

**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**

C-1 Municipal Vaccination Policy (*Presenter: Dave Lewington*)

C-2 Receipt of Petition re: Cache Bay Trailer Park Eviction (*separate document*)

**REGULAR COUNCIL / SÉANCE RÉGULIÈRE**

**D) Planning / Planification**

D-1 By-Law **2022/01** to amend the Zoning By-Law for 12 Principale St, Verner (Andre Coutu)

D-2 Resolution to grant draft Plan Subdivision Approval (Deer Lake Road)

D-3 By-Law **2022/02** to acquire lands from 2569189 Ontario Ltd. for municipal purposes

D-5 By-Law **2022/03** to Amend the Zoning By-Law for 12051A Highway 17 (Burrows Livestock Auction)

D-6 By-Law **2022/04** to Amend the Zoning By-law for Vacant Land, Domina Cres. (C. Beauparlant)

**E) New Business / Affaires nouvelles**

E-1 By-Law **2022/05** to authorize a voting method for the 2022 municipal elections

E-2 Approval of Vaccination Policy

E-3 Award quotation for purchase of a loader (PW)

E-4 Award tender for Replacement of dehumidifier at WN Community & Recreational Complex

E-5 Authorization for Mayor and CAO to sign winter maintenance agreements for private roads

E-6 Declare Cache Bay municipal vacant land as surplus for the disposition

E-7 By-Law **2022/06** to authorize the sale of land in the Town of Cache Bay

E-8 Award tender for Engineering Design re: Rehabilitation of Champlain Bridge

E-9 By-Law **2022/07** to accept, assume and dedicate lands for public highway (Lafrenière Rd)

E-10 By-Law **2022/08** to accept, assume and dedicate lands for public highway (Lac Clair Rd)

E-11 By-Law **2022/09** to accept, assume and dedicate lands for public highway (Deer Lake Road)

E-12 Authorize to sign a Mutual Agreement Drain with R. Pellerin (North & South Rd)

E-13 Authorization to transfer Seniors' Supper funds to reserve for 2022 event

E-14 By-Law **2022/10** to authorize the Mayor & CAO to sign a housing agreement with DNSSAB

E-15 Award of RFP re: Engineering Services for Rehabilitation of John St.

E-16 Award of tender for Accessibility (OADA) Upgrades to various municipal buildings

E-17 By-law **2022/11** to authorize borrowing to meet current expenditures

E-18 By-Law 2022/12 to authorize levying of interim tax installments;

## COMMITTEE OF THE WHOLE / COMITÉ PLÉNIER

### F-1) Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique

- H-3(a) Request to amend the Off-Road Vehicle By-Law (*R. Brouillette*)
- H-3(b) No Wake Zone at Lavigne Bridge (*D. Sénécal*)
- H-3(c) COVID-19 Update (*verbal*)

### F-2) Community Services / Services communautaires

- H-5(a) Capital Update (*verbal*)
- H-5(b) Cache Bay Trailer Park (camper e-mails)

### F-3) Public Works / Travaux publics

- H-6(a) Capital Update (*verbal*)
- H-6(b) Request for Snow Removal and Sanding (2021-2022 season) - Royal Canadian Legion

### F-4) Sewer and Water / Les égouts et l'eau

- H-7(a) Update re: Water Filling / Dumping Stations (Verner arena, SF Goulard Park)

## REGULAR COUNCIL / SÉANCE RÉGULIÈRE

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

- G-1 September 7<sup>th</sup>, 2021 Council minutes
- G-2 September 21<sup>st</sup>, 2021 Council minutes
- G-3 October 5<sup>th</sup>, 2021 Council minutes
- G-4 October 19<sup>th</sup>, 2021 Council minutes
- G-5 November 2<sup>nd</sup>, 2021 Council minutes
- G-6 Adopt the minutes of the Planning Advisory Committee meeting of July 12, 2021
- G-7 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 and September 22, 2021;
- G-8 Receive the **JUNE** and **JULY 2021** Disbursement Reports
- G-9 Receive 3<sup>rd</sup> Quarter – Variance Financial Report
- G-10 Correspondence: Office of the Ombudsman re: Closed Meeting Complaint
- G-11 Correspondence: Integrity Commissioner Report re: Complaint #21-06

### H) Unfinished business / Affaires en marche

### I) Notice of Motion / Avis de motion

- I-1 Discussions between Mayor and CAO (*J. Savage*)

I-1 Purchase of Land re: B. Guenette ([Y. Duhaime](#))

J) **New Business / Affaires nouvelles**

K) **Addendum / Addenda**

L) **Information, Questions & Mayor's Report / Information, questions et rapport du Maire**

L-1 Mayor's Report

M) **Adjournment / Ajournement**

M-1 Resolution to adopt By-law **2022/013** confirming proceedings of meeting

M-2 Resolution to adjourn the meeting



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

Resolution No.

2022 /

JANUARY 4, 2022

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 January 4, 2022 in order to address matters impacting municipal operations and residents of the municipality;

**BE IT THEREFORE RESOLVED THAT** the order of the January 4, 2022, be amended;

**BE IT FURTHER RESOLVED THAT** the Agenda for the meeting of Council held on January 4, 2022 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: \_\_\_\_\_



## REQUEST FOR DELEGATION / WRITTEN SUBMISSIONS

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

### PLEASE PRINT CLEARLY:

Council Meeting Date: **Nov 16, 2021**

Subject: Vaccination policy

Name: Dave Lewington

Address: 10781 hwy 64 Lavigne P0H 1R0

Phone: Home: 705 492 1448

Business / Cell:

Fax:

E-Mail: dlewie78@gmail.com

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

Dave Lewington

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

Discussion of the merits of the proposed vaccination policy, and issues that were not discussed or considered by council when the draft policy was contemplated at the Nov 2nd meeting.

Presentation Requirements:

☐ Easel

☐ Projection Equipment

☐ Other:

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

**Submit your completed form to:**

Municipal Clerk (delegate)  
Municipality of West Nipissing  
101 – 225 Holditch Street  
Sturgeon Falls, ON P2B 1T1

e-mail: [mducharme@westnipissing.ca](mailto:mducharme@westnipissing.ca) or [jdupuis@westnipissing.ca](mailto:jdupuis@westnipissing.ca)

Tel: 705-753-2250 • Fax: 705-753-3950

**Visit ... [www.westnipissingquest.ca](http://www.westnipissingquest.ca)**



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

Resolution No.

**2022/**

**JANUARY 4, 2022**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-law **2022/01**, 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 2022/01**

**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 4<sup>th</sup> DAY OF JANUARY, 2022 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. 2022/01 PASSED THIS DAY  
4th OF January, 2022.

JOANNE SAVAGE, MAYOR



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

Resolution No.

2022/

JANUARY 4, 2022

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.

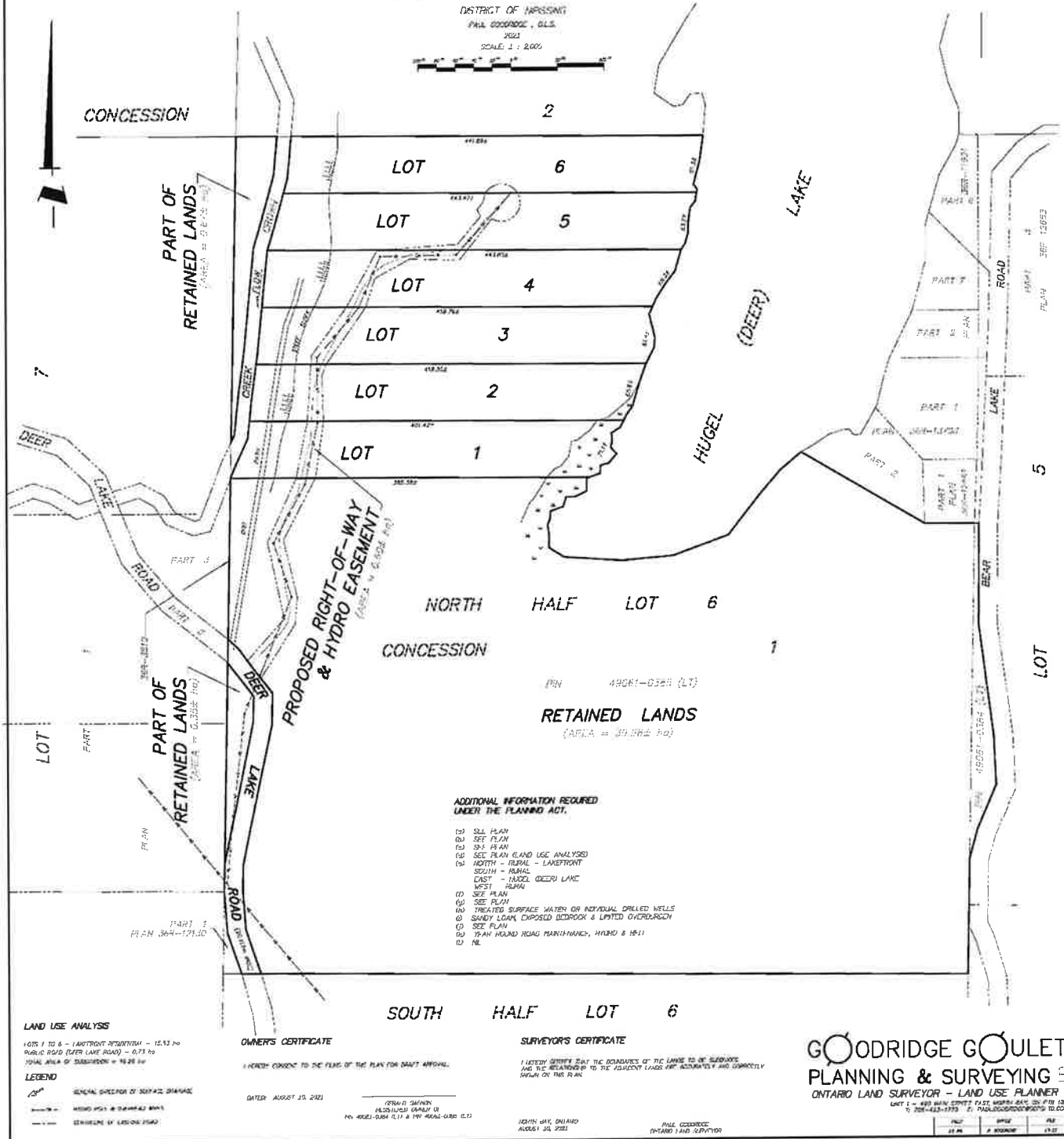


DRAFT PLAN OF SUBDIVISION OF  
PART OF LOT 6, CONCESSION 1  
GEOGRAPHIC TOWNSHIP OF HUGEL  
MUNICIPALITY OF WEST NIPISSING

DISTRICT OF NIPISSING  
PAUL GOODRIDGE, O.L.S.

2021  
SCALE 1 : 2000

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



ADDITIONAL INFORMATION REQUIRED  
UNDER THE PLANNING ACT.

- (a) S.U. PLAN
- (b) SEE PLAN
- (c) S.U. PLAN
- (d) SEE PLAN (LAND USE ANALYSIS)
- (e) NORTH - RURAL - LAKEFRONT
- (f) SOUTH - RURAL
- (g) EAST - HUGEL DEER LAKE
- (h) WEST - RURAL
- (i) SEE PLAN
- (j) SEE PLAN
- (k) TREATED SURFACE WATER OR INDIVIDUAL DRILLED WELLS
- (l) SANDY LOAM, EXPOSED BEDROCK & LIMITED OVERLAP
- (m) SEE PLAN
- (n) TRAIL ROUND ROAD MAINTENANCE, HYDRO & S&P
- (o) N/A

LAND USE ANALYSIS

LOT 1 TO 6 - LAKEFRONT RESIDENTIAL - 12.53 ha  
RURAL ROAD (DEER LAKE ROAD) - 0.71 ha  
TOTAL AREA OF SUBDIVISION - 13.24 ha

LEGEND

- GENERAL DIRECTION OF SURFACE DRAINAGE
- WETLAND AREAS & SHADY WATERS
- BOUNDARY OF SUBDIVISION

OWNER'S CERTIFICATE

I HEREBY CONSENT TO THE FILING OF THIS PLAN FOR DRAFT APPROVAL.

DATE: AUGUST 25, 2021

STANLEY GARDNER  
1425/1426 GARDY ST  
N.W. 40001-0001 (L1) & 191 40001-0001 (L2)

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LOTS TO BE SUBDIVIDED  
AND THE RELATIONS OF THE ADJACENT LOTS ARE ACCURATELY AND CORRECTLY  
SHOWN ON THIS PLAN.

NORTH BY, ONWARD  
AUGUST 25, 2021

PAUL GOODRIDGE  
ONTARIO LAND SURVEYOR

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

UNIT 1 - 400 MAIN STREET, SUITE 100, MARKHAM, ONT. L3R 9V2  
T: 705-473-1973 F: 705-473-1974

FILED  
25 AUG  
2021



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

##### **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 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.

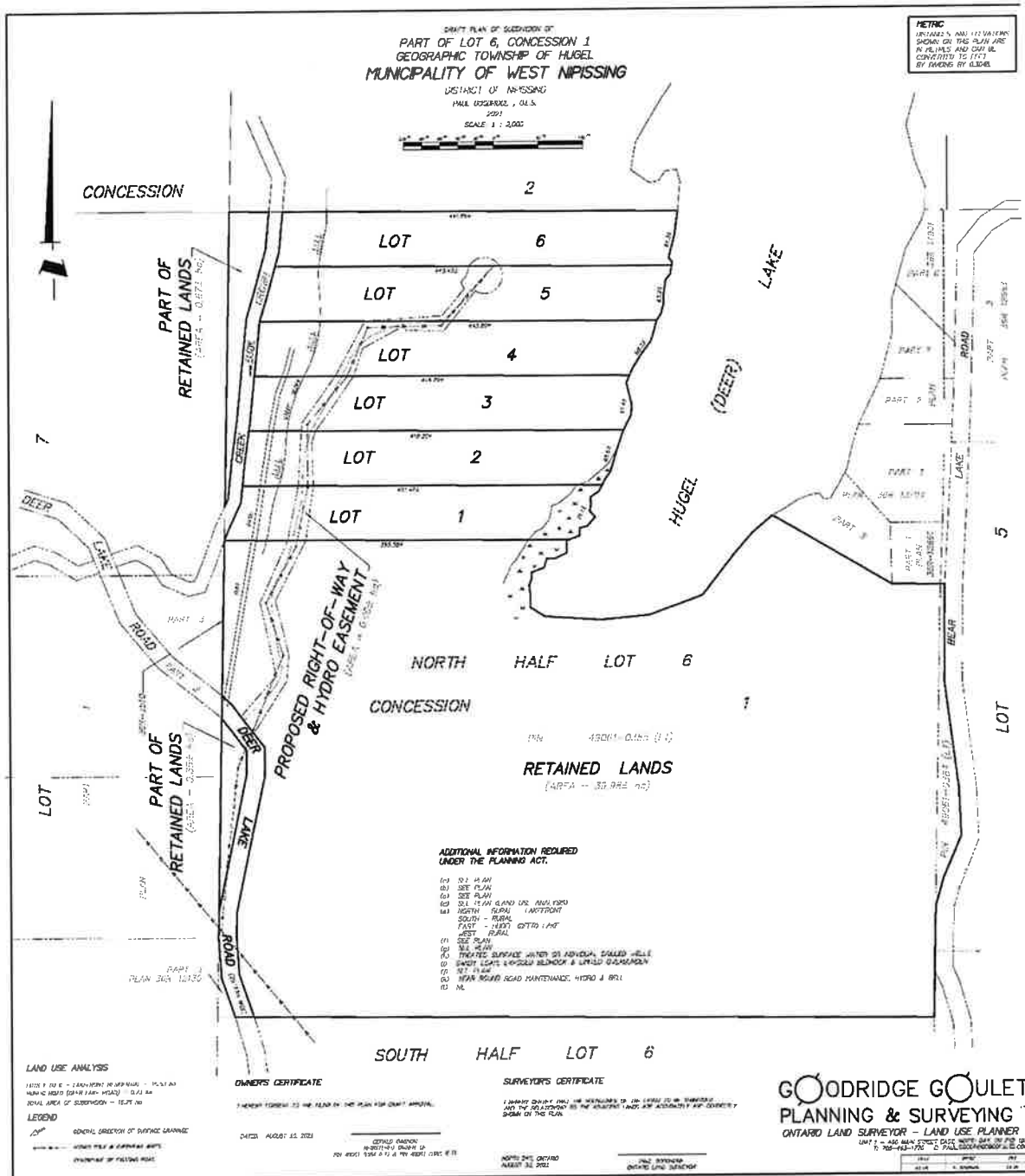
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Melanie Ducharme, Planner

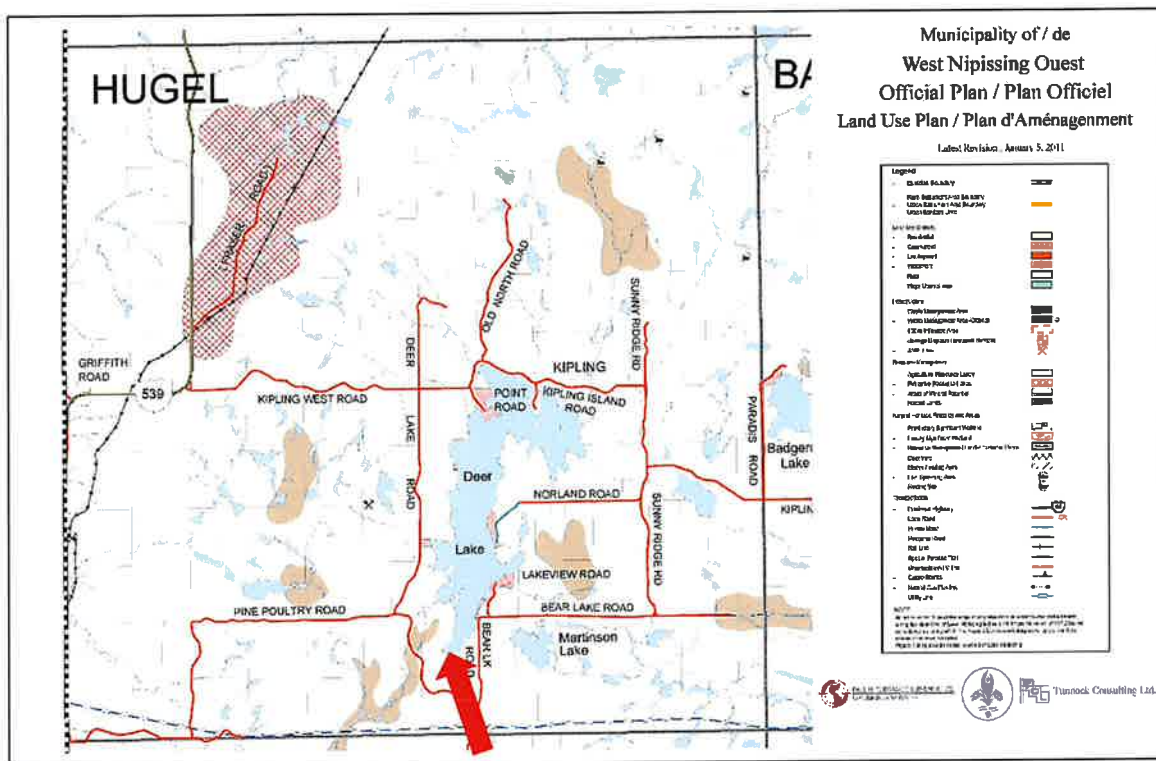
**Figure 1 – Aerial Imagery**



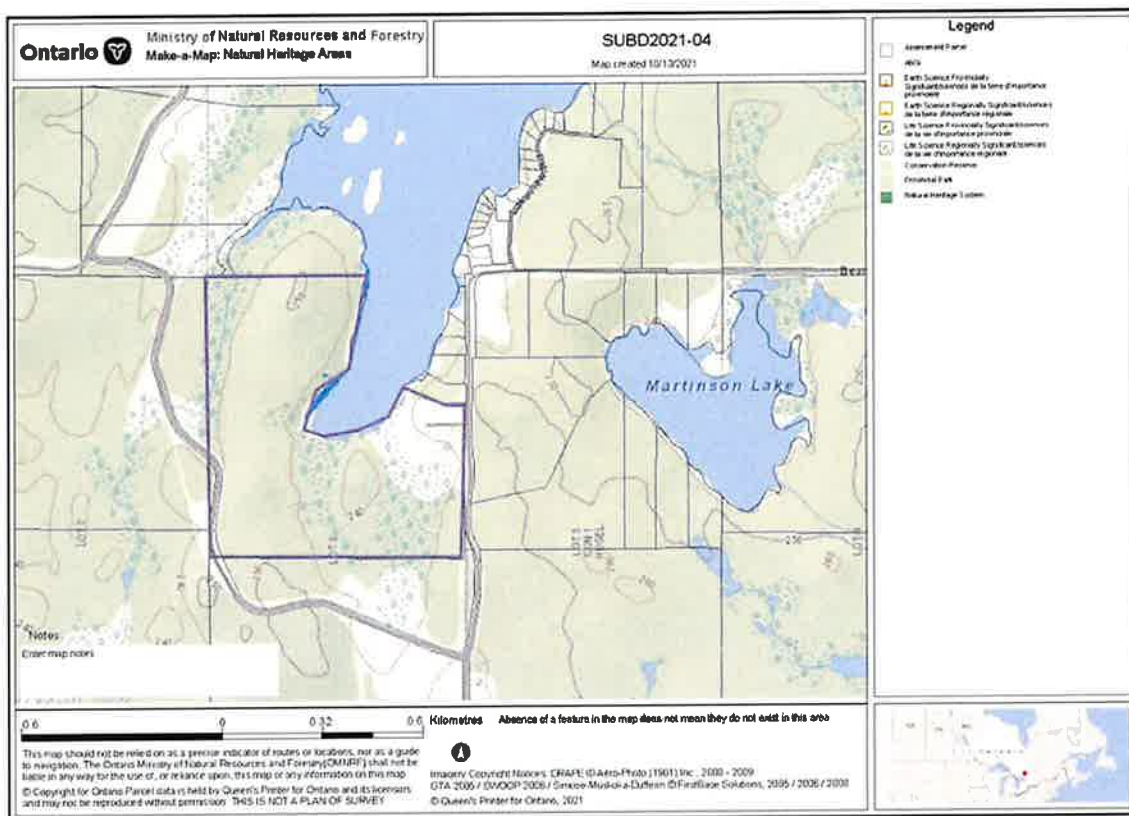
Figure 2 – Proposed Draft Plan of Subdivision



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

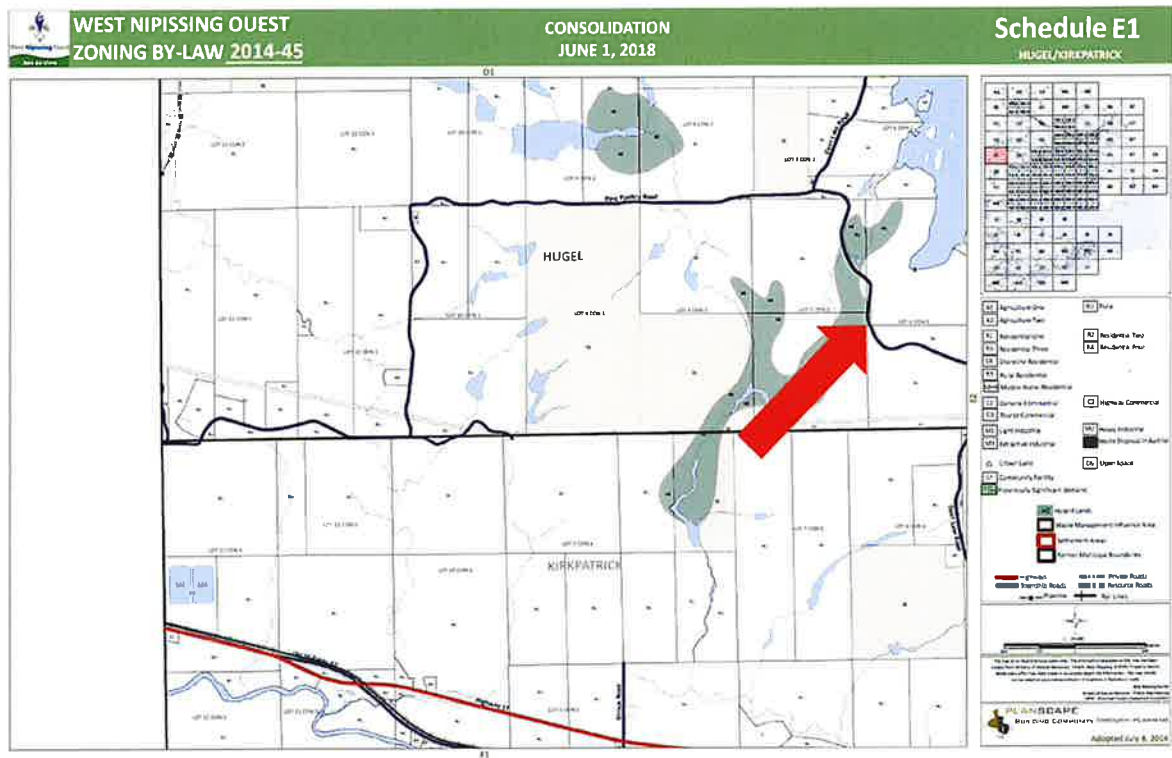


#### Figure 4 – Natural Heritage Mapping





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




**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.

2022 /

JANUARY 04, 2022

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-Law **2022/02**, being a by-law to authorize the acquisition of certain lands from **2569189 ONTARIO LTD**, situated on Dovercourt Road in Sturgeon Falls, 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 2022/02**

**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING  
TO ACQUIRE LANDS FROM 2569189 ONTARIO LTD.  
VACANT LOT – DOVERCOURT ROAD, STURGEON FALLS**

---

**WHEREAS** the Corporation of the Municipality entered into an Agreement of Purchase and Sale on October 6, 2021 for the acquisition of certain lands located at 232 Dovercourt Road, Sturgeon Falls, owned by 2569189 Ontario Ltd., being legally described as Lot 41, Plan 36M-670, Municipality of West Nipissing, for the purpose of constructing a turn-around at the north end of Dovercourt Road;

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

1. The Corporation of the Municipality of West Nipissing is hereby authorized to acquire the lands legally located at 232 Dovercourt Road, being legally described as Lot 41, Plan 36M-670, Municipality of West Nipissing, District of Nipissing, for a consideration of Fifty-Five Thousand (\$55,000.00) Dollars; and
2. That the Mayor and the Municipal Clerk are hereby authorized to execute such documents as may reasonably be required in order to give effect to this acquisition of land.

**ENACTED AND PASSED THIS 4<sup>TH</sup> DAY OF JANUARY, 2022 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

---

JOANNE SAVAGE, MAYOR

---

MELANIE DUCHARME, MUNICIPAL CLERK



**PLAN 36M-67D**

**OWNERS CERTIFICATE**

**SURVEYOR'S CERTIFICATE**

**BEARING NOTE**

**LEGEND**

**CO-ORDINATES**

**REGISTERED PLAN No 11**

**LOT 41**

**DOVERCOURT ROAD**

**EARL STREET**

**STURGEON FALLS**

**CONCESSION**

**LOT 43**

**LOT 42**

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

Resolution No.

**2022 /**

**JANUARY 4, 2022**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-law **2022/03**, being a by-law to amend Zoning By-law 2014/45, to rezone certain lands located at 12051A Highway 17, from RU (Rural) to C2 (Highway Commercial); 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 2022/03**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2014/45 TO REZONE  
CERTAIN LANDS AT 12051A HIGHWAY 17, FROM RU (RURAL), TO C2 (HIGHWAY COMMERCIAL)  
(ZONING AMENDMENT FILE NO. ZBLA 2021-14)**

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**WHEREAS** the owners of the subject property have initiated an amendment to Zoning By-Law 2014-45, for the properties located at 12051A Highway 17 in the Township of Springer, Municipality of West Nipissing;

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

**AND WHEREAS** it is deemed desirable to amend the zone designation shown on Schedule 'SF-6' 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 SF-6 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 2, Concession 1, Springer Township, Municipality of West Nipissing, shown on Schedule 'A', attached hereto from RU (Rural) to C2 (Highway Commercial).
2. 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.

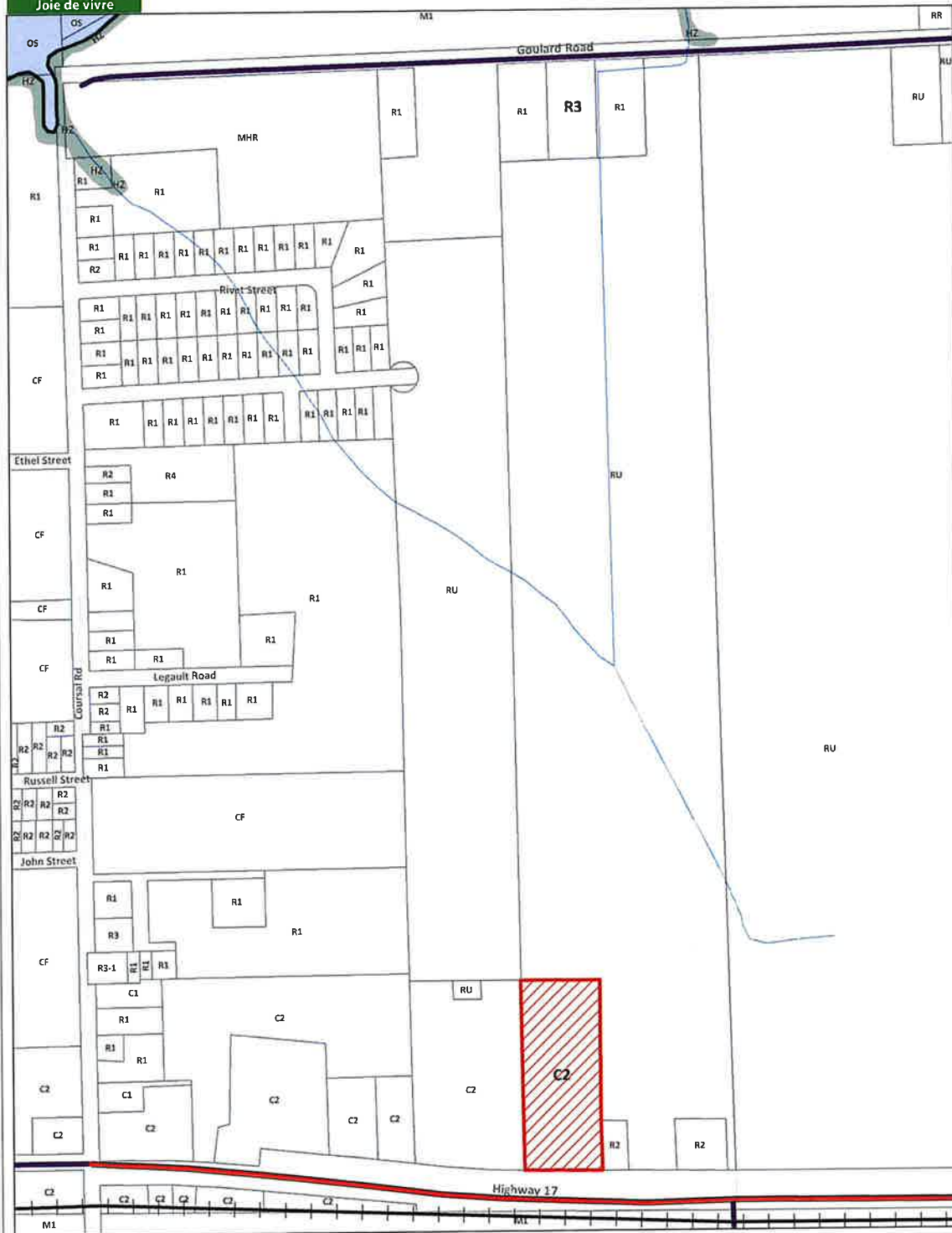
**ENACTED AND PASSED THIS 4<sup>th</sup> DAY OF JANUARY, 2022 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

---

JOANNE SAVAGE, MAYOR

---

MELANICE DUCHARME, CLERK



 LANDS TO BE REZONED FROM RURAL (RU)  
TO HIGHWAY COMMERCIAL (C2)

MUNICIPALITY OF WEST NIPISSING OUEST  
TOWN OF STURGEON FALLS - SCHEDULE SF6

THIS IS SCHEDULE 'A' TO  
BY-LAW NO. 2022-03 PASSED THIS 4TH  
DAY OF JANUARY 2021.

12051A HIGHWAY 17  
PART LOT 2, CONCESSION 1  
GEOGRAPHIC TOWNSHIP OF SPRINGER  
MUNICIPALITY OF WEST NIPISSING OUEST



25 50 Metres

MAYOR

CLERK



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

Resolution No.

2022/

JANUARY 4, 2022

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-law **2022/04**, being a by-law to amend Zoning By-law 2014/45, to rezone certain lands located Domina Crescent in Sturgeon Falls, from R1 (Residential One Zone) to R2-3 (Residential Two Exception Zone 3); 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 2022/04**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2014/45 TO REZONE  
CERTAIN LANDS ON DOMINA CRESCENT,  
FROM R1 (RESIDENTIAL ONE ZONE), TO R2-3 (RESIDENTIAL TWO EXCEPTION ZONE THREE)  
(ZONING AMENDMENT FILE NO. ZBLA2021-15)**

**WHEREAS** the owners of the subject property have initiated an amendment to Zoning By-Law 2014-45, for the properties located on Domina Crescent in the Township of Springer, Municipality of West Nipissing;

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

**AND WHEREAS** it is deemed desirable to amend the zone designation shown on Schedule 'SF-2' 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 SF-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 Part Lot 4, Concession 1, and Part 5, 36R-13041, Springer Township, Municipality of West Nipissing, shown on Schedule 'A', attached hereto from R1 (Residential Zone One) to R2-3 (Residential Two Exception Zone Three).

BY-LAW	LOCATION	SCHEDULE	SPECIAL PROVISIONS
2022/04	Domina Crescent, being Part of Lot 4, Concession 1 and Part 5, Plan 36R-13041, Twp. Springer, District of Nipissing	SF-2	Reduce minimum frontage from 18m to 6m.


2. 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 4<sup>TH</sup> DAY OF JANUARY, 2022 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 RESIDENTIAL ONE (R1)  
TO RESIDENTIAL TOW EXCEPTION THREE (R2-3)

MUNICIPALITY OF WEST NIPISSING OUEST  
TOWN OF STURGEON FALLS - SCHEDULE SF2

PART 5 PLAN 36R-13041  
PART OF LOT 4, CONCESSION 1  
GEOGRAPHIC TOWNSHIP OF SPRINGER  
MUNICIPALITY OF WEST NIPISSING OUEST



25 12.5 0 25 50 Metres

THIS IS SCHEDULE 'A' TO  
BY-LAW NO. 2022-04 PASSED THIS 4TH  
DAY OF JANUARY, 2021.



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

Resolution No.

**2022 /**

**JANUARY 04 2022**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-Law **2022/05**, being a by-law to authorize vote-by-mail for the 2022 municipal elections in 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 2022/05**

**BEING A BY-LAW TO AUTHORIZE VOTE-BY-MAIL FOR THE  
2022 MUNICIPAL ELECTIONS**

**WHEREAS** Section 42 (1) (b) of the *Municipal Elections Act, Ontario* provides that a municipal council may pass a by-law authorizing an alternative voting method;

**AND WHEREAS** the Council for the Municipality of West Nipissing discussed various matters pertaining to the upcoming 2022 Municipal Elections during the meetings held on November 2<sup>nd</sup>, 2021 discussing the various types of voting methods available for municipal elections;

**AND WHEREAS** the Council for the Municipality of West Nipissing deems it appropriate and in the public interest to conduct the 2022 Municipal Elections using a vote-by-mail method;

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

1. The alternative **Vote-By-Mail** method is hereby authorized for the Municipal Election to be held in 2022
2. Ranked ballots will not be used in the 2022 Municipal Elections.
3. Council authorized the use of tabulators for the purpose of increasing accuracy and efficiency for vote counting during the 2022 Municipal Elections.
4. A voter kit will be provided to every person who qualifies to be an elector. The kit will either be mailed or directly provided to each qualified elector.
5. Ballot Return Station means a voting place under the supervision of a Deputy Returning Officer where electors, who prefer to deliver or have delivered their completed ballots, may deposit their ballots directly into the care of the Municipal Clerk rather than forwarding their ballots by mail.
6. Every elector has the responsibility of completing the ballots in accordance with the *Municipal Elections Act*, and the procedures authorized by this By-law and returning the completed ballots to the Municipal Clerk by mail or by deposit at a Ballot Return Station on or before 8:00 p.m. on Voting Day.
7. No proxy voting provisions or advance voting provisions other than Ballot Return Stations are applicable at Municipal Elections conducted in accordance with this by-law.
8. The Municipal Clerk shall prepare the voting procedures and rules for municipal elections and provide these procedures and rules to each candidate no later than September 30<sup>th</sup>, 2022.
9. Any person, corporation or trade union guilty of corrupt practices or contravening the provisions of the *Municipal Elections Act* or the procedures and rules as established in paragraph 8 of this by-law may be prosecuted pursuant to the provisions of the *Municipal Elections Act*.
10. This By-law shall take effect on the date of final passing thereof.

**ENACTED AND PASSED THIS 4<sup>th</sup> DAY OF JANUARY, 2022, AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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

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



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

Resolution No.

2022 /

JANUARY 04, 2022

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** at the Council meeting held on January 4, 2022; Council for the Municipality of West Nipissing reviewed the Vaccination Policy;

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

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

	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: \_\_\_\_\_



## VACCINATION POLICY (Policy 2021/ )

Section: <b>V</b>	Policy Number: <b>2022/</b> __
Department: ALL Departments	Effective Date: January 4 2022
Subject: <b>VACCINATION POLICY</b>	Revision Date:

# VACCINATION POLICY

## POLICY STATEMENT

The purpose of this policy is to outline the workplace's expectations with regards to COVID-19 immunization of employees, staff, elected officials, contractors, and volunteers.

As the health and safety of our workers is a top priority, we are committed to taking all reasonable precautions to protect the health and safety of workers during the pandemic of COVID-19. Vaccination is a key element in the protection of the Municipality of West Nipissing workers against the hazard of COVID-19, and in the broader effort across Ontario and Canada to get through the COVID-19 pandemic. The Municipality of West Nipissing is also committed to compliance with all applicable public and occupational health and safety, human rights, privacy, and other laws in the development and implementation of this Policy.

This policy is designed to support and maximize COVID-19 vaccination rates among Municipality of West Nipissing workers as one of the critical control measures for the hazard of COVID-19. To this end, the Municipality of West Nipissing workers are required to be fully vaccinated against COVID-19 with a Health Canada approved COVID-19 vaccine.

## BACKGROUND

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. Some variants, for example, the delta variant, have proven to be more easily transmissible and/or cause more severe illness than the original strain. They have required more robust public health measures, including high vaccination rates.

COVID-19 vaccines, in combination with public health measures, are effective in reducing disease spread and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants.

Given the continuing spread of COVID-19 within Ontario, the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated population, and the increasing levels of contact between individuals as businesses, services, and activities have reopened, it is important for the Municipality of West Nipissing workers to be fully vaccinated in order to protect themselves against serious illness from COVID-19 as well as to provide indirect protection to others, including coworkers.

## SCOPE AND APPLICABILITY

This Policy applies to all Municipality of West Nipissing employees (unionized and non-unionized), elected officials, contractors, and volunteers at all premises where the Municipality of West Nipissing has any duties as an employer as defined by the *Occupational Health and Safety Act* (OHSA). For this policy, reference to "workers" shall be read to include employees, contractors and volunteers.

New workers are required to be fully vaccinated against COVID-19 as a condition of being employed/engaged by the Municipality of West Nipissing.

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## LEGISLATIVE FRAMEWORK

This policy is aligned with the employer's general duty under the *Occupational Health and Safety Act* to take every reasonable precaution to protect its workers and the responsibility to assess the workplace for risks, including that of COVID-19 transmission.

This policy is applied in accordance with the *Ontario Human Rights Code*, *Occupational Health and Safety Act* and any other applicable legislation and/or collective agreement.

As the pandemic evolves, and/or legislation or public health guidance changes, the purpose and requirements outlined in this policy may change.

---

## REQUIREMENTS

All Municipality of West Nipissing workers are required to be fully vaccinated with a COVID-19 vaccine series and any related boosters. For a two dose vaccine series, employees must receive one dose of COVID-19 vaccine by **January 21, 2022** and two doses of COVID-19 vaccine by **February 18, 2022**. For a single dose vaccine series (e.g. Johnson and Johnson), employees must receive the dose by **January 21, 2022**. Any related boosters must be completed within one (1) month of the earliest eligibility date therefor.

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## PROOF OF VACCINATION

The Municipality of West Nipissing requires proof of vaccination from all workers. Proof means documentation acceptable to the Municipality such as a verifying receipt of a vaccination series approved by Health Canada.

Workers will be required to update their vaccination status in accordance with the established process and by the dates set out in this policy, as they obtain each dose of COVID-19 vaccine, including any related boosters.

The Municipality of West Nipissing will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada, in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, for workforce planning and scheduling, and infection and prevention control measures in the workplace, and for complying with the health and safety policies of public health authorities and external stakeholders. When required, the Municipality will provide an attestation to those external stakeholders confirming the vaccination status of affected employees, volunteers, elected officials, and contractors.

Workers may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where employees are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to work (e.g. after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption).

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## ACCOMMODATION FOR COVERED INDIVIDUALS WHO CANNOT BE VACCINATED

The Municipality of West Nipissing is committed to a workplace free from discrimination and harassment in accordance with Ontario Human rights laws. The Municipality of West Nipissing will accommodate workers from the strict application of this Policy who qualify based on one or more of the protected grounds in the *Human Rights Code*, up to the point of undue hardship.

Workers seeking accommodation are required by law to self-identify the specific prohibited ground of discrimination they believe vaccination would infringe and participate in the accommodation process, including, but not limited, to providing information to establish the existence of a protected ground, related restrictions, and possible methods of accommodation. To discuss possible exemptions and related accommodation under this Policy, eligible workers should contact their immediate supervisor or human resources.

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## **CONTINUED COMPLIANCE WITH ALL HEALTH AND SAFETY PRECAUTIONS**

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Unless a legislated or regulatory exemption applies, all Municipality of West Nipissing workers are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms, when at work or otherwise engaged in the Municipality of West Nipissing business.

Workers who remain unvaccinated due to a substantiated *Human Rights Code* related accommodation request, may be required to take additional infection and prevention control measures, including

- Use of additional PPE, frequent COVID-19 testing, worker relocation, and modified work or reassignments.
- In the event of a COVID-19 outbreak, unvaccinated and partially vaccinated workers (who have only received one dose of a two-dose COVID-19 vaccine series) are not be permitted to work in the outbreak area.
- If reassignment is not possible, unvaccinated workers may use vacation or unpaid leave until it is safe for them to return to the workplace.

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## **ONGOING MONITORING AND ASSESSMENT OF COVID-19 WORKPLACE SAFETY MEASURES**

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The Municipality of West Nipissing will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of workers and the public that they serve. To that end, and in consultation with the public health unit, the Municipality of West Nipissing will continue to assess other available workplace risk mitigation measures, including, for example, requiring proof of a negative COVID-19 test, etc. If it is determined that additional precautions are necessary, the Municipality of West Nipissing may decide to deploy new measures (including at an individual level) to protect employees and the public from COVID-19 and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

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## **CONSEQUENCES OF NON-COMPLIANCE WITH POLICY**

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Employees who do not comply with this policy may be subject to discipline, up to and including dismissal.

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**ACKNOWLEDGEMENT AND AGREEMENT**

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**VACCINATION POLICY**

I, \_\_\_\_\_, acknowledge that I have reviewed and understand the **VACCINATION POLICY** of the Municipality of West Nipissing.

Through this confirmation, I agree to comply with the provisions of this **VACCINATION POLICY** and I will update my employer should there be any change in my vaccination status and I recognize that if I fail to adhere to the requirements of this policy, I will be subject to such appropriate measures including but not limited to revocation of privileges, suspension, up to and including dismissal of employment.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



<b>Fleet</b>	<b>Wheeled Loader &gt; 3.5 cubic yards</b>	
<b>Closing Information</b>	<b>November 10, 2021 @ 3:00 pm</b>	
<b>Opened By</b>	<b>'Alisa Craddock and Shawn Remillard</b>	
<b>Name</b>	<b>Date Received</b>	<b>Bid Submission</b>
Toromont Cat	November 10, 2021	\$256,200.00
Strongco	November 10, 2021	\$261,500.00
Brandt Tractor	November 10, 2021	\$214,900.00



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

Resolution No.

2022 /

JANUARY 04, 2022

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** quotations were requested for the purchase of a new loader by the West Nipissing Public Works Department; which quotations were opened on November 10th, 2021;

**AND WHEREAS** three (3) quotations were received;

**AND WHEREAS** the quotations have been reviewed by the Director of Corporate Services and the Manager of Public Works and the award being recommended herein consists of the best price meeting all of the required specifications;

**AND WHEREAS** Council concurs with the recommendation received;

**BE IT THEREFORE RESOLVED THAT** the quotation for the purchase of a new loader by the West Nipissing Public Works Department be awarded to **BRANDT TRACTOR**, having submitted a quotation of \$214,900.00 (plus HST) meeting all the required specifications.

	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: \_\_\_\_\_

# MEMORANDUM

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**TO:** Mayor and Council

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

**DATE:** November 16, 2021

**RE:** **POOL DEHUMIDIFIER REPLACEMENT PROJECT**

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The Municipality received a grant for \$190,359 for the pool dehumidifier replacement project. Two bids were received for this project with the lowest bid being \$308,445. In order to proceed with this project, the Municipality will have to contribute \$118,086.

The recommendation is to proceed with this project and cover the additional costs from the community services capital reserve.

**Joie de vivre**



**West Nipissing Ovest**

Joie de vivre

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



Municipality of West Nipissing  
 101-225 Holditch Street  
 Sturgeon Falls, ON P2B 1T1

<b>Project :</b>	<b>Dehumidifier Replacement West Nipissing Community and Recreation Centre</b>		
<b>Closing Information :</b>	<b>November 4th-2021 before 2pm</b>		
<b>Opened By :</b>	<b>Stephan Poulin</b>	<b>and</b>	<b>Jonny Bélanger</b>
<b>Name</b>	<b>Date Received</b>	<b>Bid Submission</b>	
Metal Air Ltd	(10/4/2021)	\$308,445.00	
DMC Electric Limited	(10/4/2021)	\$396,437.00	





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

Resolution No.

2022 /

JANUARY 4, 2022

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** quotations were requested for the Replacement of the Dehumidifier at the West Nipissing Community and Recreation Centre which were opened on November 4th, 2021;

**AND WHEREAS** two (2) quotations were received;

**AND WHEREAS** the quotations have been reviewed by the Director of Economic Development and Community Services and the Project Manager of Community Services and the award being recommended herein consists of the best price meeting all of the required specifications;

**AND WHEREAS** Council concurs with the recommendation received;

**BE IT THEREFORE RESOLVED THAT** the quotation for the Replacement of the Dehumidifier at the West Nipissing Community and Recreation Centre be awarded to **METAL AIR LTD.**, having submitted a quotation of \$308,445.00 (plus HST) meeting all the required specifications.

	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.

2022 /

JANUARY 04, 2022

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

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

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

**BE IT RESOLVED THAT** the Mayor and Chief Administrative Officer be authorized to sign the 2021-2022 Private Road Winter Maintenance Agreements with the residents of each of the following roads:

ROAD	STATUS
ALFRED ROAD	Inspections successfully completed – meets municipal standards for maintenance
ARGO ROAD	Inspections successfully completed – meets municipal standards for maintenance
PELLERIN ROAD	Inspections successfully completed – meets municipal standards for maintenance
POINT ROAD	Inspections successfully completed – meets municipal standards for maintenance
PRANG'S LANE	Inspections successfully completed – meets municipal standards for maintenance
ST-JEAN ROAD	Inspections successfully completed – meets municipal standards for maintenance

	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.

2022 /

JANUARY 4, 2022

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** at a meeting held on June 22, 2021, Council for the Municipality of West Nipissing recommended that certain municipal landlocked property located in the Town of Cache Bay be disposed of by way of public Tender;

**AND WHEREAS** the lands described as Part of Lot 219, Plan 40, Springer Township, being PIN No. 490760-0086, Municipal Roll No. 48-52-050-000-17510 in the Municipality of West Nipissing, District of Nipissing must first be declared surplus by the Corporation of the Municipality;

**BE IT THEREFORE RESOLVED THAT** Part of Lot 219, Plan 40, Springer Township, being PIN No. 490760-0086, Municipal Roll No. 48-52-050-000-17510, in the Municipality of West Nipissing, District of Nipissing, is hereby declared as surplus.

	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.

**2022 /**

**JANUARY 4, 2022**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-Law No. **2022/06**, being a By-law of the Municipality of West Nipissing to authorize the sale of land in the Town of Cache Bay, 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 2022/06**

**BEING A BY-LAW TO AUTHORIZE THE SALE OF LAND IN THE TOWN OF CACHE BAY  
BEING PART OF LOT 219, FORMER TOWNSHIP OF SPRINGER, PLAN 40 AS IN CB561Y  
EXCEPT PART 2, 36R-3726. WEST NIPISSING, DISTRICT OF NIPISSING**

**WHEREAS** the Municipality of West Nipissing has recommended the award of a Tender for the Sale of certain vacant lands located in the Town of Cache Bay and more particularly described as part of Lot 219, Plan 40, Springer, being PIN No. 490760-0086, Municipal Roll No. 48-52-050-000-17510, to Robert Lennon;

**WHEREAS** the lands described herein have been declared surplus by the Corporation of the Municipality of West Nipissing on January 4, 2022, by resolution no. 2022/[REDACTED];

**AND WHEREAS** the Corporation of the Municipality of West Nipissing has agreed to sell the lands described as follows:

Part of Lot 219,  
Former Township of Springer,  
Plan 40 as in CB561Y  
Except part 2, 36R-3726  
West Nipissing, District of Nipissing  
and more particularly shown on the attached Schedule "A".

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

1. That the Mayor and the Clerk be authorized on behalf of the Corporation of the Municipality of West Nipissing to transfer the following lands:

Part of Lot 219,  
Former Township of Springer,  
Plan 40 as in CB561Y  
Except part 2, 36R-3726  
West Nipissing, District of Nipissing

Being vacant lands located in the Town of Cache Bay for the sum of Thirty-Five Thousand, Five Hundred Dollars (\$35,500.00) plus Harmonized Sales Tax.

**ENACTED AND PASSED THIS 4<sup>th</sup> DAY OF JANUARY, 2022 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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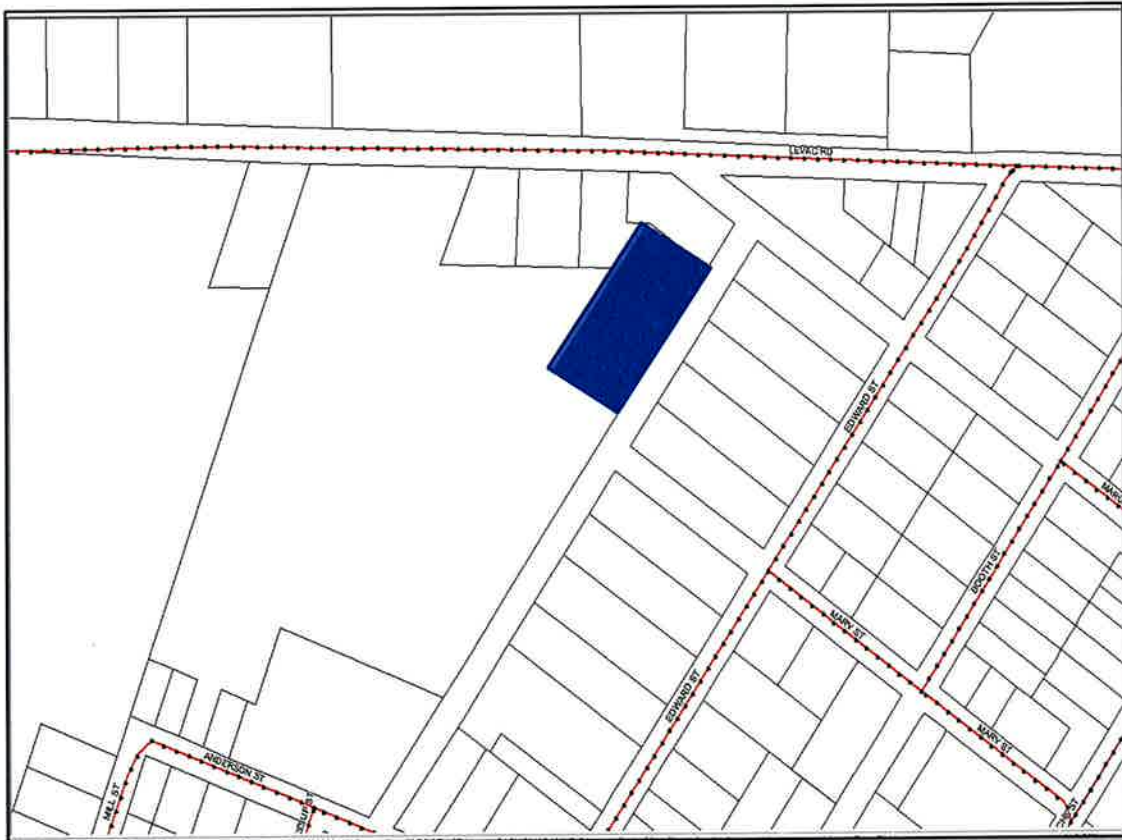
JOANNE SAVAGE  
MAYOR

---

MELANIE DUCHARME  
CLERK

## **SCHEDULE "A" TO BY-LAW 2022/06**

**BEING A BY-LAW TO AUTHORIZE THE SALE OF LAND  
BEING PART OF LOT 219, FORMER TOWNSHIP OF SPRINGER, PLAN 40 AS IN CB561Y  
EXCEPT PART 2, 36R-3726. WEST NIPISSING, DISTRICT OF NIPISSING**



# MEMORANDUM



**To:** Council

**And to:** Jay Barbeau

**From:** Alan Korell, P. Eng.

**Date:** December 2<sup>nd</sup>, 2021

**Subject:** Reconstruction regarding Champlain Bridge Rehabilitation Engineering Proposals

The Municipality of West Nipissing requested proposals for Engineering Services to rehabilitate the Champlain Bridge on Highway 17.

Request for proposals closed on December 1<sup>st</sup>, 2021 at 3:00 p.m. The Municipality received six proposals, which have been evaluated and scored. The scoring table is attached.

Based on the proposals and the corresponding scoring. It is my recommendation that we enter into an Engineering agreement with the highest scoring firm, which is EXP Services Inc. This is based on their submission to provide engineering services for this very important project.

It should also be noted that EXP is very knowledgeable regarding this bridge, as they were the Engineering firm overseeing the detailed inspections done in 2020.

Sincerely

Alan Korell, P.Eng.



Municipality of West Nipissing  
101-225 Holditch Street  
Sturgeon Falls, ON P2B 1T1

<b>Project :</b>	<b>2021 Consultant RFP - Engineering Design</b>
	<b>for the Rehabilitation of the Champlain Bridge on Hwy 17</b>
<b>Opened by :</b>	<b>Alisa Craddock</b>
<b>Reviewed and Scored by :</b>	<b>Alan Korell</b>

	<b>EXP</b>	<b>JML</b>	<b>Armtec</b>	<b>WSP</b>	<b>DM Wills</b>	<b>Plammac</b>
1. Project Understanding /10	10	10	5	10	10	5
2. Qualificaions and Experience /30	27	27	25	29	28	20
3. Price Cost / 50	40	38	25	33	36	25
4. Project Work Plan /10	8	8	5	10	10	5
<b>Total Score /100</b>	<b>85</b>	<b>83</b>	<b>60</b>	<b>82</b>	<b>84</b>	<b>55</b>

Recommendation to Council: EXP Services Inc. with a score of 85/100.

Notes:

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Section 1 - Proponents that scored "10" were able to reiterate and describe the project

Section 2 - EXP and D.M. Wills are familiar with West Nipissing; an Engineer from WSP worked on the 1991 Rehabilitation of the same bridge

Section 3 - Armtec and Plammac submitted costs and work plans which didn't have enough hours, or the effort to do the project adequately





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

Resolution No.

2022 /

JANUARY 4, 2022

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** requests for proposals for Engineering Services for the Rehabilitation of the Champlain Bridge were opened on December 1, 2021 by the Director of Corporate Services;

**AND WHEREAS** six (6) proposals were received;

**AND WHEREAS** the proposals have been reviewed and evaluated by the municipal Engineering Consultant and the award being recommended herein consists of the best rating meeting all of the specifications;

**AND WHEREAS** Council concurs with the recommendation received;

**BE IT THEREFORE RESOLVED THAT** the proposal for Engineering Services for the Rehabilitation of the Champlain Bridge, in the Municipality of West Nipissing, be awarded to **EXP SERVICES INC.** having received the highest rating score meeting all the specifications.

	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.

**2022 /**

**JANUARY 4, 2022**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-law **2022/07** 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 2022/07**

**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 4<sup>th</sup> DAY OF JANUARY, 2022 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

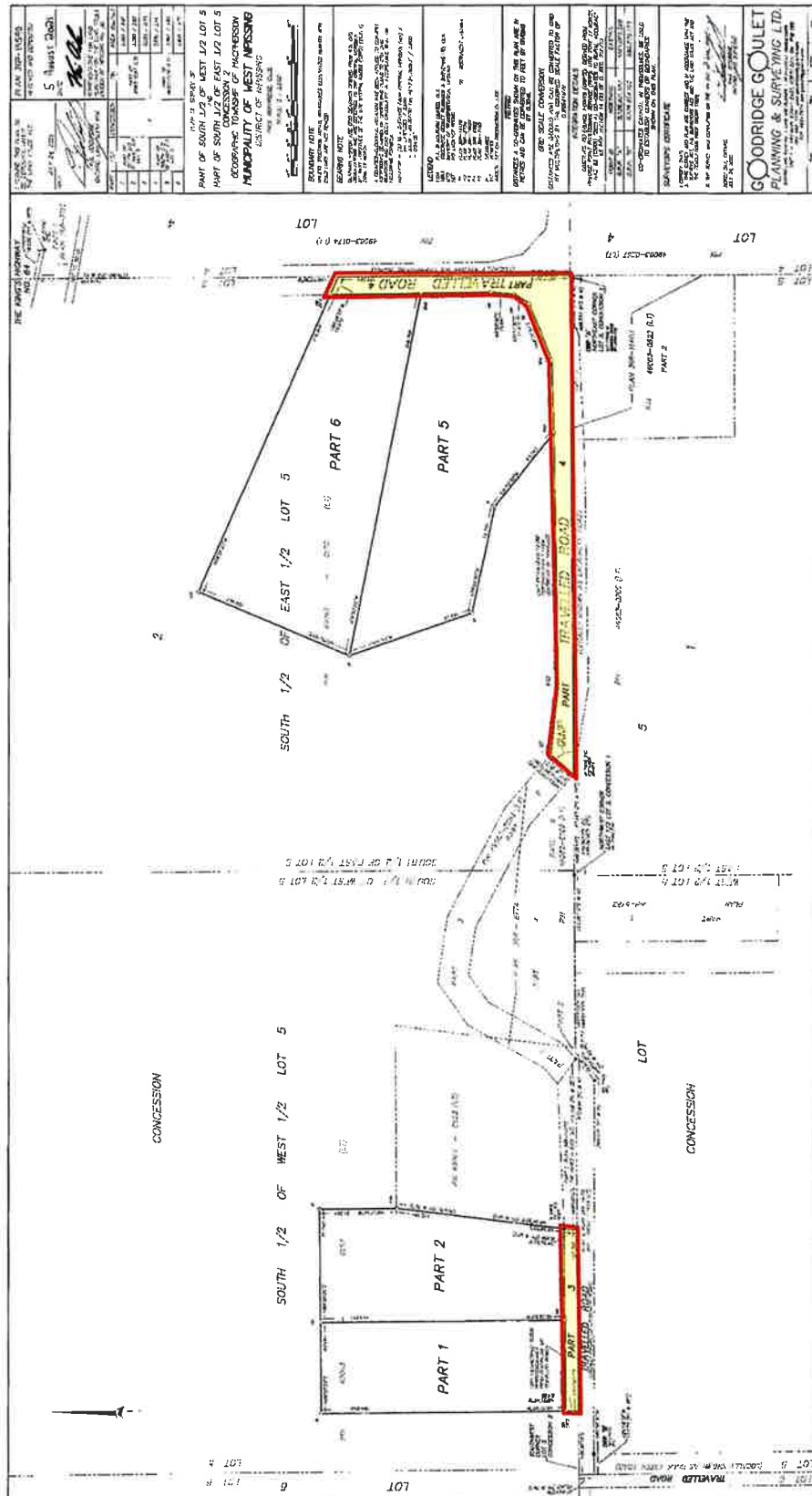
---

JOANNE SAVAGE,  
MAYOR

---

MELANIE DUCHARME,  
CLERK

SKETCH FOR BY-LAW 2022/07





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

Resolution No.

**2022 /**

**JANUARY 4, 2022**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-law **2022/08**, 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, PLAN 36R-14662  
GEOGRAPHIC TOWNSHIP OF SPRINGER,  
MUNICIPALITY OF WEST NIPISSING,  
DISTRICT OF NIPISSING.

Being parts of the travelled roads known as chemin Lac Clair Road and chemin Stewart 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 2022/08**

**BEING A BY-LAW TO ACCEPT, ASSUME AND DEDICATE LANDS  
FOR PUBLIC HIGHWAY PURPOSES PART OF LAC CLAIR ROAD AND  
PART OF STEWART 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, PLAN 36R-14662  
GEOGRAPHIC TOWNSHIP OF SPRINGER,  
MUNICIPALITY OF WEST NIPISSING,  
DISTRICT OF NIPISSING.

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

**ENACTED AND PASSED THIS 4<sup>th</sup> DAY OF JANUARY, 2022 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

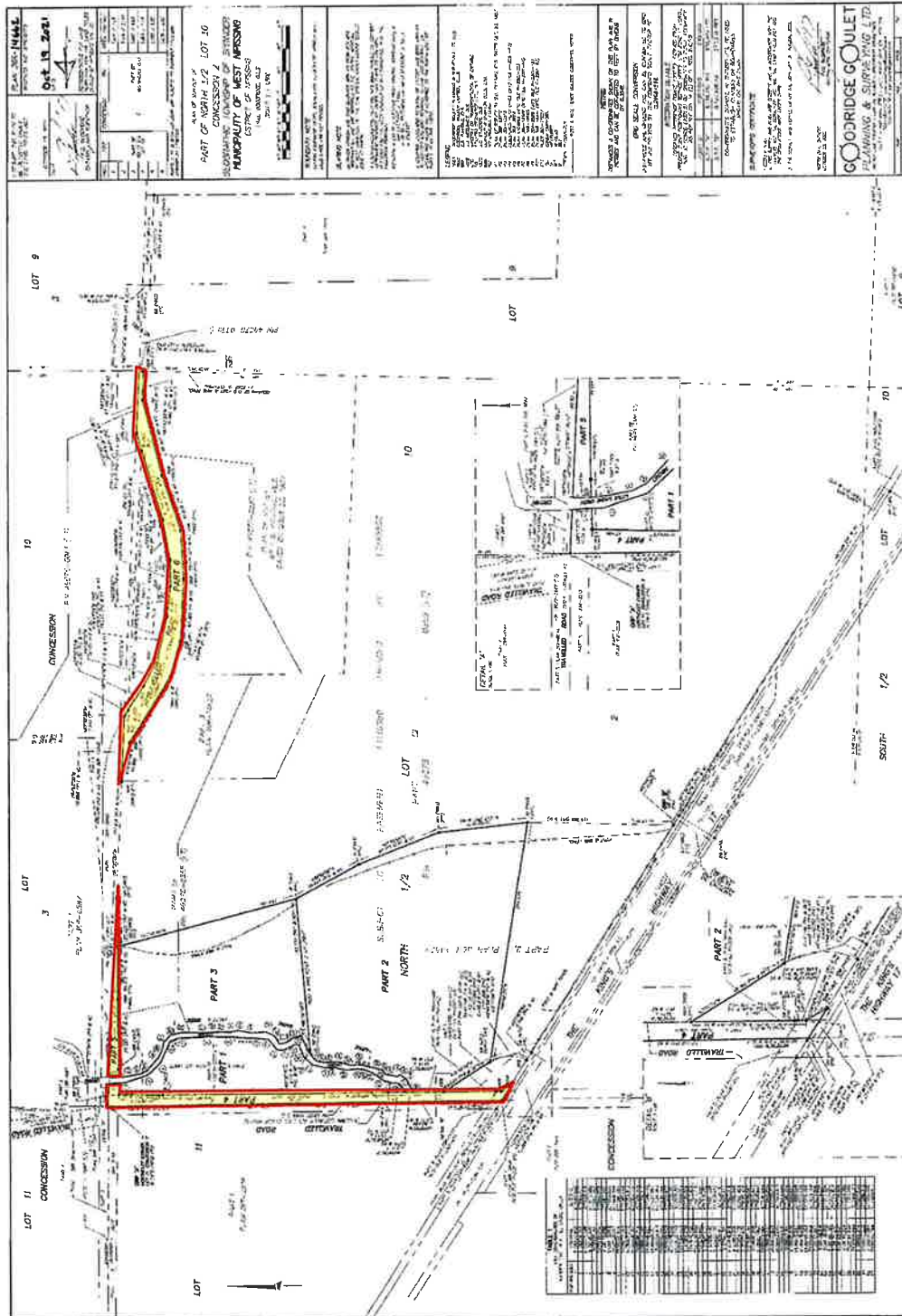
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JOANNE SAVAGE,  
MAYOR

---

MELANIE DUCHARME,  
CLERK

**SKETCH FOR BY-LAW 2022/08**







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

Resolution No.

**2022 /**

**JANUARY 04, 2022**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-law **2022/09**, 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 EAST ½ BROKEN LOT 5, CONCESSION 5,  
PARTS 3, PLAN 36R-14629  
GEOGRAPHIC TOWNSHIP OF KIRKPATRICK,  
MUNICIPALITY OF WEST NIPISSING,  
DISTRICT OF NIPISSING.

Being parts of the travelled road known as chemin Deer Lake Road, Warren, 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 2022/09**

**BEING A BY-LAW TO ACCEPT, ASSUME AND DEDICATE LANDS  
FOR PUBLIC HIGHWAY PURPOSES PART OF HIGHWAY 17, WARREN**

---

**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 EAST ½ BROKEN LOT 5, CONCESSION 5,  
PARTS 3, PLAN 36R-14629  
GEOGRAPHIC TOWNSHIP OF KIRKPATRICK,  
MUNICIPALITY OF WEST NIPISSING,  
DISTRICT OF NIPISSING.

Being parts of the travelled road known as chemin Deer Lake Road, Warren, Ontario.

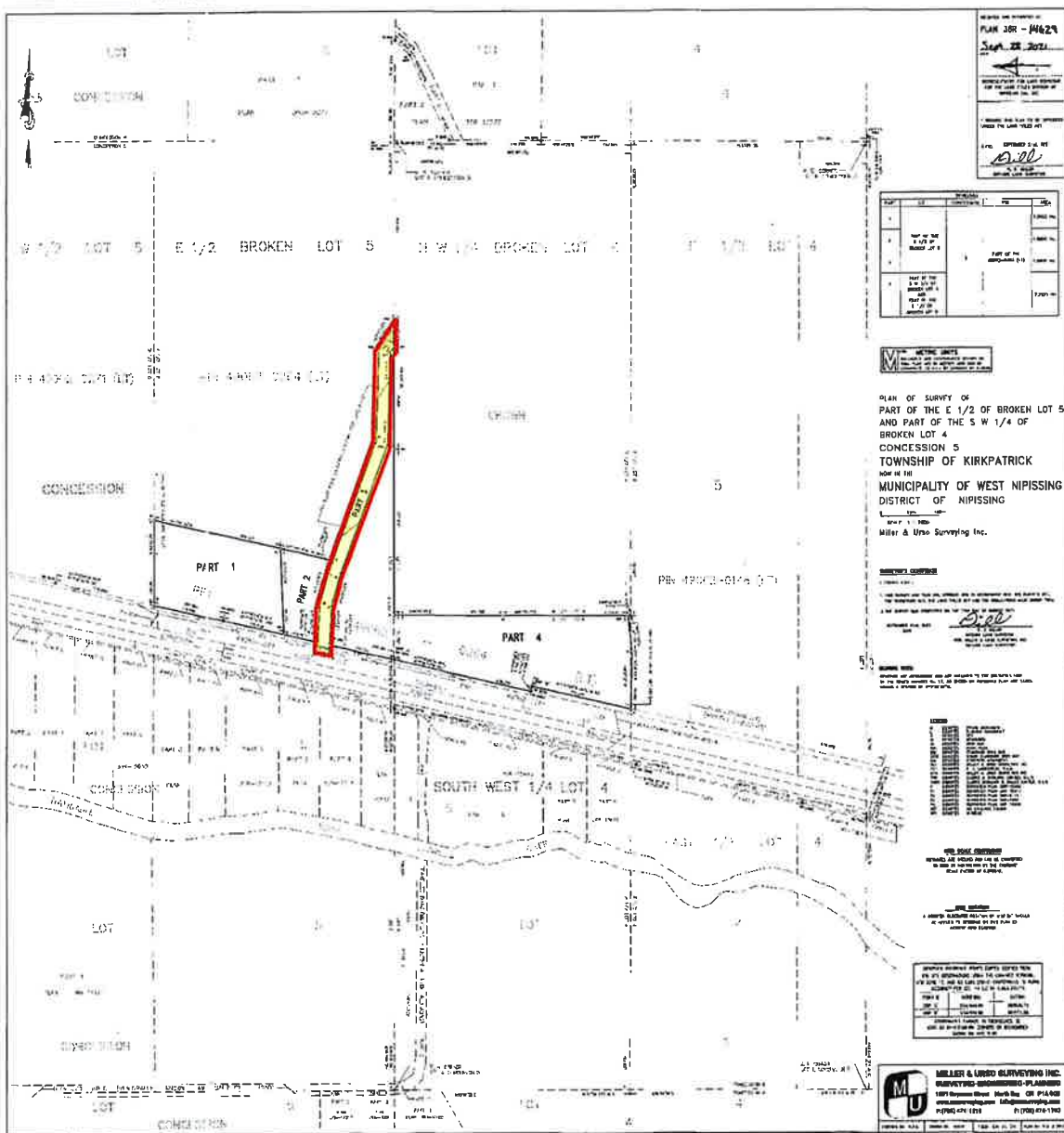
**ENACTED AND PASSED THIS 4<sup>th</sup> DAY OF JANUARY 2022 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

---

JOANNE SAVAGE,  
MAYOR

---

MELANIE DUCHARME,  
CLERK





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

Resolution No.

2022 /

JANUARY 4, 2022

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

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

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.

2022 /

JANUARY 4, 2022

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: \_\_\_\_\_

# MEMORANDUM

---

**TO:** Mayor and Council  
**AND TO:** Jay Barbeau, CAO  
**FROM:** Melanie Ducharme, Clerk  
**DATE:** December 2, 2021  
**RE:** **MUNICIPAL HOUSING FACILITIES AGREEMENT - DNSSAB**

---

In 2009 the Municipality of West Nipissing, pursuant to By-Law 2009/57, entered into an Affordable Housing Project agreement with DNSSAB and then owner 1732965 Ontario Inc., for the property located at 145 Main Street, Sturgeon Falls.

As the property has recently changed ownership, DNSSAB is requiring that a new Municipal Housing Facilities Agreement be entered into by all parties being the Municipality, DNSSAB and the new owner 5053523 Ontario Inc. (Nazbur Rahman)

Thank you,

**Joie de vivre**



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





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

Resolution No.

**2022 /**

**JANUARY 4, 2022**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-Law **2022/10**, being a by-law to authorize the execution of an Municipal Housing Facilities Agreement between the Corporation of the Municipality of West Nipissing, the District of Nipissing Social Services Administration Board and 5053523 Ontario Inc.; 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:** \_\_\_\_\_



## **BY-LAW 2022/10**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT BETWEEN THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING, THE DISTRICT OF NIPISSING SOCIAL SERVICES ADMINISTRATION BOARD AND 5053523 ONTARIO INC.**

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**WHEREAS** Subsection 8 of the *Ontario Municipal Act 2001, S.O. 2001, c. 25* empowers and authorizes a municipality to enter into agreements to enable them to govern their affairs as they consider appropriate;

**AND WHEREAS** Section 110 of the *Municipal Act 2001, S.O. 2001, c. 25*, as amended, allows municipalities to enter into agreements for the provision of municipal capital facilities by any proponent;

**AND WHEREAS** Council is of the opinion that making use of Section 110 of the *Municipal Act 2001, S.O. 2001, c. 25* as amended, is a desirable means of increasing the supply of affordable housing by provincial or other assistance at less than fair market value to the 5053523 Ontario Inc. (Nazbur Rahman) as set out in this agreement;

**AND WHEREAS** the parties hereto agree to the terms and conditions set out in the attached Municipal Housing Facilities Agreement for the provision of municipal capital facilities by the proponent 5053523 Ontario Inc. (Nazbur Rahman);

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

1. **THAT** the attached Municipal Housing Facilities Agreement dated the 7th day of November, 2021 between the Corporation of the Municipality of West Nipissing, the District of Nipissing Social Services Administration Board and 5053523 Ontario Inc. (Nazbur Rahman) shall form part of this by-law.
2. **THAT** the Mayor and the Chief Administrative Officer are hereby authorized to execute the Municipal Housing Facilities Agreement on behalf of the Council for the Corporation of the Municipality of West Nipissing and to affix the Corporate Seal thereto.
3. **THAT** this agreement shall be effective and shall remain in effect and force in accordance with the terms of the agreement subject to any amendments thereto or the termination of the said agreement.
4. **THAT** By-Law 2009/57 be repealed.

**ENACTED AND PASSED THIS 4<sup>th</sup> DAY OF JANUARY, 2022 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



**To:** Council

**And to:** Jay Barbeau

**From:** Alan Korell, P. Eng.

**Date:** December 17<sup>th</sup>, 2021

**Subject:** Reconstruction regarding John Street, between Coursol and Nipissing  
Engineering Proposals

The Municipality of West Nipissing requested proposals for Engineering Services to rehabilitate John Street, between Coursol and Nipissing.

Request for proposals closed on December 16<sup>th</sup>, 2021 at 3:00 p.m. The Municipality received seven proposals, which have been evaluated and scored. The scoring table is attached.

Based on the proposals and the corresponding scoring. It is my recommendation that we enter into an Engineering agreement with the highest scoring firm, which is EXP Services Inc. This is based on their submission to provide engineering services for this very important project.

It should also be noted that EXP is very knowledgeable of this area, being our Design Engineering firm overseeing the work on Michaud Street, from John to Bourgault.

Sincerely



Alan Korell, P.Eng.



Municipality of West Nipissing  
101-225 Holditch Street  
Sturgeon Falls, ON P2B 1T1

<b>Project :</b>	<b>2021 Consultant RFP - Engineering Designs</b>
<b>for the Rehabilitation of John Street, between Coursol and John</b>	
<b>Opened by :</b>	<b>Alisa Craddock</b>
<b>Reviewed and Scored by :</b>	<b>Alan Korell</b>

	EXP	Gerrits	North Rock	Cenlo	Tulloch	Planmac	RV Anderson
1. Project Understanding /10	10	10	10	10	10	10	10
2. Qualificaions and Experience /30	27	27	27	25	27	25	27
3. Price Cost / 50	50	43	25	50	37	45	35
4. Project Work Plan /10	8	5	8	8	8	8	8
Total Score /100	95	85	70	93	82	88	80

Recommendation to Council: EXP Services Inc. with a score of 95/100.

Notes: \_\_\_\_\_

Section 1 - Proponents that scored "10" were able to reiterate and describe the project

Section 2 - EXP and Tulloch are the most familiar with West Nipissing



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

Resolution No.

2022 /

JANUARY 4, 2022

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** requests for proposals for Engineering Designs for the Rehabilitation of John Street, were opened on December 16, 2021 by the Director of Corporate Services;

**AND WHEREAS** seven (7) proposals were received;

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

**AND WHEREAS** Council concurs with the recommendation received;

**BE IT THEREFORE RESOLVED THAT** the proposal for Engineering Designs for the Rehabilitation of John Street, in the Municipality of West Nipissing be awarded to **EXP SERVICES INC.**, having received the highest rating score meeting all the specifications.

	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: \_\_\_\_\_



Municipality of West Nipissing  
101-225 Holditch Street  
Sturgeon Falls, ON P2B 1T1

<b>Project :</b>	<b>Municipality of West Nipissing AODA Upgrades Various Buildings</b>		
<b>Closing Information :</b>	<b>December 17th,2021</b>		
<b>Opened By :</b>	<b>Stephan Poulin                      and                      Jonny Bélanger</b>		
<b>Name</b>		<b>Date Received (dd-mm-yyy)</b>	<b>Bid Submission</b>
<b>PROSPER CO. LTD.</b>		<b>17-12-2021</b>	<b>\$199,500.00</b>
SRS CONTRACTING INC.		17-12-2021	\$222,800.00
VENASSE BUILDING GRP. INC.		17-12-2021	\$240,000.00



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

Resolution No.

2022 /

JANUARY 4, 2022

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** requests for quotations were requested for Accessibility for Ontarians with Disabilities Act (AODA) Upgrades to various municipal buildings were opened on December 17<sup>th</sup>, 2021;

**AND WHEREAS** three (3) quotations were received;

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

**AND WHEREAS** Council concurs with the recommendation received;

**BE IT THEREFORE RESOLVED THAT** the quotation for Accessibility for Ontarians with Disabilities Act (AODA) Upgrades to various municipal buildings be awarded to **PROSPERI CO. LTD.**, having submitted a quotation of \$199,500.00 (plus HST) meeting all the required specifications.

	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.

2022 /

JANUARY 4, 2022

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-Law **2021/11**, being a by-law to borrow money to meet current expenditures, 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: \_\_\_\_\_





## BY-LAW 2022/11

### BEING A BY-LAW TO BORROW MONEY TO MEET CURRENT EXPENDITURES

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**WHEREAS** the Council of the Corporation of the Municipality of West Nipissing deems it necessary to utilize the credit line/operating loan for the current year under the provisions of the *Municipal Act*, 2001, S.O. 2001, as amended;

**AND WHEREAS** Section 407 (1) of the *Municipal Act*, 2001, S.O. 2001, as amended, provides authority for a council by By-law to authorise the Head of Council and the Treasurer to borrow from time to time, until property taxes and other sources of revenues are collected, such sums as the council considers necessary to disburse in a timely manner, the current expenditures of the Corporation for the current year;

**AND WHEREAS** the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Ontario Municipal Board, is limited by Section 407 (2) of the *Municipal Act*.

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

1. The Mayor and the Treasurer of the Corporation are hereby authorized on behalf of the Corporation, to utilize the credit line, from the National Bank of Canada, hereinafter referred to as "the Bank", a sum or sums not exceeding in the aggregate \$5,000,000.00. A portion of the \$5,000,000.00 has been allocated to the following:
  - a) The West Nipissing Environmental Services ..... \$ 100,000.00
2. All sums borrowed from the Bank, for any or all the purposes mentioned in the *Municipal Act*, 2001, S.O. 2001, as amended, shall, with interest thereon, be a charge on credit line usage on a daily basis.
3. The terms and operating credit may be reviewed periodically by the Bank, including, without limitation, annual reviews.
4. The Treasurer is hereby authorized and directed to apply in payment of all sums borrowed under the authority of this By-law, as well as all other sums borrowed in this year and any previous years, from the Bank for any purposes mentioned in the *Municipal Act*, 2001, S.O. 2001, as amended, together with interest thereon, all of the monies collected or received from any other source, which may lawfully be applied for such purpose.
5. This By-law shall come into force and take effect on the day it is passed.
6. That By-law 2021/03 is hereby repealed.

**ENACTED AND PASSED THIS 4<sup>th</sup> DAY OF JANUARY 2022 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



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

Resolution No.

**2022 /**

**JANUARY 4, 2022**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-law **2022/12**, being a by-law to levy interim taxes for 2022, 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:** \_\_\_\_\_

## **BY-LAW 2022/12**

### **BEING A BY-LAW TO LEVY INTERIM TAXES FOR 2022**

**WHEREAS** Section 317 of the *Municipal Act, S.O. 2001, c. 25*, as amended, provides that the Council of a local municipality, before the adoption of the estimates for the year under Section 317, may pass a by-law levying amounts on the assessment of the property in the local municipality rateable for local municipal purposes. The amount levied on a property shall not exceed the prescribed percentage or 50 per cent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year.

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

#### **1. Interim Levy**

- 1.1** That an interim tax levy for the year 2022 be charged on all classes of taxable properties in the Municipality, and that the amount levied on each property shall not exceed 50 per cent of the total previous year's taxes.

#### **2. Due Dates**

- 2.1** The said interim tax levy shall become due and payable in **two (2) instalments** as follows:

**2.1.1** March 29, 2022

**2.1.2** April 28, 2022

#### **3. Notice of Taxes**

- 3.1** The Tax Collector shall, no later than twenty-one days prior to the due date of the first instalment, mail or cause to be mailed to the address of the residence, place of business or other designate address of each person taxed, a notice setting out the rates used in calculating the taxes, the respective dates by which they are to be paid to avoid penalty, and the particulars of the penalties imposed by this by-law for default.

#### **4. Payment and Collection**

- 4.1** Immediately after the due dates stated in Section 3 of this by-law, the Tax Collector shall immediately collect at once, by distress or otherwise under the provisions of the statutes, all such instalments or parts thereof that have not been paid on or before the respective dates provided, together with the said percentage penalty charges as they are incurred.
- 4.2** The Tax Collector and the Treasurer are hereby authorized to accept part payment from time to time on account of any taxes, and to give a receipt for such part payment provided that acceptance of any such part payment shall not affect the collection of any percentage penalty charge imposed and collectable under this by-law with respect to non-payment of taxes or of any instalment thereof.

#### **5. Method of Payment**

- 5.1** Taxes shall be payable to **The Corporation of the Municipality of West Nipissing** and are payable:
- i) at the municipal office at 101-225 Holditch Street, Sturgeon Falls, ON, P2B 1T1, by mail, by cash, by cheque or by debit card;
  - ii) at any financial institution; or
  - iii) by Internet or telebanking.
- 5.2** Pre-Authorized Tax Payment Plan

The Municipality of West Nipissing offers three convenient pre-authorized payment plan options:

1) Twelve (12) month plan:

- Annual taxes owing are withdrawn over 12 months on the 1<sup>st</sup> of every month

2) Instalment Plan:

- Annual taxes owing are withdrawn four times a year on the instalment due dates

**NOTE:** Plan options 1 and 2 are available to those ratepayers with no outstanding tax arrears

3) Arrears Plan:

- Twelve (12) monthly withdrawals
- Subject to penalty and interest on any balance outstanding on the first of every month.

**6. Default of Payment**

- 6.1** Non-payment of any part of the instalment, due by the dates stated in Section 2.0.0 shall constitute a default.
- 6.2** In default of payment of any part of the instalment by the day named for payment thereof, the subsequent instalment or instalments shall forthwith become due and payable.

**7. Penalty and Interest Charges**

- 7.1** On all taxes of the interim levy, which are due and payable on **March 29, 2022**, a penalty of **1.25%** shall be added on **April 1, 2022** and on the first of every month thereafter that the taxes remain in default until December 31<sup>st</sup>, 2020.
- 7.2** On all taxes of the interim levy which are due and payable on **April 28, 2022**, a penalty of **1.25%** shall be added on **May 1, 2022** and on the first of every month thereafter that the taxes remain in default until December 31<sup>st</sup>, 2020.
- 7.3** **Interest**, at the rate of **1.25%** per month will be added on all amounts of taxes in default on **January 1, 2022** and on the first day of each and every month the default continues.
- 7.4** Penalties and interest added on all taxes in default, shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.

**8. Force and Effect**

- 8.1** This by-law shall take force and effect on the day of its final passing.
- 8.2** All by-laws and parts of by-laws inconsistent with this by-law are hereby rescinded.

**ENACTED AND PASSED THIS 4<sup>th</sup> DAY OF JANUARY, 2022 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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

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

## 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 
Operator Requirements	<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 POH 2M0  
tel: 705-594-2373  
fax: 705-594-2762  
e-mail: [robin@rlequipment.com](mailto:robin@rlequipment.com)



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

**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

☐ Action Item

☒ Discussion/Action Item

☐ Report Required

☐ Public Hearing

☐ 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,

**Janice Dupuis**

---

**Subject:** FW: Fwd: Marcel & Gloria Charbonneau-Cache Bay Trailer Park

**From:** Christine Durocher [REDACTED]

**Sent:** November 5, 2021 12:45 PM

**To:** Jay Barbeau <[jbarbeau@municipality.westnipissing.on.ca](mailto:jbarbeau@municipality.westnipissing.on.ca)>; Joanne Savage <[jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)>

**Subject:** Re: Fwd: Marcel & Gloria Charbonneau-Cache Bay Trailer Park

**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.

Dear Sir/Madam,

My husband & I were recently made aware of an eviction notice issued to Marcel & Gloria Charbonneau by Antoine Guenette, Manager of the Cache Bay Trailer Park. As was told to us, the reason for the eviction is these campers are "too rowdy". This is inexplicable to me.

Marcel and Gloria have been residents of the Park for over 30 years and in the 29 years that we have camped at Cache Bay Trailer Park, I have only known this couple to be exemplary tenants. Marcel and Gloria have been the driving force behind planning and executing fun, community-oriented events for the benefit of all park residents and guests. They are consistently giving assistance to their fellow campers without needing to be asked, or compensated in anyway, unlike the park manager Antoine Guenette. I can assure you that I have both witnessed, and benefited from, this couple's generous nature.

In the 29 years that my husband and I have camped at the park, have we never known the Charbonneaus to be "rowdy". We consider Marcel & Gloria to be model tenants and feel they represent all the values that we would hope fellow campers would possess at Cache Bay Trailer Park. They have remained committed and invested in the development the park over the years, especially in the area of building community.

I am of the firm belief that this eviction is not only spiteful but entirely unfounded and without merit.

Christine & Andrew Durocher  
Lot #28  
[REDACTED]

## Janice Dupuis

---

**Subject:** FW: Eviction letter

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

From: Kate Levac

Sent: November 4, 2021 8:00 PM

To: Joanne Savage <jsavage@municipality.westnipissing.on.ca>; Jay Barbeau <jbarbeau@municipality.westnipissing.on.ca>

Subject: Eviction letter

**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.

Mme Joanne Savage, Mr Jay Barbeau,

My name is Kathleen Levac. I have been a seasonal camper at the Cache Bay Trailer Park for the past 4 years. Marcel Charbonneau and Gloria Lavallée are parked across the drive from me. They are a great couple who are always willing and ready to help everyone. It has come to my attention that they received a notice of eviction for rowdiness. I have never witnessed anything of the kind. They laugh loudly, but are never rowdy. They are accused of harassing campers to sign a petition.

As a resident of West Nipissing, and a tax payer I have the right to sign a petition and I did sign the petition voluntarily. To my knowledge, no one was harassed to do so. It makes me sad that Mr. Guenette is so negative and lacks pride for our park. The campground is severely neglected and we, most of the seasonal campers, want some improvements made. I urge the council of West Nipissing to intervene in this eviction.

Thank you,  
Yours truly  
Kathleen Levac  
Lot 48

Sent from my iPhone

**Janice Dupuis**

---

**Subject:** FW: Cache bay park

**From:** raymonde Paquet [REDACTED]

**Sent:** November 4, 2021 1:55 PM

**To:** Joanne Savage <[jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)>; Jay Barbeau <[jbarbeau@municipality.westnipissing.on.ca](mailto:jbarbeau@municipality.westnipissing.on.ca)>

**Subject:** Cache bay park

Mr. Barbeau.

My husband and I are seasonal tennant at the Cache Bay Park.

We were made aware that Gloria Lavallee and Marcel Charbonneau were giving a notice of eviction by Antoine Guenette re: supposedly act of rowdysm

Gloria Lavallee didn't do such a thing all she did is having seasonal renters signed a petition.

This petition is group effort. We as a group are trying to inform the municipality that The Cache Bay park isn't well taken care of.

First the bathrooms are rarely clean and would need a good coat of antifungal paint.

In an effort to empty the pool the manager left at the bottom debris, dead animals and disgusting black water the results of this negligence is germ, viruses and an foul smell..

We informed the employees and he took the pool net to remove dead animals like mice and snakes. This I witnessed.

It needs to be properly clean. Yet Antoine Guenette dosen't do it.

These are just a few problems with the park.

The only people that were intimidated well they were intimidated by Antoine Guenette and his wife.

He treated some renters to through them out if not satisfied. That's Mr. Barbeau is intimidation.

Gloria Lavallee came to our door in a very friendly matter and we didn't feel intimidated at all.

Obviously he is not following the contract. That is the reason why as a group we decided to have a petition. This petition was sent to the town with many pictures proofing our situation.

If you want more information please ask to see the paperwork that was submitted to the town by the seasonal renters. Plus many letters of complaints previously sent by us and some weekenders

Thank you for your support and your time.

Sincerely

Raymonde Paquet  
Get [Outlook for Android](#)

**Janice Dupuis**

---

**Subject:** FW: Cache Bay Trailer Park

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

From: Rolly Bisaillon

Sent: November 4, 2021 3:06 PM

To: Jay Barbeau <jbarbeau@municipality.westnipissing.on.ca>

Cc: Joanne Savage <jsavage@municipality.westnipissing.on.ca>

Subject: Cache Bay Trailer Park

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.

Dear Mr Barbeau

We are Rolly and Madeleine Bisaillon, seasonal campers at the Cache Bay trailer park. It has come to our attention that Marcel Charbonneau & Gloria Lavallee are being evicted from the park, what!!! We have known Marcel and Gloria for a long time since we have been camping there for 26 years actually Gloria camped in the lot next to us before, never a problem, and Marcel and Gloria were always volunteering for activities in the park such as Xmas in July, etc, We are upset over this, are we next!!

We have a very good and quiet park with mostly seniors. It is not fair that Marcel and Gloria should pay the price for this petition that was signed by most of the campers.

Where is the "JOIE DE VIVRE" in all this?

We are asking you to look into this please, it's very sad, unfair and very disturbing .

Marcel and Gloria are staples in the park & always there to help us.

Sincerely yours,

Rolly and Madeleine Bisaillon

Lot 16

**Janice Dupuis**

---

**Subject:** FW: CacheBay trailer Park

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**From:** Gisele Roy [REDACTED]  
**Sent:** November 4, 2021 9:24 AM  
**To:** Joanne Savage <[jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)>; Jay Barbeau <[jbarbeau@municipality.westnipissing.on.ca](mailto:jbarbeau@municipality.westnipissing.on.ca)>  
**Subject:** CacheBay trailer Park

**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.

Dear Mr. Jay Barbeau et Mme Joanne Savage,

My name is Gisele Roy and I am writing to you today in support of Marcel Charbonneau and Gloria Lavalle. I have been a seasonal camper at the Cache Bay trailer park for the past 12 years. In all these years both Mr. Charbonneau and Mme Lavallee have been present in the park and I have seen first hand how great these humans are and how important their presence are in the park.

It has come to my attention that they received a notice evicting them from the park due to rowdiness. Over the years that I have known them as fellow campers, they have never caused any rowdiness. If anything I would state that they are a necessary element to the campsite. They have helped on numerous occasions to beautify and make the park a good place for all campers. The accusation of rowdiness does not belong to them. They have been accused of harassing campers to sign a petition due to the deterioration of the camp site. I have signed that petition voluntarily and so have all the campers as it is evident that the campsite is being neglected and we wanted to see improvements.

In summary, their presence in the campsite makes for a pleasant camping season and I urge the council of West Nipissing to intervene in their eviction and reverse this wrongdoing.

Cordialement,  
Gisele Roy  
Lot #22



**Janice Dupuis**

---

**Subject:** FW: Marcel & Gloria Charbonneau-Cache Bay Trailer Park

**From:** Terry Teeple [REDACTED]  
**Sent:** November 4, 2021 9:44 PM  
**To:** Jay Barbeau <[jbarbeau@municipality.westnipissing.on.ca](mailto:jbarbeau@municipality.westnipissing.on.ca)>  
**Cc:** Joanne Savage <[jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)>  
**Subject:** Marcel & Gloria Charbonneau-Cache Bay Trailer Park

**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.

Dear Sir,

I have been advised that Marcel & Gloria Charbonneau have been issued an eviction notice from Antoine Guenette, Manager of the Cache Bay Trailer Park for being too rowdy? Marcel and Gloria have been residents of the Park for over 30 years and have helped everyone within this park in so many ways.

They have been instrumental in creating numerous fun events for the benefit of all park residents and always available to help anyone. We have been residents of the Park for the past 6 years and consider Marcel & Gloria valuable ambassadors of Cache Bay Trailer Park. They have played an integral part in the development of this park over the years.

The accusation of being rowdy is vindictive and totally unfounded.

Terry & Linda Teeple  
Lot 12  
[REDACTED]



**Janice Dupuis**

---

**Subject:** FW: Letter

**From:** Andre Boulanger [REDACTED]

**Sent:** November 4, 2021 8:53 PM

**To:** Joanne Savage <[jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)>; Jay Barbeau <[jbarbeau@municipality.westnipissing.on.ca](mailto:jbarbeau@municipality.westnipissing.on.ca)>

**Subject:** Letter

**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.

Hi there. We are residents of the Cache Bay tent and trailer park. We have been residents of the park for 18 years. Over the 18 years we have seen many changes that have been positive and negative. We have just heard that residents in our park have received a eviction notice because they are too rowdy.

This is a false accusation. We have been involved in a lot of planning and functions with Marcel and Gloria Charbonneau. They are both very involved in the park for fun activities including fish fries, Texas horseshoes tournaments, Christmas in July where Marcel played Santa. They also organized bingo nights and card nights before covid for residents to come and play.

The accusations made towards them is not warranted and in no way true.

Andre Boulanger

Sent from Yahoo Mail on Android

**Janice Dupuis**

---

**Subject:**

FW: Expulsion de Gloria Lavallée et Marcel Carbonneau

Begin forwarded message:

**From:** Michelyne Lagrange [REDACTED] >  
**Date:** November 4, 2021 at 5:44:35 PM EDT  
**Cc:** Joanne Savage <[jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)>  
**Subject:** Expulsion de Gloria Lavallée et Marcel Carbonneau

Cher M. Barbeau,

Moi, Michelyne Lagrange je campe au Cache Bay Trailer Parc depuis quatre ans. Je vous écris car je viens d'apprendre que Gloria Lavallée et Marcel Carbonneau vont être expulsés du parc pour avoir causé du tapage dans le parc en faisant signer une pétition concernant la dégradation du parc. J'ai signé volontairement cette pétition car je voyais la négligence tout au tour de moi. ( des toilettes et des douches sales, la piscine pleine de souris mortes avec de l'eau polluée et qui sentait mauvaise). Gloria et Marcel sont des personnes justes et honnêtes. Je crois que c'est injuste de les traiter ainsi et je demande au conceit du West Nipissing de corriger cette injustice.

Bien à vous

Michelyne Lagrange

Lot 56

Sent from my iPhone

**Subject:** FW: Camp cache bay

Begin forwarded message:

**From:** pauline gauthier [REDACTED]  
**Date:** November 4, 2021 at 3:25:39 PM EDT  
**To:** Joanne Savage <[jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)>  
**Subject:** Camp cache bay

Salut Joanne, Un petit mot pour dire que pour moi et mon époux le camp et notre deuxième chez nous , nous considérons les campeurs ,notre deuxième famille On n'entendu des rumeurs que Gloria poussait les campeurs à signer une pétition ,jamais au grand jamais qu'elle ferait une chose semblable tout était volontaire.Je pense que Antoine a control de plus que le parc ,il détruit un petit oasis apprécié par plusieurs ,J'espère vraiment que ce couple ne sera pas évacué,

Sincèrement Marie Pauline Gauthier

Get [Outlook for iOS](#)

**Subject:** FW: Cache Bay Park issue

Begin forwarded message:

**From:** Denis Larcher [REDACTED]  
**Date:** November 6, 2021 at 10:07:47 AM EDT  
**To:** Jay Barbeau <[jbarbeau@municipality.westnipissing.on.ca](mailto:jbarbeau@municipality.westnipissing.on.ca)>  
**Cc:** Joanne Savage <[jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)>  
**Subject:** Fwd: Cache Bay Park issue

Dear Mr Barbeau/Mrs Savage

We are Denis & Claire Larcher, seasonal campers for over 26 years at Cache Bay Trailer Park our second summer home that we enjoy!!

We heard that Marcel Charbonneau and Gloria Lavallee are being evicted. We think its very unfair and unjustified that this is happening !

We are on lot 49 right across from Marcel and Gloria and have been at that lot for over 26 years , and we have no complaints of any rowdiness towards them at all not one bit

They are always eager to help anyone in the park..

They are the Best Seniors there always helping others at their hearts to anyone that needs it

We think its just an excuse because Antoine is upset that we had a petition going around the park and blames Gloria for circulating around in which most of the campers, including us signed it do to his lack of responsibilities towards the park as a so call manager! We ask that you review this and overturn that decision made by Anthoine this is not right on his part instead of fixing the issues at the Park he retaliated towards them instead and then who's next ? it's unfair and unjustified on his part we hope the council fixes this issues ASAP

Sincerely  
Denis and Claire  
Larcher #49

**Janice Dupuis**

---

**Subject:** FW: CacheBay Trailer Park

Begin forwarded message:

**From:** dmcgraw [REDACTED]  
**Date:** November 3, 2021 at 6:44:44 PM EDT  
**To:** Jay Barbeau <[jbarbeau@municipality.westnipissing.on.ca](mailto:jbarbeau@municipality.westnipissing.on.ca)>  
**Cc:** Joanne Savage <[jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)>  
**Subject:** CacheBay Trailer Park

**Dear Mr. Barbeau:**

**We are Don & Sue McGraw and we are season campers at the Cache Bay Trailer Park.**

**We are sending you this e-mail because we have been informed that Marcel Charbonneau and Gloria Lavallee are being evicted from the park. We have been campers at the Cache Bay Trailer Park for 25 years and have known Marcel and Gloria for almost that long. The reason given for the eviction is that they caused rowdiness in the park. We have never known Marcel or Gloria to be rowdy. Mostly they have been an integral part of making the park a good place to camp. We also believe that this attempted eviction is based on a petition that both Sue and I have signed because of the deterioration in the upkeep of the park. We believe that it is unfair that Marcel and Gloria are being signaled out. We are asking that the council for West Nipissing reverse this injustice.**

**Sincerely yours**

**Don and Sue McGraw**  
**Lot 7**



ROYAL CANADIAN LEGION BRANCH 225  
201 River Street (Veterans Way)  
Sturgeon Falls, Ontario  
P2B 1T4

October 31, 2021

RECEIVED

NOV 02 2021

West Nipissing Town Council  
225 Holditch Street  
STURGEON FALLS, Ontario  
P2B

Dear Members of Council:

Re: Snow Removal and Sanding Season 2021-2022

We thank you for your support in covering our expenses for the 2020-2021 Snow Winter Plowing.

We understand that this request must be repeated yearly and as such, we would like the council to consider our request to assist our Legion alleviating our financial woes by decreasing our winter expenses for 2021 – 2022 season by undertaking the snow ploughing and sanding on our behalf.

Your continued support in this manner is greatly appreciated by our membership.

We look forward to hearing from you at your earliest convenience.

Yours-in-Comradeship

ROYAL CANADIAN LEGION  
BRANCH 225

Lori Richer, President

# MEMORANDUM

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**TO:** Mayor and Council

**FROM:** Jean-Pierre (Jay) Barbeau, CAO

**DATE:** September 17, 2021

**RE:** **USAGE OF FREE WATER SERVICE AT SANITARY DUMPING STATIONS**

---

On June 22, Council voted to close the Water Filling Station in Verner, until staff could measure the use of the service and find a solution for the misuse of the system. Council members and residents expressed similar concerns regarding the station in Sturgeon Falls. Staff was asked to prepare a report with recommendations for Council's consideration.

Based on our review of Sanitary Dumping Stations in the region, our current sites provide unnecessary services. Few municipalities provide water services at no cost, but the ones that do, have limited stations (one or two).

Options for adding a fee-for-service system were evaluated by staff. The logistics and resources needed to install, service, and monitor the systems, outweigh the benefits. This option would bring little to no return on investment. The cost to install a coin-operated machine was estimated at \$2000 for installment, and over \$2000 per year, for the service, per site.

Our recommendation is to close the water services at all Sanitary Dumping Stations. Users would be required to bring their own water supply to rinse and clean up after disposing of their waste. RV operators would be fully aware of how to connect to their own supply for that purpose. This option would provide a location to dispose of RV sanitary waste at no cost, and eliminate the issues of traffic congestion and misuse of water. Clear signage would be posted at all sites to advise users that water services are not available and that the stations are to be used for the disposal of RV sanitary waste only. A considerable benefit to closing the water supply would be reducing public health risks. The water supply is considered safe for drinking, dishwashing, or hand-washing up to the tap. Anything connected beyond the tap creates a risk of contamination.

Other factors that can be discussed are the number of sites and the locations. Should Council wish to discuss the possible relocation of sites, staff would propose the relocation of the Sanitary Dumping Station in Sturgeon Falls. The current location is located at a high-traffic area near a school, public park, and baseball field. Depending on factors such as proximity to existing water/sewer infrastructure, the cost of relocation is estimated at \$15,000.

**Joie de vivre**



**West Nipissing Ouest**

Joie de vivre

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



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 (*left mtg.*)  
COUNCILLOR ROLAND LARABIE (*left mtg.*)  
COUNCILLOR LÉO MALETTE (*left mtg.*)  
COUNCILLOR DAN ROVEDA (*left mtg.*)  
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. Labbe'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**

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

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

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*

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*

---

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



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 19, 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. 2021/301** 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. 2021/302** Moved by: Councillor C. Fisher  
Seconded by: Councillor Y. Duhaime

**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 October 19<sup>th</sup>, 2021 in order to address matters impacting municipal operations and residents of the municipality;

**BE IT THEREFORE RESOLVED THAT** the order of the October 19, 2021, be amended;

**BE IT FURTHER RESOLVED THAT** the Agenda for the meeting of Council held on October 19, 2021 be adopted, as ☒ presented / ☐ amended.

**CARRIED**

**B-3** Adopt the Agenda.  
↳ *Not required*

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

## REGULAR COUNCIL / SÉANCE RÉGULIÈRE

### D) UNFINISHED BUSINESS / AFFAIRES EN MARCHÉ

#### D-1 NOHFC resolution re: Cost overages for Field Outdoor Rink Project

**No. 2021/303** Moved by: Councillor Y. Duhaime  
Seconded by: Councillor L. Malette

**WHEREAS** at the Council meeting held on May 4<sup>th</sup>, 2021, Council authorized the Director of Economic Development and Community Services to submit a funding application to **Northern Ontario Heritage Fund Corporation (NOHFC)** for the Field Outdoor Rink Project;

**AND WHEREAS** the NOHFC requires confirmation of the Municipality's financial contribution towards this project and a commitment to cover cost overruns (if applicable);

**BE IT THEREFORE RESOLVED THAT** Council for the Municipality of West Nipissing confirms its financial contribution of \$150,000 towards the project and confirms that it will cover any cost overruns incurred for the successful completion of the Field Outdoor Rink project.

**CARRIED**

### E) PLANNING / PLANIFICATION

#### E-1 By-Law 2021/65 to accept, assume and dedicate lands for public highway (Leduc Rd)

**No. 2021/304** Moved by: Councillor C. Fisher  
Seconded by: Councillor L. Malette

**BE IT RESOLVED THAT** By-law 2021/65, 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 OF LOT 7, CON 6,  
PARTS 2 AND 3, PLAN 36R-14613,  
GEOGRAPHIC TOWNSHIP OF BADGEROW,  
MUNICIPALITY OF WEST NIPISSING,  
DISTRICT OF NIPISSING.

Being parts of the travelled road known as chemin Leduc Road, Field, Ontario.

**CARRIED**

#### E-2 By-Law 2021/66 to accept, assume and dedicate lands for public highway (Douglas Rd)

**No. 2021/305** Moved by: Councillor C. Fisher  
Seconded by: Councillor Y. Duhaime

**BE IT RESOLVED THAT** By-law 2021/66, being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

PART OF LOT 12, CON 6,  
PART 4, PLAN 36R-14597,  
GEOGRAPHIC TOWNSHIP OF FALCONER,  
MUNICIPALITY OF WESTNIPISSING,  
DISTRICT OF NIPISSING.

Being parts of the travelled road known as chemin Douglas Road, Monetteville, Ontario.

**CARRIED**

#### E-3 By-Law 2021/67 to accept, assume and dedicate lands for public highway (Marleau Rd)

**No. 2021/306** Moved by: Councillor L. Sénécal  
Seconded by: Councillor C. Fisher

**BE IT RESOLVED THAT** By-law 2021/67, being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

PART OF LOT 4, CON B,  
PART 4, PLAN 36R-14607,  
GEOGRAPHIC TOWNSHIP OF SPRINGER,  
MUNICIPALITY OF WEST NIPISSING,  
DISTRICT OF NIPISSING.

Being parts of the travelled road known as chemin Marleau Road, Sturgeon Falls, Ontario.

**CARRIED**



**E-4** By-Law 2021/68 to accept, assume and dedicate lands for public highway (Savignac Rd)

**No. 2021/307** Moved by: Councillor L. Malette  
Seconded by: Councillor C. Fisher

**BE IT RESOLVED THAT** By-law 2021/68, being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

PART OF LOT 6, CON A,  
PART 4, PLAN 36R-14582,  
GEOGRAPHIC TOWNSHIP OF CALDWELL,  
MUNICIPALITY OF WEST NIPISSING,  
DISTRICT OF NIPISSING.

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

**CARRIED**

**E-5** By-Law 2021/71 to accept, assume and dedicate lands for public highway (Kipling Rd West)

**No. 2021/308** Moved by: Councillor Y. Duhaime  
Seconded by: Councillor L. Malette

**BE IT RESOLVED THAT** By-law 2021/71, 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 HALF OF LOT 8, CONCESSION 4,  
PART 2, PLAN 36R-14626,  
GEOGRAPHIC TOWNSHIP OF HUGEL,  
MUNICIPALITY OF WEST NIPISSING,  
DISTRICT OF NIPISSING.

Being parts of the travelled road known as chemin Kipling Road West/Ouest, Verner, Ontario.

**CARRIED**

**E-6** By-Law 2021/69 to deem certain lots to not be part of Registered Plan No. 49 (Bain Rd)

**No. 2021/309** Moved by: Councillor C. Fisher  
Seconded by: Councillor Y. Duhaime

**BE IT RESOLVED THAT** By-law 2021/69, being a deeming by-law to designate lots 15, 16 and 17, Registered Plan 36M-49 not to be lots on a registered plan of subdivision, shall come into force and take effect on the date it is passed.

**CARRIED**

**E-7** By-Law 2021/70 to amend zoning of property at 28 Fortin Drive (from SR & RU TO SR-13)

**No. 2021/310** Moved by: Councillor C. Fisher  
Seconded by: Councillor L. Malette

**BE IT RESOLVED THAT** By-law 2021/70, being a by-law to amend Zoning By-law 2014/45, to rezone certain lands located at 28 Fortin Drive and vacant land on the North Side of Fortin Drive, in Verner from C-3 and RU (Tourist Commercial and Rural), respectively, to SR-13 (Shoreline Residential Exception Zone 13); shall come into force and take effect on the date it is passed.

**CARRIED**

**E-8** Request for letter of concurrence for Xplornet Communications Inc. (12205 Hwy 17E)

**No. 2021/311** Moved by: Councillor C. Fisher  
Seconded by: Councillor Y. Duhaime

**WHEREAS** Xplornet Communications Inc. wishes to erect a free standing 45 metre self-supporting lattice telecommunications tower on a site located at 12205 Hwy. 17 East, Sturgeon Falls, in the Township of Springer, West Nipissing, District of Nipissing to meet the needs for high quality, high speed internet services in West Nipissing;

**AND WHEREAS** Xplornet Communications Inc. has complied with the Municipality of West Nipissing's Policy No. 2012-407 for establishing Telecommunications Tower/Antennae Facilities in circulating notice with regard to the construction of the proposed tower and by holding the required public consultations;

**AND WHEREAS** Xplornet Communications Inc. is required by Industry Canada to consult with land use authorities and to obtain a statement of concurrence therefrom;

**BE IT THEREFORE RESOLVED THAT** Council of the Corporation of the Municipality of West Nipissing hereby approves that the Municipality issue a statement of concurrence to Xplornet Communications Inc. for the proposed construction of a self-supporting telecommunication tower at 12205 Hwy. 17 East, Sturgeon Falls, in the Township of Springer, West Nipissing Municipality for the delivery of high-speed internet services in West Nipissing.

**CARRIED**

**E-9** By-Law 2021/74 to accept, assume and dedicate lands for public highway (Bear Lake Rd)

**No. 2021/312**    Moved by:        Councillor L. Malette  
                         Seconded by:      Councillor D. Roveda

**BE IT RESOLVED THAT** By-law 2021/74, 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 BROKEN LOT 1, CONCESSION 2,  
PART 2, PLAN 36R-14632,  
GEOGRAPHIC TOWNSHIP OF HUGEL,  
MUNICIPALITY OF WEST NIPISSING,  
DISTRICT OF NIPISSING.

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

**CARRIED**

**E-10** By-Law 2021/75 to accept, assume and dedicate lands for public highway (Coursol Rd)

**No. 2021/313**    Moved by:        Councillor C. Fisher  
                         Seconded by:      Councillor Y. Duhaime

**BE IT RESOLVED THAT** By-law 2021/75, 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 WEST ½ LOT 2, CONCESSION 1,  
PART 1, 36R-14435  
GEOGRAPHIC TOWNSHIP OF SPRINGER,  
MUNICIPALITY OF WEST NIPISSING,  
DISTRICT OF NIPISSING.

Being parts of the travelled road known as chemin Coursol Road, Sturgeon Falls, Ontario.

**CARRIED**

**E-11** By-Law 2021/76 to amend By-Law 2009/48 to correct legal description for a road assumption

**No. 2021/314**    Moved by:        Councillor C. Fisher  
                         Seconded by:      Councillor L. Malette

**BE IT RESOLVED THAT** By-law 2021/76, being a by-law to correct the legal description of By-Law 2009/48 for lands accepted, assumed and dedicated for public highway purposes; shall come into force and take effect on the date it is passed.

Part of Lot 8, Concession B  
Part 4, 36R-10958,  
Part 1, Plan 36R-12303  
Geographic Township of Springer  
Municipality of West Nipissing  
District of Nipissing

Being parts of the travelled road known as chemin Concorde Road, Sturgeon Falls, Ontario.

**CARRIED**

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**F) NEW BUSINESS / AFFAIRES NOUVELLES**

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**F-1** Award tender for Municipal Building Roof Replacement/Repairs

**No. 2021/315**    Moved by:        Councillor Y. Duhaime  
                         Seconded by:      Councillor R. Larabie

Proposed Amendment moved by: Mayor J. Savage and seconded by: Councillor Y. Duhaime

**WHEREAS** requests for tenders for the Municipal Building Roofing Replacement (north section), were opened on August 19<sup>th</sup>, 2021 by the Perry and Perry Architects;

**AND WHEREAS** four (4) tenders were received;

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

**AND WHEREAS** Council concurs with the recommendation received;

**AND WHEREAS** the budget amount for the project was \$55,000.00 *[amendment]*

**BE IT THEREFORE RESOLVED THAT** the tender for the Municipal Building Roofing Replacement (north section), in the Municipality of West Nipissing be awarded to **BLANCHFIELD ROOFING CO. LTD.**, having submitted the lowest quotations of \$87,950.00 (plus HST), meeting all the specifications.

**CARRIED AS AMENDED**

**F-2**     Transfer PW budget funds to a dedicated PW Infrastructure Reserve *(Connecting Links Prq.)*

**No. 2021/316**     Moved by:     Councillor Y. Duhaime

Seconded by:     Councillor L. Malette

**WHEREAS** the 2021 Public Works Capital Budget included \$50,000.00 for the repair and restoration of the Hwy. 17 Eastbound curb lane;

**AND WHEREAS** the Ministry of Transportation's Connecting Links Program is accepting funding applications until November 19, 2021 for the design, construction, renewal, rehabilitation and replacement of connecting link infrastructure;

**AND WHEREAS** the Ministry of Transportation Connecting Link program will provide funding for up to 90% of total eligible project costs (max. \$3M per road project), the Municipality is required to contribute the remaining 10% of eligible project costs and pay for all ineligible project costs;

**AND WHEREAS** the 2021 capital works contemplated (east bound curb lane) as well as a number of other necessary upgrades on Front Street are eligible for funding under the said program;

**BE IT THEREFORE RESOLVED THAT** Council authorizes the transfer of \$50,000.00 from the 2021 Public Works Capital Budget to a dedicated **Public Works Infrastructure Reserve** for the purpose of meeting the Municipality's required contribution under the Connecting Links funding program.

**CARRIED**

**F-3**     Award of Engineering Designs for Construction Projects

**No. 2021/317**     Moved by:     Councillor D. Roveda

Seconded by:     Councillor L. Malette

**WHEREAS** requests for proposals for Engineering Designs for Construction Projects, were opened on September 15, 2021 by the Director of Corporate Services;

**AND WHEREAS** six (6) proposals were received;

**AND WHEREAS** the proposals have been reviewed by Manager of Water and Wastewater Operations and the municipal Engineering Consultant and the award being recommended herein consists of the best price meeting all of the specifications;

**AND WHEREAS** Council concurs with the recommendation received;

**BE IT THEREFORE RESOLVED THAT** the proposal for Engineering Designs for Construction Projects, in the Municipality of West Nipissing be awarded to **GREER GALLOWAY**, having received the highest rating score meeting all the specifications.

**CARRIED**

**F-4**     Award quotation for purchase of ¾ ton 4x4 pickup Truck *(Water & Sewer)*

**No. 2021/318**     Moved by:     Councillor R. Larabie

Seconded by:     Councillor Y. Duhaime

**WHEREAS** requests for quotations for the purchase of a new ¾ ton 4x4 pickup truck by the Water and Wastewater Department were opened on September 30<sup>th</sup>, 2021;

**AND WHEREAS** four (4) quotations were received;

**AND WHEREAS** the quotations have been reviewed by the Director of Corporate Services and the Manager of Water and Wastewater Operations and the award being recommended herein consists of the best price meeting all of the required specifications;

**AND WHEREAS** Council concurs with the recommendation received;

**BE IT THEREFORE RESOLVED THAT** the quotation for the of a new ¾ ton 4x4 pickup truck for the Water and Wastewater Department be awarded to **FINCH CHEVROLET CADILLAC BUICK GMC**, having submitted a quotation of \$70,000.00 (plus HST) meeting all the required specifications.

**CARRIED**

**F-5** Award of tender for Nature's Trail Bridge Replacement

↳ *Refer to Addendum Section for all details*

**F-6** Authorization to sign Transfer Payment Agreement with Ministry of Infrastructure (ICIP) – Covid-19 Resilience Infrastructure Stream

↳ *Refer to Addendum Section for all details*

**MOTION FOR RECESS:** **No. 2021/321** Moved by: Councillor L Sénécal  
Seconded by: Councillor R. Larabie

At approx. 7:57 PM, a motion was tabled for a brief 15-minute recess; following which the meeting will continue.

**CARRIED**

## COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER

### **G-1) PLANNING / PLANIFICATION**

**G-1(a)** Update re: Holditch Property (boat launch) – encroachment on municipal land (Guenette)

Council received information from staff concerning the gazebo structure on the municipal property on Holditch Street. Following discussion, council agreed that since the structure needs to be moved in any event, that the lands behind the garage be offered for sale to the owner.

~~**G-1(b)** Request for public consultation meeting in River Valley re: Camping Trailer By Law (R. Larabie)~~

↳ *Removed from the agenda by the Addendum*

\_\_\_\_\_  
Denis Sénécal,  
Chair

\_\_\_\_\_  
Melanie Ducharme,  
Municipal Planner

### **G-2) EMERGENCY MEASURES AND PUBLIC SAFETY / MESURES D'URGENCE ET SÉCURITÉ PUBLIQUE**

**G-2(a)** Accessibility Concern – Sidewalk too narrow on John St. Bridge (R. Larabie)

Council discussed concerns raised concerning accessibility concerns at the John Street Bridge. Following discussion, it was agreed that the matter be referred to the Public Works Manager to determine if there are options for widening the sidewalk to determine if there are any options. The Manager of Public Works commented that the south side sidewalk is less than provincial standards and that he would have to seek direction on how to proceed, but that there is sufficient width on the travelled portion of the bridge to do something. It was also suggested that the Accessibility Committee look at the matter of the increase in larger scooter/vehicles.

**G-2(b)** Request for reduction of speed limit on Sabourin and de l'Étang Roads

The Chair noted that this matter has come before council at a previous occasion and the recommendation was that the data-logger be deployed, however the data logger has been out of commission for some time. In addition, the PW manager had previously advised that lowering the speed limit on that road will create inconsistencies and that the province recommends consistency in speed limits in order to not cause confusion. In the interim it was recommended that information be gathered prior to making any decisions. Public works was recommended to obtain 2 months worth of data prior to making any decisions.

**G-2(c)** OPP Grand Opening Update (verbal)

↳ Refer to Addendum Section for all details

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Christopher Fisher,  
Chair

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Melanie Ducharme,  
Clerk

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**G-3) Community Services / Services communautaires**

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**G-3(a)** Update COVID-19 (verbal)

The Director of Community Services provided an update on restrictions and limitations at municipal facilities. Once additional direction is received from the Province regarding increases to capacities at municipal facilities, notification will be provided.

**G-3(b)** Upcoming Events – Seniors' Supper & Christmas Parade of Lights (verbal)

Staff has had discussions with the North Bay Parry Sound District Health Unit and is confident that the parade can safely proceed with some modifications to ensure safety. The senior Christmas Supper poses challenges not only in terms of the restrictions, but the venue is still being used for vaccination clinics and testing. The Director indicated that the risk to public safety is still too great at this time and recommends that the event be postponed another year. It was suggested that the dedicated funds be held for some sort of Senior gathering once restrictions are lifted.

**G-3(c)** Clear Lake Public Beach – Clear Lake Cottagers' Association of Field

Correspondence was received from the president of the Clear Lake Cottagers' Association highlighting various concerns to Council's attention. Council recommended the development of a beach by-law that would address key safety and security matters such as use of motorized vehicles (including boats), pets, hours of operation and bilingual signage among other matters. The by-law will encompass all municipal beaches. The Director of Community Services advised that a draft by-law will be brought forward to Council in the new year.

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Joanne Savage  
Acting Chair

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Stephan Poulin,  
Director of Economic Development and  
Community Services

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**G-4) Public Works / Travaux publics**

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**G-4(a)** Road rehabilitation (Eugene, Comeau, Arbour & Gerard Rds) (petition received at Aug-17<sup>th</sup> mtg.)

↳ Due to time constraints, this matter is carried to next meeting.

**G-4(b)** Amendment to Budget - Replacement of aging PW asset - 2007 Case Loader

The Manager of Public Works informed Council that the 2007 Case Loader needs significant repairs and that this equipment was scheduled to be replaced in 2022. The Manager's recommendation is to replace the aging equipment now rather than continue with ongoing expensive repairs. Following discussion, Council directed the Manager of Public Works to proceed with the RFP process for replacement of the equipment.

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Yvon Duhaime,  
Chair

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Jean-Pierre (Jay) Barbeau,  
Chief Administrative Officer

**MOTION TO EXTEND CURFEW:**

**No. 2021/322**

**Moved by:**

Councillor L. Sénécal

**Seconded by:**

Councillor Y. Duhaime

At approx. 9:38 PM, a motion was tabled to extend the meeting beyond the regular curfew in order to proceed with the agenda

**DEFEATED**

**G-5) Sewer and Water / Les égouts et l'eau**

**G-5(a)** Update re: Water Filling / Dumping Stations (Verner arena, SF Goulard Park)

↳ Due to time constraints, this matter is carried to next meeting.

**G-6) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUE ..... NIL**

**G-7) SOCIAL SERVICES AND HEALTH / SERVICES SOCIAUX ET SANTÉ ..... NIL**

**G-8) ENVIRONMENTAL / L'ENVIRONNEMENT ..... NIL**

**REGULAR COUNCIL / SÉANCE RÉGULIÈRE**

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

**H-1** Sign agreement for use of municipal parking lot (B. Guenette)

↳ Due to time constraints, this matter is carried to next meeting.

**H-2** By-Law 2021/64 to amend the Marriage License fee

↳ Due to time constraints, this matter is carried to next meeting.

**H-3** Authorization to close the tax account at the Verner Caisse Populaire

↳ Due to time constraints, this matter is carried to next meeting.

**H-4** Support for OHIP-insured Eye Care (J. Savage)

↳ Due to time constraints, this matter is carried to next meeting.

**I) PLANNING / PLANIFICATION ..... NIL**

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

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

↳ Due to time constraints, this matter is carried to next meeting.

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

↳ Due to time constraints, this matter is carried to next meeting.

- J-3 Adopt the minutes of a Council meeting.  
↳ Due to time constraints, this matter is carried to next meeting.
- J-4 Adopt the minutes of the Planning Advisory Committee.  
↳ Due to time constraints, this matter is carried to next meeting.
- J-5 Receive the minutes of the following boards/committees:  
↳ Due to time constraints, this matter is carried to next meeting.
- J-6 Receive the JUNE and JULY Disbursement Reports  
↳ Due to time constraints, this matter is carried to next meeting.
- J-7 Correspondence: Office of the Ombudsman re: Closed Meeting Complaint  
↳ Due to time constraints, this matter is carried to next meeting.

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

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**L) NEW BUSINESS / AFFAIRES NOUVELLES**

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- L-1 Resolution for Naming of Municipal Asset - Sturgeon Falls arena (Labbé Family)  
↳ Due to time constraints, this matter is carried to next meeting.
- L-2 Receive the 2<sup>nd</sup> Quarter – Variance Financial Report  
↳ Due to time constraints, this matter is carried to next meeting.
- L-3 Reconsideration resolution – Exemption request re: No Cut Policy (Michaud St) (J. Savage)  
↳ Due to time constraints, this matter is carried to next meeting.
- L-4 By-Law 2021/72 to appoint a Deputy Treasurer  
↳ Due to time constraints, this matter is carried to next meeting.
- L-5 By-Law 2021/73 to authorize signing of cheques, notes and documents  
↳ Due to time constraints, this matter is carried to next meeting.

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**M) ADDENDUM / ADDENDA**

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**F-5 Award of tender for Nature's Trail Bridge Replacement**

**No. 2021/319** Moved by: Councillor D. Sénécal  
Seconded by: Councillor C. Fisher

**WHEREAS** Council of the Municipality of West Nipissing has authorized the Nature's Trail Bridge Replacement during its 2021 Budget deliberations;

**AND WHEREAS** on June 1, 2021, EXP was awarded the Engineering Proposal to oversee the design, approvals and construction administration for the Nature's Trail Bridge Replacement;

**AND WHEREAS** requests for tender for the Nature's Trail Bridge Replacement were opened on September 30<sup>th</sup>, 2021 by the Director of Corporate Services

**AND WHEREAS** four (4) tenders were received;

**AND WHEREAS** the tenders have been reviewed and evaluated by EXP, based on the criteria identified in the request for tender;

**AND WHEREAS** Council concurs with the recommendation received;

**BE IT THEREFORE RESOLVED THAT** the tender for the Nature's Trail Bridge Replacement, be awarded to **R.M. BELANGER LIMITED** having submitted a tender of \$853,907.00 (plus H.S.T.), meeting all the specifications.

A recorded vote was requested by Councillor L. Sénécal

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

**CARRIED**

**F-6** Authorization to sign Transfer Payment Agreement with Ministry of Infrastructure (ICIP) – Covid-19 Resilience Infrastructure Stream.

**No. 2021/320** Moved by: Councillor D. Sénécal  
Seconded by: Councillor Y. Duhaime

**BE IT RESOLVED THAT** the Mayor and Chief Administrative Officer be authorized to sign a Transfer Payment Agreement for the Investing in Canada Infrastructure Program (ICIP): COVID-19 Resilience Infrastructure Stream with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Infrastructure.

**CARRIED**

**G-2(c)** OPP Grand Opening Update (verbal)

The Director of Community Services provided information concerning the Grand Opening of the new OPP detachment. The proposed date will be November 4, 2021 in order to have the event prior to winter. All information will be sent to Council by end of week and staff will be in touch with the Mayor regarding invitations. It will not be a public event due to ongoing COVID restrictions.

**N) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS**

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

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

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

**O-1** Proceed into closed meeting.

↳ Due to time constraints, this matter is carried to next meeting.

**O-2** Approve previous CLOSED minutes:

↳ Due to time constraints, this matter is carried to next meeting.

**O-3** Adjourn the closed session.

↳ Due to time constraints, this matter is carried to next meeting.



**P) ADJOURNMENT / AJOURNEMENT**

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**P-1** Confirm the proceedings of Council.

**No. 2021/323** Moved by: Councillor D. Sénécal

Seconded by: Councillor C. Fisher

**BE IT RESOLVED THAT** By-law No. **2021/77** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 19<sup>th</sup> day of OCTOBER 2021, shall come into force and take effect on the date it is passed.

**CARRIED**

**P-2** Adjourn the meeting of Council.

**No. 2021/324** Moved by: Councillor D. Sénécal

Seconded by: Councillor C. Fisher

**BE IT RESOLVED THAT** the meeting of Council held on OCTOBER 19, 2021 be adjourned.

**CARRIED**

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JOANNE SAVAGE  
MAYOR

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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, NOVEMBER 2, 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 ..... **NIL**

**B-2** Adopt the Agenda.

**No. 2021/325** Moved by: Councillor C. Fisher  
Seconded by: Councillor R. Larabie

**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, 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.

**CARRIED**

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

**REGULAR COUNCIL / SÉANCE RÉGULIÈRE**

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

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

**D-1** Proceed into closed meeting.

**No. 2021/326** Moved by: Councillor L. Malette  
Seconded by: Councillor C. Fisher

**BE IT RESOLVED THAT** we proceed into closed meeting as authorized in Section 239 (2) of the *Municipal Act* (2001), 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

DEFEATED

D-2 Adjourn the closed session .....*NIL*

**E) UNFINISHED BUSINESS / AFFAIRES EN MARCHÉ** *(carried from Sept-7<sup>th</sup> mtg.)*

**E-1** Sign agreement for use of municipal parking lot

No. 2021/327    Moved by:      Councillor D. Sénécal  
                         Seconded by:    Councillor Y. Duhaime

**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).

CARRIED

**E-2** By-Law 2021/64 to amend the Marriage License fee

No. 2021/328    Moved by:      Councillor D. Sénécal  
                         Seconded by:    Councillor Y. Duhaime

**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.

CARRIED

**E-3** Authorization to close the tax account at the Verner Caisse Populaire

No. 2021/329    Moved by:      Councillor D. Sénécal  
                         Seconded by:    Councillor Y. Duhaime

**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.

CARRIED

**E-4** Support for OHIP-insured Eye Care *(J. Savage)*

No. 2021/330    Moved by:      Councillor Y. Duhaime  
                         Seconded by:    Councillor D. Sénécal

**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.

**CARRIED**

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**F) NEW BUSINESS / AFFAIRES NOUVELLES (carried from Oct-19<sup>th</sup> mtg.)**

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**F-1** Resolution for Naming of Municipal Asset - Sturgeon Falls arena (Labbé Family)

**No. 2021/331** Moved by: Councillor Y. Duhaime

Seconded by: Councillor D. Sénécal

**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".

**CARRIED**

**F-2** Receive the 2<sup>nd</sup> Quarter – Variance Financial Report

**No. 2021/332** Moved by: Councillor Y. Duhaime

Seconded by: Councillor D. Sénécal

**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.

**CARRIED**

**F-3** Reconsideration resolution – Exemption request re: No Cut Policy (Michaud St) (J. Savage)

**No. 2021/333** Moved by: Mayor J. Savage

Seconded by: Councillor Y. Duhaime

**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.

**NOT VOTED ON**

**F-4** By-Law 2021/72 to appoint a Deputy Treasurer

**No. 2021/334** Moved by: Councillor C. Fisher

Seconded by: Councillor L. Malette

**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.

**CARRIED**

**F-5** By-Law 2021/73 to authorize signing of cheques, notes and documents

**No. 2021/335** Moved by: Councillor L. Malette

Seconded by: Councillor C. Fisher

**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.

**CARRIED**

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

**G-1) PUBLIC WORKS / TRAVAUX PUBLICS** *(Time sensitive – Council direction required)*

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

The Chair of Public Works provide Council with a memorandum from the Manager of Public Works regarding proposed upgrades to Comeau Road. A number of other upgrades are required in the area and the Manager is recommending pulverizing a portion of the road in the interim until budget discussions in 2022 can address the other upgrades which need to be addressed. It was also suggested that the Manager speak to the matter of the roads signs at the next meeting.

Yvon Duhaime,  
Chair

Jean-Pierre (Jay) Barbeau,  
Chief Administrative Officer

**G-2) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL**

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

Council discussed possible delegations for the upcoming ROMA conference. Following discussion, Council requested delegations with the Ministry of Infrastructure and the Ministry of Transportation, both relating to funding opportunities for upgrades to municipal infrastructure.

**MOTION FOR RECESS:** **No. 2021/336** Moved by: Councillor C. Fisher  
Seconded by: Councillor R. Larabie

At approx. 8:02 PM, a motion was tabled for a brief 15-minute recess; following which the meeting will continue.

**CARRIED**

**G-2(b)** Draft Vaccination Policy

The Director of Corporate Services provided a brief background concerning COVID vaccine policies. The West Nipissing policy has been vetted by our lawyers and developed along the same lines as other public sector organizations. All members of Council supported the draft policy however there was discussion regarding the penalties and it was requested that the word “may” be changed to “will” in order to ensure clarity. The issue of returning to in-person meetings was raised and it was suggested that it placed on a future Agenda.

**G-2(c)** New Optional Small Business Property Sub-class (taxes)

Council discussed information supplied by the Director of Corporate Services concerning a new initiative which would create a separate small business sub-class. A number of members voiced their concern that such an initiative may negatively affect another class of rate payers; others indicated that they would like to have more information prior to making a decision.

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

Council discussed the alternative voting methods for the 2022 Municipal Election. Council elected to proceed with Vote by Mail as in the past.

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

Council discussed a request to re-name Wolseley Bay Road, River and Bay due to negative connotations of the current name as it relates to Aboriginal Communities. It was suggested that staff consult with First Nation partners and report back to Council with additional information prior to making any decisions.

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Lise Sénécal,  
Chair

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Melanie Ducharme,  
Clerk

**MOTION TO EXTEND CURFEW:**

**No. 2021/337**

**Moved by:**

Councillor C. Fisher

**Seconded by:**

Councillor R. Larabie

At approx. 9:35 PM, a motion was tabled to extend the meeting beyond the regular curfew in order to proceed with the agenda

**DEFEATED**

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**G-3) PLANNING / PLANIFICATION ..... NIL**

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**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)**

↳ Due to time constraints, matter carried to next meeting

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

↳ Due to time constraints, matter carried to next meeting

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**G-5) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUE ..... NIL**

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**G-6) SOCIAL SERVICES AND HEALTH / SERVICES SOCIAUX ET SANTÉ ..... NIL**

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**G-7) SEWER AND WATER / LES ÉGOUTS ET L'EAU ..... NIL**

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**G-8) ENVIRONMENTAL / L'ENVIRONNEMENT ..... NIL**

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**REGULAR COUNCIL / SÉANCE RÉGULIÈRE**

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**H) PLANNING / PLANIFICATION**

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

↳ Due to time constraints, matter carried to next meeting

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

↳ Due to time constraints, matter carried to next meeting

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

↳ Due to time constraints, matter carried to next meeting

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

↳ Due to time constraints, matter carried to next meeting

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

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

↳ Due to time constraints, matter carried to next meeting

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

↳ Due to time constraints, matter carried to next meeting

**I-3** Adopt the minutes of a Council meeting.

↳ Due to time constraints, matter carried to next meeting

**I-4** Adopt the minutes of the Planning Advisory Committee.

↳ Due to time constraints, matter carried to next meeting

**I-5** Receive the minutes of the following boards/committees:

↳ Due to time constraints, matter carried to next meeting

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

↳ Due to time constraints, matter carried to next meeting

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

↳ Due to time constraints, matter carried to next meeting

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

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

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

↳ Due to time constraints, matter carried to next meeting

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

↳ Due to time constraints, matter carried to next meeting

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**L) NEW BUSINESS / AFFAIRES NOUVELLES**

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

↳ Due to time constraints, matter carried to next meeting

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

↳ Due to time constraints, matter carried to next meeting

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

↳ Due to time constraints, matter carried to next meeting

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

↳ Due to time constraints, matter carried to next meeting

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**M) ADDENDUM / ADDENDA**

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**N) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS**

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

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

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

**O-1** Proceed into closed meeting.

↳ Due to time constraints, matter carried to next meeting

**O-2** Approve previous CLOSED minutes:

↳ Due to time constraints, matter carried to next meeting

**O-3** Adjourn the closed session.

↳ Due to time constraints, matter carried to next meeting

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**P) ADJOURNMENT / AJOURNEMENT**

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**P-1** Confirm the proceedings of Council.

**No. 2021/338** Moved by: Councillor L. Sénécal  
Seconded by: Councillor L. Malette

**BE IT RESOLVED THAT** By-law No. **2021/81** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 2<sup>nd</sup> day of NOVEMBER 2021, shall come into force and take effect on the date it is passed.

**CARRIED**

**P-2** Adjourn the meeting of Council.

**No. 2021/339** Moved by: Councillor L. Sénécal  
Seconded by: Councillor L. Malette

**BE IT RESOLVED THAT** the meeting of Council held on NOVEMBER 2, 2021 be adjourned.

**CARRIED**

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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.

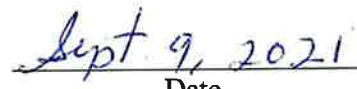
**16. Adjournment**

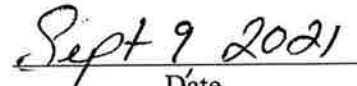
MOTION # 21-48

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**

---

<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 care 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**

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**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.***

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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



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

Resolution No.

**2022 /**

**JANUARY 4, 2022**

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: \_\_\_\_\_



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

Resolution No.

**2022 /**

**JANUARY 4, 2022**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** the 2021 – 3rd Quarter Variance Financial Report (July 1<sup>st</sup> to September 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		
<b>Ward 7 (vacant)</b>		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

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

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

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

# 2021 — Third Quarter Variance Report

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**November 12, 2021**

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

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

As identified in the Second Quarter Variance Report, 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. These challenges have continued through the third quarter and are anticipated to continue into the fourth quarter. Human resources expenses are going to be under budget.

## General Government

Supplemental taxation revenue continues to lag behind expectations in a typical year. This is not unexpected. However, penalties and interest are exceeding COVID projects and overall revenue in General Government should be on budget. As MPAC has continued to assess properties at the 2016 assessment, write offs and tax changes are also lower than budget.



## Community Services

Budgeting and planning for Community Services was perhaps the most challenging department for 2021, given the constantly changing COVID landscape. The budget anticipated very little revenue streams until the fall of 2021. The department is just beginning to realize those revenues; however, it is anticipated that Community Services may not achieve the budgeted revenue targets. However, there has been a corresponding offset in expenses, particularly human resources costs and utilities. The marina had a strong season.

## Building and Planning

The Building and Planning department had a very strong start to 2021 and this has continued through the third quarter. Building and Planning has already exceeded budgeted revenue. It is anticipated that Building and Planning will continue this trend through the end of the year.

## Capital Projects

Departments continue to complete capital projects through the end of the year. There will be projects that are awarded or in progress but not completed at the end of the year. Department heads have provided Council with a capital update. A summary of projects that will be in progress or carried at the end of the year will be provided to Council at a subsequent Council meeting. Council has been made aware of individual projects where tenders exceed budget values; however, at this time there is no concern to overall budgets. Transfers from reserve and funding for projects is recognized at the time the expense is incurred.

## 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 fully transitioned out of Municipal facilities in November 2021.





# Summary of All Categories

As of September 30, 2021

	Actual	Budget	Variance
<b>Revenues</b>			
Property Taxation	18,080,364	18,192,119	(111,755)
Payments in lieu	528,245	553,235	(24,990)
OMPF	4,956,675	6,608,900	(1,652,225)
Other Revenues	1,798,429	3,860,719	(2,062,290)
<b>Total Revenues</b>	<b>25,363,713</b>	<b>29,214,973</b>	<b>(3,851,260)</b>
<b>Expenditures</b>			
HR Costs	5,097,091	8,156,643	3,059,552
Operating Expenses	4,444,983	7,606,960	3,161,977
Policing	2,974,109	4,478,337	1,504,228
Social Programs	4,116,556	5,092,577	976,021
<b>Total Expenditures</b>	<b>16,632,739</b>	<b>25,334,517</b>	<b>8,701,778</b>
<b>Local Boards</b>			
Police	3,472	15,662	12,190
Library	312,746	416,995	104,249
Cemetery	11,010	44,840	33,830
<b>Total Board Expenditures</b>	<b>327,228</b>	<b>477,497</b>	<b>150,269</b>



<b>Total Expenditures incl. Boards</b>	<b>16,959,967</b>	<b>25,812,014</b>	<b>8,852,047</b>
<b>Surplus (Deficit)-Operating</b>	<b>8,403,746</b>	<b>3,402,959</b>	<b>5,000,787</b>
Donations	-	-	-
Funding	(916,413)	(2,864,080)	(1,947,667)
<b>Total Revenues-Capital Fund</b>	<b>(916,413)</b>	<b>(2,864,080)</b>	<b>(1,947,667)</b>
Transfer to Reserve	2,105,000	2,105,000	-
Contribution from Reserve	(744,631)	(3,351,849)	(2,607,218)
<b>Total Change in Reserves</b>	<b>1,360,369</b>	<b>(1,246,849)</b>	<b>(2,607,218)</b>
Long Term Debt Financing			-
Payments on Loans	197,043	322,959	125,916
<b>Total Change in Financing</b>	<b>197,043</b>	<b>322,959</b>	<b>125,916</b>
<b>Capital Assets</b>			
Capital expenditures-Infrastructure	1,181,056	4,489,080	3,308,024
Capital expenditures	740,571	2,701,849	1,961,278
<b>Total Capital Assets</b>	<b>1,921,627</b>	<b>7,190,929</b>	<b>5,269,302</b>
	2,562,626	3,402,959	(840,333)
<b>Surplus (Deficit)</b>	<b>5,841,120</b>	<b>-</b>	<b>5,841,120</b>



# Summary of Revenues and Expenses

	Actual	Budget	Variance
<b>Taxation</b>			
Revenues	18,080,364	18,192,119	(111,755)
<b>Payments in lieu</b>	528,245	553,235	(24,990)
<b>Provincial Grants-OMPF</b>	4,956,675	6,608,900	(1,652,225)
<b>General Government</b>			
Revenues	909,127	2,289,214	(1,380,087)
Expenses	2,388,264	3,797,910	1,409,646
<b>Surplus (Deficit)</b>	(1,479,137)	(1,508,696)	29,559
<b>Mayor &amp; Council</b>			
Expenses	126,836	218,629	91,793
<b>Public Works</b>			
Revenues	75,520	80,000	(4,480)
Expenses	4,360,494	6,628,378	2,267,884
<b>Surplus (Deficit)</b>	(4,284,974)	(6,548,378)	2,263,404
<b>Community Services</b>			
Revenues	382,031	901,700	(519,669)
Expenses	3,000,447	4,813,413	1,812,966
<b>Surplus (Deficit)</b>	(2,618,416)	(3,911,713)	1,293,297



**Fire Department**

Revenues	27,164	18,000	9,164
Expenses	1,714,554	2,433,651	719,097
<b>Surplus (Deficit)</b>	<b>(1,687,390)</b>	<b>(2,415,651)</b>	<b>728,261</b>

**Economic Development**

Revenues	-	100,000	(100,000)
Expenses	2,523	362,718	360,195
<b>Surplus (Deficit)</b>	<b>(2,523)</b>	<b>(262,718)</b>	<b>260,195</b>

**COVID**

Revenues	114,574	252,805	(138,231)
Expenses	114,574	252,805	138,231
<b>Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Planning & Development**

Revenues	290,013	219,000	71,013
Expenses	308,259	470,946	162,687
<b>Surplus (Deficit)</b>	<b>(18,246)</b>	<b>(251,946)</b>	<b>233,700</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	49,493	495,767	(446,274)
Expenses	3,023,602	4,974,104	1,950,502
<b>Surplus (Deficit)</b>	<b>(2,974,109)</b>	<b>(4,478,337)</b>	<b>1,504,228</b>

<b>Police Board</b>			
Expenses	3,472	15,662	12,190
<b>Libraries</b>			
Expenses	312,746	416,995	104,249
<b>Cemetery</b>			
Expenses	11,010	44,840	33,830
<b>Municipal Drains</b>			
Expenses	10,039	87,500	77,461
<b>Animal Control</b>			
Expenses	78,710	94,612	15,902
<b>Health Services</b>			
Expenses	348,271	417,926	69,655
<b>DNSSAB</b>			
Expenses	2,405,492	3,207,723	802,231
<b>Home for the Aged-Au Chateau</b>			
Expenses	1,362,793	1,466,928	104,135
<b>Grand Total</b>			
Revenues	25,413,206	29,710,740	(4,297,534)
Expenses	19,572,086	29,710,740	10,138,654
<b>Net Surplus (Deficit)</b>	5,841,120	-	5,841,120



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

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<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 large, stylized initial 'P'.

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

**Subject:** FW: Complaint MWN#21-06 against Councillor Y. Duhaime - Report to Council

Bonjour,

I have now reviewed a Request for Investigation from CAO Jay Barbeau sworn on July 12/21 and received in our offices on July 16<sup>th</sup> last. The complaint is based on the fact that Councillor Duhaime would have breached his duties while presiding a closed session on May 12/21 by permitting 2 Members of Council to remain and participate in a debate but not vote. I have received the evidence from Mr. Barbeau and I do accept that Councillor Duhaime (who was presiding at a closed meeting) permitted 2 Members of Council who had declared a conflict to remain in a closed session during debate but could not vote.

After having received a detailed chronology of the events by Councillor Duhaime, I also accept that he understood (wrongly when in a closed session) that he was permitted to do so in case further information or clarifications were required. This procedure is not permitted and is contrary to section 5.(11)(e)(v) of the **Code of Conduct for Council amended on September 10, 2019**. The Code specifically addresses the issue at Section 5. **RESPONSABILITIES (11) Conflict of Interest (e) Every member has the following obligations: (v) If the matter which creates the conflict of interest is discussed in closed session, (my emphasis added) the Member may not attend that portion of the closed session where that matter is discussed.** As such, I find that Councillor Duhaime has contravened the Code of Conduct. Though the said Councillor did in fact reach out to the undersigned for advice regarding conflicts of interest in general, it had not been sought for presiding duties in a closed session? I do however accept that the Councillor may have misapprehended the advice at that time. I also accept Councillor Duhaime's evidence that his actions have always been "on striving to fulfill his duties to the best of his abilities and has acted honestly, impartially and transparently as the voice of his constituents".

These are my findings.

I would recommend that Councillor Duhaime review the Code of Conduct, more particularly the entirety of Section 5. RESPONSABILITIES and that he prepare a letter of apology confirming his review of the Code and that his letter be shared with Members of Council within 30 days.

Trusting all to be satisfactory, please keep safe and remain healthy!

Merci!

*Patrice J. Cormier, B.A., LL.B.*

**Société Professionnelle Julien & Cormier Professional Corporation**

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Hawkesbury, Ontario  
K6A 1V2  
(t) 613.632.0148, (f) 613.632.1810

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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 CAD 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 CAD 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 CAD's  
job description

Joanne Lang.





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 DUHAIME  
(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 GUENETTE

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

IM 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

Resolution No.

**2022 /**

**JANUARY 4, 2022**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-Law No. **2021/13**, being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 4th day of JANUARY 2022, 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 /  
La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

**2022 /**

**JANUARY 4, 2022**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** the meeting of Council held on JANUARY 4, 2022 be adjourned.

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