of Eugene Rd, Comeau Rd, Gerard Rd, Arbour Rd and area have sent emails and phone calls to the appropriate areas of the Municipality Office numerous times. We have signed a Petition that is attached to this email. On behalf of all residents in this area I Chantal Fyfe Morin who lives at 17 Comeau Rd, I am requesting to speak at the September Council meeting.

Agenda- to replace asphalt on Eugene Rd ( not patch work).

- to have proper speed signs on Comeau Rd and Arbour Rd

- to have ditching done at the end of Eugene and Comeau Rd,

There is stagnant water in these ditches we now have an infestation of mosquitoes all day long to the point no one can enjoy their summer, the odour of this stagnant water is terrible.

Thank you  
Chantal Fyfe-Morin  
17 Comeau Rd  
Lavigne, ON  
705-967-1112

**May 10 2021-Petition for.....Eugene Rd and Stagnant Water**

**This petition is in regards to re-paving Eugene Rd and Stagnant Water in our ditches. Eugene Rd is slotted for repairs in 2022/2023. Unfortunately our cars are getting damaged and swerving to avoid pot holes is no longer an option ( there is no where to swerve) therefore more damage to our vehicles. The stagnant water is a breeding ground for Mosquitoes, also there is a fowl smell that is not pleasant when sitting outside. Please sign this petition to be able to get this work done immediately.**

**Thank you  
Chantal Fyfe  
17 Comeau Rd, Lavigne  
705-967-1112**

May 10 2021 Petition for .....Eugene Rd and Stagnant Water

Address.	Name.	Signature.
17 Comeau	Chantal Fyfe-Morin	C Fyfe-Morin
16 Comeau	Marcel Delorme	Marcel Delorme
24 COMEAU	GARY ROBINS	[Signature]
34 COMEAU	Steve Somers	[Signature]
34 comeau rd.	Jessica Somers	[Signature]
38 COMEAU RD.	FERN LAFRENIERE	[Signature]
46 Comeau	Juliette Perreault	Juliette Perreault
46 Comeau	RITA BERAZEAU	Rita Berazeau
56 Comeau	Noel + Rosa Rivest	[Signature]
64 COMEAU RD.	Caroline St Jean	Caroline St Jean
44 Comeau RD.	Rob Gauthier	[Signature]
55 Comeau Rd	Hubert & Lauren	[Signature]
70A Comeau Rd	Martin Larcher	[Signature]
70A Comeau Rd	Meagan Kvaltin	[Signature]
84 Comeau Rd	Melane Bennett	[Signature]
4 COMEAU RD.	PAULETTE PERRON	[Signature]
1465 Eugene Rd	Louise Jean	[Signature]
20 COMEAU Rd	Helene Bon Brice	[Signature]
16 Comeau Rd.	LORENE DELORME	Lor. Delorme
85 Arbour Rd	Roanne Dutrisac	R Dutrisac
85 Arbour Rd	Robert Dutrisac	[Signature]
91 COMEAU Rd	Gilles Rivillan	[Signature]



May 10 2021 Petition for .....Eugene Rd and Stagnant Water

Address.	Name.	Signature.
58 Comeau Rd	Richard Comeau	Richard Comeau
1 Arbour Rd	Ken Bank	Ken Bank
63 Brouillette Rd	Mark Schweitzer	Mark Schweitzer
6 Comeau Rd	David Vibes	David Vibes
24 Alouette Rd	Bob Arbour	Robert Arbour
52 Comeau Rd	Steve	Nathalie Pire
276 Savignac R	Jay Mann	Guy Madore
6 Gerard Rd	Mikhael	Mike Simpson
4 Gerard Rd.	Reynold	YVONNE Reynolds
31 ARBOUR RD.	TREVOR CALDWELL	Trevor Caldwell
10 Brouillette Rd	Yvon Patrin	Yvon Patrin
68 Arbour Rd.	Kise Cushing	John Cushing
28 Beaune Rd	Lynn Binette	Lynn Binette
462 Eugene Rd.	Benedict Bolech	Don Bolech
64 Comeau Rd -	Dominique Philp. of the St-Jean family	Dominique Philp.
42 Comeau Rd	Alexandre Durois	Alexandre Durois
88 Comeau Rd.	Daniel Lechance	Daniel Lechance
92 Comeau Rd	Florence Comeau	Florence Comeau
93 "	"	Frederic Comeau
95 "	"	Leonard Poirer



Received - Sept-16-2021

PETITION - EUGENE ROAD REPAIR

RESIDENT'S ADDRESS	SIGNATURE
40 BLAKE Rd.	Gaston Pellerin
75 Pellerin Rd.	Loch Pellerin
10 ARGO Rd.	Gerry Gilpin
22 ARGO Rd.	Jeanne Faisy
24 Argo Rd	Tony & Diane Souliere
14 ch. Argo	Leo Lalonde
16 me Argo	Jim Dube
16 Argo	Jim Dube
14 Argo	D. Durocher
2 ARGO	Ed. Goss
42 Blake Rd	
48 Blake Rd	Harriet & Diane Trappier
93 Blake Rd	
7 Blake Rd	
98 Pellerin Rd.	Carmen Marcoux
85 PELLERIN RD	
90 PELLERIN RD	Jane Giguere
88 PELLERIN RD	
92 CHEMIN PELLERIN	Michel Lamarche
94 PFLRIN	Belle Barron
49 Pellerin	Ken Pellerin



Received - Sept-16-2021

PETITION - EUGENE ROAD REPAIR

RESIDENT'S ADDRESS	SIGNATURE
98 Pellerin Rd	Barbara Marcot *
54 St Jean Rd	Paulette Beutland
64 St Jean Rd	Henri Dain
79 ST-JEAN Rd	Christine St-Jean
91 St Jean Rd	Nicole Launelle
93 St. Jean Rd	Brenda Proulx
101 St-Jean	B. McNeill
97 ST JEAN	Chantal Marcot

PETITION - EUGENE ROAD REPAIR

RESIDENT'S ADDRESS	SIGNATURE
96 Pellerin	Aline Pellerin
104 Pellerin Rd	Bryan Law Jones
94 Pellerin	
<del>Pellerin</del>	
65 PELLERIN RD	J. Law

**Janice Dupuis**

---

**Subject:** FW: 2022 Rural Ontario Municipal Association (ROMA) Delegation Form

---

**From:** Delegations (MMAH) <[Delegations@ontario.ca](mailto:Delegations@ontario.ca)>

**Sent:** October 20, 2021 1:27 PM

**To:** Delegations (MMAH) <[Delegations@ontario.ca](mailto:Delegations@ontario.ca)>

**Subject:** 2022 Rural Ontario Municipal Association (ROMA) Delegation Form

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello/ Bonjour,

Please be advised that the Municipal Delegation Request Form for the 2022 Rural Ontario Municipal Association (ROMA) Annual Conference is available online. Information about delegations and a link to the form are available here: [English](#). The deadline to submit requests is **Monday November 15, 2021**.

Le formulaire pour demander une rencontre avec le ministères pour le Congrès annuel de la ROMA (Rural Ontario Municipal Association) 2022 est disponible en ligne. Pour plus d'information sur les délégations et le formulaire, veuillez suivre le lien suivant : [français](#). Date limite pour présenter une demande: **lundi 15 novembre 2021**.

Thank you/ Merci

# MEMORANDUM

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**TO:** Mayor and Council

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

**DATE:** October 29, 2021

**RE:** **COVID 19 VACCINATION POLICY**

---

On March 11, 2020, the World Health Organization declared COVID-19 a pandemic. The first case in the North Bay Parry Sound District Health Unit region was reported on March 26, 2020. As the pandemic evolves, variants of the virus have circulated globally as well as locally in Ontario and in the Nipissing and Parry Sound districts. The Municipality has an obligation under the Occupational Health and Safety Act to take every precaution reasonable in the circumstances to protect its employees. Given that our employees work closely with the public, with each other, and in areas that physical distancing is sometimes challenging, a vaccination policy address the need to provide reasonable protection to our employees.

A draft policy is attached. The policy includes recommendations from Public Health guidelines, strategies provided by Public Health units within Ontario, and advice from legal counsel.

**Joie de vivre**



**West Nipissing Ouest**

Joie de vivre

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



# MEMORANDUM

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**TO:** Mayor and Council

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

**DATE:** October 29, 2021

**RE:** Small Business Property Subclass

---

The property classification system in Ontario includes mandatory and optional classes. The province has introduced a new optional subclass, Small Business Property. It is not a simple “set up and forget” process. To opt into this sub class, the Municipality will need to undertake some policy development (i.e. defining “small business” within required parameters), establish eligibility, consult with stakeholders, set up an appeal structure, and establish a method to confirm continued eligibility from year to year.

The small business property subclass can have a tax reduction of up to 35% of municipal taxes. The province will consider a matching reduction on education taxes. The Municipality submits a request and the Minister reviews each submission on a case-by-case basis.

The attached MPAC report outlines the steps, policies, and some considerations for Council’s. I am seeking direction on whether Council wishes to consider the small business property subclass.

**Joie de vivre**



**West Nipissing Ouest**

Joie de vivre

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

**Janice Dupuis**

---

**Subject:** FW: Wolseley Bay and Wolseley BayRoad and Wolseley river

**From:** gregory grobov <[grobovgg@gmail.com](mailto:grobovgg@gmail.com)>

**Sent:** October 2, 2021 9:42 PM

**To:** info <[info@municipality.westnipissing.on.ca](mailto:info@municipality.westnipissing.on.ca)>; [mmonette@frenchriver.ca](mailto:mmonette@frenchriver.ca); [marc.serre@parl.gc.ca](mailto:marc.serre@parl.gc.ca); [vic.fedeli@pc.ola.org](mailto:vic.fedeli@pc.ola.org)

**Subject:** Wolseley Bay and Wolseley BayRoad and Wolseley river

<https://www.cbc.ca/news/canada/manitoba/wolseley-avenue-rename-petition-1.5615191>

Hello

Please see the link above. As part of a move forward in a positive light I would like to request that you rename Wolseley Bay Road, Wolseley River and Wolseley Bay.

I am proud of my indigenous heritage and my family endured the residential school process. I find this an opportunity to improve history as well as to provide a more meaningful peaceful and suitable name for these places. Water or Nibi is considered as sacred and needs to be recognized and treated as such therefore this needs to be acknowledged and changed.

Any relationship involving minimizing or extinguishing indigenous people is not a positive one. Based on the history of the name Wolseley in negative interactions with indigenous peoples I would ask that you move forward with this.

Please consider this a positive move forward in our history. Please let me know if there are any other steps or avenues I need to utilize in order to rectify this issue. On a personal note I have health issues and ask that any correspondence be done by email as it is less challenging.

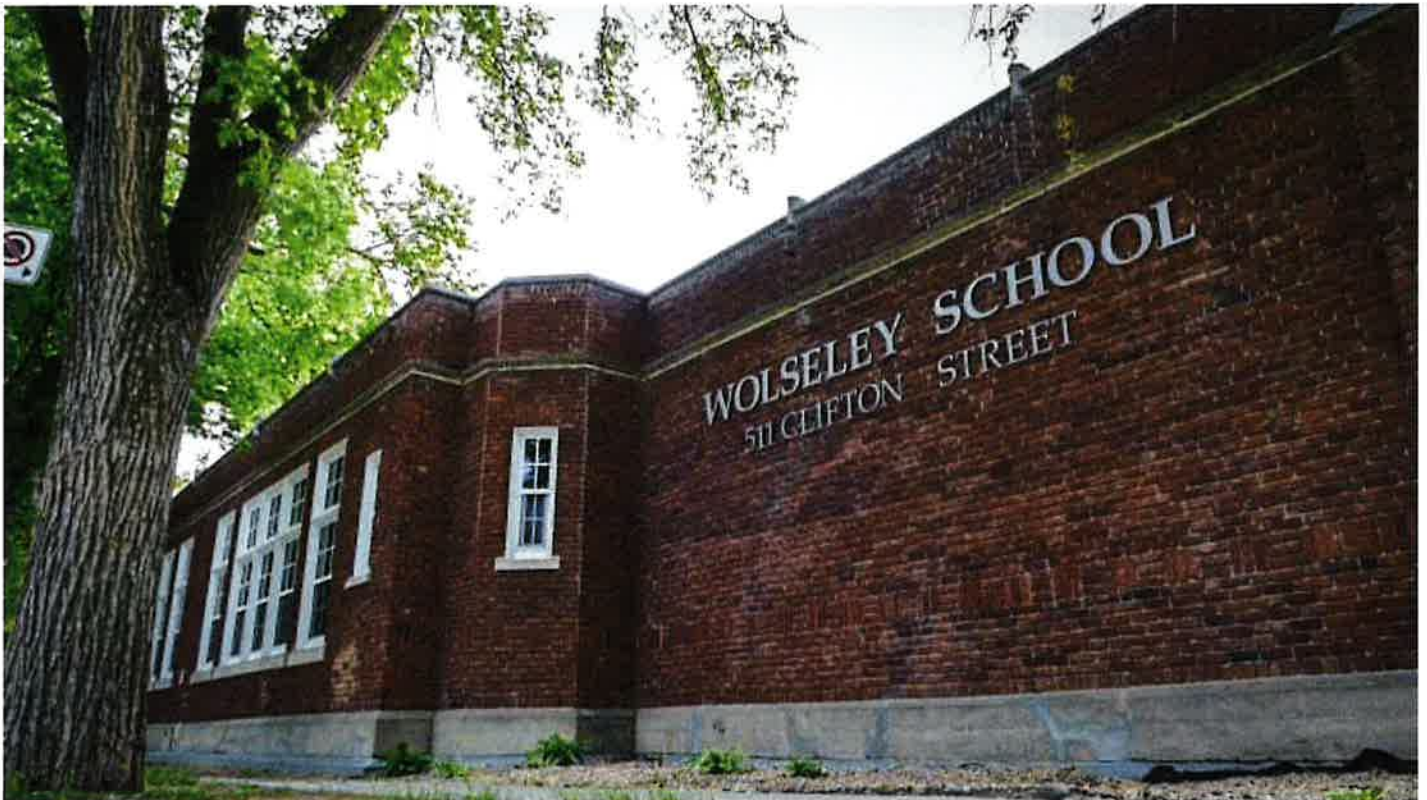
Thank you Merci Miigwetch  
Marian Grobov

Manitoba

## Calls to rename Wolseley Avenue, schools in wake of anti-racism movements

'Power, colonization, racism — to me, that's what they represent,' Winnipeg professor says

[Jill Coubrough](#) · CBC News · Posted: Jun 17, 2020 9:09 AM CT | Last Updated: June 17, 2020



More than 600 people have signed a petition to change the name of Wolseley School. (Lyzaville Sale/CBC)

A petition circulating in Winnipeg calls for the renaming of Wolseley Avenue, Lord Wolseley School and Wolseley School in Winnipeg, arguing their namesake carries a legacy of

oppression.

It's the [second petition of its kind](#) launched in Winnipeg this week in the wake of global anti-racism movements and a growing effort to take down colonial monuments.

Garnet Joseph Wolseley was a 19th-century British military general who led colonial campaigns, including the invasion of Manitoba and suppression of Louis Riel's Red River Resistance.

Emma LaRocque, a professor of Native studies at the University of Manitoba, supports the campaign to replace Wolseley's name in honour of the Métis people who battled against Wolseley's troops.

"It's a long time coming," LaRocque said.

"Wolseley was part of the colonial process to dispossess and to make the land empty of Indigenous people so that they could settle and take over the land."

## One of many colonial tributes

LaRocque, who is Métis, said Wolseley is just one name on a long list of colonial figures honoured on street signs, buildings and monuments in the city and across the country.

"There is nowhere you can go, no town you can pass or no tourist area you can see, where there isn't some kind of heroification of the colonizer," LaRocque said.

"Power, colonization, racism — to me, that's what they represent. Falsification of history."

- [Hundreds sign petition to rename Winnipeg's Cecil Rhodes School in light of anti-racism movements](#)
- [Statue of slave trader removed in London amid anti-racism protests](#)

This week, more than 1,500 people signed a petition calling for Cecil Rhodes School on Elgin Avenue to be renamed. Rhodes was a 19th-century mining magnate, politician and imperialist who paved the way for apartheid in South Africa.

On Monday, Winnipeg School Division trustee Jennifer Chen tabled a motion to begin discussions about renaming it, when the board meets again next fall.

Bishop Grandin Boulevard is another example, LaRocque said.

The south Winnipeg roadway is named after the Roman Catholic priest who "led the campaign for residential schools," the Truth and Reconciliation Commission said.

LaRocque said at the very least, she would like to see streets and institutions renamed, and in other cases, monuments removed, with plaques providing context and Indigenous perspectives, to provide a more informed understanding of history.

"We don't have reconciliation unless we have justice. The only way to get justice is to do justice," said LaRocque, adding young people need to see Indigenous heroes reflected in society.

As of Tuesday evening, the petition on [change.org](https://change.org) to change the name of Wolseley schools and Wolseley Avenue had more than 600 signatures.

## **Renaming not an 'assault on history'**

Paul Lawrie, an associate professor of history at the University of Winnipeg, said renaming schools and street names is not "an assault on history" but rather a key part of its evolution.

"Critics of this will say, 'But this is a matter of erasing history,' when in fact this is what historians do," he said, "to chart change over time."

Lawrie said removing names or tearing down statues serves a purpose, but it's just one component in addressing historical injustices and structural inequalities still at play.

"If we're going to rid ourselves of these symbols and rid ourselves of these names and these monuments, we also have to move to decolonize our education system, our health-care system, our criminal justice system."

The City of Winnipeg hasn't received the petitions yet, said an email from Jeremy Davis, Mayor Brian Bowman's press secretary.

The city started a program called Welcoming Winnipeg last year to re-examine historic place names and address the lack of Indigenous representation, he said.

"The Welcoming Winnipeg community-based committee is expected to be selected later this year and will review applications and make recommendations on creating new, adding to or removing/renaming place names and historical markers," Davis said in the email.

Those decisions will be facilitated by the Indigenous Relations Division, he said.

City councillor Cindy Gilroy, whose Daniel McIntyre ward includes the Wolseley neighbourhood, said Wednesday she is in favour of making changes.

"As we work to decolonize, these are the exact conversations that we need to have," Gilroy said in an email. "I support renaming schools and streets that are more reflective of the entire community."

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# MEMORANDUM

**TO:** Mayor and Council  
**FROM:** Melanie Ducharme, Municipal Clerk  
**DATE:** September 1, 2021  
**RE:** **2022 ELECTIONS – VOTING METHODS**

---

## (1) RECOMMENDATION

1. That a By-law be prepared to authorize the use of internet/telephone voting for the 2022 Municipal Elections.
2. That the Clerk be authorized to select vendors for the provision of internet/telephone voting services for the 2022 Municipal Elections, subject to any budget approvals.
3. That the Mayor and Clerk be provided delegated authority to execute any agreements necessary to implement internet/telephone voting for the 2022 Municipal Elections.

---

## (2) BACKGROUND

Section 42(1) of the *Municipal Elections Act, 1996* (“the Act”) provides that the Council of a local municipality may pass by-laws to:

- (a) authorize the use of voting and vote-counting equipment such as voting machines, voting recorders or optical scan vote tabulators; and,
- (b) authorize electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place in order to vote.

The 2022 Municipal and School Board Elections (“2022 Municipal Elections”) will take place on Monday, October 24, 2022. All 417 upper and lower tier municipalities in Ontario will be holding an election and, in order to prepare and to procure the necessary supplies and equipment, Council will need to determine the process by which the 2022 Election will be carried out.

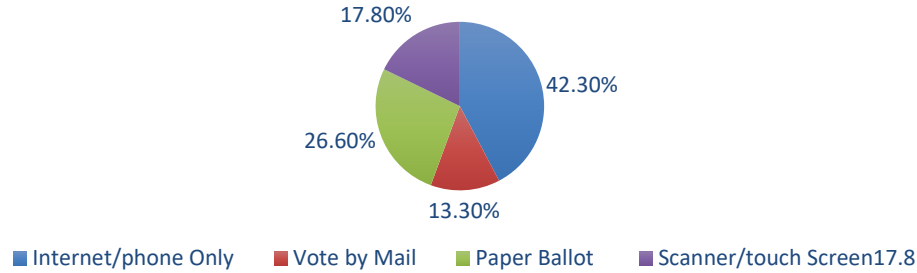
As a result of technological advancements and the COVID-19 pandemic, many of Ontario’s municipalities have chosen to move from traditional voting methods toward more innovative election methodologies. In 2018, 194 municipalities used internet/telephone voting, while only 108 municipalities utilized paper ballots. Moreover, in a survey conducted by AMCTO following the 2018 Election, municipalities that used internet/telephone voting indicated they intended to continue to do so and many municipalities who used paper or other alternative methods indicated that they intended to explore technology-based methods for the 2022 Municipal Elections, especially as COVID-19 remains a threat to Ontarians.

**Joie de vivre**



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### 2018 Voting Methods used by Ontario Municipalities

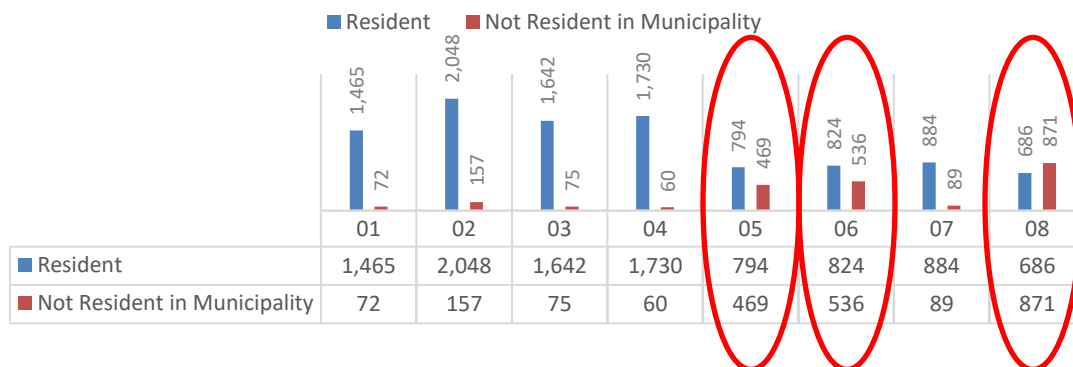


The purpose of this staff report is to seek Council approval to authorize internet/telephone voting for the 2022 Municipal Election by-law, authorize the Clerk to select vendors for the provision of internet voting/telephone services in 2018.

### (3) HISTORY

Since 2003 the Municipality of West Nipissing has utilized Vote-By-Mail (VBM) as the exclusive voting method. This method has proven successful in enabling a wide-spread and diverse population to participate in the municipal election. A detailed description of the VBM process is set out below.

### West Nipissing Electors By Residency Status



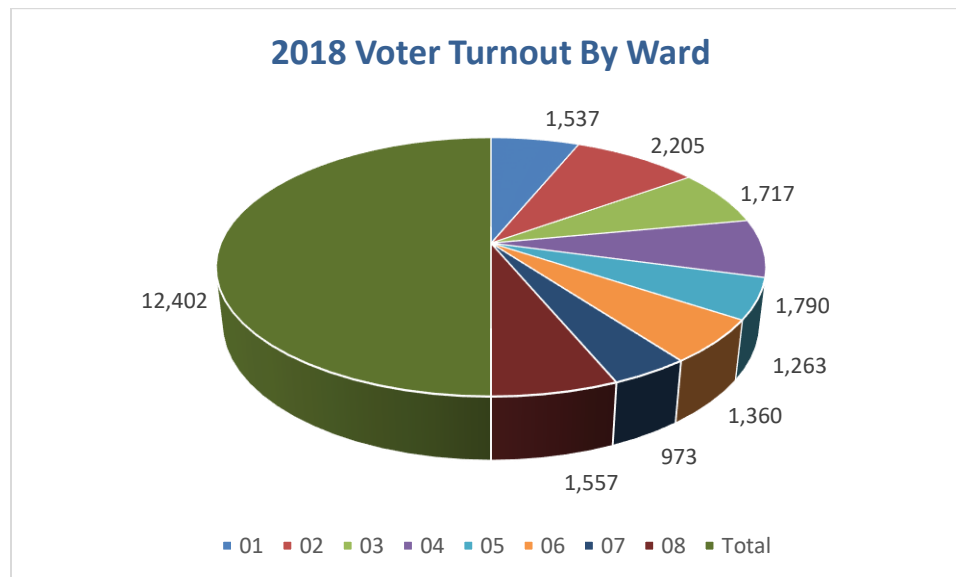
In recognition of the large number of non-resident electors, and the past history of successfully providing alternative voting methods to voters across West Nipissing, the Clerk's Department has been exploring opportunities to further modernize municipal elections, including exploring the market for internet/telephone voting systems for use in the 2022 Municipal Elections.

The Clerk's Department is seeking an internet/telephone voting solution that would provide convenient and accessible voting in addition to fast and accurate election results, while utilizing the latest in technological and security advances, in a manner that ensures confidence in the integrity of the voting process.

### (4) ANALYSIS

In 2018, West Nipissing had a voter turn-out of slightly higher than 58%. This far exceeded the previous two elections which had lower voter turn-out due to acclamations for the mayoral race and several council seats. The following chart illustrates the 2018 voter turnout by ward.





This report will provide analysis of the following alternative voting methods:

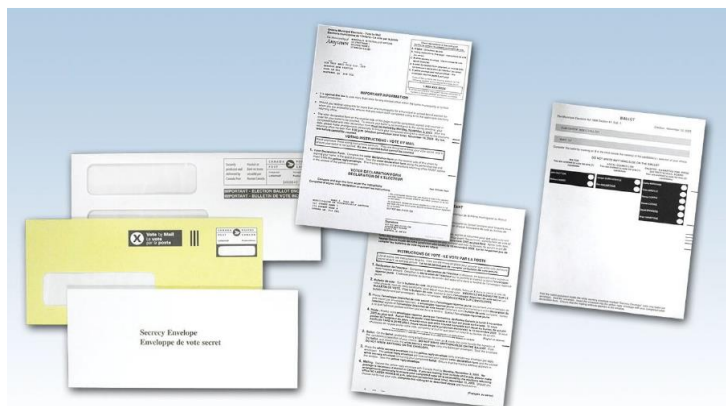
- Vote by mail;
- Traditional paper ballots/polling stations;
- Combination of internet/telephone voting.

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## (5) VOTE-BY-MAIL (VBM)

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The Vote by Mail (VBM) method is typically used by rural municipalities where electors would otherwise be required to travel some distance to vote at a polling station. When using VBM, every elector on the Voters' List is mailed a voting package which includes a return envelope, declaration form, ballot and ballot secrecy envelope. The elector marks their ballot and places it in the ballot secrecy folder, signs the voter declaration and returns both documents by mail, or in person, in the return envelope to the Municipality by the specified date. After the



specified date, typically 10 days before Voting Day, mail-in ballots are dropped off at the Municipality or other designated location as identified in the Clerk's Procedures. Ballots which have been mailed in or dropped off are counted either manually or using optical scan vote tabulators after the polls close on Voting Day.

A video illustrating the VBM process can be viewed here:

<https://www.westnipissing.ca/town-hall/municipal-elections/>

### **BENEFITS OF VBM:**

#### ***Convenience***

VBM provides the flexibility and opportunity for participation by all eligible voters. It also allows for a longer voting period and electors can complete their ballot from their own home.

### **Accessibility**

VBM allows all voters to vote independently in the privacy of their own home without having to travel or worry about being available on a specific date. Vote by mail also meets provincial standards for accessibility to persons with disabilities as it does not require any special equipment or infrastructure in order to cast a ballot.

### **Proxies**

With VBM, there is no need for proxy voting because the ballot is sent to all eligible voters, wherever they live.

### **Advance Polls**

VBM removes the need for advance polls as the voting period is typically 10-12 days prior to the election and votes can be cast from the time the voter kit is received until the night of the election.

### **Cost:**

Vote by mail has proven to be very cost efficient in comparison to a paper/poll election. In 2018, the entire election cost \$61,618.00 although that number is lower than originally budgeted due to a discount provided by Dominion Voting due to the unfortunate technical difficulties experienced on election night. Estimated costs for Vote by Mail for 2022 are as follows:

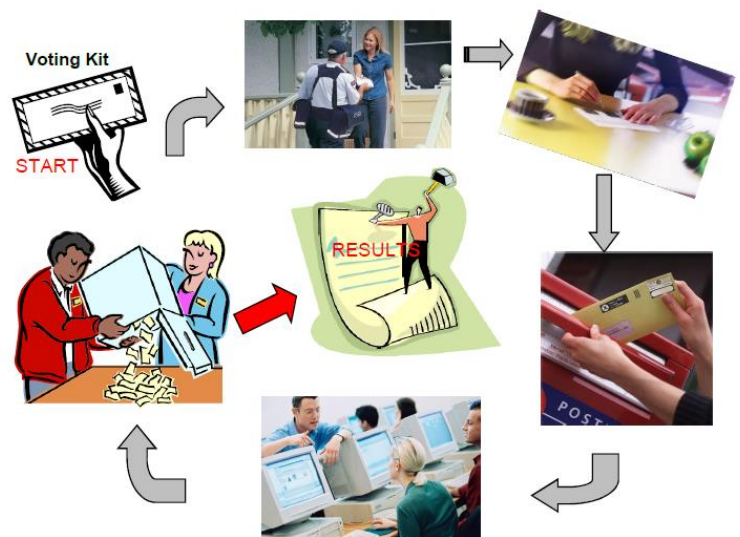
VMB Kits:	20,000
Tabulators:	21,000 – 30,000 (depending on numbers of tabulators)
Postage:	18,000

For an estimated total of \$58,000 for VBM. This does not include human resources, incidentals, supplies or the voter list management software which is paid for annually.

### **DRAWBACKS OF VOTE BY MAIL**

#### **Mail Process**

VBM is entirely reliant on Canada Post to both deliver the ballot kits to the residents and to return the completed ballot to the Municipal Office. While Canada Post makes every effort to ensure prompt delivery, mail can be lost, damaged or misdirected resulting in people not receiving ballots, receiving them late or the municipality receiving them past the due date in which case the vote is not counted. In addition, the mailing costs for VBM are high due to the weight of the Voter Kits which are mailed out to every eligible elector. In 2018 the postage costs alone exceeded \$15,000 and it is anticipated that with postage increases and increases in numbers of eligible electors that these costs will increase by approximately 25% to 20,000 for the 2022 election if VBM is utilized.



#### **Vote by Mail Kits**

Notwithstanding that the Municipality has used VBM for many elections, the Voter Kit itself continues to provide challenges due to the complexity of the multiple envelopes and papers included with the kit (instructions, Declaration and Ballot) what goes in each. In order to address past practice of spoiling every incorrectly completed ballot, procedures were implemented in the 2018 election to deal with ballots which are improperly completed. While reducing the number of unrecorded ballots, the process of remedying the incorrect ballot is time consuming and requires scrutineers to be present to ensure open and transparent.

### ***Secrecy Envelopes and Ballot Documents***

VBM utilizes a secrecy envelope in which the ballot is contained until the polls close on the evening of the election. At 8:00PM (or such other time as may be determined by policy) staff begin opening each secrecy envelope to remove the ballots and sort them into piles for counting/scanning. This process is time-consuming and takes upward of 4-5 hours to open all the envelopes, remove the ballots and sort them into piles. During this process, any ballot which is improperly or ambiguously marked requires the scrutineers for the specific ward to be summoned to agree on whether the ballot be spoiled or allowed. Again, this is very time consuming and creates a significant delay in obtaining the election results.

### ***Waste***

Every VBM kit consists of an outer mailing envelope, an envelope to return the ballot, a Declaration Document, a ballot and a secrecy envelope, all of which end up in our landfills or at the bottom of blue boxes. In 2018 42% of the kits mailed out (approximately 5,200 kits, each consisting of 3 envelopes and 2 sheets of paper) were considered waste.

### ***Human Resources***

VBM, while not as labour-intensive as a paper ballots, still requires significant human resources to conduct the election. Staff are required, throughout the voting period, to issue new or corrected ballots to persons who either did not receive a ballot or require corrections. Staff are required to open the mail in ballots as they are received and record the electors. This process is carried out in the presence of scrutineers and the name of every recorded elector is read aloud to ensure that the scrutineers are able to update their lists. This process is carried out daily during the voting period and usually requires a minimum of three staff for up to 4 hours per day for a period of 10 -14 days. On election night, several staff per ward are required to open envelopes and sort ballots into piles for scanning/counting. Staff are required to operate scanners, if using and/or count and record ballots. Prior to using scanners, staff were often still counting ballots past midnight.

### ***COVID -19***

While it is hoped that the pandemic will be largely over by October 2022, there is no certainty. Therefore, it may not be prudent to conduct an election, which is largely paper-based, involving multiple envelopes which have been handled and sealed by persons whose health status is unknown. Even if the pandemic is declared over by the government, it is a certainty that additional protocols and personal protective equipment will be employed in the 2022 election for ballot processing in order to ensure the safety of staff.

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## **(6) TRADITIONAL PAPER BALLOT / POLLING STATIONS**

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The default election method contemplated under the Act is paper ballots with manual counting by election officials. While some still employ paper ballots, most municipalities have abandoned manual counting and have moved to using scanners for vote counting. Currently, the Municipality of West Nipissing prints 32 different ballot types as each of the eight wards have a different selection for Councilor and selection for school support (English Public-School Support, English Catholic School Support, French Public School Support and No School Support). Manually counting each ballot type is a labor-intensive and time-consuming process, one that is subject to human error and interpretation of a vote given. Additionally, it takes hours to get the final tally results. The last time a manual count was used (of VBM ballots) was in 2014 and the final vote was not known until after midnight due to discrepancies in counts. In 2018, the Municipality used optical scan vote tabulators, the benefits and drawbacks of which will be discussed further below.

### **BENEFITS OF TRADITIONAL PAPER/POLL STATIONS:**

#### ***Perceived Safety***

Traditional paper ballots and polling stations provide a sense of perceived safety for electors that are not familiar or comfortable with voting using other technological methods. Paper ballots are familiar and everyone

understands how paper ballots work. The boxes are marked, the votes are counted, results are announced. What most people do not realize is that paper ballots are almost always counted by machines and the results tabulated by computers.

### **DRAWBACKS OF TRADITIONAL PAPER/POLL STATIONS:**



#### ***Convenience and Accessibility***

Traditional paper ballots and poll stations provide less flexibility and opportunity for participation than internet/telephone voting or VBM. In addition, voters must travel to designated voting locations, making participation difficult for those with work and transportation limitations. Moreover, eighteen percent (18%) of eligible electors do not live in West Nipissing and would be unable to participate in traditional polls. Additionally, new legislation requires all voting places to be fully compliant with

Accessibility Legislation and Clerks are required to file an Accessibility report following the election with the province as to how Accessibility was met including upgrades to infrastructure, obtaining visual aid devices, braille ballots (if required).

#### ***Staffing, Training and Resources***

Due to the changes to the Municipal Elections Act in the last 18 years, it is anticipated that a second Deputy Clerk will have to be hired/appointed to assist the Clerk and current Deputy Clerk if Council chooses to proceed with a traditional election. In addition, significant numbers of part-time staff will be required for advance polls and all election day voting locations, all of whom will require training. Typically, elections are staffed by seniors; however in the last Federal Election, a great deal of difficulty was had in recruiting due to uncertainties regarding health and safety.

#### ***Proxies***

Council will have to determine whether or not it wishes to permit proxy voting.

#### ***Advance Polls***

Advance polls must be established.

#### ***Accuracy of Count***

There is a high risk of spoiled ballots or unclear voter intent due to voter error with paper ballots and human error in counting. The use of tabulators at voting locations removes some of that uncertainty as the ballots are typically inserted into the machine in the presence of the voter who may, if required, revise their ballot on the spot.

#### ***Timing of Results***

If tabulators are used at each of the poll stations, results could be obtained within 60 to 90 minutes after close of polls. If no electronic tabulators are used, results could take many hours to count and be verified by the Clerk.

#### ***Costs***

Having not conducted a traditional election in more than two decades, it is nearly impossible to determine what the exact costs of holding a traditional election would be, however the costs would include, but not be limited to printing paper ballots, postage, staffing, tabulator rental or purchase and polling station locations. In discussions with the City of North Bay who still employ paper ballot voting, they are budgeting approximately

\$225,000 which amounts to approximately \$4.41 per elector. For 12,500 electors in West Nipissing, that would equate to approximately \$56,000. This estimate is based solely on North Bay's numbers (they use the same suppliers as we would) as I have no local recent data on which to prepare an estimate for West Nipissing.

### **COVID 19**

As noted in the VBM section above, even if the pandemic is declared to be over by next October, health and safety procedures and personal protective equipment will need to be employed by all staff to ensure health and safety of all staff and volunteers.

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## **(7) OPTICAL SCANNING TABULATORS**

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In 2018 the Municipality used optical vote tabulators for the first time. The tabulators were employed to reduce the time spent hand-counting the vote by mail ballots and to reduce the human error margin. The tabulators are programmed by the service provider to read the specific ballots for each ward and to interpret the results by tabulating the darkest marked field on each ballot. These types of scanners have been successfully used in municipal, provincial and federal elections for many years.



As many are aware, due to circumstances unforeseen by either the provider or the municipality, there was an oversight made in the voting instructions (which are contained on the ballot which is prepared by a different provider). The error in the marking instructions caused the scanners to not work properly which created a significant delay in obtaining the results in 2018. It should be stressed that this was an isolated incident, not related to the functionality of the equipment and, if council should choose to proceed with Vote by Mail or other paper ballot process, staff is recommending that tabulators be employed to assist in the vote counting.

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## **(8) RECOMMENDED METHOD - INTERNET/TELEPHONE VOTING**

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Internet voting is often available as part of a voting online platform that also includes a telephone voting option. This means that voters could mark their ballots using a computer, tablet or mobile device, or by selecting options over the phone. As such, internet and telephone voting are often offered together as one voting method. During an election where internet and telephone voting is used, a voter notice is mailed that includes a Personal Identification Number (PIN) and instructions to access either the website or telephone line in order to cast their vote. During the voting period, an elector can register to use the online voting system that has an authentication process by using the PIN provided to them to cast their vote. If utilizing telephone voting, the elector would call the provided telephone number and would be prompted using verbal instructions through an authentication process including the PIN provided and navigate through the ballot to cast their vote.



The two videos below illustrate how each of the online and telephone voting would work.

<https://www.youtube.com/watch?v=86myNQdfMSs>

<https://www.youtube.com/watch?v=whk6NGp6FgY>



## **BENEFITS OF INTERNET/TELEPHONE VOTING:**

### ***Convenience, Accessibility and Flexibility***

Internet and telephone voting provide a convenient and secure method of voting and allow electors to cast their ballot anywhere with internet access using a number of devices. Voters can vote from anywhere including their home, work, in transit and at any time of day. Similarly, telephone voting allows electors to use a landline or cell phone to cast their vote by phone from anywhere.

Internet/telephone voting requires no special equipment to be purchased by the Municipality, no buildings to be upgraded and the systems are designed to meet all accessibility for persons with disabilities.

In addition, the systems allow voters to access the system as many times as required to cast their ballot in each section. For example, if a voter is certain who they wish to vote for Mayor, but uncertain about which Councillor, they may cast their vote for Mayor on one day and go back into the system any time before the close of polls to vote for Councillor and/or school support.

### ***Security:***

All of the Internet/Telephone voting systems use a two-level security system to allow the voter to access the system. The PIN number on the Notice is the first level and the second level consist of information which is known by the voter.

Some Internet voting providers have also incorporated a feature which allows voters to download confirmation of their vote, thereby eliminating the uncertainty when they press “send” that it actually worked. A pdf confirmation can be downloaded if desired.

### ***Less Waste***

Internet and telephone voting may also provide a more environmentally friendly option for voting as electors do not need to travel to a voting location, reducing greenhouse gas emissions, as well as a reduction in paper resources such as printed ballots or Voter Kits. For internet and telephone voting, a single notice is mailed out to electors which contains all of the information they require to complete their vote.

### ***Speed and accuracy of results***

Since the entire system is electronic. When the polls close on Election night, the system tabulates the votes and results are available almost immediately. There are no spoiled ballots and no possibility of human or mechanical error. The results are 100% accurate.

### ***Staffing/Human resources***

Aside from the Clerk and Deputy Clerk, Internet/Telephone voting requires little or no additional staff to carry out the election.

Costs: Internet/telephone voting is estimated at \$2.85 per voter. For 12,500 voters, this would equal approximately \$36,000.00. This is significantly less than 2018 in which the costs exceeded \$60,000.00.

**VOTE** City of Kingston  
October 22, 2018  
KINGSTON 216 Ontario Street  
KINGSTON ON K7L 2Z3

**2018 Municipal and School Board Elections**  
City of Kingston

District: 11  
School Support: English Public

Qualifying Address  
FIRST LAST  
216 ONTARIO ST

**Voting Period**  
Start: Saturday, October 13, 2018 10:00AM  
End: Monday, October 22, 2018 8:00PM

**Your Voter Identification Number**  
1011100001111

**How Can I Vote?**

**1 Online**  
To vote online, you must first register as a 'registered online voter'. Go to website to the right, with 'Your Voter Identification Number', and follow the instructions. Once you register, a username and password will be generated – this will be emailed to you along with directions for voting. **You must be registered for online voting by 7 pm on Monday, October 22, 2018**

**2 In-person**  
Bring this letter and identification showing name and qualifying address to one of the voting places below.

Advance Voting Day		
Artillery Park Aquatic Centre	October 13, 2018	10:00 am-8:00 pm
382 BAGOT ST		
Voting Day	Vote at any one voting place	
Artillery Park Aquatic Centre	October 22, 2018	10:00 am-8:00 pm
382 BAGOT ST		
Regiopolis Notre-Dame Catholic High School	October 22, 2018	10:00 am-8:00 pm
130 RUSSELL ST		

Please remember to **bring this letter with you**, if you are voting In-person. Voters can **ride for FREE with Kingston Transit** when they show this letter when boarding the bus. Plan your trip: [kingstontransit.ca/tripplanner](http://kingstontransit.ca/tripplanner)

See other side for more information.

## **DRAWBACKS OF INTERNET/TELEPHONE VOTING:**

### ***Access to Internet***

While some areas in West Nipissing have limited access to high-speed, reliable internet which may limit their ability to vote by internet, telephone voting remains a viable option throughout the municipality as all residents have access to the telephone whether that be a landline or cellular device.

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## **(9) CONCLUSION**

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From the information contained in this report, which is by no means exhaustive, it is evident that there are benefits and challenges inherent in all of the options provided. Having analyzed the benefits and drawbacks of each method, however, it is my recommendation that Council proceed with the option of Internet/Telephone voting, as it provides the most benefits in terms of:

- (a) Convenience for all voters, particularly non-residents
- (b) Accessibility for seniors and person with disabilities
- (c) Speed and accuracy of results
- (d) Increased Voter turnout
- (e) Costs effectiveness

## FW: Off-Road Vehicle bi-law

West Nipissing Support - Service Requests <support@municipality.westnipissing.on.ca>

Thu 2021-10-14 1:29 PM

To: Bylaw Enforcement Officer Shared <bylaw@municipality.westnipissing.on.ca>

**From:** Robin Brouillette <robin@rlequipment.com>

**Sent:** October 14, 2021 12:39 PM

**To:** info <info@municipality.westnipissing.on.ca>

**Subject:** Off-Road Vehicle bi-law



**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Bonjour,

I'm inquiring to see if the Municipality of West Nipissing has the intention to amend their current Off-road vehicle bi-law to include off-road motorcycles, as per the new MTO approvals. It would greatly benefit our business and our community, making our roads more accessible to a wider demographic.



### Appendix A: Off-Road Vehicle Requirements

	Existing Types permitted: All-terrain vehicles, Two-Up All-terrain vehicles, Recreational Off-Highway Vehicles, Utility Terrain Vehicles. 	New Types: Off-Road Motorcycles and Extreme Terrain Vehicles 
<b>Operator Requirements</b>	<p><i>Existing Rider safety requirements:</i></p> <ul style="list-style-type: none"><li>• Must be at least 16 years old.</li><li>• Must hold at least a valid G2 or M2 licence.</li><li>• Wear an approved motorcycle helmet.</li><li>• Wear a seat belt, where provided.</li><li>• Travel at speeds less than the posted speed limit.</li><li>• Travel only on shoulder, and where unavailable, right most portion of the roadway.</li><li>• Be Driven in the same direction as traffic</li><li>• Carry the registration permit.</li></ul> <p><i>Existing Passenger safety requirements:</i></p> <ul style="list-style-type: none"><li>• If the vehicle was manufactured with seat belts, everyone must buckle up.</li><li>• If the vehicle has passenger foot rests, the passenger must be able to reach these foot rests.</li><li>• The number of occupants is limited to the number of available seating positions.</li><li>• No passengers under the age of 8 are allowed and additional passenger restrictions apply if the driver is a young and novice driver with a minimum G2 or M2 licence.</li></ul>	<p><i>Rider safety requirements:</i></p> <ul style="list-style-type: none"><li>• Extreme Terrain Vehicle and Off-road Motorcycle riders must hold at least a valid G2 or M2 licence (same as existing off-road vehicle types).</li><li>• Must be at least 16 years old.</li><li>• Wear an approved motorcycle helmet.</li><li>• Wear a seat belt, where provided.</li><li>• Travel at speeds less than the posted speed limit.</li><li>• Travel only on shoulder, and where unavailable, right most portion of the roadway.</li><li>• Be Driven in the same direction as traffic</li><li>• Carry the registration permit.</li></ul> <p><i>Passenger safety requirements:</i></p> <ul style="list-style-type: none"><li>• <b>*NEW*</b> No passengers are permitted on off-road motorcycles while operating on-road.</li><li>• If the vehicle was manufactured with seat belts, everyone must buckle up.</li></ul>
	<ul style="list-style-type: none"><li>• All riders – drivers and passengers – must wear an approved motorcycle helmet.</li></ul>	<ul style="list-style-type: none"><li>• If the vehicle has passenger foot rests, the passenger must be able to reach these foot rests.</li><li>• The number of occupants is limited to the</li></ul>

Don't hesitate to reach out with any questions. I look forward to your response.

Merci,

**Robin Brouillette**  
**General Manager/ Gérant général**  
**R.L. Equipment Sales & Services Ltd.**  
10402 Hwy 17, P.O. Box 430  
Verner, Ontario P0H 2M0  
tel: 705-594-2373  
fax: 705-594-2762  
e-mail: [robin@rlequipment.com](mailto:robin@rlequipment.com)



**BY-LAW 2015/55**

**BEING A BY-LAW TO AMEND BY-LAW 2011/64, BEING A BY-LAW  
TO REGULATE THE USE OF OFF-ROAD VEHICLES (ORV & ATV & UTV)**

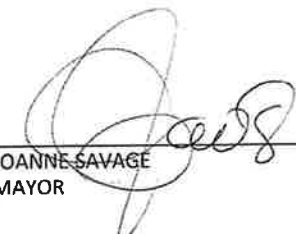
**WHEREAS** the Highway Traffic Act, R.S.O. 1990, Section 191.8, Subsection (3), Chapter H.8, as amended, provides that the Council of a municipality may pass by-laws permitting the operation of off-road vehicles (ATV and ORV and UTV).

**AND WHEREAS** the Council deems it expedient to update the municipal by-law to conform with the new Ministry of Transportation standards;

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

1. **THAT** the following definitions under Part 1 be replaced by the following or added as identified:
  - 1.1 **"ALL TERRAIN VEHICLE"** means an off-road vehicle :
    - (i) has four wheels, all having contact with the ground,
    - (ii) has a steering handlebars,
    - (iii) has a seat that is designed to be straddled by the driver
    - (iv) has two-up seating for one passenger with required passenger footrests
  - 1.5 **"OFF-ROAD VEHICLE"** means an off-road vehicle that :
    - (i) has four or more wheels; all having contact with the ground,
    - (ii) has a steering wheel or handlebars
    - (iii) has seats that are not designed to be straddled, including side-by-side seating,
    - (iv) has a roll-over protective structure ,
    - (v) has a seat belt for each seating position
  - 1.10 **"UTILITY TERRAIN VEHICLE"** means an off-road vehicle that :
    - (i) has four or more wheels, all having contact with the ground,
    - (ii) has a steering wheel,
    - (iii) has seats that are not designed to be straddled, including side-by-side seating,
    - (iv) has a roll-over protective structure ,
    - (v) has a seat belt for each seating position
    - (vi) has a cargo box
2. **THAT** Item 2.1 shall be repealed and replaced with the following:
  - 2.1 Off-road vehicles may be driven on all highways within the Municipality of West Nipissing save and except those specified in Section 2.2 herein; only if, in addition to meeting the requirements of this by-law and Part III of Ontario Regulation 316-03;
3. **THAT** Item 2.2 shall be amended to add the following prohibited street :
  - 2.2 (e) Holditch Street, commencing at Front Street to John Street
4. **THAT** Item 2.7 shall be added and form part of this by-law:
  - 2.7 Riders of all ages are required to wear an approved helmet, securely fastened under the chin and wear a seat belt or use foot rests, when applicable.
5. **THAT** Item 2.8 shall be added and form part of this by-law:
  - 2.8 Drivers operating an off-road vehicle along a road or highway must be at least 16 years of age, hold a valid G2 or M2 driver's license, and the off-road vehicle must be registered and insured.
6. **THAT** this By-Law shall come into force and take effect on the date it is passed.

**ENACTED AND PASSED THIS 14<sup>th</sup> DAY OF JULY, 2015 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**



JOANNE SAVAGE  
MAYOR



MELANIE DUCHARME  
CLERK

**THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING**

**BY-LAW NO. 2011/64**

**BEING A BYLAW TO REGULATE THE USE OF  
OFF ROAD VEHICLES**

**WHEREAS** the Highway Traffic Act, R.S.O. 1990, Section 191.8, subsection (3), Chapter H.8, as amended, provides that the Council of a municipality may pass by-laws permitting the operation of off-road vehicles:

**AND WHEREAS** the Council of the Corporation of the Municipality of West Nipissing deems it in the best public interest to regulate, govern or prohibit the operation of off road vehicles within the Municipality.

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

**PART 1- DEFINITIONS**

- 1.1 **"ALL TERRAIN VEHICLE"** means an off road vehicle that:
- (i) has four wheels, the tires of all of which are in contact with the ground
  - (ii) has steering handlebars,
  - (iii) has a seat that is designed to be straddled by the driver, and
  - (iv) is designed to carry a driver only and no passengers;
- 1.2 **"HIGHWAY"** means a highway as defined in the Highway Traffic Act, R.S.O. 1990, Chapter H.8, as amended. Highway includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle designed and intended for, or used by, the general public for the passage of vehicles.
- 1.3 **"MUNICIPAL LAW ENFORCEMENT OFFICER"** means a member of the West Nipissing Police Service, or any other person appointed by the Council for the Municipality of West Nipissing, for the enforcement of municipal by-laws, including this by-law.
- 1.4 **"MUNICIPALITY"** means the Corporation of the Municipality of West Nipissing.
- 1.5 **"OFF ROAD VEHICLE"** has the same meaning as in the "Off Road Vehicles Act".
- 1.6 **"POLICE SERVICES"** means the West Nipissing Police Service.
- 1.7 **"PRIVATE PROPERTY"** includes developed Municipally-owned property, Church property and School Board property, Hospital and Home for Aged property or Cemetery Board property.
- 1.8 **"PUBLICLY OWNED PROPERTY"** includes land or premises under the control and management of the Corporation of the Municipality of West Nipissing.
- 1.9 **"SIDEWALK"** means a path or strip of land paved or otherwise in, on or alongside a highway and designed and intended for use by the general public for pedestrian travel. In addition, sidewalk includes any property that is or hereafter may be physically set apart or made available and intended for pedestrian use.

**PART 2- GENERAL OPERATION**

- 2.1 All terrain vehicles may be driven on all highways within the Municipality of West Nipissing save and except those specified in section 3 herein; only if, in addition to meeting the requirements of this by-law and Part III of Ontario Regulation 316-03, there is only one driver and no passenger on the all-terrain vehicle at the time.
- 2.2 Off road vehicles shall be prohibited from traveling in, over or upon the following streets within the Town of Sturgeon Falls in the Municipality of West Nipissing:
- a) Main Street, commencing at Front Street to John Street
  - b) King Street, commencing at Front Street to John Street
  - c) Queen Street commencing at Levesque Street to Holditch Street
  - d) William Street commencing at Levesque Street to Holditch Street
- 2.3 No person shall operate an Off Road Vehicle over or upon the following areas,
- a) On any municipal property, i.e. Arena, Complex, Parks, Playgrounds,
  - b) on any sidewalk within the Municipality of West Nipissing,

- c) on any centre meridian of a boulevard within the Municipality of West Nipissing,
  - d) Subsection (a) and (b) does not apply to members of the West Nipissing Police Service or to anyone with specific authorization from Council for a specific event.
- 2.4 No person shall operate an off road vehicle in or on any publicly owned property within the boundaries of the Municipality of West Nipissing unless:
- a) authorized by the West Nipissing Municipal Council
  - b) on authorized posted trails.
- 2.5 No person shall operate an off road vehicle within 100 metres of any school property, on the Municipality of West Nipissing, except if their permanent residence is situated within that area.
- 2.6 The operator of an off road vehicle shall ensure:
- a) that when towing a trailing device, that the said trailing device shall be equipped with a rigid hitch and shall be fastened securely to the off road vehicle.
  - b) that all trailing devices shall meet all requirements in accordance with the Highway Traffic Act and the Off Road Vehicle Act.

### **PART 3 OFFENCES**

Any person who contravenes any of the provisions of this by-law is guilty of an offence and upon conviction is liable to a fine of not less than ninety dollars (\$90.00) and not more than two thousand (\$2,000.00) exclusive of costs, for each offence.

### **PART 4 – ENFORCEMENT**

The provisions of this by-law shall be enforced by the West Nipissing Police Service or by any Municipal Law Enforcement Officer or person appointed by Council.

### **PART 5 – REPEAL**

By-law 2004/25 is hereby repealed.

### **PART 7 – EFFECTIVE DATE**

This by-law shall come into force and take effect immediately upon the passing thereof.

ENACTED AND PASSED THIS 20<sup>th</sup> DAY OF SEPTEMBER, 2011 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

  
MAYOR

  
CLERK

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

## AGENDA ITEM REQUEST FORM

PLEASE PRINT CLEARLY:

Requested Council Meeting Date:

Oct / 2021

Name of Requestor:

DENIS SENECAI

Date submitted:

Address:

Full mailing address:

Phone:

Home:

705 471-4463

Business / Cell:

Fax:

E-Mail:

Requested Agenda Item/Subject:

NO WAKE ZONE at LAUIGNE Bridge

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.

I would like for Council to give permission to staff to look into a "NO WAKE" ZONE restriction when approaching LAUIGNE Bridge on Hwy 64. Wakes from boating are affecting a Tourist Lodge in proximity of bridge.

### 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:

e-mail

Date:

August 23, 2021

### 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:

August 23, 2021

Received from:

Councillor D. Sénécal

Meeting Date Requested:

October —, 2021

Mode of Notification:

☐ in person ☐ by telephone  
☒ by e-mail ☐ other: \_\_\_\_\_

Processing of request:

☐ Information only  
☐ Report Required

☐ Action Item  
☐ Public Hearing

☒ Discussion/Action Item  
☐ Closed Session

### APPROVED FOR AGENDA:

Scheduled for (date):

☐ Regular meeting

☒ Committee of Whole meeting

Requestor Notification:

The above requestor

was notified on

(date)

Action Taken:

Notes / Comments:

**From:** Creasor, Dustan  
**Sent:** July 29, 2021 1:44 PM  
**To:** denysen1717@gmail.com  
**Subject:** Vessel Operation Restriction Regulation (VORR)

Good afternoon Denis,

Thank you for contacting Transport Canada's Office of Boating Safety.

1. You can see the below link to the Transport Canada website on VORRs (Vessel Operation Restriction Regulations), where you can search through the schedules (Different restrictions) to see if there are any in your area. You can also search the name of your lake/river/etc and anything related will show up. <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-120/index.html>
2. Your local police department marine unit would be the responsible agency for enforcement, this is usually the OPP in your area, so you can contact them to request a higher level of enforcement. You can also take pictures/videos of operators and if they are not obey a regulation, you can send them to your police department's marine unit and that may lead to the operator being charged.
3. If there are VORRs in your area, you will have to contact the municipality because they would be responsible for the erection/replacement of signage.
4. If there are no current restrictions in your area and you feel having them would contribute to the safety of persons using the lake, reduction to damage/environment, etc; you can contact your municipality or township and express your concerns. They will be responsible for the application for a restriction.

I have attached to this email, the 'VORR Local Authority Guide' which you can send to your municipality/township in order for them to apply for the restriction, as well as the 'Signage Guide 2019', which they can use when creating the signs.

Also, in Ontario, in order to avoid damage due to wakes caused by recreational or other vessels, there is a provision in place across the Province of Ontario, under the *Canada Shipping Act, 2001*, Vessel Operation Restriction Regulations, s. 2(7), what we call the 10/30 rule. This is a universal shoreline speed restriction where a vessel cannot travel more than 10km/h (6 mph) within 30 metres (100 ft) of shore. There are some exceptions to this rule as listed below. It won't apply:

1. **(a)** in respect of a vessel that is operated for the purpose of towing a person on water skis or on any other sporting or recreational equipment, if the vessel follows a course away from and perpendicular to the shore; and
2. **(b)** in respect of a power-driven vessel that is operated
  1. **(i)** in rivers that are less than 100 m in width or in canals or buoyed channels, or
  2. **(ii)** in any waters referred to in Schedule 6 in respect of which a maximum speed is set out.

If you have any other questions/concerns, please do not hesitate to contact me back.

Sincerely,



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

Resolution No.

2021 /

NOVEMBER 2, 2021

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-law **2021/78**, being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

PART OF THE SOUTH ½ OF WEST ½ OF LOT 5, CONCESSION 2  
PART OF THE SOUTH ½ OF EAST ½ OF LOT 5, CONCESSION 2,  
PARTS 3 AND 4, PLAN 36R-14590  
GEOGRAPHIC TOWNSHIP OF MACPHERSON,  
MUNICIPALITY OF WEST NIPISSING,  
DISTRICT OF NIPISSING.

Being parts of the travelled road known as chemin Lafrenière Road, Verner Ontario.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
Ward 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

DEFERRED OR TABLED: \_\_\_\_\_



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

**BY-LAW 2021/78**

**BEING A BY-LAW TO ACCEPT, ASSUME AND DEDICATE LANDS  
FOR PUBLIC HIGHWAY PURPOSES PART OF LAFRENIÈRE ROAD, VERNER**

---

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

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

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

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

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

PART OF THE SOUTH ½ OF WEST ½ OF LOT 5, CONCESSION 2  
PART OF THE SOUTH ½ OF EAST ½ OF LOT 5, CONCESSION 2,  
PARTS 3 AND 4, PLAN 36R-14590  
GEOGRAPHIC TOWNSHIP OF MACPHERSON,  
MUNICIPALITY OF WEST NIPISSING,  
DISTRICT OF NIPISSING.

Being parts of the travelled road known as chemin Lafrenière Road, Verner Ontario.

**ENACTED AND PASSED THIS 2<sup>nd</sup> DAY OF NOVEMBER, 2021 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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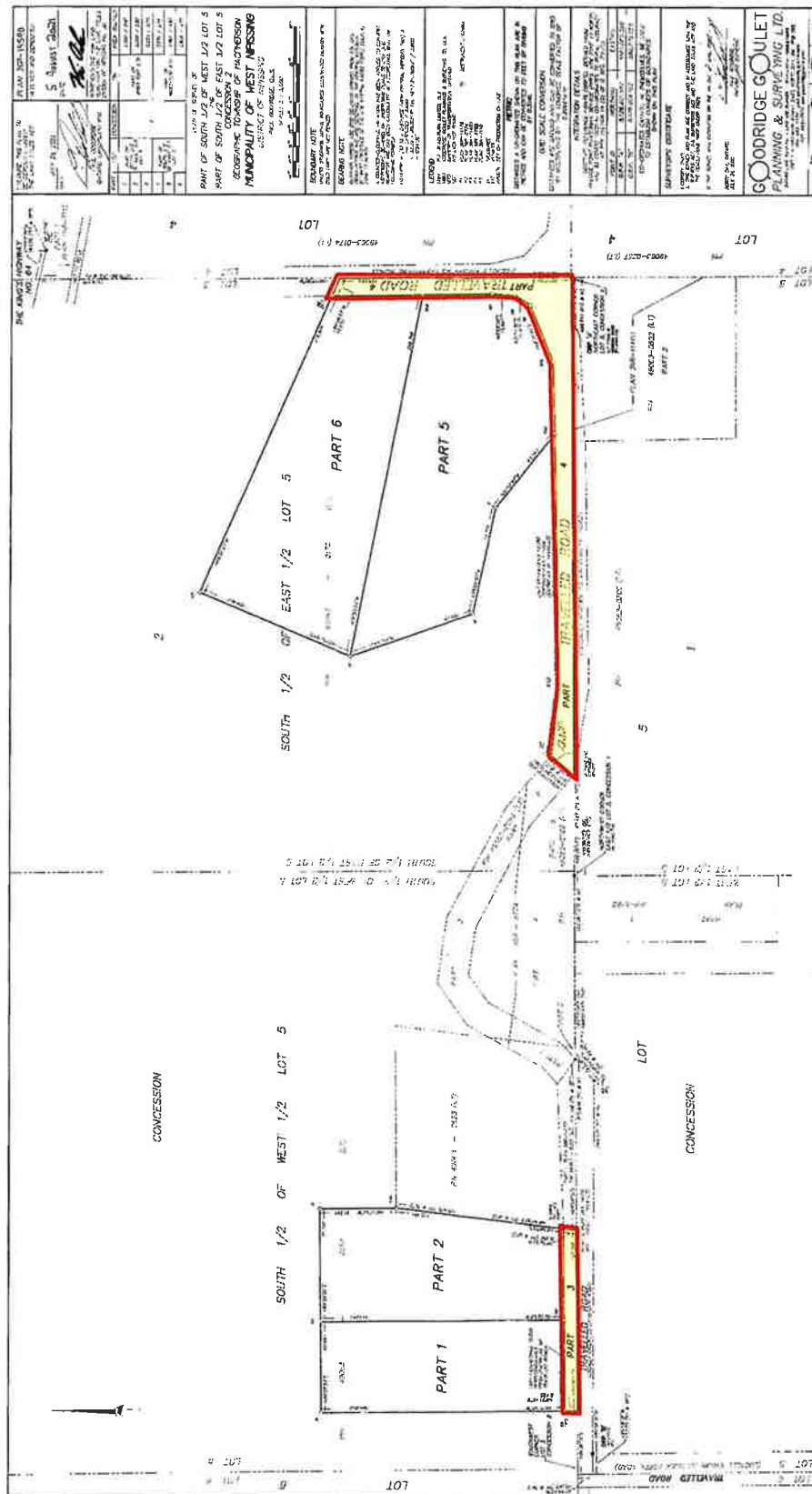
JOANNE SAVAGE,  
MAYOR

---

MELANIE DUCHARME,  
CLERK



## SKETCH FOR BY-LAW 2021/78







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

Resolution No.

2021 /

NOVEMBER 2, 2021

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-law **2021/79**, being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

PART OF THE NORTH ½ lot 10, CONCESSION 2,  
PARTS 4, 5 & 6 1, PLAN 36R-14662  
GEOGRAPHIC TOWNSHIP OF SPRINGER,  
MUNICIPALITY OF WEST NIPISSING,  
DISTRICT OF NIPISSING.

Being parts of the travelled road known as chemin Lac Clair Road, Cache Bay, Ontario.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
Ward 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

DEFERRED OR TABLED: \_\_\_\_\_



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

**BY-LAW 2021/79**

**BEING A BY-LAW TO ACCEPT, ASSUME AND DEDICATE LANDS  
FOR PUBLIC HIGHWAY PURPOSES PART OF LAC CLAIR ROAD, CACHE BAY**

---

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

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

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

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

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

PART OF THE NORTH ½ lot 10, CONCESSION 2,  
PARTS 4, 5 & 6 1, PLAN 36R-14662  
GEOGRAPHIC TOWNSHIP OF SPRINGER,  
MUNICIPALITY OF WEST NIPISSING,  
DISTRICT OF NIPISSING.

Being parts of the travelled road known as chemin Lac Clair Road, Cache Bay, Ontario.

**ENACTED AND PASSED THIS 2<sup>nd</sup> DAY OF NOVEMBER, 2021 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

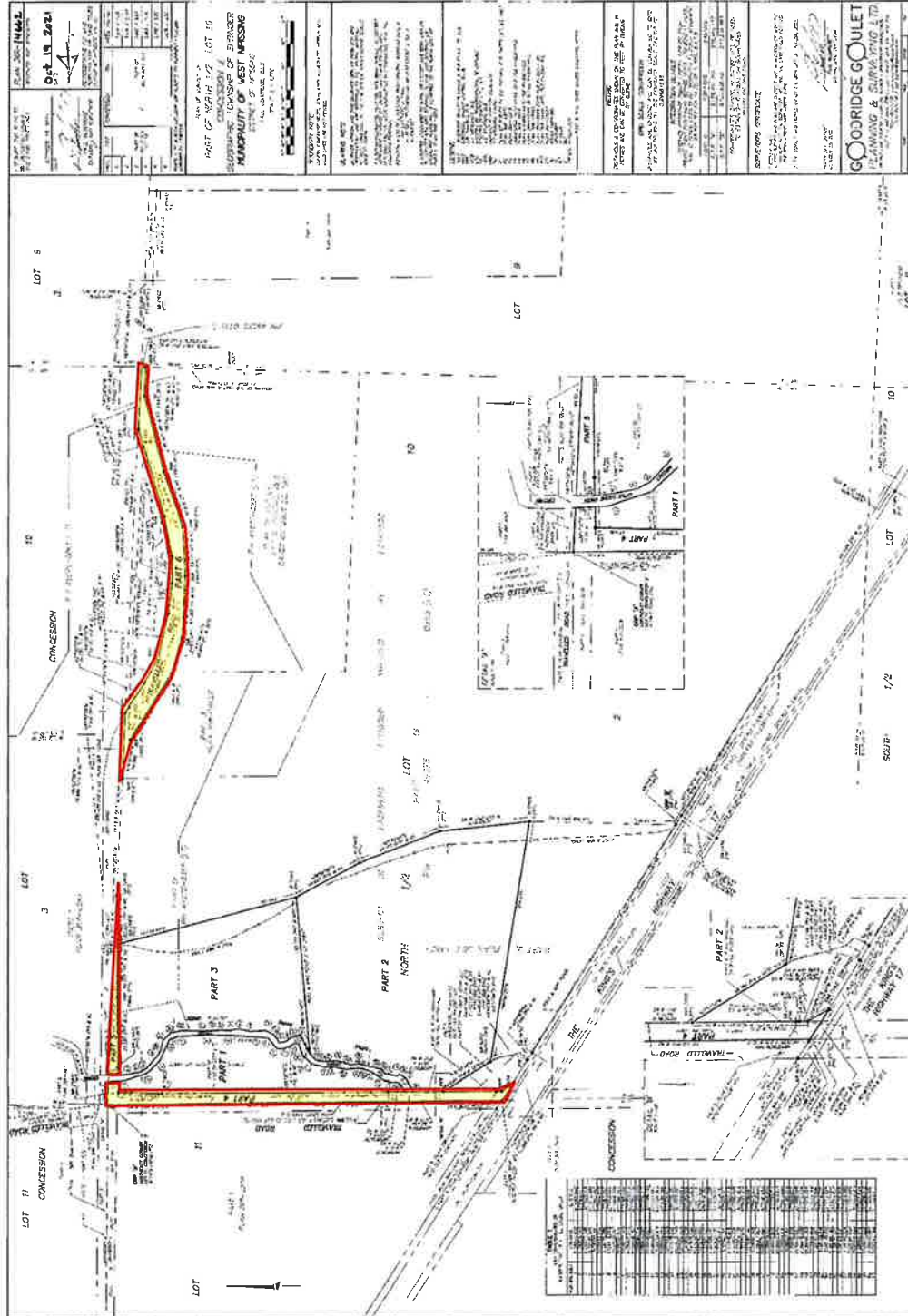
**« Mayor Joanne Savage »**

JOANNE SAVAGE,  
MAYOR

**« Melanie Ducharme »**

MELANIE DUCHARME,  
CLERK

SKETCH FOR BY-LAW 2021/79





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

Resolution No.

2021 /

NOVEMBER 2, 2021

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-law **2021/80**, being a by-law to amend Zoning By-law 2014/45, to rezone certain lands located at 12 Principale Street East in Verner from C1 (General Commercial) to R3-4 (Residential Three Exception Zone 4); 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		
WARD 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

DEFERRED OR TABLED: \_\_\_\_\_



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

**BY-LAW 2021/80**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2014/45 TO REZONE  
PROPERTY AT 12 PRINCIPALE STREET EAST, VERNER,  
FROM C-1 (GENERAL COMMERCIAL), TO R3-4 (RESIDENTIAL THREE EXCEPTION ZONE 4)  
(ZONING AMENDMENT FILE NO. ZBLA 2021-11)**

**WHEREAS** the owners of the subject property have initiated an amendment to Zoning By-Law 2014-45, for the property located at 12 Principale Street East in the Township of Caldwell, Municipality of West Nipissing;

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

**AND WHEREAS** it is deemed desirable to amend the zone designation shown on Schedule 'F3-1' of By-Law No. 2014/45 pursuant to Section 34 of the *Planning Act* R.S.O. 1990, as amended;

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

1. Schedule F3-1 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 PCL 9873, Part Lot 10, Plan M21, Caldwell Township, Municipality of West Nipissing, shown on Schedule 'A', attached hereto from C1 (General Commercial) to R3-4 (Residential Three Exception Zone 4).

BY-LAW	LOCATION	SCHEDULE	SPECIAL PROVISIONS
2021-80	12 Principale Street East, being Parcel 9873, Part Lot 10, Plan M21, Caldwell Township, Municipality of West Nipissing, District of Nipissing	F3-1	<ul style="list-style-type: none"><li>• The front yard and exterior side yard set-backs shall be zero (0)</li></ul>


1. This By-law shall take effect on the date of passage and come into force in accordance with Section 34 of the *Planning Act*, RSO 1990, Ch. P 13.

**ENACTED AND PASSED THIS 2<sup>nd</sup> DAY OF NOVEMBER, 2021 AS WITNESSED BY THE SEAL OF THE CORPORATION  
AND THE HANDS OF ITS PROPER OFFICERS.**

\_\_\_\_\_  
JOANNE SAVAGE, MAYOR

\_\_\_\_\_  
MELANICE DUCHARME, CLERK



 LANDS TO BE REZONED FROM GENERAL COMMERCIAL (C1) WITH HAZARD LAND OVERLAY (HZ) TO RESIDENTIAL THREE EXCEPTION FOUR (R3-4) WITH HAZARD LAND OVERLAY (HZ)

MUNICIPALITY OF WEST NIPISSING OUEST  
GEOGRAPHIC TOWNSHIP OF CALDWELL - SCHEDULE F3-1

12 PRINCIPALE STREET EAST  
PART OF LOT 10, PLAN M21, PCL 9873  
PART LOT 9, CONCESSION 4  
GEOGRAPHIC TOWNSHIP OF CALDWELL  
MUNICIPALITY OF WEST NIPISSING OUEST



25 12.5 0 25  
Metres

THIS IS SCHEDULE 'A' TO  
BY-LAW NO. 2021- 80 PASSED THIS  
2nd DAY OF NOVEMBER, 2021.

JOANNE SAVAGE, MAYOR



## WEST NIPISSING PLANNING ADVISORY COMMITTEE

Resolution No.

2021 / 036

OCTOBER 18, 2021

Moved by / *Proposé par :*

***"Councillor C. Fisher"***

Seconded by / *Appuyé par :*

***"Mayor Joanne Savage"***

**WHEREAS** a Public meeting was held on October 18, 2021 for draft plan approval of a plan of subdivision on property located on Deer Lake, Verner, Municipality of West Nipissing and more particularly described as Part of the North Half of Lot 6, Con 1, Hugel Township, owned by Gerald and Diane Gagnon;

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

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

**BE IT RESOLVED** that the Planning Advisory Committee of West Nipissing



**RECOMMENDS**

**DOES NOT RECOMMEND**

draft approval of the Application for Subdivision Approval made by **Gerald and Diane Gagnon** for plan of subdivision located on Deer Lake, Verner, Municipality of West Nipissing and more particularly described as Part of the North Half of Lot 6, Con 1, Hugel Township, owned by Gerald and Diane Gagnon;

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

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---

---

CHAIR

***"Normand Roberge"***

SECRETARY

***"Melanie Ducharme"***

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



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## **1. INTRODUCTION**

The purpose of this Planning Report is to address all provincial and municipal land use policies governing the proposed development of a six (6) lot plan of residential subdivision, Part of Lot 6, Concession 1, Geographic Township of Hugel in the Municipality of West Nipissing. The Development is being proposed by Goodridge, Goulet Planning & Surveying Ltd., (Paul Goodridge, OLS) on behalf of Gerald and Diane Gagnon.

## **2. SITE AND BACKGROUND INFORMATION**

The subject property is located on Bear Lake Road at the southwest corner of Deer Lake in the Geographic Township of Hugel in the Municipality of West Nipissing. The property owned by the Applicant is approximately 55 hectares. The Subdivision lands are comprised of approximately 15.5 hectares with each of the proposed lots being in excess of 2.5 hectares in size. The lands consist primarily of wooded area fronting on the southwest shore of Deer Lake. There is a creek located at the rear (west boundary) of the properties which serves as the outlet of Deer Lake and flows downstream into the Veuve River. This creek is dammed by beavers on an ongoing basis, which dams naturally restrict the flow of water from Deer Lake and which create lake level fluctuation as well as maintenance issues on Deer Lake Road. The Municipality of West Nipissing will be requiring a minimum 15m easement along the creek in order to provide ongoing beaver control.

This property was the subject of a previous approval under the *Condominium Act* for a Vacant Land Condominium granted on November 19, 2015. The approval was granted subject to conditions similar to those attached to a subdivision approval, some of which have yet to be satisfied and will be addressed in this report as it relates to the proposed subdivision. It is intended that this application will supersede the previous approval, however the matters of provincial and local concern raised at the time will continue to be addressed.

In the previous application, the intent was to create a road which would be wholly owned by the condominium lot owners as a common element. The intent of this new application is to create six lots which will be accessed from Deer Lake Road by a private right-of-way through the developer's retained lands. A concurrent application for Consent to grant the right of way is being considered by the West Nipissing Committee of Adjustment.

## **3. DEVELOPMENT PROPOSAL**

The owner is proposing to develop a six-lot plan of subdivision off of Deer Lake Road. The proposed plan is shown on Figure 1. Access to the site will be by way of a registered easement/right of way. All of the lots have an area in excess of 2.5 hectares and frontages which exceed the 60m minimum, as is required in the West Nipissing Comprehensive Zoning By-Law Table 6.3 – Residential Zone Requirements. The lots are proposed to be serviced by on-site water (wells) and waste water systems (septic beds).

## **4. POLICY CONTEXT**

Land use policies and regulations affecting the subject lands include the Growth Plan for Northern Ontario, the Planning Act, R.S.O., 1990 and the 2020 Provincial Policy Statement at the Provincial Level. At the municipal level, the West Nipissing Official Plan, the Municipality of West Nipissing Zoning By-law 2014-45 and Site Plan Control By-Law No. 2015-63 affect the subject lands.

#### **4.1 Provincial Policy Statement**

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

##### **Section 1.1.5 – Rural Areas in Municipalities**

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

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

##### **Section 1.6.6 – Sewage, Water and Storm Water**

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

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

##### **Section 2.1 - Natural Heritage:**

As evidenced in the Natural Heritage Map attached, the property contains significant amounts of unevaluated wetlands. As a result, in 2015 a Preliminary Ecological Site Assessment was undertaken by the developer. The results and recommendations arising from the PESA will be further discussed below.

## **5. LOCAL POLICY DOCUMENTS**

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

#### **5.1 Official Plan**

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

### 3.06.3 Rural Area

Lands which are not located within a designated urban or real settlement area shall be considered to be part of the Rural Area. This area is characterized by its wide-open spaces or country-side setting where the make-up of development consists of farms, cross road settlement, scattered residential uses, pits and quarries and a variety of other rural type uses.

Limited opportunities will be provided for residential development in the Rural Area land use designation. This will take the form of residential infilling within existing clusters of development, cross road settlements or shoreline areas. Scattered development will be discouraged. Subdivisions shall not generally be permitted in the Rural District except for areas along the shoreline of waterbodies or in association with a recreational commercial development.

**Table 3.1 – Permitted Land Uses**

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

### 3.06.8 Waterfront Development

In May of 2007, the Municipality of West Nipissing was notified by the Ministry of the Environment (now Ministry of Environment and Climate Change) of the water quality assessment and development status of various lakes, including Deer Lake. At that time, the Total Phosphorus Level of Deer Lake categorized it as a level 3 water body and therefore, closed to development. The West Nipissing Official Plan recognizes this and the following policy for development has been approved by MMAH:

The Municipality is characterized by a landscape with many lakes and rivers. The policies of this section of the Plan generally apply to lands within the first 300 m (984 ft.) of the shoreline of these water bodies.

The design and development or redevelopment of shoreline properties shall include provision for the establishment and/or retention of the natural features and shoreline (riparian) vegetation and shall be in addition to any provision imposed by a conservation agency as part of a shoreline management plan or flood or erosion control. Development setbacks shall be implemented as a measure to conserve shoreline features, protect the ecological functions of the shorelines and water bodies and protect property from damage from natural hazards.

Development, except on existing lots of record on lakes identified to be at or near capacity may be permitted where an impact report indicates that such development will not result in a decline in the water

quantity or quality of the lake or water body i.e. through increased phosphorus loading enrichment, a reduction in oxygen levels or water taking. This may be achieved through the preparation of a lake development plan which uses provincially acceptable modelling techniques for determining lake capacity. **New lot creation will not be permitted on lakes which are determined to be at capacity unless:**

- **The sub-surface sewage disposal bed for each lot is set back at least 300 m [984 ft] from the shoreline of the lake or such that drainage from the sewage disposal bed would flow at least 300 m [984 ft] from the lake;**
- **The sub-surface sewage disposal bed for each lot are located such that they would drain into the drainage basin or watershed of another water body which is not at capacity; and**
- **To separate existing habitable dwellings, each having a separate sewage disposal system, provided the land use would not change.**

Council recognizes that inland lakes and other water bodies within the Municipality of West Nipissing are valuable recreational and environmental resources and as such should be protected from development that might cause further deterioration of their water quality. This Plan further recognizes that the Municipality also has an obligation to adjacent municipalities who share the lakes with them as well as the existing residents and tourist camp operators located on these lakes, to protect the lakes by advocating a sensible land use policy for the use of the waterfront and surrounding environment.

#### **4.06.6(3) Transportation**

The prior approval for a Vacant Land Condominium was consistent with the Transportation policies of the West Nipissing Official Plan. The new proposed development with the lots being accessed by a private road which is not within a plan of condominium is inconsistent with the Transportation policies of the Official Plan, which provides:

No new lot creation will be permitted on a private road other than for a condominium development or a mobile home park or for infill development.

#### **5.2 Zoning By-Law**

The property is zoned Rural and the permitted uses and lot standards in the Rural Zone can be found in Tables 9.1m 9.2 and 9.3 of the West Nipissing Zoning By-Law 2014-45.

If approved, it is recommended that the subdivision lands be re-zoned to a **Shoreline Residential Exception Zone** as the lots are intended for residential development and a number of the permitted uses in the current Rural Zoning would not be suitable on the proposed lots. It is also recommended that the Exception Zone lot requirements address set-backs which will be consistent with lands on lakes which are considered to be at capacity as well as the recommendations of the Environmental Assessment.

#### **5.3 Site Plan Control By-Law**

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

A Site Plan is required to address, among other things, dimensions of the land, location of proposed buildings, the relationship of proposed structures and buildings to adjacent publicly and privately-owned properties, elevations and cross sections to determine surface drainage patterns and the general location of all services to the property;

As the proposed lots front on Deer Lake which has been identified to be at capacity and, further, areas of the property have been identified in the PESA requiring specific set-backs, the subdivision property will be subject to Site Plan Control and the Applicant will be required to enter into a Site Plan Control Agreement with the Municipality, which agreement will be registered on title and run with the property. Site Plan Control will ensure that development proceeds, taking into account the specific challenges of the property and ensuring that the natural features of the lands, including Deer Lake, remain unaffected by the development.

## **6. PRELIMINARY ECOLOGICAL SITE ASSESSMENT**

A Pre-submission consultation was held in the spring of 2015 regarding the previously proposed draft Plan of Condominium. It was determined that the applicant would carry out a Preliminary Ecological Site Assessment (PESA) in accordance with the provisions of the Natural Heritage Reference Manual. A copy of the PESA is included with and forms part of this Report. The PESA indicates the following Endangered Species/Species at Risk have been identified as being present or having potential to be present on the subject lands:

- Barn Swallow
- Little Brown Bats

The property also indicates significant wildlife habitat for a number of species as well as fish habitat and fish spawning areas.

There are no Provincially Significant Wetlands located on the subject property; however unevaluated wetlands do exist and the PESA recommends a 30m setback from all wetlands on the property.

It is recommended that the Applicant shall obtain an updated PESA to confirm the findings of the 2015 study to evaluate the potential impacts on the identified Natural Heritage Features and all recommendations forthcoming from the study shall form part of the Special Provisions of the Subdivision Agreement and shall, as required, be included in the Zoning Amendment and/or Site Plan Control Agreement to be entered into.

## **7. LAKESHORE CAPACITY ASSESSMENT REVIEW HANDBOOK**

In 2010 the Lakeshore capacity Assessment Review Handbook was prepared in cooperation with the Ministry of the Environment, Ministry of Natural Resources and the Ministry of Municipal Affairs and Housing. While the handbook is not legislation, it is used by Municipalities in ensuring that development occurs which will ensure the quality of water in Ontario's inland lakes. The handbook also provides useful information for municipalities in making planning decisions for lakes which are at or near capacity.

The handbook defines shoreline development as "the total number of units to be situated within 300m or the shoreline of any lake or any inflowing stream of the lake". Section 4.3 indicates that for management purposes, the 300m distance from the shoreline of the lake or any inflowing stream of the lake will be considered the primary influence area.

Any proposed septic system will have to be placed 300 m from the shoreline or demonstrate, through topographic survey, a flow path of at least 300m.

In 2015 concerns were by residents raised about the out the-flowing creek and I confirmed at the time with staff at MOECP through the Biologist at the Ministry of Natural Resources and Forestry, that there are no development restrictions on the out-flowing stream of at capacity lakes, unless the there is another body of water downstream which has been identified at capacity.

## **7. CORRESPONDENCE/INFORMATION ATTACHED**

Notice of this application was circulated to all properties located within 120m of the property as required by the Planning Act, including the Hugel Lakeside Property Owners Association, who have requested to be notified of all development on Deer Lake. Notice was also circulated to all public bodies and agencies, whose comments are attached.

See Appendix 1

## **8. SUMMARY AND RECOMMENDATIONS**

The proposed subdivision application by Gerald and Diane Gagnon to divide the property described as Part of Lot 6, Concession 1, Township of Hugel, Municipality of West Nipissing, into six (6) residential lots is in general conformity with the West Nipissing Official Plan as it relates to limited residential development in the Rural areas and development of Shoreline areas, however the West Nipissing Official Plan does not support the creation of new private roads (unless within a Plan of Condominium), which is being proposed by this application.

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

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

1. That an updated Environmental Impact Study be carried out and that the recommendations of the study be included as special provisions to the Subdivision Agreement to be entered into with the Applicant including, buffering, setbacks from wetlands, endangered species, etc.;
2. That the Owner provide a detailed Site Plan of the property, considering the recommendations of the Environmental assessment. The property shall be placed under Site Plan Control, as authorized by By-Law 2015-63 and the Owner shall enter into a Site Plan Control Agreement with the Municipality to ensure that development on the lands shall occur in accordance with the recommendations herein. The Site Plan Control Agreement shall be registered on title to each lot immediately following the Subdivision Agreement and any required municipal easements;
3. That a site inspection be carried out by the North Bay Mattawa-Conservation Authority, in order to determine site suitability for the installation of on-site sanitary services and that any recommendations of the Conservation Authority shall be incorporated into and form part of the Site Plan Control Agreement.
5. That the proposed Right-of-Way be inspected by the West Nipissing Fire Service (also a condition of concurrent severance approval) to ensure that the right of way meets the standards for provision of emergency services. The owner shall be responsible for installation of 911 signage at the entrance to the subdivision from Deer Lake road (Right of Way) as well as at each individual lot.
6. That a Right of Way Agreement be registered on title to the subdivision lots and the retained lots (also a condition of concurrent severance approval). The Right-of-Way agreement shall set out the

responsibilities (including financial contributions) of the dominant and servient tenements with regard to ongoing road maintenance and responsibilities. The Right of Way Agreement shall also include acknowledgement by all parties that the Right of Way is not up to municipal standards and shall be privately maintained in perpetuity and that no request for assumption by the municipality shall be made.

7. That the owner shall grant a 10m easement along the east boundary of the creek to the Municipality of West Nipissing for the purpose of access to the creek for beaver/dam control and removal.

Respectfully Submitted,

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

---

Melanie Ducharme, Planner

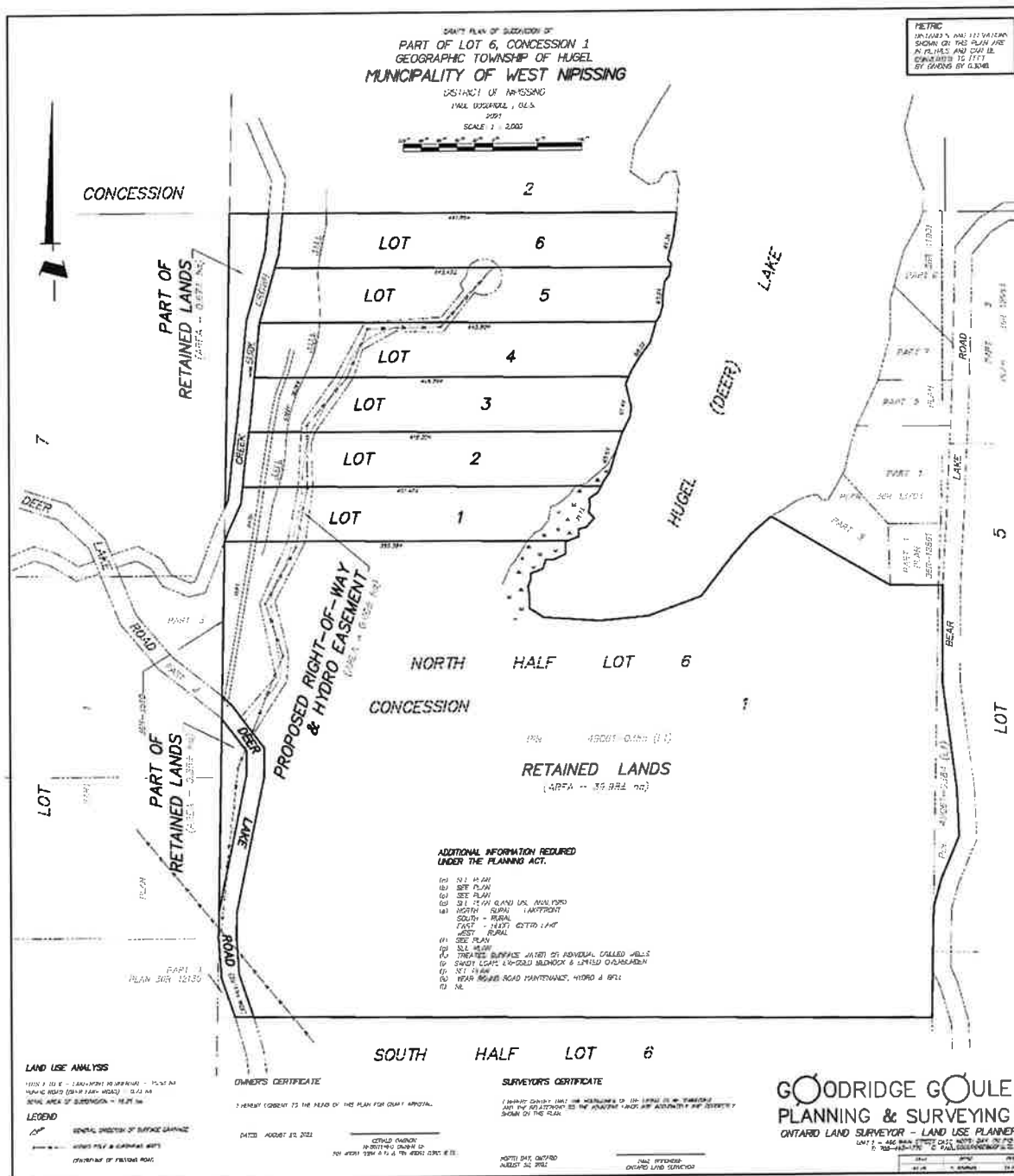


**Figure 1 – Aerial Imagery**





**Figure 2 – Proposed Draft Plan of Subdivision**



**Figure 3 – West Nipissing Official Plan – Land Use Schedule**

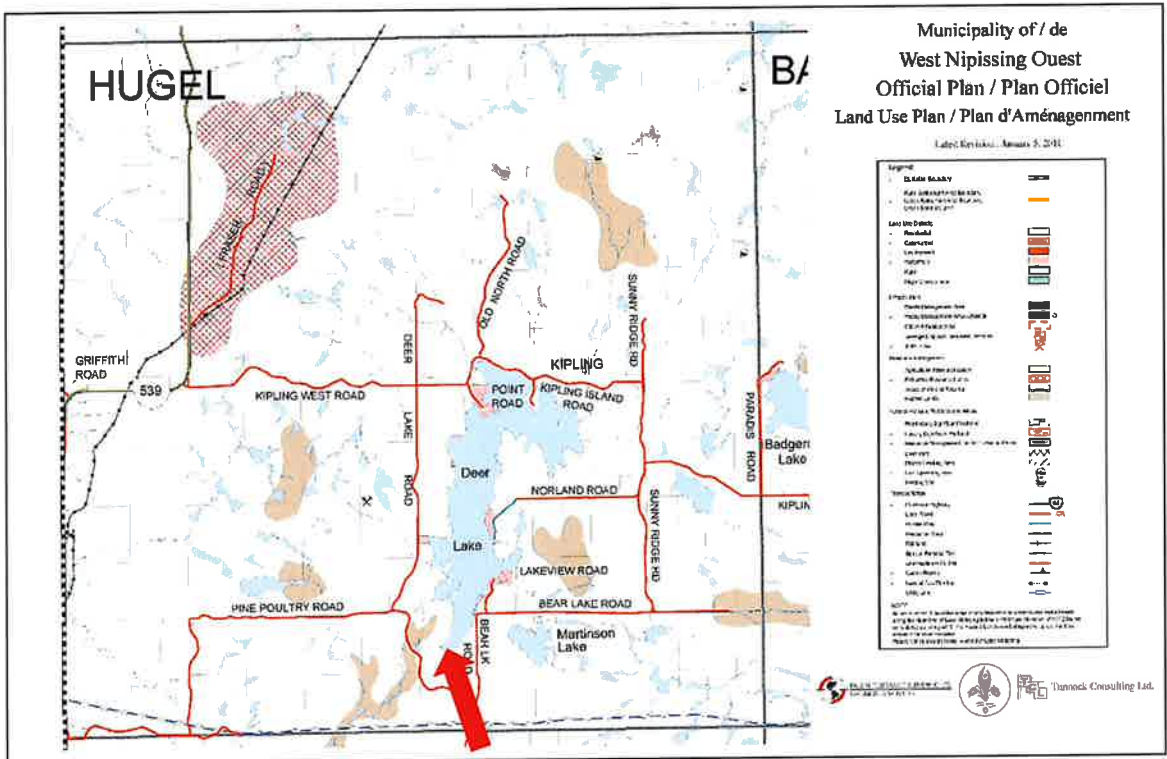
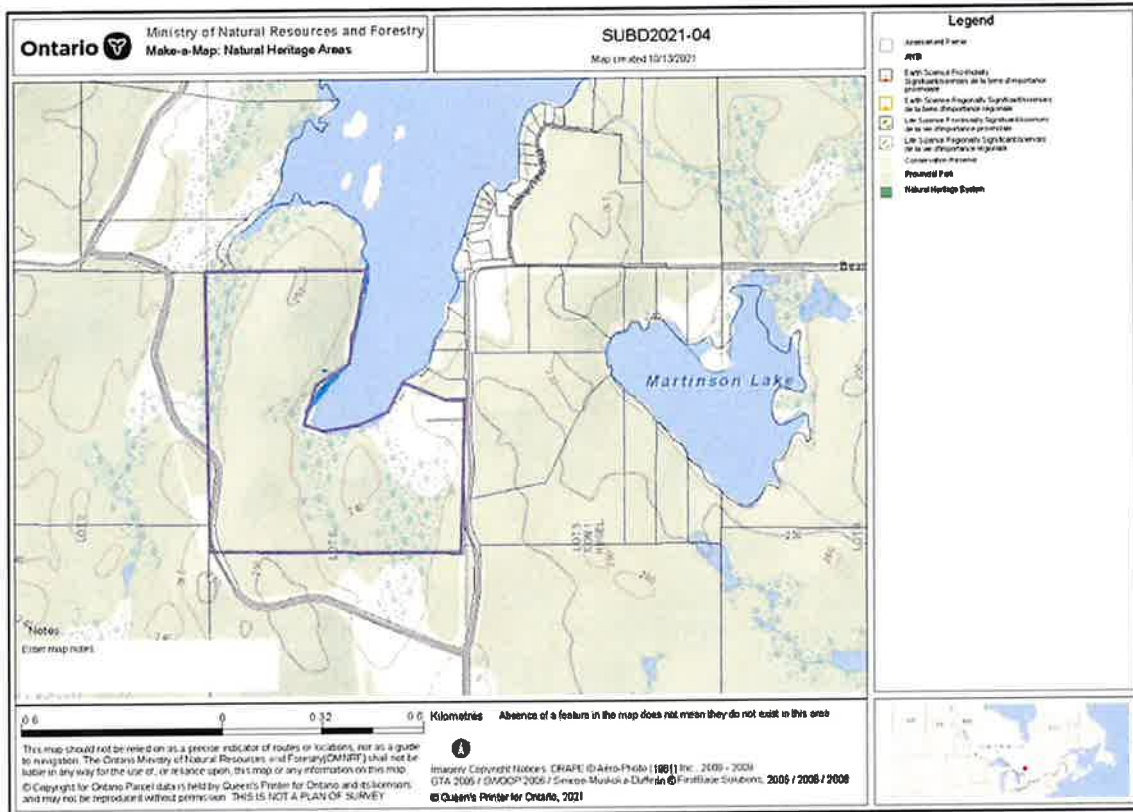



Figure 4 – Natural Heritage Mapping

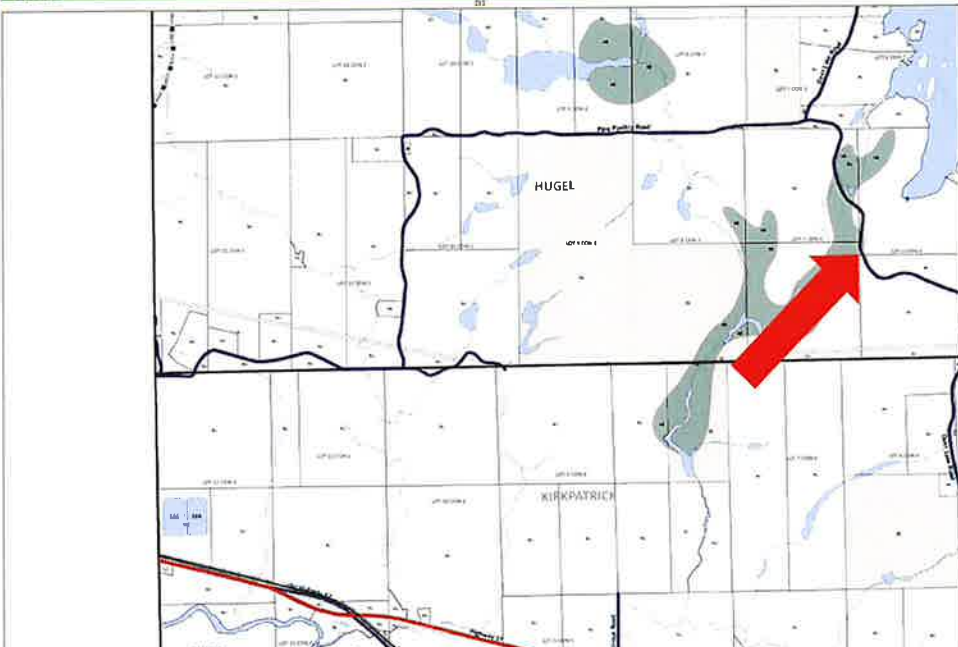




**WEST NIPISSING OUST**  
**ZONING BY-LAW 2014-45**

**CONSIDERATION**  
**JUNE 1, 2018**

**Schedule E1**  
**HUGEL/KIRKPATRICK**



01

HUGEL

KIRKPATRICK

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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**Legend**

**1** Agriculture Zone  
**2** Agriculture Yard  
**3** Residential Zone  
**4** Residential Two  
**5** Residential Three  
**6** Residential Four  
**7** Commercial Zone  
**8** Commercial Two  
**9** Commercial Three  
**10** Commercial Four  
**11** Industrial Zone  
**12** Industrial Two  
**13** Industrial Three  
**14** Industrial Four  
**15** Industrial Five  
**16** Industrial Six  
**17** Industrial Seven  
**18** Industrial Eight  
**19** Industrial Nine  
**20** Industrial Ten  
**21** Industrial Eleven  
**22** Industrial Twelve  
**23** Industrial Thirteen  
**24** Industrial Fourteen  
**25** Industrial Fifteen  
**26** Industrial Sixteen  
**27** Industrial Seventeen  
**28** Industrial Eighteen  
**29** Industrial Nineteen  
**30** Industrial Twenty  
**31** Industrial Twenty-One  
**32** Industrial Twenty-Two  
**33** Industrial Twenty-Three  
**34** Industrial Twenty-Four  
**35** Industrial Twenty-Five  
**36** Industrial Twenty-Six  
**37** Industrial Twenty-Seven  
**38** Industrial Twenty-Eight  
**39** Industrial Twenty-Nine  
**40** Industrial Thirty  
**41** Industrial Thirty-One  
**42** Industrial Thirty-Two  
**43** Industrial Thirty-Three  
**44** Industrial Thirty-Four  
**45** Industrial Thirty-Five  
**46** Industrial Thirty-Six  
**47** Industrial Thirty-Seven  
**48** Industrial Thirty-Eight  
**49** Industrial Thirty-Nine  
**50** Industrial Forty  
**51** Industrial Forty-One  
**52** Industrial Forty-Two  
**53** Industrial Forty-Three  
**54** Industrial Forty-Four  
**55** Industrial Forty-Five  
**56** Industrial Forty-Six  
**57** Industrial Forty-Seven  
**58** Industrial Forty-Eight  
**59** Industrial Forty-Nine  
**60** Industrial Fifty  
**61** Industrial Fifty-One  
**62** Industrial Fifty-Two  
**63** Industrial Fifty-Three  
**64** Industrial Fifty-Four  
**65** Industrial Fifty-Five  
**66** Industrial Fifty-Six  
**67** Industrial Fifty-Seven  
**68** Industrial Fifty-Eight  
**69** Industrial Fifty-Nine  
**70** Industrial Sixty  
**71** Industrial Sixty-One  
**72** Industrial Sixty-Two  
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**179** Industrial One Hundred-Sixty-Nine  
**180** Industrial One Hundred-Seventy  
**181** Industrial One Hundred-Seventy-One  
**182** Industrial One Hundred-Seventy-Two  
**183** Industrial One Hundred-Seventy-Three  
**184** Industrial One Hundred-Seventy-Four  
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**186** Industrial One Hundred-Seventy-Six  
**187** Industrial One Hundred-Seventy-Seven  
**188** Industrial One Hundred-Seventy-Eight  
**189** Industrial One Hundred-Seventy-Nine  
**190** Industrial One Hundred-Eighty  
**191** Industrial One Hundred-Eighty-One  
**192** Industrial One Hundred-Eighty-Two  
**193** Industrial One Hundred-Eighty-Three  
**194** Industrial One Hundred-Eighty-Four  
**195** Industrial One Hundred-Eighty-Five  
**196** Industrial One Hundred-Eighty-Six  
**197** Industrial One Hundred-Eighty-Seven  
**198** Industrial One Hundred-Eight

**Figure 6 – Preliminary Ecological Site Assessment – Sept 2015**

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## Appendix 1 - Comments

<div>  <div> WEST NIPISSING PLANNING ADVISORY COMMITTEE  MEETING HELD OCTOBER 18, 2021 </div> </div>							
RECORD OF ALL COMMENTS							
APPLICATION	BELL CANADA	MTO	HYDRO ONE	GREATER SUDBURY UTILITIES	CN / CP RAILWAYS	PUBLIC WORKS DEPT.	BUILDING DEPT.
<b>SUBD2021/04</b> <b>Gerald and Diane Gagnon</b>	•	• No comments	• No comments or concerns	• No comments	•	<ul style="list-style-type: none"> <li>• No water</li> <li>• No sewer</li> <li>• ROW to be privately owned and privately maintained</li> <li>• Would require a 10m easement along east edge of creek if municipality is to address beaver dams potentially affecting Deer Lake Road cross culvert and water levels</li> </ul>	• No concerns

## Appendix 2 – Conditions of Draft Approval

### SPECIAL CONDITIONS OF DRAFT APPROVAL

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

- 1) The Corporation of the Municipality of West Nipissing’s conditions and amendments to final plan of approval, for registration of Subdivision File No. SUBD2021/04 made by Gerald and Diane Gagnon are as follows:
- 2) That this approval expires three (3) years from the date of approval shown by the “Draft Plan Approval Stamp” on the face of the draft plan. If there is an appeal to the Ontario Municipal Board under section 51 (39) of the *Planning Act*, the three (3) year expiration period does not begin until the date of the order of the Ontario Municipal Board issued in respect of the appeal or from the date of a notice issued by the Board under section 52(51) of the *Planning Act*.
- 3) This Draft Approval applies to the Plan of Subdivision prepared by Goodridge, Goulet Planning & Surveying dated August 10, 2021 which is comprised of 15.5 hectares.
- 4) That prior to signing the Final Plan by the Municipality, the proposed subdivision conforms to the Zoning By-law in effect for the Municipality or with respect to any zoning conditions contained herein;
- 5) That the owner agrees in writing to satisfy all requirements, financial and otherwise of the Municipality of West Nipissing concerning provision of roads, installation of services, and drainage.
- 6) That such easements as may be required for utility or drainage purposes shall be granted to the appropriate authority.
- 7) That the owner agrees to convey up to 5% of the land included in the plan or cash-in-lieu to the Municipality for park or other public recreational purposes.
- 8) The owner covenants and agrees to provide the municipality with evidence that satisfactory arrangements, financial and otherwise, have been made with Canada Post Corporation for the installation of Community Mail Boxes (CMB) if required by Canada Post Corporation. The owner further agrees to provide notice to prospective purchaser of the locations of the CMB and that home/business mail delivery will be provided by CMBs provided by the owner, provided that the owner has paid for the activation and equipment installation of the CMB’s.
- 9) That the Subdivision Agreement between the owner and the Municipality be registered by the Municipality against lands to which it applies once the Plan of Subdivision has been registered prior to any encumbrances.
- 10) That the Subdivision Agreement between the owner and the Municipality contain a Special Provision with wording acceptable to Greater Sudbury Hydro Utilities (GSU) or Hydro One to ensure that:



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

#### NOTES

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

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

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



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

Resolution No.

2021/

NOVEMBER 2, 2021

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** a Public meeting was held on October 18, 2021 for draft plan approval of a plan of subdivision on property located on Deer Lake Road, Verner, Municipality of West Nipissing and more particularly described as Part of the North Half of Lot 6, Concession 1, Township of Hugel, owned by Gerald and Diane Gagnon.

**AND WHEREAS** written and public submissions were made and considered by the West Nipissing Planning Advisory Committee, on October 18, 2021;

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

**BE IT THEREFORE RESOLVED THAT** draft plan of Subdivision, be granted for Subdivision Application No. SUBD 2021/04 made made by **Gerald and Diane Gagnon** for plan of subdivision located on Deer Lake Road, Verner, Municipality of West Nipissing and more particularly described as Part of the North Half of Lot 6, Concession 1, Township of Hugel; attached hereto, including Schedule "A" thereto.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
WARD 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

DEFERRED OR TABLED: \_\_\_\_\_

## **SCHEDULE 'A'**

### **FILE SUBD 2021-04 SPECIAL CONDITIONS OF DRAFT APPROVAL**

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

- 1) The Corporation of the Municipality of West Nipissing's conditions and amendments to final plan of approval, for registration of Subdivision File No. SUBD 2021/04 made by Gerald and Diane Gagnon are as follows:
- 2) That this approval expires three (3) years from the date of approval shown by the "Draft Plan Approval Stamp" on the face of the draft plan. If there is an appeal to the Ontario Municipal Board under section 51 (39) of the Planning Act, the three (3) year expiration period does not begin until the date of the order of the Ontario Municipal Board issued in respect of the appeal or from the date of a notice issued by the Board under section 52(51) of the Planning Act.
- 3) This Draft Approval applies to the Plan of Subdivision prepared by Goodridge, Goulet Planning & Surveying dated August 10, 2021 which is comprised of 15.5 hectares.
- 4) That prior to signing the Final Plan by the Municipality, the proposed subdivision conforms to the Zoning By-law in effect for the Municipality or with respect to any zoning conditions contained herein;
- 5) That the owner agrees in writing to satisfy all requirements, financial and otherwise of the Municipality of West Nipissing concerning provision of roads, installation of services, and drainage.
- 6) That such easements as may be required for utility or drainage purposes shall be granted to the appropriate authority.
- 7) That the owner agrees to convey up to 5% of the land included in the plan or cash-in-lieu to the Municipality for park or other public recreational purposes.
- 8) The owner covenants and agrees to provide the municipality with evidence that satisfactory arrangements, financial and otherwise, have been made with Canada Post Corporation for the installation of Community Mail Boxes (CMB) if required by Canada Post Corporation. The owner further agrees to provide notice to prospective purchaser of the locations of the CMB and that home/business mail delivery will be provided by CMBs provided by the owner, provided that the owner has paid for the activation and equipment installation of the CMB's.
- 9) That the Subdivision Agreement between the owner and the Municipality be registered by the Municipality against lands to which it applies once the Plan of Subdivision has been registered prior to any encumbrances.

- 10) That the Subdivision Agreement between the owner and the Municipality contain a Special Provision with wording acceptable to Greater Sudbury Hydro Utilities (GSU) or Hydro One to ensure that:
  - a. Prior to final approval, a copy of the lot grading and drainage plan, showing existing and final grades, must be submitted to GSU or Hydro One for review and approval.
  - b. Any development in conjunction with the subdivision must not block vehicular access to any GSU/Hydro One facilities located on the right-of-way. During construction, there will be no storage of materials or mounding of earth or other debris on the right-of-way.
  - c. The costs of any relocations or revisions to GSU/Hydro One facilities which are necessary to accommodate this subdivision will be borne by the developer.
  - d. The easement rights of GSU/Hydro One and its legal predecessors are to be protected and maintained.
- 11) That before Municipal Council's Final Approval is given, the Council shall be advised in writing by the Director of Community Services how Condition No. 7 has been satisfied.
- 12) That before City Council's Final Approval is given, the Council shall be advised in writing by Canada Post Corporation how Condition No. 8 has been satisfied.
- 13) That an updated Environmental Impact Study be carried out and that the recommendations of the study be included as special provisions to the Subdivision Agreement to be entered into with the Applicant including, buffering, setbacks from wetlands, endangered species, etc.;
- 14) That the Owner provide a detailed Site Plan of the property, considering the recommendations of the Environmental assessment. The property shall be placed under Site Plan Control, as authorized by By-Law 2015-63 and the Owner shall enter into a Site Plan Control Agreement with the Municipality to ensure that development on the lands shall occur in accordance with the recommendations herein. The Site Plan Control Agreement shall be registered on title to each lot immediately following the Subdivision Agreement and any required municipal easements;
- 15) That a site inspection be carried out by the North Bay Mattawa-Conservation Authority, in order to determine site suitability for the installation of on-site sanitary services and that any recommendations of the Conservation Authority shall be incorporated into and form part of the Site Plan Control Agreement.
- 16) That the proposed Right-of-Way be inspected by the West Nipissing Fire Service (also a condition of concurrent severance approval) to ensure that the right of way meets the standards for provision of emergency services. The owner shall be responsible for installation of 911 signage at the entrance to the subdivision from Deer Lake road (Right of Way) as well as at each individual lot.
- 17) That a Right of Way Agreement be registered on title to the subdivision lots and the retained lots (also a condition of concurrent severance approval). The Right-of-Way agreement shall set out the responsibilities (including financial contributions) of the dominant and servient tenements with regard to ongoing road maintenance and responsibilities. The Right of Way Agreement shall also include acknowledgement by all parties that the Right of Way is not up to municipal standards and shall be privately maintained in perpetuity and that no request for assumption by the municipality shall be made.

- 18) That the owner shall grant a 10m easement along the east boundary of the creek to the Municipality of West Nipissing for the purpose of access to the creek for beaver/dam control and removal.

## **NOTES**

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- 1) We suggest you make yourself aware of the following:
  - a) Section 143(1) of The Land Titles Act, R.S.O. 1980 as amended, which requires all new plans to be registered in a land titles system.
  - b) Section 143(2) allows certain exceptions.
- 2) Prior to any construction, a Fill, Construction and Alteration to Waterways Permit is required from the North Bay-Mattawa Conservation Authority. The subject lands are within an area regulated by the North Bay-Mattawa Conservation Authority under Ontario Regulation 162/90. This regulation is pursuant to Section 28 of the Conservation Authorities Act of Ontario.
- 3) Private water supply and sewage disposal facilities must be approved by the Ministry of the Environment, or its agent in certain areas, in accordance with Ontario Regulations 229/74 as amended, made under the Environmental Protection Act, 1971, as amended.
- 4) We recommend you make yourself aware of applicable Federal and Provincial laws regarding construction in proximity to waterbodies.
- 5) The Developer is hereby advised that prior to commencing any work within the Plan, the Developer must confirm that sufficient wire-line communication/telecommunication infrastructure is currently available within the proposed development to provide communication / telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or extension of the existing communication / telecommunication infrastructure. If the Developer elects not to pay for such connection to and/or extension of the existing communication / telecommunication infrastructure, the Developer shall be required to demonstrate to the municipality that sufficient alternative communication / telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication / telecommunication services for emergency management services (i.e., 911 Emergency Services).
- 6) The Owner/Developer is hereby advised that prior to commencing any work within the Plan, the Owner/Developer must confirm with Greater Sudbury Hydro or Hydro One that appropriate electrical services infrastructure is currently available along the proposed development to provide delivery of electrical energy to the proposed development. In the event that such infrastructure is not available, the Owner/Developer is hereby advised that the Owner/Developer may be required to pay for the connection to and/or extension of the existing electrical distribution infrastructure, in accordance with Greater Sudbury Hydro policies or Hydro One and the Ontario Distribution System Code.

DRAFT PLAN OF SURVEY OF  
PART OF LOT 6, CONCESSION 1  
GEOGRAPHIC TOWNSHIP OF HUGEL  
MUNICIPALITY OF WEST NIPISSING

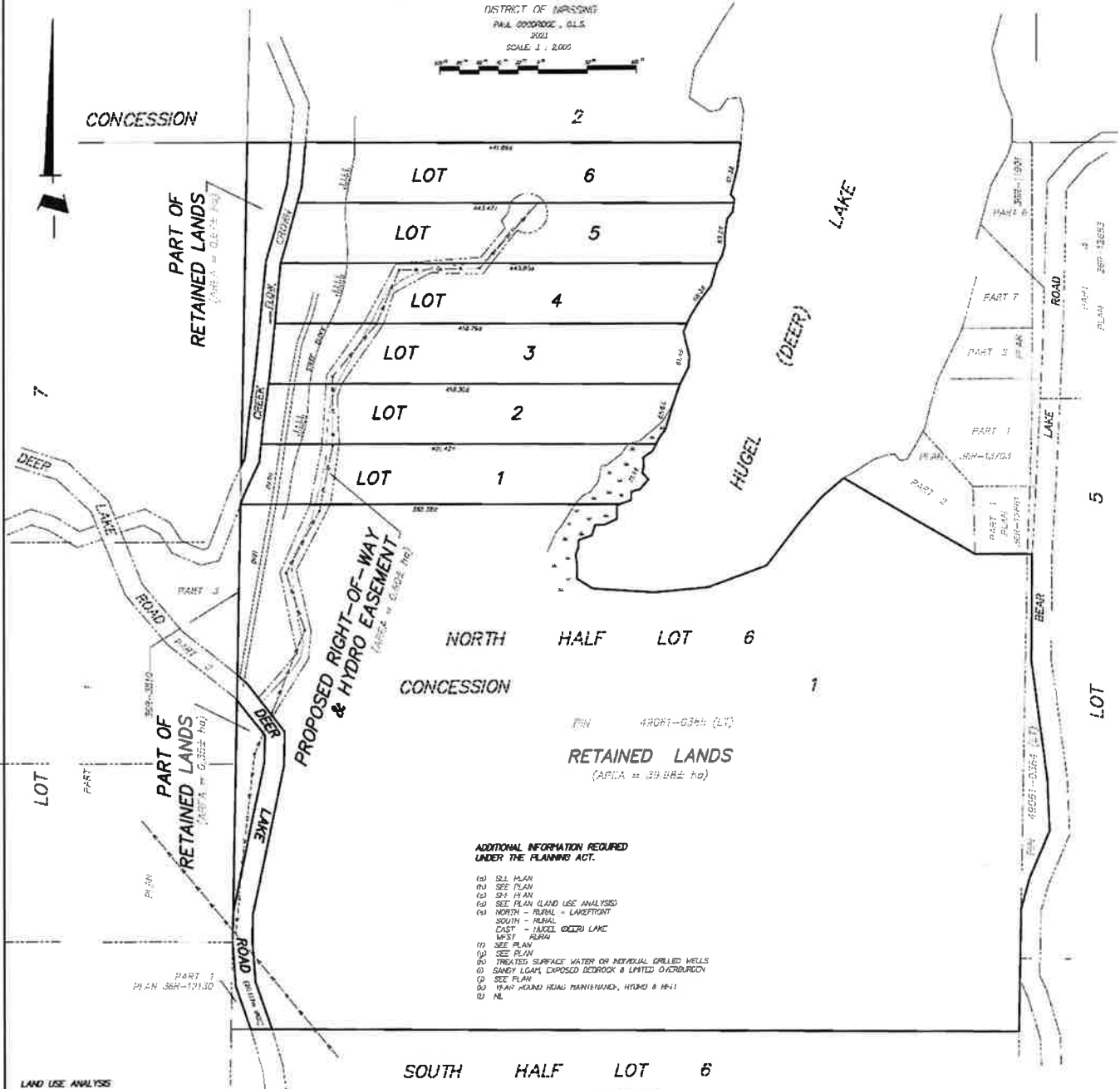
DISTRICT OF NIPISSING

PAUL GOODRIDGE, O.L.S.

2021

SCALE 1 : 2,000

METRIC  
DISTANCES AND DIMENSIONS  
SHOWN ON THIS PLAN ARE  
IN METRES AND CAN BE  
CONVERTED TO FEET BY  
DIVIDING BY 0.3048.



LAND USE ANALYSIS

LOTS 1 TO 6 - 1 ANTICIPATED RESIDENTIAL - 15.53 ha  
PUBLIC ROAD (DEER LAKE ROAD) - 0.73 ha  
TOTAL AREA OF SUBDIVISION - 16.26 ha

LEGEND

- GENERAL DIVISION OF SURFACE SHAPES
- HYDROLOGY & DRAINAGE MARKS
- BOUNDARIES OF SURVEYED PARCELS

OWNERS CERTIFICATE

I HEREBY CERTIFY THAT THE PLAN OF THIS PLAN FOR DRAFT APPROVAL

(DATED: AUGUST 13, 2021)

BY PAUL D. GOODRIDGE  
REGISTERED SURVEYOR OF  
PROV. REG. NO. 4001-0001 (L.S.) & PROV. REG. NO. 4002-0002 (L.S.)

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SURVEYED  
AND THE RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY  
SHOWN ON THIS PLAN

PAUL D. GOODRIDGE  
REGISTERED SURVEYOR OF  
PROV. REG. NO. 4001-0001 (L.S.) & PROV. REG. NO. 4002-0002 (L.S.)

PAUL GOODRIDGE  
ONTARIO LAND SURVEYOR

GOODRIDGE GOULET  
PLANNING & SURVEYING  
ONTARIO LAND SURVEYOR - LAND USE PLANNER

PLAN 1 - 480-001-0001 (L.S.) & 480-002-0002 (L.S.)  
1. REG. NO. 480-001-0001 (L.S.) 2. REG. NO. 480-002-0002 (L.S.)

FILE	DATE	REV.
480-001-0001 (L.S.)	2021-08-13	1.0





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

**MINUTES OF THE COUNCIL MEETING**  
**VIRTUAL ZOOM MEETING**  
**ON TUESDAY, SEPTEMBER 7, 2021 AT 6:30 PM**

**PRESENT:** MAYOR JOANNE SAVAGE  
COUNCILLOR YVON DUHAIME  
COUNCILLOR CHRISTOPHER FISHER  
COUNCILLOR ROLAND LARABIE  
COUNCILLOR LÉO MALETTE  
COUNCILLOR DAN ROVEDA  
COUNCILLOR DENIS SÉNÉCAL  
COUNCILLOR LISE SÉNÉCAL  
**WARD 7 (vacant)**

**ABSENT:**

**VIRTUAL MEETING / RÉUNION VIRTUELLE**

**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** Approve the Addendum.

**No. 2021/288** Moved by: Councillor C. Fisher  
Seconded by: Councillor Y. Duhaime

**BE IT RESOLVED THAT** the Addendum for the meeting of Council held on SEPTEMBER 7, 2021 be adopted  
as ☒ presented / ☐ amended.

**CARRIED**

**B-2** Adopt the Agenda.

**No. 2021/289** Moved by: Councillor L. Sénécal  
Seconded by: Councillor C. Fisher

**BE IT RESOLVED THAT** the Agenda for the meeting of Council held on SEPTEMBER 7, 2021 be adopted as  
☒ presented / ☐ amended.

**CARRIED**

**C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS**

**C-1** West Nipissing Pickleball Club (Presenters: Marsha O'Connor, President and Paul Goulard, Vice-President)

Council received a presentation and request from the WN Pickleball Club wherein the group was seeking access to a permanent year-round facility in which to hold their activities. Council thanked the group for sharing this initiative and commended the group for their enthusiasm in seeking healthy opportunities for social and physical activities during the pandemic.

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

**D-1) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL**

**D-1(a)** 2<sup>nd</sup> Intake of funding – Green Stream under Investing in Canada Infrastructure Prg. (ICIP)

Alan Korell, engineer, provided Council with information concerning a grant program which is available to municipalities for improvements to drinking water systems. These upgrades would provide much needed improvements for reliability and would also provide enhancements to the proposed project of bringing water from Sturgeon Falls to Verner. Council supported Mr. Korell's recommendation and suggested that he seek the full amount of the funding available.

**E-1(b) Request from Marcel Labbé family re: naming of municipal asset as memorial**

The request, from the family of Marcel Labbé, seeking to rename a municipal facility in commemoration was brought forward. Council concurred that the individual's contributions to the municipality warrant the commemorative naming and because the Arena was his first project, it was agreed that the Sturgeon Falls Arena be renamed not just in Mr. Labbé's honour, but in honour of his spouse, Jane Labbé. The Chair of General Government indicated she would follow up with the family to advise of Council's decision. It was also suggested that staff coordinate with the family an official date for the proclamation by Council of the re-naming.

\_\_\_\_\_  
Lise Sénécal,  
Chair

\_\_\_\_\_  
Melanie Ducharme,  
Clerk

**D-2) PLANNING / PLANIFICATION ..... NIL**

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

**D-4) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUE ..... NIL**

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

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

**D-7) ENVIRONMENTAL / L'ENVIRONNEMENT ..... NIL**

**REGULAR COUNCIL / SÉANCE RÉGULIÈRE**

**E) PLANNING / PLANIFICATION ..... NIL**

**F) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURRIER**

**F-1** Adopt the minutes of a Council meeting.

**No. 2021/290** Moved by: Councillor Y. Duhaime

Seconded by: Councillor L. Malette

**BE IT RESOLVED THAT** the minutes of the meeting of Council held on AUGUST 17, 2021 be adopted, as

☒ presented / ☐ amended.

**CARRIED**

**F-2** Adopt the minutes of a Council meeting.

**No. 2021/291** Moved by: Councillor D. Sénécal  
Seconded by: Councillor D. Roveda

**BE IT RESOLVED THAT** the minutes of the SPECIAL meeting of Council held on AUGUST 30, 2021 be adopted, as ☒ presented / ☐ amended. **CARRIED**

**F-3** Adopt the minutes of the Planning Advisory Committee.

**No. 2021/292** Moved by: Councillor Y. Duhaime  
Seconded by: Councillor D. Sénécal;

**BE IT RESOLVED THAT** the minutes of the meeting of West Nipissing Planning Advisory Committee held on JUNE 14<sup>th</sup>, 2021 be adopted, as ☒ presented / ☐ amended. **CARRIED**

**F-4** Receive the minutes of the following boards/committees:

**No. 2021/293** Moved by: Councillor Y. Duhaime  
Seconded by: Councillor L. Malette

**BE IT RESOLVED THAT** the minutes of the following Boards / Committees be received :

BOARD / COMMITTEE NAME	MEETING DATES
West Nipissing Committee of Adjustment	• June 14, 2021
Au Chateau Board of Management	• April 28, 2021
West Nipissing Environmental Services Board	• February 1, 2021 • April 7, 2021
North Bay Parry Sound District Health Unit (NBPSDHU)	• April 28, 2021

**CARRIED**

**MOTION FOR RECESS:** **No. 2021/294** Moved by: Councillor R. Larabie  
Seconded by: Councillor L. Sénécal

At approx. 7:55 PM, a motion was tabled for a brief 15-minute recess; following which the meeting will continue. **CARRIED**

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**G) UNFINISHED BUSINESS / AFFAIRES EN MARCHE**

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**H) NOTICE OF MOTION / AVIS DE MOTIONS**

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The Mayor vacated the Chair and the Deputy Mayor assumed her duties.

**H-1** Use of Water at Verner RV Dumping Station (J. Savage)

**No. 2021/295** Moved by: Mayor J. Savage  
Seconded by: Councillor L. Sénécal

« **WHEREAS** at the meeting of June 22, 2021, a verbal report was provided regarding the mis use of water at the Verner RV dumping station and other RV dumping stations in West Nipissing;

**WHEREAS** measures/option to control water use at the Verner dumping station was to be discussed by the August 2021 Council meeting.

**WHEREAS** requesting matter and options be discussed at September 7/2021 meeting. »

**DEFEATED**

The Mayor stated that she supported the initial turn-off of the Verner Water; however has since visited the various dumping station and notes that there is no signage indicating who is entitled to use the dumping station and water. The Mayor requested that signage be installed at the Verner dumping station indicating who is entitled to use it. The Mayor also noted inconsistencies in that persons in Sturgeon are still filling large containers and creating lineups at the Sturgeon Dumping Station.

## H-2 Integrity Commissioner Recommendations (D. Sénécal)

**No. 2021/296** Moved by: Councillor D. Sénécal  
Seconded by: Councillor Y. Duhaime

« **WHEREAS** at the meeting of June 22, 2021, Council agreed with the two (2) Integrity Commissioner recommendations of apology for the violations of Councillor Fisher's violation of the Code of Conduct.

**WHEREAS** neither apologies have been provided therefore it is recommended that Councillor Fisher be suspended of pay for a period of two (2) months, one month for each violation. »

Councillor D. Roveda requested a recorded vote:

	YEAS	NAYS
DUHAIME, Yvon	✓	
FISHER, Christopher		✓
LARABIE, Roland		✓
MALETTE, Léo		✓
ROVEDA, Dan		✓
Ward 7 (vacant)		
SÉNÉCAL, Denis	✓	
SÉNÉCAL, Lise	✓	
SAVAGE, Joanne (MAYOR)	✓	

**DEFEATED**

A discussion during and following the vote took place with differing opinions on both the subject matter of the motion and the appropriateness of Councillor Fisher's participation in the vote being shared. The discussion culminated with Councillor Larabie being asked by the Chair to leave the meeting. Councillors Fisher, Roveda and Malette also left the meeting.

Pursuant to **Section 11.6** of the Procedural By-Law, the remaining members waited the required 30 minutes. The Clerk stated at 9:30 that the meeting was adjourned to the next regular meeting or until a Special Meeting is called to deal with the remaining matters on the Agenda.

## I) **NEW BUSINESS / AFFAIRES NOUVELLES**

- I-1 Sign agreement for use of municipal parking lot  
↳ lack of quorum, meeting adjourned – carried to next meeting
- I-2 By-Law 2021/64 to amend the Marriage License fee  
↳ lack of quorum, meeting adjourned – carried to next meeting
- I-3 Authorization to close the tax account at the Verner Caisse Populaire  
↳ lack of quorum, meeting adjourned – carried to next meeting
- I-4 NOHFC resolution re: Cost overages for Field Outdoor Rink Project  
↳ lack of quorum, meeting adjourned – carried to next meeting
- I-5 Approval of project submissions under the ICIP - 2<sup>nd</sup> funding intake  
↳ lack of quorum, meeting adjourned – carried to next meeting

- I-6 'No Cut Policy' exemption re: 870 Lalande Road (R. & G. Rivet)  
↳ *lack of quorum, meeting adjourned – carried to next meeting*

- I-7 Support for OHIP-insured Eye Care (J. Savage)  
↳ *lack of quorum, meeting adjourned – carried to next meeting*

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J) **ADDENDUM / ADDENDA**

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K) **INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS ..... NIL**

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L) **CLOSED MEETING / RÉUNION À HUIS CLOS**

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- ↳ *lack of quorum, meeting adjourned – carried to next meeting*

M) **ADJOURNMENT / AJOURNEMENT**

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- M-1 Confirm the proceedings of Council.  
↳ *lack of quorum, meeting adjourned – carried to next meeting*
- M-2 Adjourn the meeting of Council.  
↳ *lack of quorum, meeting adjourned – carried to next meeting*

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JOANNE SAVAGE  
MAYOR

---

MELANIE DUCHARME  
CLERK



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

**MINUTES OF THE COUNCIL MEETING**  
**VIRTUAL ZOOM MEETING**  
**ON TUESDAY, SEPTEMBER 21, 2021 AT 6:30 PM**

**PRESENT:** MAYOR JOANNE SAVAGE  
COUNCILLOR YVON DUHAIME  
COUNCILLOR CHRISTOPHER FISHER  
COUNCILLOR ROLAND LARABIE  
COUNCILLOR LÉO MALETTE  
COUNCILLOR DAN ROVEDA  
COUNCILLOR DENIS SÉNÉCAL  
COUNCILLOR LISE SÉNÉCAL  
**WARD 7 (vacant)**

**ABSENT:**

**VIRTUAL MEETING / RÉUNION VIRTUELLE**

**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** Approve the Addendum.

**No. 2021/297** Moved by: Councillor C. Fisher  
Seconded by: Councillor L. Malette

**BE IT RESOLVED THAT** the Addendum for the meeting of Council held on SEPTEMBER 21, 2021 be adopted as ☒ presented / ☐ amended.

**DEFEATED**

**B-2** Adopt the Agenda.

**No. 2021/298** Moved by: Councillor Y. Duhaime  
Seconded by: Councillor L. Sénécal

**BE IT RESOLVED THAT** the Agenda for the meeting of Council held on SEPTEMBER 21, 2021 be adopted as ☒ presented / ☐ amended.

**DEFEATED**

\_\_\_\_\_  
JOANNE SAVAGE  
MAYOR

\_\_\_\_\_  
MELANIE DUCHARME  
CLERK



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

**MINUTES OF THE COUNCIL MEETING**  
**VIRTUAL ZOOM MEETING**  
**ON TUESDAY, OCTOBER 5, 2021 AT 6:30 PM**

**PRESENT:** MAYOR JOANNE SAVAGE  
COUNCILLOR YVON DUHAIME  
COUNCILLOR CHRISTOPHER FISHER  
COUNCILLOR ROLAND LARABIE  
COUNCILLOR LÉO MALETTE  
COUNCILLOR DAN ROVEDA  
COUNCILLOR DENIS SÉNÉCAL  
COUNCILLOR LISE SÉNÉCAL  
**WARD 7 (vacant)**

**ABSENT:**

**VIRTUAL MEETING / RÉUNION VIRTUELLE**

**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** Approve the Addendum.

**No. 2021/299** Moved by: Councillor C. Fisher  
Seconded by: Councillor Y. Duhaime

**BE IT RESOLVED THAT** the Addendum for the meeting of Council held on OCTOBER 5, 2021 be adopted as  
☒ presented / ☐ amended.

**CARRIED**

**B-2** Adopt the Agenda.

**No. 2021/300** Moved by: Councillor L. Malette  
Seconded by: Councillor Y. Duhaime

**BE IT RESOLVED THAT** the Agenda for the meeting of Council held on OCTOBER 5, 2021 be adopted as  
☒ presented / ☐ amended.

**CARRIED**

The Mayor requested an apology from Councillor Larabie for actions taken at the September 7<sup>th</sup> meeting. Councillor Larabie provided reasons why he would not be providing the requested apology. The Mayor also requested apologies from other members of Council who, at the same meeting, vacated their seats at without requesting permission to do so. Following a brief exchange of differing opinions regarding procedures, the Mayor adjourned the meeting.

\_\_\_\_\_  
JOANNE SAVAGE  
MAYOR

\_\_\_\_\_  
MELANIE DUCHARME  
CLERK





## MINUTES

**Municipality of West Nipissing  
Meeting for the Planning Advisory Committee  
On July 12, 2021 at 06:00 PM  
Chair: Denis Sénécal**

**PRESENT:** Yvon Duhaime  
Christopher Fisher  
Fernand Pellerin  
Normand Roberge  
Dan Roveda  
Denis Sénécal  
Joanne Savage

**ABSENT:**

### 1. CALL TO ORDER

### 2. DECLARATION OF PECUNIARY INTEREST

### 3. APPROVAL OF AGENDA

#### RESOLUTION #2021/024

Moved by: Joanne Savage

Seconded by: Christopher Fisher

That the Agenda for the meeting of July 12, 2021, be approved as presented.

**CARRIED**

### 4. MINUTES

#### RESOLUTION #2021/025

Moved by: Christopher Fisher

Seconded by: Dan Roveda

That the Minutes of meeting held on June 14, 2021 be adopted, as presented.

**CARRIED**

### 5. ZONING AMENDMENT APPLICATION NO. ZBLA2021/08 Sturgeon Brush

#### RESOLUTION #2021/026

Moved by: Joanne Savage

Seconded by: Christopher Fisher

**WHEREAS** a public meeting was held for the purpose of amending Zoning By-Law 2014-45 for the property located at 15 Landfill Site Road and 12471 Highway 17, Sturgeon Falls, Ontario;

**AND WHEREAS** written concerns and objections were received: ☐ YES or ☒ NO

**BE IT RESOLVED** THE WEST NIPISSING PLANNING ADVISORY COMMITTEE

☒ RECOMMENDS or ☐ DOES NOT RECOMMEND

that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to rezone the property located at 15 Landfill Site Road and 12471 Highway 17, as follows:

Schedule **G6** 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 lot 9, Concession 1, 36R11543, and Part lot 9, Concession 1, 36R12791 Part 5, Pedley Township, Municipality of West Nipissing, shown as hatched on Schedule 'A', attached hereto from M1 (Light Industrial) to M2 (Heavy Industrial).

**CARRIED**

## **6. ZONING AMENDMENT APPLICATION NO. ZBLA2021/09 George Brouillette**

### **RESOLUTION #2021/027**

Moved by: Christopher Fisher

Seconded by: Joanne Savage

**WHEREAS** a public meeting was held for the purpose of amending Zoning By-Law 2014-45 for the property located at 140 Promenade du Lac, Sturgeon Falls, Ontario;

**AND WHEREAS** written concerns and objections were received: ☒ YES or ☐ NO

**BE IT RESOLVED** THE WEST NIPISSING PLANNING ADVISORY COMMITTEE

☒ RECOMMENDS or ☐ DOES NOT RECOMMEND

that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to rezone the property located at 140 Promenade du Lac, as follows:

Schedule **H5-2** 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 PCL 13848 and 13856, SEC NIP, Part lot 1, Concession C, 36R9449, Springer Township, Municipality of West Nipissing, shown as hatched on Schedule 'A', attached hereto from SR (Shoreline Residential) to SR-12 (Shoreline Residential Exception Zone 12) as follows:

The provisions shall be as follows:

By-law	Location	Schedule	Special Provisions
2021/____	PCL 13848 and 13856, SEC NIP, Part lot 1, Concession C, 36R9449, Springer Township, Municipality of West Nipissing	H5-2	Section 4.1 – Accessory Dwelling Unit: (a) A detached accessory dwelling unit is permitted. (b) Only one (1) accessory dwelling may be created; (c) The accessory dwelling unit and principal dwelling shall meet all other applicable provisions of the By-law and any other health, safety or occupancy regulations or by-laws; and (d) A minimum of one parking space is provided for the accessory dwelling unit.

**CARRIED**

**9. ADJOURNMENT**

**RESOLUTION #2021/028**

Moved by: Christopher Fisher

Seconded by: Normand Roberge

**BE IT RESOLVED** that the West Nipissing Planning Advisory Committee meeting of July 12, 2021 be adjourned to September 13, 2021.

**CARRIED**

## MINUTES

Municipality of West Nipissing  
Meeting of the Committee of Adjustment  
Held on July 12, 2021 at 7:00 PM  
Chair: Denis Sénécal



**PRESENT:** Fernand Pellerin  
Normand Roberge  
Roger Gagnon  
Denis Sénécal  
Christopher Fisher

**ABSENT:**

### CALL TO ORDER

#### RESOLUTION #2021/058

Moved by: Christopher Fisher

Seconded by: Denis Sénécal

That the Agenda for the Committee of Adjustment meeting of July 12<sup>th</sup>, 2021 be adopted, as presented.

**CARRIED**

### MINUTES

#### RESOLUTION #2021/059

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

That the Minutes of the Committee of Adjustment meeting held on June 14<sup>th</sup>, 2021, be adopted, as presented.

**CARRIED**

### APPLICATIONS FOR MINOR VARIANCE AND CONSENT

#### **C36/21 - Application for Consent by Peter and Karen Quinlan (Owners)**

A consent application made by Peter and Karen Quinlan to create one (1) new lot at 33 McDonald Road, Verner. Part lots 4 and 5, Concession 5, 36R12509 Part 1, Kirkpatrick Township, Municipality of West Nipissing, District of Nipissing.

#### RESOLUTION #2021/060

Moved by: Christopher Fisher

Seconded by: Denis Sénécal

#### CONDITIONS:

1.	That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2.	Confirmation that all property taxes are paid up to date.
3.	That all conditions be met on or before a date 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**

**C37/21 - Application for Consent by Hans Tobler Jr. (Owner)**

A consent application made by Hans Tobler Jr. to create one (1) new lot at Leclair Road, Verner. Part of Lot 2, Concession 1, except Pt 5, 36R-13922 Caldwell (49069-0585), District of Nipissing.

**RESOLUTION #2021/061**

Moved by: **Christopher Fisher**

Seconded by: **Denis Sénécal**

**CONDITIONS:**

1.	That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2.	Confirmation that all taxes are paid up to date.
3.	That all conditions be met on or before a date 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 the owner shall convey, at no cost to the municipality, any portion of the municipally maintained travelled road located on the property.
6.	The property is assessed for maintenance in the Tourigny Drain, Guenette Improvement Drain, J & R Steep Drain. The Clerk shall direct the Municipal Engineer to prepare a report to apportion the assessment for future maintenance of the severed and retained lands in relation to the respective drains to which each is located. The owner shall be responsible for the cost of the said report.
7.	The severed and retained lands shall be re-designated A2 in the West Nipissing Zoning by-law such that no dwelling may be constructed on either of the severed or retained lands.

**CARRIED**

**C38/21 - Application for Consent by Hans Tobler Jr. (Owner)**

A consent application made by Hans Tobler Jr. for an addition to a lot at Highway 17, Verner. Part of Lots 1 & 2, Concession 3, Caldwell, Municipality of West Nipissing, District of Nipissing. (PIN No.(s) 49069-0062, 0543, 0059)

**RESOLUTION #2021/062**

Moved by: **Roger Gagnon**

Seconded by: **Denis Sénécal**

**CONDITIONS:**

1.	That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2.	Confirmation that all taxes are paid up to date.

3.	That all conditions be met on or before a date being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4.	That a Transfer/Deed of Land be submitted to the Secretary Treasurer for the issuance of a Certificate of Consent.
5.	The property is assessed for maintenance in the Demers Drain, Catchment of Beaudry-Poitras Drain. The Clerk shall direct the Municipal Engineer to prepare a report to apportion the assessment for future maintenance of the severed and retained lands in relation to the respective drains to which each is located. The owner shall be responsible for the cost of the said report.
6.	The severed and retained lands shall be re-designated A2 in the West Nipissing Zoning by-law such that no dwelling may be constructed on either of the severed or retained lands.
7.	The conditions of Consent file C40/21 be met and Consent Granted.
8.	That a PIN consolidation for the severed lands and the lands created by C40/21 be filed in the land registry office.

**CARRIED**

**C40/21 - Application for Consent by Hans Tobler Jr. (Owner)**

A consent application made by Hans Tobler Jr. to create one (1) new lot and lot addition at 147 Beaudry Road, Verner. Part of Lots 1 & 2, Concession 3, Caldwell Township, Municipality of West Nipissing, District of Nipissing. (PIN No.(s) 49069-0062, 0543, 0059)

**RESOLUTION #2021/063**

Moved by: **Roger Gagnon**

Seconded by: **Denis Sénécal**

**CONDITIONS:**

1.	That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2.	Confirmation that all taxes are paid up to date.
3.	That all conditions be met on or before a date being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4.	That a Transfer/Deed of Land be submitted to the Secretary Treasurer for the issuance of a Certificate of Consent.
5.	The property is assessed for maintenance in the Beaudry-Poitras Drain. The Clerk shall direct the Municipal Engineer to prepare a report to apportion the assessment for future maintenance of the severed and retained lands in relation to the respective drains to which each is located. The owner shall be responsible for the cost of the said report.
6.	The severed and retained lands shall be re-designated A2 in the West Nipissing Zoning by-law such that no dwelling may be constructed on either of the severed or retained lands.
7.	The conditions of Consent file C38/21 be met and Consent Granted.
8.	That a PIN consolidation for the severed lands and the lands created by C38/21 be filed in the land registry office.

**CARRIED**

**C42/21 - Application for Consent by Denis and Rita Beaudry (Owners)**

A consent application made by Denis and Rita Beaudry to create one (1) new lot at 11038 Highway 17, Verner. E 1/2 of E 1/2 Part Lot 2, Concession 3, Caldwell Township, Municipality of West Nipissing, District of Nipissing.

**RESOLUTION #2021/064**

Moved by: **Roger Gagnon**

Seconded by: **Denis Sénécal**

**CONDITIONS:**

1.	That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2.	Confirmation that all taxes are paid up to date.
3.	That all conditions be met on or before a date being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4.	That a Transfer/Deed of Land be submitted to the Secretary Treasurer for the issuance of a Certificate of Consent.
5.	The property is assessed for maintenance in the Demers Drain, Beaudry-Poitras Drain. The Clerk shall direct the Municipal Engineer to prepare a report to apportion the assessment for future maintenance of the severed and retained lands in relation to the respective drains to which each is located. The owner shall be responsible for the cost of the said report.
6.	The severed and retained lands shall be re-designated A2 in the West Nipissing Zoning by-law such that no dwelling may be constructed on either of the severed or retained lands.

**CARRIED**

**C41/21 - Application for Consent by Rheal and Madeleine Beaudry (Owners)**

A consent application made by Rheal and Madeleine Beaudry to create one (1) new lot at 182 Quesnel Road, Sturgeon Falls. Part Lot 1, Concession B, Springer Township, Municipality of West Nipissing, District of Nipissing.

**RESOLUTION #2021/065**

Moved by: **Christopher Fisher**

Seconded by: **Roger Gagnon**

**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 taxes are paid up to date.
3.	That all conditions be met on or before a date being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4.	That a Transfer/Deed of Land be submitted to the Secretary Treasurer for the issuance of a Certificate of Consent.
5.	The property is located within the Watershed of Municipal Drains, namely the Duchesne Drain and Promenade du Lac Drain. the Municipal Clerk shall instruct the engineer to prepare a report pursuant to Section 65(1) of the Drainage Act to apportion the assessment for future maintenance. the Owner shall be solely responsible for the report. The report shall also satisfy Condition 5 for Consent file C22/21.



- |    |  |
|----|--|
| 6. | That any portion of the municipally maintained and travelled roadway(s) located on the subject property, including the retained portion, shall be surveyed, at the owner's cost, and transferred to the municipality as a condition of the within severance. |
|----|--|

**CARRIED**

**C43/21 - Application for Consent by Niko Toulouse and Pierre Seguin (Owners)**

A consent application made by Niko Toulouse and Pierre Seguin for an addition to a lot at Dovercourt Road, Sturgeon Falls. Part Lot 4, Concession 1, 36R14278 Part 6, Springer Township, Municipality of West Nipissing, District of Nipissing. (PIN 49079-1019)

**RESOLUTION #2021/066**

Moved by: **Denis Sénécal**

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 taxes are paid up to date.   |
| 3. | That all conditions be met on or before a date 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 for the severed lands in C43/21 and C44/21 and the lands to which they are added be registered in the Land Registry Office.   |

**CARRIED**

**C44/21 - Application for Consent by 2623822 Ontario Ltd. (Owners)**

A consent application made by 2623822 Ontario Ltd. for a lot addition at Dovercourt Road, Sturgeon Falls. Part Lot 4, Concession 1, Springer Township, Municipality of West Nipissing, District of Nipissing. (PIN 49079-1020)

**RESOLUTION #2021/067**

Moved by: **Denis Sénécal**

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 taxes are paid up to date.   |
| 3. | That all conditions be met on or before a date 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 all conditions of Consent File C43/21 are met and Consent granted.  |
| 6. | That a PIN Consolidation for the severed lands in C43/21 and C44/21 and the lands to which they are added be registered in the Land Registry Office.   |

**CARRIED**

**C45/21 - Application for Consent by Roch and Julie Ducharme (Owners)**

A consent application made by Roch and Julie Ducharme for a lot addition at 750 Burnt Lake Road, Sturgeon Falls. Part Lot 7, Concession 5, Springer Township, Municipality of West Nipissing, District of Nipissing.

**RESOLUTION #2021/068**

Moved by: **Roger Gagnon**

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 taxes are paid up to date.
3.	That all conditions be met on or before a date 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.	That a PIN consolidation for the severed lands and the lands to which it is being added be filed in the Land Registry Office.

**CARRIED**

**C46/21 - Application for Consent by Elvin Mopera, Cesar Arabejo, and Godofredo Camacho (Owners)**

A consent application made by Elvin Mopera, Cesar Arabejo, and Godofredo Camacho to add two (2) new lots at 786 Old Highway 17 Road, Verner. Part Lot 7, Concession 5, 36R13434 Parts 13 and 14, Kirkpatrick Township, Municipality of West Nipissing, District of Nipissing.

**RESOLUTION #2021/069**

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 taxes are paid up to date.
3.	That all conditions be met on or before a date 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.	That a PIN Consolidation for the severed (2) lands be registered with the Land Registry Office.

**CARRIED**

**C47/21 - Application for Consent by SVK Completions Solutions Inc. (Owners)**

A consent application made by SVK Completions Solutions Inc. to add two (2) new lots on Island B8, PCL 7047, Nipissing, E Pt Island B8, Loudon Township, Municipality of West Nipissing, District of Nipissing.

**RESOLUTION #2021/070**

Moved by: **Christopher Fisher**

Seconded by: **Roger Gagnon**

**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 taxes are paid up to date.
3.	That all conditions be met on or before a date 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.	Pursuant to the provisions Table 6.3, Note (e) of the West Nipissing. The owner shall obtain a Septic Review by the North Mattawa Conservation Authority which review shall address the type and size of septic installation appropriate for the subject property.

**CARRIED**

**MV2021-06 - Application for Minor Variance by Robert and Laurie Roeterink (Owners)**

A minor variance application made by Robert and Laurie Roeterink to reduce minimum front yard set-back from 18m to 9.7m in order to convert existing deck to enclosed sunroom at 89A South Shore Road, Field. PCL 19504, NIP, Pt lot 13, Con 2 Pt SR LOC TT-79, PCL 29190 Pt RD ALL Being Pt 7 36R11031, Field Township, Municipality West Nipissing.

**RESOLUTION #2021/071**

Moved by: **Christopher Fisher**

Seconded by: **Denis Sénécal**

**CARRIED**

**MV2021-07 - Application for Minor Variance by SVK Completions Solutions Inc. (Owner)**

A minor variance application made by SVK Completions Solutions Inc. to reduce minimum lot area from 1 ha to 0.80 ha in a Shoreline Residential Zone (SR). Island B8, PCL 7047, Nipissing, E Pt Island B8, Loudon Township, Municipality West Nipissing.

**RESOLUTION #2021/072**

Moved by: **Christopher Fisher**

Seconded by: **Roger Gagnon**

**CARRIED**

**Request for issuance of a Validation Certificate by Daniel and Rachel Michel**

**WHEREAS** it has been determined that the property located at 30 Dubeau Street, Verner is in in

violation of the *Planning Act* (Ontario) as a result of being held in common ownership prior to the *Planning Act* coming into force and effect on June 27, 1970;

**AND WHEREAS** Section 57 of the *Planning Act* authorizes the issuance of a Validation Certificate in order to correct certain violations of the *Planning Act* for parcels of land which are legally existing;

**BE IT RESOLVED THAT** Validation Certificate (s) be issued for Pin no.49070-0110, Parcel 16458, Nipissing, being Part Lot 8, Concession 4, Caldwell, being Part 2, Plan 36R-7776, Township of Caldwell, District of Nipissing, Municipality of West Nipissing;

**BE IT FURTHER RESOLVED THAT** the Committee of Adjustment for the Municipality of West Nipissing confirms that the lands meet the criteria for the issuance of a Certificate of Validation.

**RESOLUTION #2021/073**

Moved by: **Fernand Pellerin**

Seconded by: **Christopher Fisher**

**CARRIED**

**ADJOURNMENT**

**RESOLUTION #2021/074**

Moved By: **Christopher Fisher**

Seconded by: **Roger Gagnon**

**BE IT RESOLVED THAT** the West Nipissing Committee of Adjustment meeting be adjourned to September 13, 2021.

**CARRIED**

**MINUTES of the Municipal Accessibility Advisory Committee**  
**Virtual Meeting held on April 29<sup>th</sup>, 2021**

**PRESENT:** Sylvie Bélanger, Yvon Gauthier, Roberte Giroux, Céleste Auger Proulx, Brian Robert, Councillor Roland Larabie and Lynn Duhaime.

**ABSENT:** Rachel Gagnon

**CALL TO ORDER**

The meeting was call to order at 2:58pm.

**APPROVAL AND ADDITION TO THE AGENDA**

Moved by: Roberte Giroux

Seconded by: Yvon Gauthier

THAT the agenda be accepted as presented.

CARRIED

**APPROVAL OF THE MINUTES**

Moved by: Brian Robert

Seconded by: Celeste Auger Proulx

THAT the minutes of February 4<sup>th</sup>, 2021 be approved as presented.

CARRIED.

**NEW BUSINESS**

Budget Update – Councillor Larabie reported that a total of \$245,000 for accessibility project has been approved for this year:

\$125, 000 Town Hall

\$40,000 Recreation Centre

\$30,000 Verner Arena

\$20,000 Cache Bay Community Centre

\$30,000 Verner Municipal Building

The committee was very pleased that the municipality is moving forward with some of the projects that was identified in the AODA Maintenance Projects.

Awareness Day – Lynn reported that the communication department is able to help us promote the Awareness Day/Week. A copy of the participant guide “Understanding Accessibility Customer Services” and a copy of the different types of disabilities “hints and tips regarding

how to communicate with people with various types of disabilities were presented to the committee for comments. Sylvie mentioned that the information is very good but maybe we can look at putting a video or even a PowerPoint presentation instead because people might not stop and read the entire document.

Lynn will work with the communication department and see what they recommend and will share with the committee prior to putting it live on social media and the municipal website.

### **CORRESPONDANCE**

Enabling Accessibility Fund – Sylvie mentioned that more funding is coming out for accessibility so the municipality will be able to apply to help with the AODA projects.

Villa Aubin – Celeste mentioned that Villa Aubin had their grand opening of their new elevator; this is great NEWS.

Handicapped Parking Request - Brian mentioned that he was approach by a business owner requesting to have a handicapped parking space in front of his business. The request was sent to town hall so that the appropriate department can deal with it because of the special request.

Lynn explained that the request is different from just asking to be part of the traffic and parking by-law for handicapped parking. The business was asking to put a handicapped parking on the street NOT on private/business parking lot. The committee mentioned that it should not take that long for the town to reply to a request. Councillor Larabie said that he will look into it to make sure that we are aware of the proper procedure.

**NEXT MEETING** –Thursday, September 9<sup>th</sup>, 2021 @ 3pm

### **AJOURNMENT**

Moved by: Yvon Gauthier

Seconded by: Celeste Auger Proulx

THAT the meeting be adjourned.

Carried




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Sylvie Belanger, Chair

**The West Nipissing Public Library Board**  
**Le conseil de la bibliothèque publique de Nipissing Ouest**

**Regular Board Meeting Minutes**  
Thursday, June 10, 2021 at 4 p.m. via ZOOM

Present: S. Friedrich, S. Pilon, A. Langevin, D. Venne, S. Michaud

Staff: É. Keenan

**1. Call to order**

Meeting called to order by chair at 4:04 p.m.

**2. Approval of the agenda for regular Board Meeting of June 10 2021**

MOTION #21-42

MOVED BY S. Michaud

SECONDED BY S. Pilon that the agenda be approved as amended

14. d) Diversifying of the staff

CARRIED

**3. Declaration of any conflicts of interest**

None

**The Chair left the meeting at 4:07 p.m.**  
**The Vice-chair chaired the meeting in the interim**

**4. Approval of the minutes of the previous meeting:**

MOTION #21-43

MOVED BY S. Pilon

SECONDED BY S. Michaud that the minutes of the regular board meeting of May 13, 2021, be approved as presented

CARRIED

**5. Business arising from the minutes**

None

**6. Correspondence**

None



**7. Treasurer's Report**

MOTION #21-44

MOVED BY D. Venne

SECONDED BY S. Michaud that the expenditures for the month of May 2021 in the amount of \$12,216.66 for cheques #6541 to #6556 inclusive be approved and that fees and fines in the amount of \$331.75 be acknowledged

CARRIED

**8. Report of Board Members' Advocacy Activities**

None

**9. Branch Reports**

a) River Valley: Agreement

The School Board has not yet reviewed the agreement. They plan on doing so over the summer months.

**10. Report of the CEO:**

a) Monthly update

See attached.

b) COVID-19

There is no change to restrictions for Libraries during Step 1 of the reopening plan. Only in Step 2 are Libraries permitted to open to the public with restrictions.

The CEO suggested that the Library keep the current COVID hours of operation throughout the summer. This will also ensure adequate staff during scheduled vacations.

The CEO also suggested that the Board review the regular hours of operations for the branches come September.

MOTION #21-45

MOVED BY S. Friedrich

SECONDED BY D. Venne that the CEO's report be approved as presented

CARRIED

**The Chair returned to the meeting at 4:18 p.m.**

**11. Report of the Standing Committees**

None

## **12. Policy Review & Updates**

### **a) HR 12 – Attendance Management Policy**

Remove Section 7. *Modified Work Program*. The Board will discuss at next meeting whether it will become its own policy or Appendix.

Contact Municipality to see if *HR B – Functional Abilities Form* is still current

MOTION #21-46

MOVED BY S. Michaud

SECONDED BY S. Pilon that policy *HR 12 – Attendance Management Policy* be approved as amended

### **b) V 1 – Volunteer Policy (*Differed, awaiting info*)**

## **13. Review of Plans (i.e. Action Plan, Strategic Plan, etc)**

None

## **14. New Business**

### **a) CEO Performance Appraisal**

The CEO has not yet had a performance appraisal. The Chair along with the CEO will develop a template for a performance appraisal and present it to the Board at the September meeting.

### **b) Contacting the CEO**

The Chair suggested it may be a good idea for the CEO to have a business cell phone to ensure proper and fair communication. The CEO will speak to other CEO's and develop a policy for the September meeting.

### **c) Sentry Quote**

The CEO presented the quote received from Sentry. Only one quotation was presented at this time due to time constraints with a refurbished system being held at a discount price. The chair suggested that more quotations should be provided prior to approval as outlined in policy *F 1 - Purchasing*. The vice-chair disagreed and believe the Board should approve the purchase and take advantage of the savings with the refurbished unit. The Board and CEO will be more vigilant with the purchasing policy for all future purchases.

MOTION #21-47

MOVED BY S. Michaud

SECONDED BY D. Venne that the purchase for an Electromagnetic Security System from Sentry Custom Security not to exceed \$26,000 be approved.

4 Yes / 1 No

d) Diversifying the Staff

The Board discussed the topic of diversity in the workplace.

Going forward, all job postings will include a line on inclusivity to ensure that all members of the community feel welcome to apply.

**15. Date & Time of Next Meeting**

Thursday, September 9, 2021 at 4 p.m. via ZOOM

The Board will decide in September if following meetings will be conducted in-person or virtually.

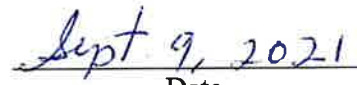
**16. Adjournment**

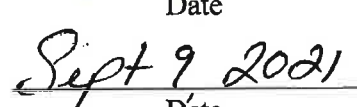
MOTION # 21-48

MOVED BY S. Michaud that the meeting be adjourned at 4:58 p.m.

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

**The West Nipissing Public Library Board  
Le conseil de la bibliothèque publique de Nipissing Ouest**

**Regular Board Meeting Minutes  
Thursday, September 9, 2021 at 4:00 p.m. via ZOOM**

**Present:** S. Friedrich, S. Pilon, A. Langevin, D. Venne, S. Michaud, C. Fisher

**Staff:** É. Keenan

**1. Call to order**

Meeting called to order by chair at 4:03 p.m.

**2. Approval of the agenda for regular Board Meeting of September 2021**

MOTION #21-49

MOVED BY S. Pilon

SECONDED BY S. Michaud that the agenda for the meeting of September 9, 2021 be approved as presented

**CARRIED**

**3. Welcome new Board member: Councillor Chris Fisher**

**4. Declaration of any conflicts of interest**

None

**5. Approval of the minutes of the previous meeting:**

MOTION #21-50

MOVED BY S. Pilon

SECONDED BY D. Venne that the minutes for the meeting of June 10, 2021, be approved as presented

**CARRIED**

**6. Business arising from the minutes**

**a) CEO Performance Appraisal**

The CEO will prepare copies for each Board member to pick up and to fill out. The Board was asked to return them in a sealed envelope to the Library by September 23<sup>rd</sup>. The chair will condense them into one document. The Board will meet without the CEO prior to the October 14<sup>th</sup> meeting at 3:00 p.m. to discuss.

b) Contacting the CEO

The CEO shared that she would prefer to have a work cell phone from the Library. Policies and pricing will be presented at the next meeting. C. Fisher will look into the cell phone policy for Municipal staff. A brief discussion took place on where the funds would be taken from for the remainder of the year.

**7. Correspondence**

None

**8. Treasurer's Report**

a) Approval of disbursements for the month of June 2021

MOTION #21-51

MOVED BY C. Fisher

SECONDED BY S. Michaud that the expenditures for the month of June 2021 in the amount of \$9,836.17 for cheques #6557 to #6565 inclusive be approved and that fees and fines in the amount of \$471.90 be acknowledged

CARRIED

b) Approval of disbursements for the month of July 2021

MOTION #21-52

MOVED BY S. Pilon

SECONDED BY D. Venne that the expenditures for the month of July 2021 in the amount of \$21,864.72 for cheques #6566 to #6574 inclusive be approved and that fees and fines in the amount of \$387.80 be acknowledged

CARRIED

c) Approval of disbursements for the month of August 2021

MOTION #21-53

MOVED BY S. Michaud

SECONDED BY C. Fisher that the expenditures for the month of August 2021 in the amount of \$5,398.58 for cheques #6575 to #6585 inclusive be approved and that fees and fines in the amount of \$445.00 be acknowledged

CARRIED

d) Financial Update

The Board reviewed the spreadsheets. The CEO mentioned that spending was on track. Some figures have not yet been received from the Municipality. The Miscellaneous line was over budget due to an unexpected license renewal. The Board will review the budget towards the end of the year.

**9. Report of Board Members' Advocacy Activities**

None

## **10. Branch Reports**

*See attached*

The Board discussed the ongoing issues with River Valley and suggested that priority should be given to the agreement renewal over the COVID-19 reopening. A copy of the expired agreement will be sent to all members. The CEO and the Board will make notes for possible changes, discuss and finalize a new agreement to present to the school board, in hopes of speeding up the process.

## **11. Report of the CEO:**

*See attached*

### **a) COVID-19**

Most COVID-19 protocols remain the same. The CEO mentioned that S. Friedrich had shown interest in a staff vaccination policy in a recent email. Members discussed the pros and cons of such policy. The CEO shared that not many Libraries had created policies mandating vaccines for staff yet. Those that did are Southern and Libraries in large cities. C. Fisher offered to look into Municipal policies regarding this matter. S. Friedrich voiced concern that not implementing such policy could open possibilities for future liabilities. The discussion will be brought back at the next meeting. The chair suggests that no hiring should take place until the Board make a final decision.

MOTION #21-53

MOVED BY S. Friedrich

SECONDED BY S. Pilon that the Library adopt a policy mandating all Employees to be fully vaccinated against COVID-19 following guidelines from the North Bay Parry Sound Health Unit

DEFEATED

3 YES / 3 NO

MOTION #21-55

MOVED BY C. Fisher

SECONDED BY S. Michaud that the CEO's report be approved as presented

CARRIED

## **12. Policy Review & Updates**

### **a) Section 7: Modified Work Program**

Previously included in *HR 12 – Attendance Management Policy*, this section will now become its own policy and will be named *HR 16 – Modified Work Program*.

### **b) HR 8 – Paid Holidays**

The National Day for Truth and Reconciliation has been declared a Federal statutory holiday, and will be observed for the first time on September 30<sup>th</sup> 2021. The Provincial government will not be recognizing it at this time. The Board has decided to follow policy *HR 8 – Paid Holidays, Section 1*, which states “...and any Holidays proclaimed by the Government of Canada or the Government of the Province of Ontario.”

MOTION #21-56

MOVED BY S. Pilon

SECONDED BY D. Venne that the National Day for Truth and Reconciliation be added to the list of holidays recognized by the Library in policy *HR 8 - Paid Holidays*

CARRIED

5 YES / 1 NO

c) HR B – Functional Abilities Form

As per stated by the Municipal Director of Corporate Services, this form is outdated and is no longer required. The CEO will remove this appendix make adjustments to policies referencing this form.

d) V 1 – Volunteer Policy

*Awaiting information, differed*

### 13. New Business

a) Hours of Operation & staffing

The Board hoped to return to normal hours of operation for the Sturgeon Falls branch. The CEO reminded them that hiring will need to take place for current vacancies before returning to the hours. C. Fisher suggested waiting another month to see how things progress with COVID and until the Board revisit the subject of employee vaccine mandate policy. Temporary hours are to remain in effect until the next meeting. The CEO suggested that a discussion about hours of operations in the branches take place at the next meeting as well.

### 14. Date & Time of Next Meeting

Thursday, October 14, 2021 at 4:00 p.m.

a) Discussion about next meeting: In-person vs. Virtual

A brief discussion of the options took place. It was decided that it was best to have the next meeting in October virtually and revisit the subject again at that time.

### 15. Adjournment

MOTION # 21-57

MOVED BY S. Pilon that the meeting be adjourned at 5:53 p.m.

  
Chair

  
Date

  
Secretary

  
Date



**Minutes of the Regular Meeting  
of the Board of Management of Au Château  
held by conference call  
on May 19, 2021 at 12:00 noon**

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<b>PRESENT: MEMBERS :</b>	Lise Senécal	Chair
	Ronald Demers	
	Yvon Duhaime	
	Jacques Dupuis	Administrator / Secretary
	Léo Malette	
	Catherine Neddow	Vice-Chair
	Nicole Janson	Recording Secretary
<b>REGRETS:</b>	Dan O'Mara	
	Joanne Savage	

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*Due to COVID-19, the meeting was held by conference call and presided by Administrator in the physical absence of the Chair.*

**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. 23

Moved by : Yvon Duhaime  
Seconded by : Léo Malette

**BE IT RESOLVED THAT** the Agenda of the Regular Meeting on May 19, 2021 be approved as presented at 12:00 noon.

**Carried**

**04. Adoption of Minutes**

Resolution No. 24

Moved by : Catherine Neddow  
Seconded by : Léo Malette

BE IT RESOLVED THAT the Minutes of the Regular Meeting held April 28, 2021 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. 25

Moved by : Ronald Demers  
Seconded by : Léo Malette

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

Carried

**b) French Language Report**

Administrator made the Board aware that every year a French Language Services Report is completed by answering a questionnaire on the services we provide and the staff performing such. Although the Home is "Identified" the Home meets all the requirements of "designated" except for the fact that not all internal documents are translated in French and all staff positions not a 'must' to be bilingual. Although being a francophone Home, and having some unilingual staff members, the Board was assured that when a resident requests a French speaking staff member, service is provided accordingly.

c) **LHIN's Declaration of Compliance – MSSA - CSS**

Board approval was required to authorize the Chair to sign the Declaration of Compliance and therefore the following resolution was passed:

Resolution No. 26

Moved by : Ronald Demers  
Seconded by : Catherine Neddow

BE IT RESOLVED THAT the Board authorizes the Chair to sign the Declaration of Compliance with respect to Au Château's Multi-Sector Service Accountability Agreement.

Carried

d) **Nursing Staffing Analysis – April 2021**

The Board was updated on the staffing report whereas when there was a shortage of PSW's it was compensated with Helping Hands and Plan A. He further informed the Board that PSW programs have been expedited due to the overall shortage but close monitoring will be performed during training to ensure continued quality of care is provided to residents.

e) **Ontario's Long-Term Care COVID-19 Commission Report**

Administrator highlighted key characteristics and areas where improvements have occurred due to the concerns and issues raised regarding long-term care homes during the pandemic. It was agreed that the Board take advantage of the window of opportunity. After discussion, it was recommended that a letter of acknowledgement be sent to the Ministry of Health, Long-Term Care on behalf of the Board.

f) **Letter from Municipality of Temagami**

Discussion was held regarding the Temagami matter and it was recommended that a letter be sent to the Temagami municipality expressing our disappointment and questioning on-going participation on the Board. It was further recommended that the Home also consult legal counsel and furthermore that a letter be sent to the Ministry of Health and other parties that would be involved.

**g) Strategic Plan – Future Planning Date.**

It was agreed that the June 16<sup>th</sup>, 2021 Board meeting be dedicated solely for discussion on the strategic plan.

**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. 27

Moved by : Yvon Duhaime

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. 28

Moved by : Léo Malette

Seconded by : Catherine Neddow

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

Carried

**07. In-Camera Session**

None

Carried

**08. Other Business / Information Items**

**a) Next Meeting**

The next meeting is scheduled for June 16<sup>th</sup>, 2021 at 12:00 noon.

**b) Information Items**

None provided.

**09. Adjournment**

Resolution No. 29

Moved by : Léo Malette  
Seconded by : Yvon Duhaime

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

Carried

Chair

Administrator / Secretary

**Minutes of the Regular Meeting  
of the Board of Management of Au Château  
held by conference call  
on June 16, 2021 at 12:00 noon**

---

PRESENT: MEMBERS :    Lise Sénécal                      Chair  
                                 Catherine Neddow       Vice-Chair  
                                 Ronald Demers  
                                 Yvon Duhaime  
                                 Jacques Dupuis       Administrator / Secretary  
                                 Léo Malette  
                                 Joanne Savage

REGRETS:                      Dan O'Mara

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*Due to COVID-19, the meeting was held by conference call and presided by Administrator in the physical absence of the Chair.*

**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. 30

Moved by        : Yvon Duhaime

Seconded by    : Léo Malette

BE IT RESOLVED THAT the Agenda of the Regular Meeting on June 16, 2021 be approved as presented at 12:05 pm.

Carried

**04. New Business:**

**a) Strategic Planning Session**

The purpose of the Strategic Planning session is to review the post plan in an effort to identify what needs to be updated and what new goals that the Board wish to set for the next five (5) years. Significant barriers have slowed down the process of redevelopment but it is important that we move forward to ensure a systematic approach to future planning. The Board has reviewed the mission, vision and core values and have determined that no changes were required. Significant discussions ensued regarding the strengths, weaknesses, opportunities and threats and many important points were documented. Finally, the Board brought forward four key strategic goals. The Administrator will prepare a draft plan for the Board to review at its next meeting.

**05. Other Business / Information Items**

**a) Next Meeting**

The next meeting is scheduled for September 15<sup>th</sup>, 2021 at 12:00 noon.

**06. Adjournment**

Resolution No. 31

Moved by : Catherine Neddow

Seconded by : Yvon Duhaime

BE IT RESOLVED THAT the meeting now adjourns at 1:25 pm.

Carried

Chair

Administrator / Secretary



## MINUTES OF PROCEEDINGS

### **REGULAR BOARD MEETING – JUNE 23, 2021** **Directly following the Community Services Committee**

#### **MEMBERS PRESENT:**

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

#### **STAFF ATTENDANCE:**

Catherine Matheson, CAO  
Marianne Zadra, Executive Coordinator and Communications  
Melanie Shaye, Director of Corporate Services  
David Plumstead – Manager Planning, Outcomes & Analytics  
Justin Avery, Manager of Finance  
Stacey Cyopeck, Director, Housing Programs  
Tracy Bethune, Acting Director, Housing Operations  
Lynn Demore-Pitre, Director, Children's Services  
Michelle Glabb, Director, Social Services and Employment  
Dawn Carlyle, Project Manager



### **1.1 CALL TO ORDER**

#### **Resolution No. 2021-55**

**Moved by:** Dan O'Mara

**Seconded by:** Dan Roveda

**Resolved THAT the Board of Directors accept the Roll Call as read by the Recording Secretary for the Regular Board meeting of June 23, 2021 at 1:04 PM.**

The regular Board Meeting was called to order at 1:04 PM by Chair Mark King.

***Carried.***

### **1.2 DECLARATION OF CONFLICTS OF INTEREST**

Amanda Smith declared a conflict with item 8.2 as her employer is noted in the report.

Dave Mendicino declared a conflict with item 8.2 as his partner's employer is noted in the report.

Bill Vrebosch declared a conflict with an in-camera item.

### **2.0 CHAIR'S REMARKS**

The Chair welcomed everyone. He spoke the presentation of the Community Safety and Wellbeing Plan, prepared by DNSSAB, at the City of North Bay's Community Services Committee. He acknowledged David Plumstead and Tyler Venable for their excellent work on the very thorough plan, which received unanimous support at the committee meeting. The report will be brought to council for approval in July.

The Chair mentioned an immunization clinic at the Edgewater housing units and commended staff for organizing the clinic where 83 people were vaccinated and 53 Covid-19 swabs were performed.

He informed members he has been elected to the NOSDA executive as Vice Chair and indicated this is a great opportunity for our organization to push for many items concerning the North.

He wished fellow members a restful summer following 14 months of hard work and reminded all of the critical need for increased affordable and geared to income housing, which will be prioritized when regular meetings resume in September.

### **3.0 ADOPTION OF THE AGENDA**

#### **Resolution No. 2021-56**

**Moved by:** Bill Vrebosch

**Seconded by:** Scott Robertson

**Resolved THAT the Board accepts the agenda as presented.**

***Carried.***

### **4.0 APPROVAL OF MINUTES**

#### **4.1 Resolution No. 2021-57-A**

**Moved by:** Dave Mendicino

**Seconded by:** Amanda Smith

**Resolved THAT the Board adopts the minutes of the proceedings of the Regular Board meeting of May 26, 2021.**

***Carried.***

#### **4.2 Resolution No. 2021-57-B**

**Moved by:** Terry Kelly

**Seconded by:** Jane Dumas

**Resolved THAT the Board adopt the minutes of the proceedings of the Finance and Administration Committee meeting of May 26, 2021.**

***Carried.***

#### **4.2 Resolution No. 2021-57-C**

**Moved by:** Chris Mayne

**Seconded by:** Mac Bain

**Resolved THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of May 26, 2021.**

***Carried.***

### **5.0 DELEGATIONS**

There were no delegations.

## **6.0 CAO VERBAL UPDATE**

### **Resolution No. 2021-58**

**Moved by:** Dan O'Mara

**Seconded by:** Dan Roveda

**Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Report for June 23, 2021.**

CAO Catherine Matheson updated the Board on the NOSDA AGM held the previous day. She talked about the resolutions passed related to northern issues, including mental health and addictions system capacity, the opioid crisis, the need for funding equity among DSSABs with emphasis on the need to continue service system management at the local level by DSSABs and municipalities particularly in the areas of child care, social services, and employment. In addition, there was emphasis on the support for the national child care plan, the need for simplification of the social services system, the need for non-urgent provincial funding as currently exists in southern Ontario and the need for system planning coordination around corrections and discharge to community. The CAO stated she would forward the resolutions to Board members.

The CAO informed the Board she is now serving on a national board (Housing Investment Corporation) that is a sector based financing institution. With the CMHC affordable housing innovation fund, the HIC supports non-profits and cooperatives with low-cost financing for affordable housing development.

The CAO updated the Board on vaccinations services at an encampment on Third Avenue earlier in the week. Many community partners were involved and DNSSAB supports the leadership of public health on this matter. In response to a request from the Chair, the CAO to addressed the issue of people being discharged from jail, sometimes into homelessness, indicating there are discussions underway both locally and through the NOSDA group as many DSSABs have had this issue.

***Carried.***

## **7.0 CONSENT AGENDA**

### **RESOLUTION: #2021-50**

**Moved by:** Scott Robertson

**Seconded by:** Dave Mendicino

**THAT the Board receives for information purposes Consent Agenda items 7.1 to 7.5.**

**7.1 HS30-21 2019 Annual Update - 10-Yr Plan** - an overview of the “2019 Annual Report Implementation Update: A Place to Call Home: Nipissing District 10-Year Housing and Homelessness Plan 2014-2024” attached as “Appendix A” (same title), for information purposes.

**7.2 HS31-21 CHPI/SSRF YE Report and Reconciliation** – an outline of how the Community Homelessness Prevention Initiative (CHPI) funding was used in 2020-21 as well as the additional pandemic related CHPI Social Services Relief Fund (SSRF) allocations, for information purposes.

**7.3 HS29-21 Low Barrier Shelter Usage Update** – an update on the LBS usage and is for information purposes.

[This item was pulled for further discussion.]

Housing Services Director Stacey Cyopeck reviewed the information provided in the briefing note, indicating the current statistics show an increase in Low Barrier Shelter usage since the beginning of June and that it is at capacity. Following comments about encampments in the city of North Bay, the CAO indicated that while Nipissing District has benefitted from provincial support, the pandemic has exposed the vulnerability of the homelessness system, and others including long term are homes. She acknowledged much has been done in response mode to keep people safe, adding upstream approaches are also being examined, such as systems tables improvements. Other members expressed that this is also a federal issue, and that a national program is needed. It was also noted that the Community Safety and Well-Being Plans offer a roadmap of sorts as to what is needed. Members asked that the North Bay plan be shared once passed at council and that other municipalities share their plans as well. It was also noted that the Community Safety and Well-Being Plans can be considered while developing DSSAB’s strategic plan.

**7.4 B10-21 AMO Virtual Conference 2021** – information regarding the Board delegations at the August 2021 AMO Conference.

**7.5 B11-21 New Business Model – Status Update** – an update that includes changes made as part of the new business model for information.

[This item was pulled for further discussion.]

Corporate Services Direction Melanie Shaye reviewed the contents of her report, noting the changes and advantages resulting from the co-location of DNSSAB and NDHC staff at City Hall.

***Carried.***

## **8.0 MANAGER’S REPORTS**

### **8.1 8.1 HS28-21 Sale of Cam's Place (AHP)**

**RESOLUTION: #2021-60**

**Moved by:** Chris Mayne

**Seconded by:** Mac Bain

**THAT the District of Nipissing Social Services Administration Board receive, for approval, report HS28-21 regarding the sale of the Canada-Ontario Affordable Housing Program (AHP) (2003) project located at 240 Kingsway Avenue, North Bay, known as Cam's Place.**

Stacey Cyopeck reviewed the report, adding that Community Living is a good proponent for this project, which will remain as it is currently operating until 2030. Once approved by the board, this will be brought to the ministry for approval.

***Carried.***

**8.2 HS33-21 Update on SSRF3**

**RESOLUTION: #2021-61**

[A conflict for Dave Mendicino and Amanda Smith, noted earlier, was reiterated.]

**Moved by:** Jane Dumas

**Seconded by:** Terry Kelly

**THAT the District of Nipissing Social Services Administration Board accepts Briefing Note HS33-21, an update on SSRF Phase 3 allocations, for information.**

Stacey Cyopeck noted that 11 applications for just over \$1M in funding were received by 10 community agencies. One applicant was ineligible due to timelines that would not be met by the deadline for expenditure.

***Carried***

**8.3 HS34-21 2021-2022 Reaching Home Funding Update**

**RESOLUTION: #2021-62**

**Moved by:** Dan Roveda

**Seconded by:** Scott Robertson

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) receive, for approval, the 2021-2022 Reaching Home Funding Update and RFP process, and;**

**THAT the Board delegates authority to the CAO to enter into contracts with the successful projects following the RFP evaluation process as set out in report HS34-21.**

Stacey Cyopeck reviewed the how the RFP for the additional allocation for Reaching Home funding would be designed, and that it would be issued over the summer. A sub-committee of the CAB will review the submissions in September and recommendations will be brought to the Board.

***Carried***

#### **8.4 In Camera**

**RESOLUTION: #2021-63**

**Moved by:** Chris Mayne

**Seconded by:** Amanda Smith

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) move in-camera at 1:56 PM to discuss matters of negotiation.**

***Carried***

**[In-camera minutes are filed separately.]**

#### **8.5 Adjourn In Camera**

**RESOLUTION: #2021-64**

**Moved by:** Dan Roveda

**Seconded by:** Scott Robertson

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) adjourns in-camera at 2:07 PM.**

***Carried***

#### **8.5 Adjourn In Camera**

**RESOLUTION: #2021-65**

**Moved by:** Dave Mendicino

**Seconded by:** Jane Dumas

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the direction/action agreed to in the in-camera session.**

#### **9. NEW BUSINESS**

There was no new business brought forward.

#### **10. NEXT MEETING DATE**

Wednesday, September 22, 2021

**11. ADJOURNMENT**

**Resolution No. 2021-66**

**Moved by:** Chris Mayne

**Seconded by:** Amanda Smith

**Resolved THAT the Board meeting be adjourned at 2:09 PM.**

***Carried.***

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MARK KING  
CHAIR OF THE BOARD

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CATHERINE MATHESON  
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator

District of Nipissing  
Social Services  
Administration Board



Conseil d'administration  
des services sociaux  
du district de Nipissing

## MINUTES OF PROCEEDINGS

### REGULAR BOARD MEETING – SEPTEMBER 22, 2021

Directly following the Finance and Administration Committee

#### **MEMBERS PRESENT:**

Councillor Terry Kelly (East Ferris)

**Councillor Mark King - Chair (North Bay)**

Councillor Dave Mendicino (North Bay)

Mayor Dan O'Mara (Temagami)

**Councillor Dan Roveda Vice Chair (West Nipissing)**

Councillor Bill Vrebosch (North Bay)

Mayor Dean Backer (East Nipissing)

Representative Amanda Smith (Unincorporated)

Councillor Mac Bain – (North Bay)

Councillor Chris Mayne (North Bay)

Mayor Jane Dumas (South Algonquin)

#### **REGRETS:**

Councillor Scott Robertson (North Bay)

#### **STAFF ATTENDANCE:**

Catherine Matheson, CAO

Marianne Zadra, Executive Coordinator and Communications

Melanie Shaye, Director of Corporate Services

David Plumstead – Manager Planning, Outcomes & Analytics

Justin Avery, Manager of Finance

Stacey Cyopeck, Director, Housing Programs

Tracy Bethune, Acting Director, Housing Operations

Lynn Demore-Pitre, Director, Children's Services

Michelle Glabb, Director, Social Services and Employment



Tyler Venable, Community Projects Planner

Dawn Carlyle, Project Manager

**1.1 CALL TO ORDER**

**Resolution No. 2021-67**

**Moved by:** Bill Vrebosch

**Seconded by:** Amanda Smith

**Resolved THAT the Board of Directors accept the Roll Call as read by the Recording Secretary for the Regular Board meeting of September 22, 2021 at 12:32 PM.**

The regular Board Meeting was called to order at 12:32 PM by Chair Mark King.

***Carried.***

**1.2 DECLARATION OF CONFLICTS OF INTEREST**

Bill Vrebosch declared a conflict with an in-camera item.

**2.0 CHAIR'S REMARKS**

The Chair welcomed everyone back from the summer break.

He spoke about the retirement of two long-time employees, Joanne Chirico and Pierre Guenette, and wished them well.

He reviewed what has happened with encampments (Jet Street) over the summer, how various organizations have worked together to find people shelter and connect them to services.

The Chair noted the NOSDA resolutions in the package which DNSSAB has been asked to endorse, including ones that speak to continued funding for Community Paramedicine and CHPI as a minimum threshold to support homelessness prevention initiatives.

He spoke about the upcoming budget and indicated another Finance and Administration meeting will be held in November with updated numbers.

The Chair informed the board about a presentation to the Rotary Club on the DNSSAB and its scope of services in early September.

He indicated DNSSAB will be closing its office on September 30<sup>th</sup>, to honour a Day of Truth and Reconciliation.

### **3.0 ADOPTION OF THE AGENDA**

#### **Resolution No. 2021-68**

**Moved by:** Dave Mendicino

**Seconded by:** Dan O'Mara

**Resolved THAT the Board accepts the agenda as presented.**

***Carried.***

### **4.0 APPROVAL OF MINUTES**

#### **4.1 Resolution No. 2021-69-A**

**Moved by:** Jane Dumas

**Seconded by:** Dan Roveda

**Resolved THAT the Board adopts the minutes of the proceedings of the Regular Board meeting of June 23, 2021.**

***Carried.***

#### **4.2 Resolution No. 2021-69-B**

**Moved by:** Jane Dumas

**Seconded by:** Dan Roveda

**Resolved THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of June 23, 2021.**

***Carried.***

### **5.0 DELEGATIONS**

**5.1 Anti-Stigma Campaign** – Developed by the NDHHP (CAB), Tawnia Healy, Community Health Promoter with the NBPSDHU and Glenn Peterson, Lived Expert presented a video and advertisements about this October campaign. "See the person" encourages people to disregard preconceptions people may have about those experiencing homelessness, and to treat everyone with the same regard. The series of videos and social media posts reflect the feelings the perspectives of people with lived experience of homelessness, and how stigma makes them feel inferior and further challenges their journey to housing and stability.

The Chair thanked the presenters.

**5.2 B17-21 Nipissing District Community Safety and Well-Being Plans** – Community Projects Planner Tyler Venable reviewed report B17-21 through a presentation. He reviewed the priority risks and strategy themes identified in the plans provided by District Municipalities, with the exception of West Nipissing, Bonfield and Temagami, whose plans were not yet submitted. There was discussion about how affordable housing is defined. Tyler indicated the province uses 80% of market rent to define affordable. There was discussion about how this will be enacted and who is responsible. The DNSSAB will incorporate some of the findings of the CSWB Plans into its strategic plan.

It was agreed that local MPs and MPPs will be sent a synopsis of the District plans on Board's behalf, indicating what is happening now and what the plans hope to change.

**5.3 HS46-21 Homelessness Landscape in the Nipissing District – Review of Current Programs, Services, Supports and Investments in the Homelessness Sector**

**Resolution No. 2021-70**

**Moved by:** Terry Kelly

**Seconded by:** Dan Roveda

WHEREAS the number of people experiencing homelessness (unsheltered and sheltered) in North Bay and the broader Nipissing District continues to rise, putting increased pressure on the emergency shelter and first response systems, and community social and health services; and

WHEREAS the homelessness situation was exacerbated with the COVID-19 pandemic which has further changed the landscape and conditions under which the Board was previously addressing homelessness and related issues;

THEREFORE BE IT RESOLVED that the Board accept the report "Homelessness Landscape in the Nipissing District" as described in HS46-21 and attached "A" (same title), which will then be followed by a Homelessness Action Plan in October.

Manager Planning, Outcomes & Analytics, David Plumstead reviewed the homelessness environment before 2019 and the changes that have happened after 2019. This information sets up the plan to be presented next month. The CAO stated the facts in this report are important to understand the landscape and next month's report about action going forward, especially since the Province has advised that new Social Services Relief funding will no longer be available. There was discussion about the need to work with community partners throughout the housing continuum and where funding might come from.

***Carried.***

**6.0 CAO VERBAL UPDATE**

**Resolution No. 2021-71**

**Moved by:** Dean Backer

**Seconded by:** Dan O'Mara

**Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Report for September 22, 2021.**

CAO Catherine Matheson updated the Board on the following items:

The Board will be hearing more about the Ontario Works modernization plan in upcoming meetings as the Province ramps up modernization in four regions between now and 2023. The City of Toronto and the North will be the last regions to get onboard. The Province has placed a temporary pause on the centralized intake for Ontario Works. Funding for 2022 won't be impacted by this. There will be further information on this in October.

The EMS business case for direct delivery is coming forward in November. Work continues on analysis, and conversations with contract agencies and unions.

***Carried.***

**7.0 CONSENT AGENDA**

**RESOLUTION: #2021-72**

**Moved by:** Jane Dumas

**Seconded by:** Terry Kelly

**THAT the Board receives for information or approval purposes Consent Agenda items 7.1 to 7.8.**

**7.1 B14-21 Pandemic Plan Update – for approval**

**THAT the District of Nipissing Social Services Administration Board accepts Briefing Note B14-21; COVID-19 Workplace Pandemic Plan Update, dated September 22, 2021; and**

**THAT the Board supports the approach of the updated Plan, which focuses on the continuation of services during the pandemic, with primary consideration for the health and safety of employees, clients and tenants.**

**7.2 HS42-21 Coordinated Access Update – Nipissing Counts 2021, By Name List, HIFIS 4.0 - Report HS42-21 provides and update on the implementation of Coordinated Access, By Name List, and HIFIS 4.0, as well as Nipissing Counts 2021 Homeless Enumeration, for information purposes.**

**7.3 HS43-21 Procurement in Emergencies – COVID Isolation Centre –** Report HS43-21 is provided for information, in accordance with the Board's Purchasing Policy #CORP-01, under the authority of the DNSSAB Procedural Bylaw 2020-01.

**7.4 HS39-21 Sale of Affordable Housing project located at 70 John Street, Sturgeon Falls -** Report HS39-21 outlines the details of the sale and early withdrawal of the Canada-Ontario Affordable Housing Program (AHP) (2003) project located at 70 John Street in Sturgeon Falls, and is provided for information purposes.

**7.5 EMS08-21 Response Time Standard 2022 Plan - for approval**

**THAT the District of Nipissing Social Services Administration Board approve the Response Time Standard (RTS) plan for calendar year 2022 for submission to the Minister of Health, as described in briefing note EMS08-21.**

**7.6 EMS09-21 Community Paramedicine: Joint Submission by AMO and OAPC –** EMS09-21 details for information a recent submission to the Minister of Health (MOH) and Minister of Long Term Care (MLTC) prepared by the Association of Municipalities of Ontario (AMO) and the Ontario Association of Paramedic Chiefs (OAPC). The submission focuses on Community Paramedicine programming across the Province.

**7.7 B18-21 National Day for Truth and Reconciliation -** Briefing Note B18-21 provides information for the Board on the National Day of Truth and Reconciliation and its observance by the District of Nipissing Social Services Administration Board (DNSSAB) staff.

**7.8 B20-21 NOSDA Resolutions – for approval**

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) agrees to endorse the attached Northern Ontario Service Deliverers Association (NOSDA) resolutions 2021-6 to 2021-17, as presented at their AGM.**

*Carried.*

## **8.0 MANAGER'S REPORTS**

**8.1 HS41-21 Native People of Nipissing Non-Profit Residential Development Corporation (NPON) Phase I End of Operating Agreement**

**RESOLUTION: #2021-73**

**Moved by:** Bill Vrebosch

**Seconded by:** Dan Roveda

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives for approval report HS41-21, regarding the End of Operating Agreement for the Native People of**

**Nipissing Non-Profit Residential Development Corporation (NPON) Phase I scattered units; and,**

**THAT the DNSSAB continue to fund the 15 Urban Native units through the COCHI Rent Supplement allocation from the 2021-22 and 2022-23 fiscal years.**

Housing Services Director Stacey Cyopeck reviewed the report, adding that DNSSAB is looking to continue its relationship and provide rent supplements to maintain urban Native priority units. Money has been set aside and future funds will be dispersed to keep these units on line.  
*Carried.*

## **8.2 In Camera**

### **RESOLUTION: #2021-74**

**Moved by:** Chris Mayne

**Seconded by:** Jane Dumas

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) move in-camera at 2:01 PM to discuss matters of negotiation and legal matters.**

*Carried*

**[In-camera minutes are filed separately.]**

## **8.5 Adjourn In Camera**

### **RESOLUTION: #2021-75**

**Moved by:** Dan O'Mara

**Seconded by:** Dan Roveda

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) adjourns in-camera at 2:22 PM.**

*Carried*

## **8.5 Adjourn In Camera**

### **RESOLUTION: #2021-76**

**Moved by:** Amanda Smith

**Seconded by:** Terry Kelly

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the direction/action agreed to in the in-camera session.**

## **9. NEW BUSINESS**

There was no new business brought forward.

**10. NEXT MEETING DATE**

Wednesday, October 27, 2021

**11. ADJOURNMENT**

**Resolution No. 2021-77**

**Moved by:** Chris Mayne

**Seconded by:** Dave Mendicino

**Resolved THAT the Board meeting be adjourned at 2:25 PM.**

***Carried.***

---

MARK KING  
CHAIR OF THE BOARD

---

CATHERINE MATHESON  
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



## MINUTES OF PROCEEDINGS

### FINANCE AND ADMINISTRATION COMMITTEE MEETING WEDNESDAY, SEPTEMBER 22, 2021 12:00 PM VIA ZOOM

#### **MEMBERS PRESENT:**

##### **Councillor Mark King - Chair (North Bay)**

Councillor Chris Mayne (North Bay)

Councillor Dave Mendicino (North Bay)

Mayor Dan O'Mara (Temagami)

Mayor Jane Dumas (South Algonquin)

##### **Councillor Dan Roveda - Vice Chair (West Nipissing)**

Councillor Mac Bain – (North Bay)

Councillor Bill Vrebosch (North Bay)

Mayor Dean Backer (East Nipissing)

Representative Amanda Smith (Unincorporated)

#### **REGRETS**

Councillor Scott Robertson (North Bay)

#### **STAFF ATTENDANCE:**

Catherine Matheson, CAO

Marianne Zadra, Executive Coordinator and Communications

Melanie Shaye, Director of Corporate Services

Michelle Glabb, Director of Social Services and Employment

Lynn Demore-Pitre, Director Children's Services

Stacey Cyopeck, Manager, Housing Programs

TracyAnn Bethune, Acting Manager, Housing Operations

Justin Avery, Manager of Finance

Dawn Carlyle, Project Manager



**CALL TO ORDER**

The Finance and Administration Committee was called to order at 12:01 PM by Chair Mark King.

**DECLARATION OF CONFLICTS OF INTEREST**

None were declared.

**CHAIR'S REMARKS**

The Chair welcomed everyone.

**ADOPTION OF THE AGENDA**

**RESOLUTION: FA #2021-09**

MOVED BY: Jane Dumas

SECONDED BY: Bill Vrebosch

**That the agenda for the Finance and Administration Committee is accepted as presented.**

*Carried.*

**DELEGATIONS – none at this time**

**CONSENT AGENDA**

**RESOLUTION: FA#2021-10**

MOVED BY: Chris Mayne

SECONDED BY: Terry Kelly

**THAT the Committee receives for information and approval purposes Consent Agenda items 5.1 to 5.3.**

**5.1 FA08-21 Budget Issues Report** provides the District of Nipissing Social Services Administration Board (DNSSAB) with a preliminary update on the issues that will impact the 2022 budget.

**5.2 FA09-21 Reserves Report**

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the reserves recommendations as outlined in briefing note FA09-21.**

The Chair asked Justin to review the report and he explained the various reserves.

---

**5.3 FA10-21 Q2 Financial Report** provides the District of Nipissing Social Services Administration Board (DNSSAB) with an update on the YTD financial performance of the organization relative to the budget set for the same period and the forecast to year-end.

***Carried.***

## **MANAGERS REPORTS**

### **6.1 EMS02-21 Ambulance Purchasing**

#### **RESOLUTION: FA #2021-11**

MOVED BY: Dave Mendicino

SECONDED BY: Dan Roveda

**THAT the Committee approve the establishment of a Sole Source Agreement with Demers-Braun-Crestline (DBC), and the expensing of dollars out of the budget year, as outlined in Briefing Note EMS07-21.**

EMS Chief Robert Smith explained the changes with the way ambulances are purchased and how this impacts the budget. The changes result in one provincially approved provider for ambulances, resulting in a request for sole-sourcing of the ambulances. The changes include a 30% deposit at the time of order and a lead time of up to 18 months. There was a question about the reasons for the increase and there was discussion about the impact of the pandemic on manufacturing. It was suggested other sources be examined in the event there's a possibility for out-of-province providers. Rob will come back with further information on this.

## **OTHER BUSINESS**

There was no other business.

## **NEXT MEETING DATE**

Wednesday, November 24, 2021

This meeting was added to the regular meeting calendar.

## **ADJOURNMENT**

#### **RESOLUTION FA#2021-12**

MOVED BY: Mac Bain

SECONDED BY: Dan O'Mara

***Resolved* That the Finance and Administration Committee meeting be adjourned at 12:18 PM.**

***Carried.***

---

MARK KING  
CHAIR OF THE BOARD

---

CATHERINE MATHESON  
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.

2021 /

OCTOBER 19, 2021

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** the accounts payables disbursement sheets for **JUNE** and **JULY 2021** be received.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
Ward 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

DEFERRED OR TABLED: \_\_\_\_\_

September 9, 2021

Council for the Municipality of West Nipissing  
c/o Melanie Ducharme, Municipal Clerk / Planner  
225 Holditch Street, Suite 101  
Sturgeon Falls, ON  
P2B 1T1

Dear Council for the Municipality of West Nipissing:

**Re: Closed meeting complaint**

My Office received complaints about a closed meeting held by council for the Municipality of West Nipissing (the "Municipality") on May 12, 2021. The complaints alleged that one of the topics discussed by council did not fit within the cited exception under the *Municipal Act, 2001* (the "Act").

I am writing to share the outcome of my Office's review.

**Ombudsman jurisdiction**

As of January 1, 2008, the Act gives anyone the right to request an investigation into whether a municipality has complied with the Act in closing a meeting to the public. Municipalities may appoint their own investigator. The Act designates the Ombudsman as the default investigator for municipalities that have not appointed their own. My Office is the closed meeting investigator for the Municipality of West Nipissing.

In reviewing closed meeting complaints, we consider whether the open meeting requirements of the Act and the municipality's governing procedures have been observed.

My Office has investigated hundreds of closed meetings since 2008. To assist municipal councils, staff, and the public, we have developed an online digest of open meeting cases. This searchable repository was created to provide easy access to the Ombudsman's decisions on, and interpretations of, the open meeting rules. Council members and staff can consult the digest to inform their discussions and decisions on whether certain matters can or should be discussed in closed session, as well as issues

related to open meeting procedures. Summaries of the Ombudsman's previous decisions can be found in the digest: [www.ombudsman.on.ca/digest](http://www.ombudsman.on.ca/digest).

## **Review**

My Office reviewed documentation related to the May 12, 2021 meeting, including the agenda, minutes, invoices and correspondence. We also spoke with the Municipality's Clerk about the meeting, listened to the audio recording and reviewed relevant portions of the Municipality's procedure by-law.

On May 12, 2021, council held a special closed meeting electronically. The meeting, conducted electronically using Zoom, commenced at 1:00 p.m. with all members of council in attendance.

Council passed resolution 2021/187 to go into closed session to discuss (i) payment of legal fees and (ii) a historical insurance claim, citing the "personal matters" and "litigation" exceptions under the Act. Those we spoke with confirmed that the "personal matters" exception applied to the first topic of discussion, while the "litigation" exception applied only to the second matter related to an insurance claim. The complaints received by my Office pertained only to the first topic.

My review found that council discussed whether the Municipality should pay certain legal fees, in the process referencing previous instances when legal fees had been incurred for a number of confidential matters. Council did not pass any resolutions pertaining to the payment of the legal fees or provide any direction to staff on the matter.

Following discussion of the second topic, council approved minutes from a previous closed session meeting and passed a resolution to rise from closed session at 1:48 p.m.

## ***Application of the "personal matters" exception***

The personal matters exception applies to discussions that reveal personal information about an identifiable individual. In order to qualify as personal information, it must be reasonable to expect that an individual could be identified if the information were disclosed publicly.<sup>1</sup>

The Act does not define "personal matters" for the purposes of the open meeting rules. When reviewing the parameters of the open meeting exceptions, my Office has often considered decisions of the Office of the Information and Privacy Commissioner (the

---

<sup>1</sup> *Ontario (Ministry of Correctional Services) v Goodis* [2008], OJ No 289 at para 69 [Goodis].

“IPC”). Although not binding on our Office, these cases can be informative. The IPC has found that information will only qualify as personal for the purposes of the Act if it pertains to an individual in their personal capacity, rather than their professional capacity.<sup>2</sup> Information about a person in their professional capacity may still qualify if it reveals something personal about the individual, such as information about job performance.<sup>3</sup>

As noted by the Ontario Superior Court of Justice in *Ontario (Ministry of Correctional Services) v. Goodis*, “if there is reasonable expectation that the individual can be identified from the information, then such information qualifies...as personal information.”<sup>4</sup>

My Office has found in past cases that discussion of indemnification for legal fees on its own does not fit any of the exceptions in the Act.<sup>5</sup> In this case, however, my review found that council’s discussion about legal fees, which identified why the legal advice had been sought and previous instances in which the municipality had incurred legal fees, revealed personal information about identifiable individuals as a matter of necessity.

Although all exceptions to the open meeting requirements should be interpreted narrowly and applied prudently, in this case the closed session discussions fit within the parameters of the “personal matters” exception.

## Conclusion

Our review indicates that council for the Municipality did not contravene the open meeting requirements on May 12, 2021 when discussing the payment of legal fees in closed session under the Act.

I would like to thank the Municipality for its co-operation during my review. The Clerk confirmed that this letter would be included as correspondence at an upcoming council meeting.

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<sup>2</sup> IPC Order MO-2204 and *Township of Russell*, 2014.

<sup>3</sup> *South Huron (Municipality of) (Re)*, 2015 ONOMBUD 6 at para 18, <<https://canlii.ca/t/gtp80>>.

<sup>4</sup> *Goodis*, *supra* note 5.

<sup>5</sup> Letter from Ombudsman of Ontario to the Town of Midland, (February 4, 2014), online: <https://www.ombudsman.on.ca/Files/sitemedia/Documents/Midland-closing-letter-July-22-mtg-final.pdf>; *Norfolk (County)*, 2016 ONOMBUD 7 at para 33, <<https://canlii.ca/t/h2sth>>; *Amherstburg (Town of)*, 2016 ONOMBUD 9 at para 77, <<https://canlii.ca/t/h2stm>>.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Dubé', with a stylized flourish at the end.

Paul Dubé  
Ombudsman of Ontario

CC: Melanie Ducharme, Municipal Clerk / Planner, Municipality of West Nipissing



Le 9 septembre 2021

Au Conseil de la Municipalité de Nipissing Ouest  
a/s Melanie Ducharme, Greffière / Planificatrice municipale  
225, rue Holditch, bureau 101  
Sturgeon Falls, ON  
P2B 1T1

Au Conseil de la Municipalité de Nipissing Ouest

**Objet : Plaintes sur une réunion à huis clos**

Mon Bureau a reçu des plaintes sur une réunion à huis clos tenue par le conseil de la Municipalité de Nipissing Ouest (la « Municipalité ») le 12 mai 2021. Les plaintes alléguaient que l'un des sujets discutés par le conseil ne relevait pas de l'exception citée en vertu de la *Loi de 2001 sur les municipalités* (la « Loi »).

Je vous écris pour vous informer des résultats de l'examen effectué par mon Bureau.

**Compétence de l'Ombudsman**

Depuis le 1<sup>er</sup> janvier 2008, la Loi accorde à quiconque le droit de demander une enquête visant à déterminer si une municipalité a respecté la Loi en se réunissant à huis clos. Les municipalités peuvent nommer leur propre enquêteur(euse). La Loi fait de l'Ombudsman l'enquêteur par défaut pour les municipalités qui n'ont pas désigné le leur. L'Ombudsman est l'enquêteur des réunions à huis clos pour la Municipalité de Nipissing Ouest.

Quand nous enquêtons sur les plaintes à propos de réunions à huis clos, nous cherchons à déterminer si les exigences de la Loi en matière de réunions publiques et les procédures de gouvernance de la municipalité ont été respectées.

Notre Bureau a enquêté sur des centaines de réunions à huis clos depuis 2008. Pour aider les conseils municipaux, le personnel municipal et le public, nous avons créé un recueil en ligne des cas de réunions publiques. Nous avons créé ce recueil

interrogeable en ligne pour permettre aux intéressé(e)s d'accéder facilement aux décisions de l'Ombudsman et à ses interprétations des règles des réunions publiques. Les membres du conseil et le personnel peuvent consulter ce recueil pour éclairer leurs discussions et leurs décisions afin de déterminer si certaines questions devraient ou pourraient être discutées à huis clos, ainsi que pour examiner les questions liées aux procédures des réunions publiques. Des résumés des décisions antérieures de l'Ombudsman sont consultables dans ce recueil à :

<https://www.ombudsman.on.ca/digest-fr/accueil>.

## **Examen**

Mon Bureau a examiné la documentation de la réunion tenue le 12 mai 2021, notamment l'ordre du jour, le procès-verbal, les factures et la correspondance. De plus, nous nous sommes entretenu(e)s avec la greffière municipale au sujet de la réunion, nous avons écouté l'enregistrement sonore de la réunion, et nous avons examiné les parties pertinentes du règlement de procédure de la Municipalité.

La réunion, qui s'est déroulée par voie électronique sur Zoom, a débuté à 13 h 00 et tous les membres du conseil étaient présent(e)s.

Le Conseil a adopté la résolution 2021/187 pour se retirer à huis clos afin de discuter (i) du paiement de frais juridiques et (ii) d'une réclamation d'assurance, en invoquant les exceptions des « renseignements privés » et des « litiges » prévues par la Loi. Les personnes à qui nous avons parlé ont confirmé que l'exception des « renseignements privés » s'appliquait au premier sujet de discussion, tandis que celle des « litiges » s'appliquait uniquement au deuxième sujet. Les plaintes reçues par mon Bureau ne portaient que sur le premier sujet.

Mon examen a montré que le conseil avait cherché à déterminer si la Municipalité devait payer certains frais juridiques, faisant alors référence à des cas antérieurs où des frais juridiques avaient été engagés pour un certain nombre de questions confidentielles. Le conseil n'a adopté aucune résolution concernant le paiement de frais juridiques, et n'a donné aucune directive au personnel à ce sujet.

Après avoir discuté du deuxième sujet, le conseil a approuvé le procès-verbal d'une réunion à huis clos précédente et il a adopté une résolution pour lever la séance à huis clos à 13 h 48.

## ***Application de l'exception des « renseignements privés »***

L'exception des renseignements privés s'applique aux discussions qui révèlent des renseignements privés au sujet d'une personne qui peut être identifiée. Pour qu'il

s'agisse de renseignements privés, il faut pouvoir raisonnablement s'attendre à ce qu'une personne puisse être identifiée si les renseignements étaient divulgués publiquement<sup>1</sup>.

La Loi ne définit pas les « renseignements privés » aux fins des règles des réunions publiques. Lorsque mon Bureau a examiné les paramètres des exceptions relatives aux réunions publiques, il a souvent tenu compte de décisions du Bureau du Commissaire à l'information et à la protection de la vie privée (CIPVP). Bien que ces cas ne soient pas contraignants pour mon Bureau, ils peuvent s'avérer instructifs. Le CIPVP a conclu que les renseignements ne sont considérés comme des renseignements privés aux fins de la Loi que s'ils se rapportent à quelqu'un à titre personnel, plutôt qu'à titre professionnel<sup>2</sup>. Les renseignements concernant une personne à titre professionnel peuvent néanmoins être qualifiés de renseignements privés s'ils révèlent quelque chose de personnel à propos de cette personne, par exemple des renseignements sur son rendement au travail<sup>3</sup>.

Comme l'a souligné la Cour supérieure de justice de l'Ontario dans *Ontario (Ministry of Correctional Services) v. Goodis*, « si l'on peut raisonnablement s'attendre à ce que la personne puisse être identifiée à partir des renseignements, alors ces renseignements sont considérés... comme des renseignements personnels »<sup>4</sup>.

Dans des cas antérieurs, mon Bureau a conclu qu'une discussion sur l'indemnisation de frais juridiques ne relevait, à elle seule, d'aucune des exceptions énoncées dans la Loi<sup>5</sup>. Dans le cas présent, toutefois, mon examen a conclu que la discussion du conseil sur les frais juridiques, qui incluait les raisons pour lesquelles des avis juridiques avaient été sollicités, et faisait référence à des cas antérieurs dans lesquels la Municipalité avait engagé des frais juridiques, a divulgué par nécessité des renseignements privés concernant des personnes qui pouvaient être identifiées.

Bien que toutes les exceptions aux exigences des réunions publiques doivent être interprétées de façon restrictive et appliquées avec prudence, dans ce cas les discussions à huis clos relevaient des paramètres de l'exception des « renseignements privés ».

<sup>1</sup> *Ontario (Ministry of Correctional Services) v Goodis* [2008], OJ No 289 au paragraphe 69 [Goodis].

<sup>2</sup> IPC Order MO-2204 and *Township of Russell*, 2014.

<sup>3</sup> *South Huron (Municipalité de) (Re)*, 2015 ONOMBUD 6 au paragraphe 18, <<https://canlii.ca/t/gtp80>>.

<sup>4</sup> Goodis, *supra* note 5.

<sup>5</sup> Lettre de l'Ombudsman de l'Ontario à la Ville de Midland, (4 février 2014), en ligne : <https://www.ombudsman.on.ca/ressources/rapports-et-cas-selectionnes/reunions-municipales/2014/ville-de-midland>; *Norfolk (Comté de)*, 2016 ONOMBUD 7 au paragraphe 33, <<https://canlii.ca/t/h2sth>>; *Amherstburg (Ville de)*, 2016 ONOMBUD 9 au paragraphe 77, <<https://canlii.ca/t/h2stn>>.

## Conclusion

Notre examen indique que le conseil de la Municipalité n'a pas enfreint les exigences des réunions publiques le 12 mai 2021 quand il a discuté à huis clos du paiement de frais juridiques en vertu de la Loi.

Je tiens à remercier la Municipalité de sa coopération au cours de mon examen. La greffière a confirmé que cette lettre serait incluse à titre de correspondance lors d'une prochaine réunion du conseil.

Cordialement,



Paul Dubé  
Ombudsman de l'Ontario

C.c. : Melanie Ducharme, Greffière / Planificatrice municipale, Municipalité de Nipissing Ouest



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

## NOTICE OF MOTION FORM

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

Member of Council:

YVON DUMAIS  
(print name)

Hereby files a **NOTICE OF MOTION** to be included on the Agenda for the meeting of Council, which is scheduled to be held on:

NOV 2 / 21  
(enter date)

SUBJECT:

PURCHASE OF LAND RE BOB GUINETTE

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member of Council:

[Signature]  
(signature)

### FOR CLERK'S OFFICE USE ONLY:

Date received:

October 29/2021

Time received:

1:30 pm

Entered in Council Agenda for meeting date of:

November 2/2021

[Signature]

ON JULY 13TH COUNCIL  
MADE A DECISION TO SELL  
A SMALL PIECE OF LAND  
TO MR BOB GUENETTE


MR. BOB GUENETTE SHARED  
COPIES OF:

THE PURCHASE OF SALE SIGNED  
FOR THE LOT AGREED UPON  
MINUTES FROM JULY 13TH.  
SHOWING AGREEMENT OF THE  
COUNCIL VOTE (7-1)  
AND A LETTER FROM CLERK  
ACKNOWLEDGING ACCEPTANCE  
OF COUNCIL

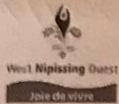
→ COUNCIL MEETING OF OCT 19  
COUNCIL REVERSED THEIR DECISION  
OF JULY 13TH MEETING

IN SEEKING TO DISCUSS  
REGARDING PROCEDURE  
FOR RECONSIDERATION OF THE  
INITIAL DECISION

MOTION TO RECONSIDER

  
OCT. 29 2021





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

## NOTICE OF MOTION FORM

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

Member of Council:

Mayor Joanne Savage  
(print name)

Hereby files a **NOTICE OF MOTION** to be included on the Agenda for the meeting of Council, which is scheduled to be held on:

November 2, 2021  
(enter date)

SUBJECT:

"Discussions between CAO and Mayor."

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

Whereas By-Law 2019/94 is to govern the proceedings of Municipal Council

Whereas Section 8.5 of By-Law 2019/94 indicates 'CAO and Mayor shall meet weekly to discuss up-coming agendas'

Whereas the objective of these discussions are for updates and to prioritize operational and Council needs

Member of Council:

Joanne Savage  
(signature)

See Reverse →

### FOR CLERK'S OFFICE USE ONLY:

Date received:	
Time received:	
Entered in Council Agenda for meeting date of:	



Whereas section 8.5 was added to By-Law 2019/94  
by this Council

Whereas both, the CAO job description and  
procedural By-Law 2019/94, indicates meeting and  
discussing with Mayor is an expectation

Whereas COVID-19 prohibited in person meetings  
but not discussions

Whereas an email dated October 21st 2021 issued  
by CAO and also shared publicly indicated  
" I will NOT be speaking to you "

Whereas as Mayor discussions are vital  
to I as ~~an~~ with any other Members of Council  
to fulfill our duties as elected officials

Therefore I am seeking Council's direction  
and to find out if Council wants to amend  
both Section 8.5 of By-Law 2019/94 and CAO's  
job description

Joanne Long.



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

Resolution No.

2021 /

NOVEMBER 2, 2021

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** at the October 19<sup>th</sup> meeting, Council recommended not to proceed with the annual Seniors' Christmas Supper given the current restrictions for indoor gatherings due to the ongoing COVID pandemic;

**AND WHEREAS** Council recommended to transfer the budgeted funds allocated for the 2021 Seniors' Christmas Supper to a reserve; to be used for a future event once gathering restrictions have been lifted by the Province;

**BE IT THEREFORE RESOLVED THAT** Council authorizes the transfer of \$7,200 from the 2021 Budget to a **Dedicated Reserve** for a future event.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
WARD 7 (vacant)		
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.

2021 /

NOVEMBER 2, 2021

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 3, 2021, starting at 6:30 PM :

- 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		
WARD 7 (vacant)		
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.

2021 /

NOVEMBER 2, 2021

Moved by / *Proposé par* :

« **Councillor Y. Duhaime** »

Seconded by / *Appuyé par* :

« **Councillor R. Larabie** »

**BE IT RESOLVED THAT** the Mayor and Municipal Clerk be authorized to sign a Mutual Agreement Drain under Sections 2 and 65 of the *Drainage Act* with RAYMOND PELLERIN.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Chris		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
WARD 7 ( <i>vacant</i> )		
SENECAL, Denis		
SENECAL, Lise		
SAVAGE, Joanne (MAYOR)		

Carried: « **Mayor Joanne Savage** »

Defeated: \_\_\_\_\_

Deferred or tabled: \_\_\_\_\_

## MUTUAL AGREEMENT DRAIN

AGREEMENT made in duplicate this      day of September, 2021;

BETWEEN:

### THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Hereinafter referred to as the "Party of the First Part"

- and -

### RAYMOND PELLERIN

Hereinafter referred to as the "Party of the Second Part"

**THIS AGREEMENT** is made under the authority of Section 2 of the Drainage Act, R.S.O. 1990;

**WHEREAS** the party of the Second part desires to obtain an outlet for a tile drainage system on the property known as Parcel 6161, Nipissing, E ½ Lot 8 , Con 3, former Geographic Township of Kirkpatrick, now Municipality of West Nipissing:

**AND WHEREAS** it is necessary to construct the outlet on the property of the party of the First Part and the party of the First part and the Party of the Second part do hereby agree that the work shall be constructed, repaired and maintained according to the following conditions:

1. The properties affected by this drainage agreement are described as follows
  - (a) Road ditches along North & South Road  
  
Being the property of the Part of the Party of the first Part
  - (b) Parcel 6161, Nipissing, E ½ Lot 8, Concession 3, Kirkpatrick  
Municipality of West Nipissing, District of Nipissing  
  
being the property of the Party of the Second Part.
2. The drainage system leaves the Party of the Second Part's property and is proposed to outlet at the roadside ditch named in paragraph 1(a) above:
3. The Drain on the property of the Part of the First part shall be constructed of or consists of a \_\_\_\_inch corrugated pipe;
4. The party of the Second Part, his/her employees and workman may enter on and may construct the drain on the property of the First Part within six (6)months of the date of this agreement;

5. The Party of the First Part shall not be liable for any damages to the drain provided that the Party of the First Part exercises reasonable care;
6. The Party of the First part shall not be responsible for maintaining the ditch at the outlet at a depth that will ensure free flow of the water away from the Drain. The Part of the First Part will not obstruct the flow from the drain by filling in the ditch or by placing obstructions;
7. On reasonable notice, in writing to the Party of the First Part, the Party of the Second Part may have reasonable access to the property of the Party of the First Part to repair or maintain the drain. The Party of the First Part shall allow access for repairs, maintenance or inspection of the drain within one week of the Party of the Second Part giving notice;
8. The entire cost of the construction, repair and maintenance of the drain shall be borne by and paid for by the Party of the Second Part.
9. This agreement herein contained when executed by the Parties hereto shall be registered in the property Land Registry Office and any costs shall be borne by the Party of the Second Part. The provisions herein contained shall enure to the benefit of and be binding upon the parties hereto.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals this  
day of September, 2021.

THE CORPORATION OF THE MUNICIPALITY  
OF WEST NIPISSING

Per: \_\_\_\_\_  
Joanne Savage (Mayor)

Per: \_\_\_\_\_  
Melanie Ducharme (Clerk)

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
RAYMOND PELLERIN





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

Resolution No.

2021 /

NOVEMBER 2, 2021

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** at the meeting held on November 2, 2021, Council received a request from Real Foucault, on behalf of himself, Jean Seguin and Chantal Wynn, seeking authorization for an exemption of the municipal No Cut Policy no. 2009/268 in order to proceed with the installation of natural gas services to their homes located Fort Road and Concord Road, in Sturgeon Falls;

**BE IT RESOLVED THAT** Council authorizes a one-time exemption of the Municipality of West Nipissing No Cut Policy no. 2009/268, in order to proceed with the installation of natural gas services at the following locations in Sturgeon Falls :

- 274 Fort Road ... for Real Foucault
- 29 Concord Road ... for Jean Seguin
- 18 Concord Road ... for Chantal Wynn

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
WARD 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

DEFERRED OR TABLED: \_\_\_\_\_

RECEIVED

OCT 22 2021

Real Foucault  
274 Fort Road  
Sturgeon Falls, Ontario  
Cell: 705-471-3210  
[realfbrandon@gmail.com](mailto:realfbrandon@gmail.com)  
[jean@seguintrucking.com](mailto:jean@seguintrucking.com)

October 20, 2021

RE: Request for a 1 time exemption on the 5 year no cut asphalt policy  
Implemented In West Nipissing RE: **FORT RD**

RE: **NATURAL GAS SERVICE**

To West Nipissing Council and whom it may concern,

We are 3 Residents on Fort Road /Concord Road in the same neighborhood all desperately in need of natural gas.

274 Fort Road (Real Foucault)

29 Concord Road (Jean Seguin).

18 Concord Road (Chantal Wynn)

After speaking with Kim Vester from Enbridge has stated that approval from the city council was needed to bring the gas main to our residences.

A 1 time exemption to the no cut policy so we can complete our projects for the new home construction.

Sincerely,

Real Foucault

Jean Seguin

Chantal Wynn

**Fort and Concord Road Residents**





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

## **BY-LAW 2021/81**

### **BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETING HELD ON THE 2nd DAY OF NOVEMBER, 2021**

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**WHEREAS** the Municipality of West Nipissing deems it desirable to confirm the proceedings of Council at its meeting held on the 2nd day of NOVEMBER 2021, and each motion, resolution and other action passed and taken by the Council at its said meeting, is except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

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

**ENACTED AND PASSED THIS 2nd DAY OF NOVEMBER 2021 AS WITNESSED BY THE SEAL OF  
THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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JOANNE SAVAGE  
MAYOR

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MELANIE DUCHARME  
CLERK