

**CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING  
COUNCIL AND COMMITTEE OF THE WHOLE  
REVISED AGENDA**

February 4, 2025, 6:30 PM

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**LA CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST**  
**RÉUNION DU CONSEIL ET COMITÉ PLÉNIER**  
**ORDRE DU JOUR REVISÉ**

le 4 février 2025, 18 h 30

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9.1 Rapport du maire

10. **AJOURNEMENT**

10.1 Adoption de l'arrêté confirmatoire

10.2 Ajourner la réunion

## Janice Dupuis

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**From:** Melanie Ducharme  
**Sent:** January 30, 2025 4:49 PM  
**To:** Janice Dupuis  
**Subject:** FW: New Delegation Request

---

**From:** West Nipissing Online <WestNipissingOnline@municipality.westnipissing.on.ca>  
**Sent:** January 30, 2025 4:24 PM  
**To:** Melanie Ducharme <mducharme@municipality.westnipissing.on.ca>  
**Subject:** New Delegation Request

<b>Name / Nom</b>
Irene Govis
<b>Email</b>
[REDACTED]
<b>Phone / Téléphone</b>
[REDACTED]
<b>Subject / Sujet</b>
Closure and sale of Tomiko Station 3
<b>Group or Persons being represented / Groupe ou personnes représentées</b>
Tomiko Rd Residents
<b>Requested presentation date / Date de présentation demandée</b>
02/04/2025
<b>Purpose of the delegation / Objet de la délégation</b>
Residents of Tomiko Road Crystal Falls would like to share their concerns regarding the possible closure of Fire Station Tomiko 3.

# STAFF REPORT




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**To:** Jay Barbeau, Chief Administrative Officer

**From:** Frank Loeffen, CMMIII,  
Melanie Ducharme, Municipal Clerk

**Subject:** Proposed Closure of Tomiko Fire Station 3 and  
Disposition of Municipal Property – Tomiko Fire Hall – 1377 Tomiko Rd.

**Date:** February 4, 2025

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## Recommendation:

- That Council receive this report;
- That Council authorize the closure of the Tomiko Fire Hall (Station 3) as recommended in the West Nipissing Fire Master Plan prepared by Behr Integrated Solutions, presented to Council on November 5, 2024
- That Council declare lands identified as Block B, 36M392, Township of Grant, as surplus lands to the Municipality of West Nipissing; and
- That Council direct staff to obtain an Opinion of Value/Appraisal for the subject lands for presentation to Council in order to proceed with the issuance of a Tender for the sale of the lands, on an “as is – where is” basis”

## Background:

Property Address:	1377 Tomiko Road, Crystal Falls
Legal Description:	Block B, Plan 36M392, Twp. Grant
Roll No.	4852-180-001-14350
Zoning:	SR (Shoreline Residential)
Official Plan Land Use	Waterfront
Frontage:	325'/99m
Depth:	294'/89m
Area:	8ha/2Ac
Location:	access from Tomiko Road
Services Available	Hydro only

Pursuant to an application made by the Municipality of West Nipissing, the property was patented from the Crown on May 5, 2000. The property had been a block set aside in the adjacent plan of subdivision, however as Grant Township was formerly in the unincorporated area, the lands which would typically be retained by a municipality for parkland, etc., remained vested in the Crown. The Municipality of West Nipissing acquired the lands for a consideration of \$25,000.00 plus the costs of legal and surveys to complete the acquisition.

The garage structure on the property was constructed shortly after acquisition and structural information is included in Appendix "A" of this report.

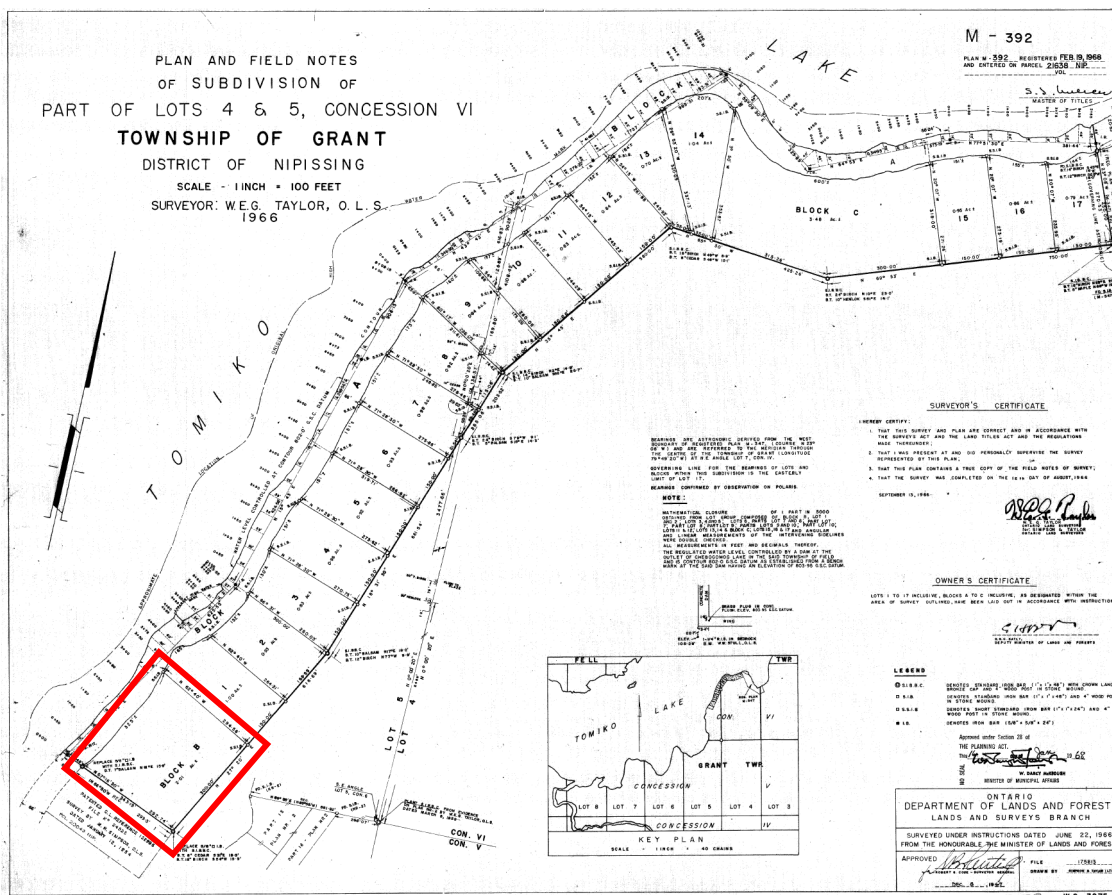
**West Nipissing Fire & Emergency Services Master Plan**

In 2024 a Fire Master Plan was undertaken by the firm of Behr Integrated Solutions. The purpose of the Project was to enhance firefighter safety, improve cost controls, increase efficiency and effectiveness and identify the right sized service to meet the current and future needs of the community.

As part of the Plan, an assessment of each individual fire station operated by the West Nipissing Fire Service was undertaken and recommendations for each were set out in the report. The assessment included annual incidents, response times, etc.

It was noted that Station 3 responds to less than one call annually and for the reasons enumerated in the report, an excerpt of which is attached as Appendix A, permanent closure of Station 3 was recommended by the consultant. The recommended timeline to close this station was indicated to be 6 – 12 months.

Figure 1. Location of Subject Lands







**Analysis/Consideration:**

Pursuant to a report presented to Council on May 2, 2023, Council directed staff to identify lands which may be considered for declaration as surplus and potentially disposed of. Coupled with the recommendation of the consultant in the Fire Master Plan, the intent of this report is to seek direction from Council as to the permanent closure of the Fire Station 3 and on the disposition of the lands and buildings.

Declaration of Surplus Lands: Before land may be disposed of, Council shall declare the subject lands to be surplus to the needs to the municipality and determine if the lands are viable or non-viable. The declaration of lands as surplus does not obligate the Municipality to dispose of such lands, Council may rescind the declaration any time prior to the completion of the disposal.

Viable lands are lands that can be granted a building permit. Non-viable lands are lands that are potential liability to the Municipality and/or are determined to be of a size, shape or nature for which there is no general demand. This includes land for which a building permit cannot be granted because either it is landlocked, or because it is of insufficient size and shape to permit development unless developed in conjunction with abutting land.

Method of Disposal Identification: Council shall determine the method of disposal of the surplus lands by:

- Direct sale/negotiation
- Public Tender
- Listing with a real estate agent/broker
- Request for Proposal
- 

Public Notice: Notice of Council's intent to dispose of the surplus lands is required to be posted on the Municipality's website and in the local newspaper at least fourteen 14 days before Council may adopt a by-law authorizing the sale of land. Should submissions or concerns be received by Council, they shall be considered by Council in an open public meeting.

Offer Evaluation, Acceptance of Offer: All bids, proposals and offers are required to be presented to Council, unless directed otherwise. Council shall pass a by-law authorizing the disposition.

The purchaser is responsible for all costs including the completion of a survey (not required in this case) and legal costs.

**Financial Consideration:**

The Closure of Station 3, as it is unmanned, would not have any effect on human resources nor would it have any effect on existing residents' classifications for insurance purposes as they are already classified remote. It should also be noted that the Tomiko Area, being largely Crown Land, is covered under the Municipality's comprehensive Crown Lands Fire Protection Agreement with the Ministry of Natural Resources. Fire Master Plan has noted that closure of this station could reduce future capital expenditures for necessary building upgrades.

Revenues derived from the sale of this station can be applied to repairs or upgrades to other stations, thereby reducing the Municipality's reliance on taxation revenue to facilitate repairs and maintenance to buildings and infrastructure.

**Conclusion:**

Based on the foregoing information, it is recommended that Council authorize the permanent closure of Station 3 and that the lands and building be sold by public tender with a reserve bid set by Council following the obtaining of a valuation of the lands in accordance with the municipality's policy.

**Attachments****Appendix "A" Pages from Fire Master Plan**

- P. 94 – 96 – Building Information and Photos
- P. 161-162 – Station Response Review
- P. 170 – Observation 18 – Recommendation to Close Station 3

Station Name:		<b>Station 3 Tomiko Lake</b>	
			
In-Service Date:	2000		
Description:	This facility is used to stage and deploy apparatus for the Tomiko Lake response area. The structure is of wood construction.		
Bays:	1 back-in bay	Apparatus and Light-Duty Vehicles:	1 Crew Cab Support Vehicle with Portable Pump
Comments:	<p>There is room outside of the facility to conduct some hands-on training, but there is no classroom or storage inside the building. This facility is serving its current purpose well.</p> <p><b>Note:</b> Currently, this facility is under review.</p>		

Apparatus Bay





Item	Description	Yes	No	Comments
1	Site security	✓		Door lock only
2	Adequate parking for staff and visitors	✓		
3	Internet and intranet connectivity		✓	
4	Adequate space for training – training props, hydrant		✓	Hands-on training props located at Station 1B
5	Back-up power supply		✓	
6	Fire Chiefs' office		✓	
7	Deputy's Chief's offices		✓	
8	Emergency management office		✓	
9	Administrative support office/space		✓	
10	Training room / meeting room	✓		Training room located at 1B
11	Office security		✓	
12	Dorm rooms		✓	
13	Day use area		✓	
14	Kitchen		✓	
15	Fitness / wellness area		✓	
16	Firefighter Men's and ladies' bathrooms and showers		✓	
17	Space to safely garage and do minor maintenance on vehicles	✓		
18	Hose drying area		✓	
19	Small equipment storage and maintenance room			
20	Air filling station room complete with proper ventilation		✓	
21	Industrial washer and dryer room		✓	
22	Bunker gear storage room complete with proper drying and ventilation		✓	
23	Consumables storage room		✓	
24	Sufficient workstations		✓	
25	Sufficient supervisor workspace		✓	
26	Breakout or quiet room		✓	
27	Public and Staff Washrooms		✓	
28	Locker room		✓	
29	Proper interior Lighting	✓		



## Station Response Review

Individual station incident breakdowns (Oct 2021-July 2024) are illustrated in Table 39. The table further identifies the average annual incidents each station experiences.

Table 39: Call Types By Stations 2021-2024

Incident Type	Station								
	1	2	3	4	5	6	7	8	9
Burning Controlled	95	2	1	1	6	5	4	0	2
CO False Calls	51	1	0	0	0	6	1	0	2
False Fire Calls	106	0	1	2	0	4	1	0	1
Other Response	54	2	0	5	1	4	2	4	0
Property Fires/Explosions	103	6	0	19	12	29	18	6	2
Public Hazard	35	1	0	0	1	6	0	0	1
Rescue	140	0	0	9	1	18	4	1	2
<b>Total</b>	<b>584</b>	<b>12</b>	<b>2</b>	<b>36</b>	<b>21</b>	<b>72</b>	<b>30</b>	<b>11</b>	<b>10</b>
Annual Avg	219	4.5	.75	13.5	7.9	27	11.3	4.1	3.75

Table 40 demonstrates the number of POC firefighters and officers assigned to each station.

Table 40: POC Staffing By Station

Station	DC	Captain	Fire Fighter	Total
1	0	1	26	<b>27</b>
2	1	0	5	<b>6</b>
3	0	0	2	<b>2</b>
4	1	2	8	<b>11</b>
5	1	1	4	<b>6</b>
6	1	1	10	<b>12</b>
7	1	1	8	<b>10</b>
8	0	0	8	<b>8</b>
9	1	1	1	<b>3</b>
<b>Total</b>	<b>6</b>	<b>7</b>	<b>70</b>	<b>83</b>



### **Observations:**

- Station 1 is the busiest station averaging 219 incidents annually. This relates to the density, population and the potential risks identified in the Sturgeon Falls area. The remaining stations range from less than 1 call per year to 27 calls annually.
- Station 3 responses are less than 1 call per year and over the period (Oct 2021-Jul 2024) responded to a burning complaint and a false fire call.
- Station 6 located in Verner is the second busiest station averaging approximately 27 incidents per year. Currently Station 6 has a POC complement of 1 District Chief, 1 Captain, and 10 Fire Fighters.
- Station 8 is the most remote station and does not have any leadership assigned (District Chief or Captains). This station responds to 4.1 calls annually.

### **Station Feasibility and Considerations**

As part of this review the report has examined the feasibility of the stations and has detailed considerations of closing and combining stations within the municipality.

#### **Station 3**

Station 3 responds to less than one incident annually. The incidents that were responded to in a period of October 2021 to July 2024 were a burning complaint and a false fire call. Map 4 shows the location of incidents at both Stations 2 and 3 (Oct 2021-June 2024). The station has 2 firefighters and no officers that are assigned to the station. The apparatus that is used is a 2009 Chevy pickup with a portable pump with zero to limited fire suppression capabilities.

Assembly time, although low (118 secs at the 90<sup>th</sup> percentile) is not a good representation due to the low number of incidents. Based on historical incident data, potential growth, and overall risk, closing this station, and having Station 2 respond to incidents in the current Station 3 response zone will have limited to no impact to the overall protection in the area.

## Observation #18

WNFES operates and maintains 9 active fire stations and 17 frontline apparatus located across the municipality. Many of these fire stations are in state of needing repair or upgrades to maintain as an active station. The volume of incidents and type of incidents responded to vary across the municipality. Station 1 is the busiest station with the highest potential risk, including the highest number of fires, and maintains the highest number of POC firefighters. Station 3 responds to the lowest annual incidents (less than 1) followed by Station 9 (3.75) and Station 8 (4.1). These stations also responded to the fewest fires in the municipality and maintain the lowest number of POC firefighters.

**Recommendation #18a: WNFES permanently close Station 3, utilizing Station 2 for response coverage.**

**Suggested Completion:** 6-12 months

**Cost:** Neutral, potential for cost savings/ avoidance on operating and capital budgets

**Resource:** WNFES staff time, Human Resources, operating budget, capital budget

**Recommendation #18b: WNFES permanently close Station 9, utilizing Station 1 for response coverage.**

**Suggested Completion:** 6-12 months

**Cost:** Neutral, potential for cost savings/ avoidance on operating and capital budgets

**Resource:** WNFES staff time, Human Resources, operating budget, capital budget

**Recommendation #18c: WNFES explore a fire protection agreement with French River to provide response coverage to Station 8.**

**Suggested Completion:** 6-18 months

**Cost:** Neutral

**Resource:** WNFES staff time



# STAFF REPORT



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**To:** Jay Barbeau, Chief Administrative Officer

**From:** Melanie Ducharme

**Subject:** Local Improvements, O.Reg. 586/06  
Petition by Residents of Quesnel Road for Municipal Water

**Date:** February 4, 2025

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## **Recommendation:**

That this update be received for information.

## **Background:**

At the meeting of November 18, Council discussed a Petition for a Local Improvement made by residents of Quesnel Road for the installation of a water main along Quesnel Road. The discussion included a report by the Director of Infrastructure setting out the estimated amount for the installation of the main.

Staff advised that the Petition, while valid in terms of meeting the required thresholds for both signatures and assessment, the Petition had been executed prior to knowing what the work would cost. Staff was directed to contact the owners of properties in the Local Improvement Area to determine whether they wish to remain on the Petition given the new information.

Notice was sent to all landowners on December 2, 2025 which notice included an estimate of the proposed local improvement to be charged to each landowner should the Local Improvement Proceed. Residents were asked to provide written reply by January 8, 2025.

As noted in a previous report, the Petition requires at least 2/3 of the owners holding more than 50% of the assessment in order to be valid.

## **Outcome:**

Subsequent to notification, five (5) owners who signed the Petition asked to be removed from the Petition. In addition, several who had not signed in the first place sent written confirmation that they did not want to participate.

With the five (5) who had originally signed requesting to have their name removed, the Petition falls short in both criteria (ownership and assessment), and is therefore invalid as a Local Improvement Petition by owners.

# MEMORANDUM



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**TO:** Mayor and Council

**FROM:** Melanie Ducharme, Municipal Clerk

**DATE:** January 29, 2025

**RE:** **2025 ONTARIO GOOD ROADS ASSOCIATION (OGRA) CONFERENCE**

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The Ontario Good Roads Association Conference is scheduled from March 30<sup>th</sup> to April 2<sup>nd</sup>, 2025.

The deadline for submissions of delegation requests by Municipalities for the conference is February 21, 2025 and I am requesting direction from Council as to proposed delegations.

Thank you,

**Joie de vivre**



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

**Melanie Ducharme**

---

**From:** Good Roads <info@goodroads.ca>  
**Sent:** January 27, 2025 10:33 AM  
**To:** Melanie Ducharme  
**Subject:** 2025 Good Roads Conference: Requests for Municipal Delegations Open

**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.

Good Roads  
Conference 2025

Ideas. Inspirations.  
Contacts.

March 30—  
April 02, 2025



**2025 Good Roads Conference: Requests for  
Municipal Delegations**

The delegation request system is now open, and this is your opportunity to get in front of key provincial officials and staff to have your voice heard.

**Only registered conference delegates will be able to request delegations with provincial representatives.** To register, please visit the conference registration page, [GoodRoads.ca/Conference](https://GoodRoads.ca/Conference).

Visit the municipal delegations page to submit your application: [Good Roads Delegation Requests](#). If you have any questions regarding this process, please email [thomas@goodroads.ca](mailto:thomas@goodroads.ca).

Delegation requests close February 21, 2025.

**Make the Most of Your Municipal Delegation**

Make the most of your municipal delegation by watching a webinar Good Roads hosted in collaboration with Crestview Strategy. You will learn tips to take into your meeting with provincial officials and hear about the dos and don'ts.

[Visit the Delegation Page](#)



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Good Roads, 22-1525 Cornwall Rd., Oakville, Ontario L6J 0B2, Canada

# STAFF REPORT



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**To:** Jay Barbeau, Chief Administrative Officer

**From:** Melanie Ducharme, Municipal Clerk

**Subject:** Proposed Licensing of Camping Trailers

**Date:** February 4, 2024

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## **Recommendation:**

1. That Council for the Municipality of West Nipissing adopt a by-law to license and regulate camping/travel trailers in the Municipality of West Nipissing;
2. That Council for the Municipality of West Nipissing shall direct staff to align the updated zoning By-Law currently being undertaken along with the amendments to the Official Plan, pursuant to Section 34 of the Planning Act to regulate the zone, location and number of camping trailers permitted in the Municipality of West Nipissing with current changes;

## **Background:**

In May, 2019, the West Nipissing Planning Advisory Committee was presented with a staff report recommending that the Municipality of West Nipissing regulate the use of recreational camping trailers through the dual processes of:

- Creating a licensing by-law for the registration of camping trailers; and
- Amending the West Nipissing Zoning By-Law to regulate the use of trailers on properties, including numbers of trailers, set-backs, etc.

Members of the public in attendance at the initial meeting of the PAC and subsequent meetings of Council where the matter was discussed, expressed many concerns regarding of the regulation of camping trailers.

In September 2019 staff of the Ministry of the Environment and the North Bay-Mattawa Conservation Authority made a joint presentation to Council and advised Council that, without regulation, West Nipissing's natural environment and waterways were in jeopardy due to unregulated septic effluent. Subsequently, Council directed staff to undertake public consultation on the matter.

In the fall of 2019, six (6) separate public information sessions were carried out in River Valley, Field, Verner, Cache Bay, Lavigne and Sturgeon Falls to obtain public input. A report was brought back to Council in January 2020.

Throughout 2020 and 2021, Council debated the proposed by-law(s) on several occasions. The matter of licensing/registration was dismissed, despite staff advising that without a system of licensing or registration, enforcement of any other regulation(s) would be nearly impossible.

Ultimately, after several meetings, some modest amendments to the Zoning By-Law were generally agreed upon and the matter was referred back to Planning Advisory to carry out the statutory public consultation on the proposed by-law amendments. Staff was directed by the PAC to undertake a further

round of public consultation on the proposed amendments. A portal was created on the website for public input and further public meetings were planned, however the on-again, off-again COVID restrictions required cancellation of the proposed in-person meetings. A record of the comments received via the online portal remains on file. COVID restrictions were finally lifted in March, 2022, but as a result of a variety of challenges, including the fact that 2022 was an election year, no regulations were ever adopted and the situation remains status quo.

### **Analysis/Consideration:**

Most municipalities in Ontario regulate camping trailers through (1) licensing, (2) zoning by-laws and (3) the Ontario Building Code.

1. Licensing, pursuant to Section 164(1) of the *Municipal Act*, 2001, provides an approach by which the municipality can create a registry of all camping trailers in the municipality. Without a registration/licensing process, enforcement of any zoning regulation would be virtually impossible as there is no record of their location. Registration also addresses safety concerns as there would be a record of who is occupying a property and any fire, ambulance or other 911 call can be properly responded to.
2. Zoning regulations, under the *Planning Act*, provides land-use direction and would determine
  - in which zones camping trailers may be located;
  - how many camping trailers can be permitted on a lot;
  - where camping trailers should be placed on a lot; and
  - for what period(s) of time and what type of sanitary facilities are required.

Modern camping trailers contain most of the same amenities of a small single-family dwelling, however unlike a house, which is subject to specific set-backs and requirements for sanitary facilities, trailers have no such regulations. It should be noted that changes to the Zoning By-Law must be consistent with current Provincial Policy (2024) and the West Nipissing Official Plan, as amended.

3. In addition to camping trailers, many lots/sites have accessory structures including porches, canopies, decking, sheds, etc., the majority of which were constructed without permits under the *Ontario Building Code*. Not only is permit and assessment revenue lost as a result of these undocumented builds, there is no assurance that these structures are built to code or are even safe for use.

### **Financial Consideration:**

A Service Delivery Review presented in 2023 identified that the municipality needs to reduce reliance on taxation revenue through user fees. Revenues generated from the licensing could be applied directly to by-law enforcement, the demands on which are very likely to increase if regulations are imposed by by-law.

Given the vast number of vacant properties occupied by trailers, it is reasonable to assume that there is significant tax revenues being lost on lands which are zoned for residential use. MPAC does The municipality cannot levy residential taxes on lands occupied by trailers, even if the trailers are set up as quasi-cottages with canopies, decks, etc., as they are assessed vacant. Further, vacant assessed lands do not pay landfill site fees and it is unknown where these sites are disposing of their garbage.

**Local Impact:**

Every summer, the municipality receives concerns from residents regarding unregulated camping trailers. As West Nipissing is one of the few municipalities having minimal restrictions or regulations, camping trailers on vacant lands (mostly waterfront) have proliferated across the municipality over the past few years with many lots having multiple trailers on them on a year-round basis.

Concerns raised by neighbouring property owners include reduced property values, safety, water quality, septic effluent, noise and litter. Concerns by local commercial tourist operators have also been raised due to loss of income as a result of the many unregulated parks as well as the inequity of the unregulated parks not being subject to the same health and safety requirements as commercial operators.

Regulation of camping trailers will undoubtedly raise concerns as camping is an activity which is enjoyed by many residents of West Nipissing. While it is expected that all campers except those located in commercial campgrounds, will require a license, Council will also have to consider whether existing situations will be permitted to remain, unaffected, or whether they will be required to adhere, either in whole or in part, to new regulations, if imposed.

More recently, there has been a marked up-tick in the numbers of complaints being received by the Municipality with regard to year-round occupation of camping trailers, ostensibly as a result of the housing crisis, mental health and addictions issues as well as housing affordability having sky-rocketed, leaving people with few living options. Currently, the municipality has no tools to address these concerns and there is a grave concern that these makeshift dwellings will undoubtedly result in fires and Carbon Monoxide poisoning as these structures are not designed to withstand winter habitation.

**Conclusion**

Notwithstanding all of the foregoing, the concerns surrounding camping trailers have increased due to more and more private properties having been purchased during COVID and set up as permanent private camping parks. West Nipissing's lakes and rivers are increasingly bordered by unregulated camping trailers and unregulated camping parks. Without a licensing system and meaningful and enforceable regulations, the situation is likely to continue to increase, potentially placing the natural environment in jeopardy, as well as creating ongoing land use conflicts.

**BY-LAW 2025/**
**BEING A BY-LAW TO REGULATE THE LICENSING OF TRAILERS  
 IN THE MUNICIPALITY OF WEST NIPISSING**

**WHEREAS** Section 10(2) of the *Municipal Act, 2001* authorizes municipalities to pass by-laws respecting the economic, social and environmental well-being of the municipality;

**AND WHEREAS** Sections 164(1) of the *Municipal Act, 2001* authorizes municipalities to prohibit or license trailers within a municipality;

**AND WHEREAS** Council for the Municipality of West Nipissing deems it necessary to pass a by-law to license trailers within the Municipality of West Nipissing;

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

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**SECTION 1 - TITLE**


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1.1 This By-law shall be cited as the “Trailer Licensing By-law”.

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**SECTION 2 - DEFINITIONS**


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- 2.1 **“Assessed Trailer”** means any trailer legally located on a property and that is assessed under the *Assessment Act*.
- 2.2 **“Camping Establishment”** means lands designated in the Zoning By-Law as C-3 (Tourist Commercial) used for the parking and temporary use by tents, trailers, motor homes, truck campers and recreational vehicles which may or may not have accessory uses and facilities such as administrative offices, sanitary facilities, recreational facilities and an accessory convenience store.
- 2.3 **“Enforcement Officer”** means any person designated by by-law to enforce the By-Laws of the Municipality of West Nipissing and shall include inspectors licensed by the Province of Ontario and/or the North Bay Mattawa Conservation Authority;
- 2.4 **Legal Non-Conforming Camping Establishment** means lands which are not zoned C3 (Tourist Commercial), but have been continuously used for the parking and temporary use for at least five (5) campsites occupied by tents, trailers, motor homes, truck campers and recreational vehicles, accessory uses which may or may not include facilities such as administrative offices and sanitary facilities, recreational facilities and accessory conveniences stores, but which have been established as legal non-conforming by virtue of their existence and continued use prior to the passing of the West Nipissing Zoning By-Law 2014-45.
- 2.5 **“License”** shall mean a valid license issued under this by-law;
- 2.6 **“Municipality”** shall mean the Corporation of the Municipality of West Nipissing and shall be defined as the lands and premises within the corporate limits.
- 2.7 **“Private Campsite or Campground”** means any lands, vacant or otherwise, on which multiple trailer(s) have been placed for the parking and use for living, eating and sleeping of the owners/occupants, which are not a commercial activity.
- 2.8 **“Property”** shall mean any separately assessed parcel of land which is legally owned, in fee simple.
- 2.9 **“Trailer, Stored”** means any trailer located on the property only for the purpose of sale or storage but shall not include any trailer being used at any time for living, sleeping or eating accommodations of



persons while located on that property.

- 2.10 **“Trailer, Transient”** means a trailer located on a property for a period not exceeding fourteen (14) days From May 1 to August 31 in any year. For greater certainty, the fourteen (14) days may or may not be consecutive and any including any weekend.
- 2.11 **“Trailer, Camping” or “Trailer”** shall mean any vehicle so constructed that is suitable for being attached to a motor vehicle for the purpose of being drawn or is propelled by the motor vehicle and is capable of being used for the living, sleeping or eating accommodation of persons on a temporary, transient or short-term basis, even if the vehicle is jacked up or its running gear is removed. Examples include a tent trailer, a camper trailer, a recreational trailer, a fifth-wheel, motor home, a bus converted into a motor home and park model trailer.
- 2.12 **“Zoning By-Law”** shall mean the Municipality of West Nipissing Zoning By-Law No. 2014-45, as amended and successors.

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### SECTION 3 - PROHIBITIONS

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- 3.1 No person shall permit a person to use and/or keep a trailer on any property within the Municipality except in a designated Camping Establishment without purchasing an annual license.
- 3.2 No person shall use or permit a person to use, store or keep a trailer on any property which is zoned Residential One (R1), Residential Two (R2), Residential Three (R3) or Residential Four (R4) except as provided in the Zoning By-Law.
- 3.3 No person shall locate more than two (2) trailers on a property which is zoned Rural Residential (RR) or Shoreline Residential (SR) unless an amendment to the Zoning By-Law has been granted pursuant to Section 34 of the *Planning Act*.
- 3.4 No person shall locate more than three (3) trailers on a property which is zoned RU (Rural) unless an amendment to the Zoning By-Law has been obtained pursuant to Section 34 of the *Planning Act*.
- 3.5 No person shall locate a trailer on any lands on which are designated as Provincially Significant Wetland (PSW) or Agriculture (A1 or A2), Industry (M1, M2, M3) or Highway Commercial or General Commercial (C1, C2);
- 3.6 No owner of a Legal Non-Conforming Camping Establishment shall increase the number of existing trailers without obtaining an Amendment to the Zoning By-law pursuant to Section 34 of the *Planning Act*.
- 3.7 Other than in a Camping Establishment, no person shall keep a trailer without a license, except as specifically exempted hereunder, even if the trailer was legally placed on the property prior to the date of implementation of this By-law. Trailers located in a Legal Non-Conforming Camping Establishments and Private Campsite/Campgrounds shall require a license.
- 3.8 No person shall occupy a trailer from December 1<sup>st</sup> to April 30<sup>th</sup> of any given year.
- 3.9 No person shall construct or cause to be constructed, additions to a trailer such as sunrooms, porches, roofs or decks without obtaining a building permit from the Municipality, if required under the Ontario Building Code.
- 3.10 No person, other than the owner of a property on which a Trailer is located, shall obtain a license unless express written authorization of the owner has been given. No license shall be issued unless the prescribed fee has been paid.
- 3.11 No license shall be issued under this By-law if the application for the license would be in contravention of any other By-law of the Corporation or of any Federal or Provincial law or regulation.
- 3.12 This By-law shall not apply to a trailer where such a trailer is located on an existing lot for the sole purpose of storage or for the sole purpose of the sale of the trailer. No person shall use or occupy the trailer where a trailer is being stored or offered for sale.
- 3.13 No person shall locate a mobile home on their property, except as provided in the Zoning By-Law;

- 3.14 No trailer for which a license is required under this By-law shall be located on land except in conformity with the set-back requirements for a principal dwelling unit as prescribed by the Zoning By-law, as amended, for the zone in which the lands are located.
- 3.15 No person shall discharge or caused to be discharged any septic effluent or grey water other than in accordance with Section 3.15.
- 3.16 No person shall locate a trailer on a property unless:
- (a) The Trailer is connected to an approved Class 4 System (leaching bed); or
  - (b) the property contains an approved Class 1 system (a chemical toilet, an incinerating toilet, a recirculating toilet, a self-contained portable toilet, an earth pit privy, a pail privy, a privy vault or a composting toilet system) and an approved Class 2 system (grey-water); or
  - (c) the septage and grey water is being removed from the travel trailer or recreational vehicle by a licensed hauler. The Municipality reserves the right to require an owner to provide receipts and/or contracts as evidence of such an arrangement; or
  - (d) The septage and grey water is being hauled from the property in a portable tank designed for such purpose and disposed of in a licensed transfer (dump) station. The Municipality reserves the right to conduct regular inspections of properties utilizing portable haulage systems.
  - (e) the provisions of this paragraph shall not apply to Transient Trailers, provided that such Transient Trailer is equipped with a self-contained sanitary system.

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#### SECTION 4 - LICENSE EXEMPTIONS

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- 4.1 A stored trailer, as herein defined, does not require a license.
- 4.2 An assessed trailer, as defined in Section 2.4, does not require a license.
- 4.3 A transient trailer, as herein defined, does not require a license.
- 4.4 A trailer located within a Camping Establishment shall not require a license.
- 4.5 Where a building permit for a dwelling unit has been issued by the Municipality's Chief Building Official, the permit holder may enter into an agreement for the placement of a trailer on the property where the unit is being constructed or reconstructed solely for the purpose of occupation during the construction and only if any applicable building permit fees are paid and the trailer is promptly removed prior to the expiration of said building permit.

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#### SECTION 5 - LICENSE FEE

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- 5.1 The License fee for a trailer shall be as set out in Schedule "A" attached to this by-law.
- 5.2 The license fee is payable for the current fiscal year upon receipt of an application. Every license obtained in this paragraph shall expire on the 31<sup>st</sup> day of December in that year of which it was issued, regardless of the date of issue.
- 5.3 Applications for licenses shall be made to the Municipality Office and/or the By-Law Enforcement Officer and duly signed by the owner of the property on which the trailer is to be located. The owner to whom a license has been issued shall display the license on the trailer in a place that can be seen easily from the outside of the trailer.
- 5.4 All applications for such license shall be made in the prescribed form attached to this By-law as Schedule "B". The license fee is imposed upon the owner of the property on which the trailer located. If the owner fails to make payment of the license fee in any year, the fee shall be deemed overdue and as such, the full license fee shall be collected under the *Provincial Offences Act* or as an Administrative Penalty.
- 5.5 Any license issued under this By-law shall not be transferrable and the sale of a property for which a license has been issued shall cease on the date of such sale and be considered null and void;
- 5.6 No trailer shall be licensed unless the location of the trailer complies with the following:
- i) All provincial statutory and regulatory requirements including but not limiting the generality of the foregoing, any license or permit required by the Ministry of the Environment.

- ii) All federal statutory and regulatory requirements.
- iii) The Municipality Zoning By-Law, as amended from time to time.

5.7 A license issued pursuant to this by-law authorizes the use and maintenance of an existing trailer on existing lots for temporary accommodations only. The issuance of a license does not grant the licensee the authority to occupy the trailer on a permanent basis. The issuance of a license is not intended and shall not be construed as permission or consent by the Municipality for the holder of the license to contravene or to fail to observe or comply with any law of Canada, Ontario or any by-law of the Municipality.

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## SECTION 6 - ADMINISTRATION AND ENFORCMENT

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- 6.1 Every person who contravenes any provision of this By-Law is guilty of an offence and upon conviction shall be liable to a fine prescribed and recoverable under the provisions of the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended, for each offence committed.
- 6.2 Upon registering a conviction for a contravention of any provision of this By-Law, the Provincial Offences Court may, in addition to any other remedy and to any penalty imposed by this By-Law, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 6.3 The Administrative Monetary Penalty System By-law applies to any contravention of any provision of this Bylaw.
- 6.4 No person shall hinder or otherwise obstruct, nor attempt to hinder or obstruct, either directly or indirectly, an officer, an employee and/or agent of the Municipality in the lawful exercise of a power or duty under this By-Law.
- 6.5 Each person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with the Administrative Monetary Penalty System By-law, be liable to pay to the Municipality an administrative monetary penalty.
- 6.6 Upon registering a conviction for a contravention of any provision of this By-Law, the Provincial Offences Court may, in addition to any other remedy and to any penalty imposed by this By-Law, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 6.7 If the Officer is satisfied that a contravention of this by-law has occurred, the Officer may make an order requiring the person who contravened this by-law to discontinue the contravening activity.
- 6.8 Any person who contravenes an order under this By-law is guilty of an offence.
- 6.9 The Officer may make an order, sent by registered mail to the last known address of the owner of the land, requiring the owner or occupant within the time specified in the order to comply with the requirements of the order.
- 6.10 The Municipality shall recover all costs and expenses associated with actions taken and work done under this By-law in a manner provided by statute, whether by action or by adding the cost to the tax roll and collecting the cost in the same manner as the taxes.

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## SECTION 7 - INSPECTIONS

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- 7.1 Any person designated by Council to enforce this By-law may, at any reasonable time and upon producing proper identification, enter and inspect any property licensed under or in contravention of the provisions of this By-law.

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## SECTION 8 - VALIDITY

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- 8.1 If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared

to be the intention that all remaining sections, clauses or provision of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

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**SECTION 9 - EFFECTIVE DATE**

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9.1 This By-law shall come into effect on the date it is passed.

**ENACTED AND PASSED THIS [REDACTED] DAY OF [REDACTED], 2025 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

---

KATHLEEN THORNE ROCHONE  
MAYOR

---

MELANIE DUCHARME  
CLERK

DRAFT

CREATED :      2025

Municipality of West Nipissing  
**TRAILER LICENSING BY-LAW**  
**SCHEDULE "A" TO BY-LAW 2025/**    

**FEE FOR TRAILERS LOCATED IN THE RURAL RESIDENTIAL (RR), SHORELINE RESIDENTIAL (SR) OR RU (RURAL) ZONE AS SET OUT IN THE MUNICIPALITY OF WEST NIPISSING ZONING BY-LAW :**

	PERMIT FEE
Trailer License Fee	(AMOUNT TO BE DETERMINED)
Renewal Fee	(AMOUNT TO BE DETERMINED)

*and each year thereafter until such time the fee is amended by Council*

CREATED :        2025

Municipality of West Nipissing  
**TRAILER LICENSING BY-LAW**  
**SCHEDULE "B" TO BY-LAW 2025/**      

**APPLICATION FOR A TRAILER/CAMPER LICENSE**

Name:	
Address:	
Telephone:	

Site Address:			
Property Roll No.:			
Applicant's Interest in land:	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> Leasee
Dimensions of land:	Frontage: _____	Depth: _____	Area: _____ Zoning: _____

Detailed description of Recreational Vehicle:		
Length: _____	Colour: _____	Model: _____
VIN #: _____	License Plate: _____	

What provisions have been made for:	
Septic/Black Water:	
Grey Water:	
Drinking Water:	
Garbage Disposal:	
Landfill Access #:	
Electricity <i>(if applicable)</i> :	
Expected dates of occupancy:	

A Site Plan of property should be attached showing the following <i>(where applicable)</i>	
<input type="checkbox"/> Property dimensions	<input type="checkbox"/> The position of the recreational vehicle of site including setbacks from all lot boundaries, roadways and waterbody courses as set out the Municipality of West Nipissing Zoning By-law
<input type="checkbox"/> Location of Septic system	
<input type="checkbox"/> Parking spaces	<input type="checkbox"/> Location of well
<input type="checkbox"/> Fire pit	<input type="checkbox"/> Driveway

**SUPPORTING DOCUMENTS**

- Attach approved permit from the North Bay Mattawa Conservation Authority *(if applicable)*
- Attach Sketch of property/trailer location.

- ✓ BY SIGNING BELOW, I CONFIRM THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND FACTUAL TO THE BEST OF MY KNOWLEDGE AND BELIEF.
- ✓ BY SIGNING BELOW, I AGREE TO COMPLY WITH THE PROVISIONS OF BY-LAW 2025/      .

DATE:	SIGNATURE OF APPLICANT:
-------	-------------------------

RESERVED FOR THE MUNICIPAL OFFICE:	
Reviewed by the Municipality of West Nipissing on the _____ day of _____, 20_____	SIGNATURE OF MUNICIPAL OFFICIAL:

CREATED :      2025

Municipality of West Nipissing  
**TRAILER LICENSING BY-LAW**  
**SCHEDULE “C” TO BY-LAW 2025/**    

**PART I – PROVINCIAL OFFENCES ACT**  
**PENALTY PROVISION**

ITEM	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	SET FINE

**NOTE:** The general penalty provision for the offences listed above is Section 8.1 of By- Law 2025/    , a certified copy of which has been filed.

# PLANNING MEMORANDUM

Topic: Use of Camping Trailers in West Nipissing

May 10, 2019



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## 1. INTRODUCTION

The purpose of this report is to provide the West Nipissing Planning Advisory Committee with information which will enable them to make recommendation to Council to address the ongoing concerns by residents relating to camping trailers being installed in ever increasing numbers on properties in West Nipissing.

## 2. BACKGROUND

On July 8, 2014, the Municipality of West Nipissing adopted Zoning by-law No. 2014-45; however, in order to regulate land use and use of structures in the Municipality of West Nipissing. The By-law followed a year of public consultation and extensive meetings and discussion by the West Nipissing Planning Advisory Committee. The matter of regulation of camping trailers was discussed at length and, you may recall, there was a public presentation made by a resident who was in favour of limiting/regulating campers in West Nipissing.

Notwithstanding, the Planning Advisory Committee did not recommend placing restrictions on the number of camping trailers which can be used or stored on lots in the rural and shoreline areas. The only limitation was the duration of time which a trailer may be occupied, which was limited to 90 consecutive days. In the urban areas trailer storage is more regulated due to lot size constraints (one per lot). The relevant sections of the By-law are attached hereto.

## 3. RELEVANT CONCERNS

In 2017, Council was presented with a Petition, signed by residents in the Lake Chebogomog area, requesting Council to amend the Zoning By-law in order to regulate camping trailers. At a meeting on March 14, 2017, council discussed the matter and it was decided that the by-law be left as is and that specific areas of concern be dealt with by proper enforcement agencies.

In 2018 a local campground closed its business displacing more than 200 trailers which has exacerbated an already tenuous situation. Small “campgrounds” have been popping up all over the municipality on vacant rural lots and the number of complaints the Municipality has received from residents has increased exponentially. These concerns center around the environment, in particular, concerns regarding the water quality of the lake, due to the lack of regulation of camping trailers and their improper disposal of septage. In addition, concerns regarding air quality were also brought forward due to excessive burning of materials (garbage) on these unregulated sites.

In addition to environmental interests, residents voiced concerns with respect to Crown Lands camping, over which the Municipality of West Nipissing has no jurisdiction or control. There is a regulation for crown lands occupation which is limited to 21 days; however, policing this regulation is difficult given the quantity of Crown Lands in the area and the lack of MNR enforcement staff.

The use of environmentally sensitive zones for camping has also been raised as a concern, for example, camping in the Cache Bay Wetlands. There are currently several historical family type camping areas along the Veuve River and the Sturgeon River. The disposal of septage and burning of materials on these lands must be undertaken with the utmost consideration to the surrounding environment, therefore, regulations must be put in place in order to monitor the camping trailers which occupy this property. In

particular, these areas need to understand that expansion or further encroachment into the protected areas cannot occur.

The increasing number of camping trailers on vacant and Crown Lands is also problematic as, in many cases, accessory structures, decks, gazebos, porches, fences and other structures are being constructed around the camping trailer. Trailer owners have constructed these structures without the appropriate consultation or building permits.

Finally, the economic loss to local campgrounds by allowing camping trailers to be installed in the municipality without regulation is significant. Local campgrounds are expected to adhere to local bylaws and pay appropriate licensing fees, however, with no regulation, the trailers which are installed on private and crown land in the municipality unfairly avoid such regulations and fees.

#### 4. CURRENT POLICY

Current policies in the West Nipissing Zoning By-Law relating to Camping Trailers are as follows:

##### 4.22.1 *Prohibited Uses in all Zones*

- g) No recreational vehicle or travel trailer shall be used within the Municipality for a period of more than 90 days within a 12-month period for living, sleeping or eating accommodation unless it is in a recognized trailer park.*

##### 5.5.2 *Parking of Boats and Trailers*

- a) A maximum of one (1) boat, one (1) travel or tent trailer and one (1) other non-travel (utility) trailer are permitted to be stored outside on a lot in a Residential One (R1), Residential Two (R2), Residential Three (R3) or Residential Four (R4) Zone only as an accessory use to a dwelling, provided the boat or trailer is licensed, in good repair and in serviceable condition and is owned by an occupant of the dwelling unit.*
- b) There is no maximum to the number of personal use boats or trailers stored on a lot in the Shoreline Residential (SR), Rural Residential (RR), Rural (RU) or Agricultural One Zone (A1) Zones provided the boats or trailers are licensed, in good repair and in serviceable condition.*
- c) The parking or storage of a boat, travel or tent trailer or other non-travel (utility) trailer may be permitted in all required yards in the R1-R4 zones, but no closer than 1.5 metres to any lot line provided the boat or trailer is licensed, in good repair and in serviceable condition.*
- d) In the Residential One, Residential Two, Residential Three and Residential Four Zones, such boat, travel trailer, tent trailer or non-travel (utility) trailer if parked in the front yard, must be located in the driveway of the dwelling.*
- e) In all other zones, the minimum distance from the boat, travel trailer or tent trailer or non-travel (utility) trailer to the lot line shall be 3m.*

## 5. BY-LAW ENFORCEMENT

During the summer of 2018 the By-Law Enforcement Officer visited dozens of properties, both alone and accompanied by Brent Trach of the Ministry of the Environment as well as employees of the North Bay - Mattawa Conservation Authority. The conclusion of these inspections was that there is a problem which will only increase over time unless some measures are undertaken to better regulate the situation. Mr. Pilon's memo is attached to this memorandum as Schedule "A" and Mr. Pilon will be in attendance at Monday's meeting to present a visual presentation of his findings.

## 6. ZONING PROVISIONS - OTHER MUNICIPALITIES

I have taken the liberty of investigating the zoning by-laws of some municipalities which are close to West Nipissing. These findings are summarized in the table below.

Table 1 – Zoning Provisions – Other Municipalities

Sudbury East Planning Area, French River, Markstay-Warren, Killarney, St. Charles	Prohibited in all zones, except Tourist Commercial
Espanola:	One (1) camper per lot to a maximum of 6 months unless located in Commercial Campgrounds.
Elliot Lake	One (1) camper per lot, provided that a Temporary Use By-law has been obtained or
Huntsville	Occasional accommodation only provided that a dwelling already exists on the property or during new construction with a permit and in trailer parks.
Sudbury	Prohibited except in Tourist Commercial Zone (Trailer Parks).
Callander	Prohibited except in Trailer Park or construction uses – 1 year maximum.
Timmins	Permitted in rural areas.
Central Manitoulin	Prohibited in all zones but Tourist Commercial.
North Bay	Prohibited in all zones but Tourist Commercial.

## 7. LICENSING

Council has always indicated that there is no wish to be as restrictive as most municipalities currently are with respect to camping trailers. However, the current proliferation of trailers should not continue without some regulation. In that regard, it appears that some municipalities have taken the avenue of creating a licensing system which allows the municipality to control the situation. Some of these and their relevant regulations are shown in the Table below.

Table 2 – Licensing Provisions – Other Municipalities

McMurrich/Monteith	Trailers which are not licenced may not be kept on a property within the Township for more than 21 days. A licence authorizes the use and maintenance of a trailer for temporary accommodation only. An uncovered deck not exceeding 10 square metres not attached to the trailer is allowed, but the construction of other structures within 5 metres of the trailer are prohibited. No more than one occupied trailer
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	<p>is permitted on a single parcel of land. The trailer must adhere to the Zoning By-law requirements for a single dwelling unit.</p> <p>The Township issues two classes of licence: An annual license which authorizes the placement of the trailer for a complete calendar year and a Short-Term License which authorizes the placement of the trailer upon a property for a period of up to three months between May 1 and November 30 in the calendar year.</p>
Lake of Bays	<p>Only one trailer shall occupy any lot or site. One additional temporary trailer license may be granted within the same calendar year for a period not exceeding 6 months. Every application for a license to occupy a trailer shall include: a site plan describing the location of the trailer, provisions for heat, hydro, water, sewage, garbage disposal and access to property, confirmation of the entrance permit and civic address number, copies of all approvals required, expected length of occupation, details of trailer, property owner's name, photograph of trailer. No person shall camp on vacant land within the Township.</p>
Armour	<p>A maximum of one (1) trailer or park model trailer licenced under this by-law is permitted on a single vacant parcel of land. A trailer for which such license is issued must be located within the prescribed setback requirements for a dwelling unit as prescribed by the Municipal Zoning By-law for the zone in which it is located.</p> <p>The Township may issue the following class of licenses: An annual license which authorizes the placement of the trailer for a complete calendar year and its occupancy between May 1 and November 30 in the calendar year and a Short-Term License which authorizes the placement of the trailer upon a property for a period of up to three months between May 1 and November 30 in the calendar year.</p>

## 8. RECOMMENDATION

Given the culture of camping and outdoor recreation which is intrinsic to the West Nipissing lifestyle, I would not recommend that West Nipissing prohibit camping trailers, nor would I support the imposing of restrictions which are so onerous as to be impossible for persons to adhere to. We must, however, be cognisant that the current lack of regulation is putting our lakes, rivers and natural heritage features at risk. Since it is well known that a state of Climate Emergency is upon us, it is up to this municipality to ensure that we remain stewards of our natural resources by seeking opportunities to ensure the preservation of our natural heritage features.

In order to address the issue(s) above described, I am suggesting the following two-pronged approach:

- That this Committee consider recommending an Amendment to the West Nipissing Zoning By-Law to limit the numbers of trailers to be permitted on a lot. An amendment to the By-Law will require that the municipality hold a public meeting which will allow all residents of West Nipissing as well as public agencies such as the North Bay Mattawa Conservation Authority the opportunity to provide their input
- That this Committee recommend a stand-alone Trailer Licensing By-Law which would allow the municipality to ensure that campers on any lot are in compliance by requiring them to obtain an annual license. The licensing process would require proof of adequate septic facilities and would be inspected by the by-law officer prior to issuance of the license. This licensing by-law would extend to all camping trailers in West Nipissing which are not located within properly zoned trailer parks.

I am submitting this memo for consideration by the West Nipissing Planning Advisory Committee.

Respectfully,

Melanie Ducharme  
Municipal Clerk/Planner

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## SCHEDULE "A"



**West Nipissing Ovest**

## Joie de vivre

The Corporation of the Municipality of West Nipissing  
La Corporation de la Municipalité de Nipissing Ovest  
101-225, rue Holditch Street, Sturgeon Falls, ON P2B 1T1

P/T (705) 753-2250 (1-800-263-5359)  
F/TC (705) 753-3950

Date: April 18<sup>th</sup>, 2019

TO: Municipal Clerk  
West Nipissing

**Re: Travel Trailers**

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**ISSUE** – The proliferation of travel trailers on vacant lots as well as other properties in West Nipissing.

As you are well aware, I have only been the Bylaw Officer for about one year. During the last summer, I was faced with the investigation of several complaints about travel/fifth wheel trailers being set up or existing on vacant lots or other locations within the Municipality.

Complaints range from environmental, safety, aesthetic, to zoning issues. In some cases, it is a single trailer and in others it is multiple units. The locations vary, however the practice is rampant in all corners of the Municipality.

During these investigations, it has become very clear that our community does not regulate these situations and as a result, problems have multiplied dramatically. Last year, a large local trailer park closed. As a result, the tenants have sought alternate accommodations. That, in turn has caused a lot of trailers being relocated within West Nipissing. Some are responsible people and have found locations at other trailer parks but others have chosen to set up on vacant lots or at friend/relatives' homes.

These situations have caused a ripple effect which directly affects the environmental and economic health of our community.

When a trailer is set up on a lot near a waterway, it can adversely affect the environment. I have witnessed sewage pipes running into the ground! In another location, several trailers have been set up in a Provincially Significant Wetland.

When trailers are set up near permanent residences, they tend to be unsightly and to adversely affect the resale values of area homes. At times the homes affected are on waterways and they pay significant taxes while the trailer owner pays taxes on what appears to be vacant land. This cause disparity and hard feelings.

When trailers are set up without regard to safety, the results could be catastrophic. In a few instances people have installed wood stoves in travel trailers! In one case a person lives in a travel trailer year round.

As well, the Ministry of Environment is embarking on a plan to address the issues surrounding existing trailer parks (sewage treatment and potable water). This, in turn, may cause many more trailer owners to seek relocation to areas of the Municipality.

I believe that it is important for our community to devise a plan of action which would address these issues in partnership with the Ministry of Environment, North Bay Mattawa Conservation Authority, MNRF as well as others. I ask for your support.

ROBERT PILON  
By-Law Officer



# Staff Report

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**TO:** Mayor and Council

**FROM:** Jean-Pierre (Jay) Barbeau,  
Melanie Ducharme, Municipal Clerk/Planner,

**DATE:** January 27, 2020

**RE:** **Proposed Licensing By-Law for Camping Trailers**

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## **BACKGROUND:**

At the meeting of May 3, 2019, the Planning Advisory Committee received a presentation from the By-Law Enforcement Officer and a considered a Staff Report, addressing the ongoing issue of camping trailers in the Municipality of West Nipissing.

On June 10, 2019 and on July 8<sup>th</sup>, the committee reviewed drafts of a proposed licensing by-law and heard depositions from a variety of citizens and further discussed the matter. Despite varying opinions on the specific provisions, all members present were in agreement that the matter needs to be addressed and adopted the attached resolution recommending that Council undertake to enact a Trailer Licensing By-law and an Amendment to the West Nipissing Zoning By-Law.

On August 13, 2019 Council received the recommendation of the Planning Advisory Committee and considered the proposed by-law to regulate camping trailers. Council requested that further public consultation be undertaken in the community and also requested that a presentation be sought from the North Bay Mattawa Conservation Authority and the Ministry of the Environment, Conservation and Parks in order to clarify the roles and responsibilities of the agencies.

## **PRESENTATION BY NBMCA & MOECP**

On September 10, 2019, Paula Scott and Sacha Fredette of the North Bay Mattawa Conservation Authority (NBMCA) along with Brent Trach from the Ministry of the Environment, Conservation and Parks (MOECP), made a presentation to Council. In its presentation, the NBMCA outlined its roles and responsibilities with regard to septic regulation in West Nipissing and confirmed that the NBMCA's authority does not extend to trailers which are considered to be "self-contained" systems for the purposes of regulation. The NBMCA explained that where municipal regulation exists through zoning and licensing, the NBMCA will work with the municipality and the MOECP with respect to training and enforcement.

**Joie de vivre**



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Mr. Trach, of the MOECP explained the Ministry's authority over licensed trailer parks and the strict regulations under which such parks are required to manage their effluent. Mr. Trach confirmed that his experience through on-site visits has indicated that significant unregulated sewage is being disposed of in West Nipissing through "modified" holding tank situations and direct piping of sewage into the ground, lakes and rivers. Mr. Trach stated that both the MOECP and the NBMCA fully support the recommendation to regulate camping trailers and cautioned Council that negative environmental impacts are imminent implementation of regulation.

### **PUBLIC CONSULTATION (NOV 1—DEC 2):**

Staff undertook to schedule dates for consultation in the various communities during the month of November and the dates for each session were advertised throughout the latter part of October and early November in the local media, on social media (FaceBook, Twitter) and on the Municipality's website. Beginning on November 18, 2019, the Municipal Planner, the Chief Administrative Officer and the By-Law Enforcement Officer attended sessions in each of River Valley, Verner, Field, Lavigne, Sturgeon Falls and Cache Bay to consult with residents about the proposed regulation of camping trailers in West Nipissing. Mayor Savage attended all sessions and many councillors also attended. The resident turn-out in each area is shown on the detailed Notes from each session, which are attached as Appendices 1 – 6 to this memorandum.

At each session, the CAO provided a brief summary of the challenges being faced by the municipality concerning camping trailers, in particular, relating to ongoing concerns with respect to the recent proliferation of trailers on vacant lands and, more particularly, regulation of septic and grey water disposal. Following introductory remarks and clarifying some misconceptions about the proposed regulation as well as clarifying the role of the NBMCA and MOECP, the CAO sought feedback on the following points:

1. Do residents agree that the environment needs to be protected?
2. Should there be a maximum number of trailers permitted on a property?
3. Should there be set-back requirements for trailers from lot lines and water bodies?
4. Should there be licensing and, if so, should it be one-time or annual?
5. Should there be a fee and, if so, should it be one-time or annual?

### **SUMMARY:**

1. Protection of the environment: There was no debate among residents that the environment needs to be protected. In every community visited, the attendees unanimously agreed that the protection of the natural environment, including lakes and rivers, needs to be tantamount.
2. Maximum numbers of trailers: the question of whether there should be a maximum permitted number of trailers on a lot was fiercely debated in every community and opinions varied widely from those who believe that more than one is too many to those who believe that no limit of any kind should be imposed. One clear message received in

- all communities, was that camping is a family activity and nobody camps alone, so limiting trailers to one (1) per lot, which is the norm in most municipalities, is not a feasible option for West Nipissing. The matter of permanent trailers versus transient trailers was discussed as well as some sort of formula which would take lot size into account; however there was no consensus whatsoever as to what would be a reasonable maximum number
3. Setbacks: At the outset of every session, the CAO began by asking people about whether or not they believe that the environment should be protected and the answer was overwhelmingly that it should. When asked, however, whether there should be a set back from water bodies for camping trailers, the answers were varied and some agreed that campers should have the same set back standards applied to them as to a seasonal dwelling or cottage; others felt that only campers with field beds and permanent structures affixed to them should be required to adhere to set-backs; and some said that there should be no restrictions whatsoever.
  4. Licensing (Registration): The CAO explained that the purpose of licensing is to allow the municipality to know where campers are located in order that inspection can take place with a view of ensuring that all campers are safely and lawfully disposing of their septic effluent and grey-water. Many people expressed dissatisfaction at having to register their campers citing concerns of over-regulation and municipal “double-dipping” as property taxes are already being paid. The CAO explained that without registration and regulation, the municipality has no ability to inspect or enforce unauthorized waste disposal. Given the option of registering once (like a boat) or annually, the majority agreed that one-time registration was preferable.
  5. Licensing (Fee): Very few were supportive of any type of licensing or registration fee being imposed and many stated that having to pay a license fee to camp on a property which is already paying property taxes seemed unfair. The CAO explained that there is an administrative component to what is being proposed and that the fees, like dog tags, lottery licenses and garbage pick up-, should be borne by the users, not the general tax payers. Given a choice between a one-time or annual fee, the majority agreed that a one-time fee is preferable.
  6. Existing Trailers (grandfathering). In addition to the questions posed about regulation of trailers, at every meeting, the question was raised about what would happen to existing trailers which do not meet the new standards, if imposed. The CAO stated that it is the intent that all trailers shall be registered, regardless of whether or not they are pre-existing. In addition, any camper which is currently unlawfully disposing of septic will not be permitted to continue to do so, regardless of how long the situation has been going on. Compliance with environmental regulation is not optional. It is also recognized that many campers have structures affixed to them or are located under permanent canopies which may be difficult to move, if a set-back is imposed.

## **RECOMMENDATION**

1. **Council adopt a Trailer Licensing By-Law:** Despite the objections and concerns raised about the proposed licensing of trailers, there was consensus at every meeting that the environment needs to be protected. In order to do so, the municipality must enact a by-

law which will permit inspection and enforcement of measures which will ensure that there is adherence to regulations concerning disposal of waste and grey water. Without a by-law, the municipality remains unable to inspect or enforce. Registration will consist of a one-time registration and one-time fee. The by-law will include language to address owner's responsibility to ensure license information is current. The By-law will require trailer owners to demonstrate in their application how their grey water and septic effluent are being disposed of. The By-Law enforcement officer shall have the right of inspection at all times to ensure compliance.

2. Stored trailers and trailers located within commercial camp-grounds shall not be subject to this by-law;
3. Work trailers, cargo trailers, boat trailers, etc., shall not be subject to this by-law;
4. The licensing by-law will include the provisions outlined below which must also be incorporated into the West Nipissing Comprehensive Zoning By-Law No. 2014-45;
5. **Council amend the West Nipissing Zoning By-Law as follows:**
  - a. Any lot on which is zoned primarily for residential use (R1, R2, R3, R4, RS and RR), the number of permitted trailers shall be limited to \_\_\_\_\_ *(my preference is 2, but 3 or 4 is more likely to fly)* Any increase in that number may be dealt with through the zoning amendment and/or minor variance provisions of the Planning Act, thereby permitting affected abutting owners the opportunity to make comment;
  - b. On a lot which is zoned other than as provided above, there shall be no maximum maximum number of permitted trailers shall be six (6), without the requirement a field bed. Any request for increase shall require that an inspection be carried out by the North Bay Mattawa Conservation Authority and such property shall be required to install a septic bed of sufficient capacity. *For the purposed of the OBCA the effluent from a camper without water and sewer hookup is 275 litres per day. More than 6 trailers would exceed the effluent of a single family dwelling which is calculated to be 1600 litres per day)*
  - c. Any permitted trailer shall be set back a minimum of 15m from the water's edge of any water body on which it is abutting. In addition, any permitted trailer shall be set back a minimum of 3m from any lot line.
6. **Existing trailers shall be subject to the following:**
  - a. All existing trailers shall be licensed in accordance with the provisions of the by-law;
  - b. All existing trailers which can comply with the set-back provisions, shall do so by August 15, 2020;
  - c. All existing trailers which permanently situated (decks, porches, etc., shall be registered as legal-non-conforming and shall be recognized as such for so long as the existing trailer remains. If such trailer is removed or replaced, the legal non-conforming status shall be at an end.

- d. Any permitted lot which currently exceeds \_\_\_\_\_, shall be permitted to continue; however no additional trailers may be added to such lot and any which are removed may not be replaced.

# MEMORANDUM

**TO:** West Nipissing Planning Advisory Committee

**FROM:** Melanie Ducharme, Municipal Clerk/Planner

**DATE:** January 28, 2021

**RE:** **Update – Regulation of Camping Trailers**

Commencing in May of 2019, the West Nipissing Planning Advisory Committee and Council have had ongoing discussions regarding the proposed regulation of camping trailers. The Municipality is authorized to do so pursuant to section 164(1) of the *Municipal Act*, 2001 and pursuant to the *Planning Act*, as it relates to land use.

During initial meetings, while there were many in support of the initiative, many more persons (presumably those directly affected) were not in favour of the regulation of trailers. On September 19, representatives of the North Bay Mattawa Conservation Authority made a presentation to Council, during which they stated that they have no authority whatsoever to regulate or inspect trailers and supported Council's initiative to undertake regulations regarding the proliferation of camping trailers in the municipality.

At Council's direction, there ensued an extensive public consultation in six different areas of the municipality, where staff and elected officials received and recorded concerns of the residents, both for and against trailer regulation. It is worth noting that even those most vehemently opposed to regulation, agreed that there should be no tolerance for negatively impacting the environment.

Following the public consultation, a staff report (See Schedule "A" attached) was prepared making a variety of recommendations to council for the proposed regulation of trailers in West Nipissing. Council considered the recommendations on March 3<sup>rd</sup> and May 19<sup>th</sup>. Notwithstanding lengthy debates at both meetings, there was no clear consensus on any of the proposed regulations, save and except that everyone agreed that there be no requirement to register/license trailers. Some items (15m set back, max 2 trailers on a shoreline residential lot) achieved a majority agreement, there were still members of council who disagreed. Since a number of the items would require amendments to the Zoning by-law, council suggested that the matters be referred back to Planning Advisory Committee.

On November 9<sup>th</sup>, the Planning Advisory committee considered a memo (See Schedule "B" attached) setting out the proposed amendments to the West Nipissing Zoning By-law and a proposed means of carrying out the amendment process given the COVID-19 situation. There arose a lengthy discussion about existing family situations, and how they would be affected by the proposed by-law. I explained that without registering existing campers and their owners, there is no way to know or which properties and/or individuals would be "grandfathered". The Planning Committee made no recommendation and asked that the matter be brought back to the next meeting. There was also some misunderstanding about the role of the Conservation Authority as it relates to enforcement.

The matter was brought back to PAC on January 18. The CAO, who facilitated the public consultation sessions, spoke to the Committee regarding the constraints on enforcement without a willingness to impose registration as a "starting point" to the regulation; in particular, the numerous pre-existing non-compliant situations. The Planning Committee generally agreed that without a willingness to impose regulations which can be enforced, there is little point in continuing the conversation and suggested the proposed by-law be placed in abeyance for the immediate future.

Melanie

Joie de vivre



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THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

**BY-LAW 2021/\_\_\_\_\_**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2014/45  
TO INCORPORATE AMENDMENTS TO THE ZONING BY-LAW FOR THE REGULATION OF  
CAMPING TRAILERS AND RECREATIONAL VEHICLES**

**WHEREAS** Comprehensive Zoning By-law 2014/45 was adopted by Council in 2014 and Council has determined that amendments are warranted to specific sections of By-law 2014/45;

**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 the By-law;

**AND WHEREAS** it is deemed desirable to amend the zoning by-law 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:**

Section 4.30 is deleted in its entirety and replaced with the following:

**Section 3 - Definitions:**

- 3.\_\_\_\_ **“Trailer, Stored”** means any travel trailer or recreational vehicle located on the property only for the purpose of sale or storage but shall not include any trailer being used at any time for living, sleeping or eating accommodations of persons while located on that property.
- 3.\_\_\_\_ **“Trailer, Transient”** means any travel trailer or recreational vehicle which is placed on a property for a period not exceeding fourteen (14) consecutive days during the months of May, June, July or August in any year.

**Section 4.30 Travel Trailers and Recreational Vehicles:**

- 4.30.1 No person shall use nor shall an owner of Property permit a person to use and/or keep a travel trailer or recreational vehicle on any Property within the Municipality except as provided in this By-law.
- 4.30.1 The parking and/or storage of more than one travel trailer or recreational vehicle shall be prohibited in the Residential One (R1), Residential Two (R2), Residential Three (R3) and Residential Four (R4) Zones except where such parking or storage is a permitted use in accordance with this By-law or is accessory to a dwelling located on the lot and the travel trailer or recreational vehicle is owned by the occupant of the lot. No human habitation shall be permitted except in accordance with Section 4.22.1 (g) hereof.
- 4.30.2 The parking and/or storage of more than two (2) travel trailers or recreational vehicles shall be prohibited in the Shoreline Residential (SR) zone. except where such parking or storage is a

permitted use in accordance with this By-law or is accessory to a dwelling located on the lot and the travel trailer or recreational vehicle is owned by the occupant of the lot. No human habitation shall be permitted except in accordance with Section 4.22.1 (g) hereof. The provisions of this paragraph shall not apply to transient trailers, as herein defined. Any increase to the number of travel trailers or recreational vehicles in the SR zone shall be dealt with through the Minor Variance provisions of the Planning Act (Ontario);

- 4.30.3 In the Shoreline Residential (SR), Rural Residential (RR), Rural (RU) and Agriculture (A1) Zones, no travel trailer or recreational vehicle shall be placed closer than 15m to any property line, which shall include a Stored Trailer. The parking or storage of a travel trailer or recreational vehicle in the R1, R2, R3 and R4 zones shall be subject to the provisions of Section 5.5, hereof.
- 4.30.4 No person shall discharge or caused to be discharged from any travel trailer or recreational vehicle any septic effluent or grey water other than in accordance with Section 4.30.6.
- 4.30.5 The Parking and/or storage of more than six (6) travel trailers or recreational vehicles shall be prohibited in the Rural Residential (RR), Rural (RU) or A1 (Agriculture, One), zones. Any increase in the number of travel trailers or recreational vehicles in the Rural Residential (RR), Rural (RU) or A1 (Agriculture, One), zones shall be dealt with through the Minor Variance provisions of the Planning Act (Ontario)
- 4.30.6 In any zone, the parking of a travel trailer or recreational vehicle, shall be prohibited, except in accordance with the following regulations:
- (a) The travel trailer or recreational vehicle is connected to an approved Class 4 System (leaching bed); or
  - (b) the property contains an approved Class 1 system (a chemical toilet, an incinerating toilet, a recirculating toilet, a self-contained portable toilet, an earth pit privy, a pail privy, a privy vault or a composting toilet system,) and an approved Class 2 system (grey-water); or
  - (c) the septage and grey water is being removed from the travel trailer or recreational vehicle by a licensed hauler. The Municipality reserves the right to require an owner to provide receipts and/or contracts as evidence of such an arrangement; or
  - (d) The septage and grey water is being hauled from the property in a portable tank designed for such purpose and disposed of in a licensed transfer (dump) station. The Municipality reserves the right to conduct regular inspections of properties utilizing portable haulage systems.
  - (e) the provisions of this paragraph 4.30.6 shall not apply to Stored Trailers or Transient Trailers, provided that such Transient Trailer is equipped with a self-contained sanitary system.
- 4.30.7 No person shall add or cause to be added to a travel trailer or recreational vehicle, including, but not limited to, sunroom, porch, roof canopy or deck unless a permit for the construction of such addition has been obtained and approved by the Municipality. Such additions or structures shall be subject to the provisions of Section 4.2 (Accessory Uses, Buildings and Structures)



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 \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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

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

DRAFT FOR DISCUSSION PURPOSES ONLY

## Comments submitted through online portal

The number of travel trailers permitted should depend on the size of the property. It should not be illegal to live in a travel trailer year round on your own property, or on a property you rent; otherwise there will be people who are homeless in the winter season. In all cases, sewage and grey water should be disposed of in a safe and environmentally friendly manner, as outlined in section 4.30.7. Very interested in knowing about any public meetings regarding camping trailers

please notify me when this meeting will occurs

Hello!

With all due respect, I just need to put forth my thoughts. I own 4.5 acres on the Sturgeon River zoned SR, currently I cannot afford to build a modular home on my property but that is the future plan. A travel trailer would be perfectly suited for my lot and family in the in-term. I wish to be able to use my property for the entire summer or better yet year round as it's on a year round road. If it passes that trailers are not allowed on SR for the full year, this severely impacts those of us wanting the outdoors experience on land we purchased. Please think about the more nature lovers who enjoy waterside camping, those that cannot afford to build right away but still want to have their kids enjoy their land. Many camper trailers are quite nice and do encourage quality family time, relaxation and positive time away from busy life schedules. I understand there must be rules for distance from water etc...that's understandable. It's the ability to use one's own property for enjoyment and have a safe and comfortable place to stay of their own while doing so.

Looking at this there are too many issues for it to be passed "as-is". 4.30.1 Too broad and lacking definition or full context.

4.30.2 Refers to "This bylaw" whereas it should refer to a prior bylaw. Also refers to 4.22.1 (g) which is not given in this document. How are we supposed to know what has changed if a full references is not given. In addition people in the North tend to have smaller homes where visitors often make use of a trailer / RV parked on the property. That period may extend so much as a few weeks. Such family or visitors should not be denied access to the North based on this bylaw.

4.30.3 Some people do not have the space to store a trailer / rv and many times it is stored at a friends or other family member This bylaw would deny them that ability.

4.30.4 This section really is stupidity in the making. Assuming that a trailer with pop outs is placed lengthwise in a lot of less than 30 meters wide then they will be denied that lot. Many shoreline lots are less than 30 M which again would deny tourists access to the north and West Nippinsing. Nor does it address existing lots which may have a trailer that is now static and used more as a home with possible intent to build. And again it refers to another section that has not been provided to be able to gain context / reference.

4.30.5 Agreed.

4.30.6 Agreed.

4.30.7 Agreed

4.30.8 This is yet another section that reeks from the stench caused by lack of thought. Many trailer/RV have pop out which are part of the structure. Some may also require wheelchair access in the form of a ramp or similar. This section clearly goes against a human right of access for disabled persons. Additional structures that are an accessory to or part of the main structure should be exempt from Section 4.2 (Accessory Uses, Buildings and Structures)

4.30.9 Agreed

4.30.10 Should not be part of this bylaw as there is an existing bylaw that covers it.

Conclusion is that little if any real thought went into these bylaws and that they may even contravene some HR issues. I would strongly suggest they are turned down at this point until such times as they have been properly vetted and reviewed.

We SUPPORT the proposed amendments to the Camping Trailer Regulations (Comprehensive Zoning By-law No. 2014-45), for the following reasons:

The current Camping Trailer Regulations for Shoreline (SR) and Rural Residential (RU) Zoning are substandard considering there are no limits on trailer volumes, storage, time frames, environmental enforcement, property size per trailer capacity, minimal (3M) distance from property lines and absolutely no consideration for the bordering residential properties or respect for their quality of life. As a permanent tax paying resident, we are forced to tolerate the intrusion of excessive trailers, visitors, vehicles, boats, utv's, privacy intrusion, systemic disturbances, noise pollution, constant partying/crowds and out of control behaviour that occur right beside our home due to lack of regulations. As a result of these substandard regulations, we have incurred the following:

- Unable to enjoy our home, outside space, and serenity
- Detrimentially affecting our health and quality of life
- Our property value has significantly decreased
- Forced to tolerate the unlimited amount of large recreational trailers (3-6 plus) constantly parked and stored beside our house all year long with upwards of 25 extra individuals partying and out of control behaviour
- Multiple police engagements due to systemic disturbances, damages to our property, verbal threats and physical altercations
- Hesitant to leave our property in fear of damage and destruction (various occurrences)
- Apprehensive to walk or drive along our driveway to attend our garage and home without being harassed or nearly struck by vehicles travelling everywhere on the property. Vehicles frequently operated by highly intoxicated drivers
- Excessive wear and tear on our privately owned and maintained road that was designed for residential use and not to accommodate large trailers, boats, vehicles (in and out) to the unsanctioned trailer park
- Forced to purchase 17 acres to avoid more trailers and junk to be erected around our property. A feeble attempt to protect our assets and another financial burden imposed on us
- Environmental enforcement is non-existent (grey water, sewage, garbage)
- A variety of vacant lots have been purchased recently and numerous trailers parked where houses should be built. Diminishing the value of the area and loss of property tax revenue for the Municipality
- Beautification of West Nipissing has significantly deteriorated

The municipality has a duty to regulate and protect the interest of their constituents. Absolutely unacceptable that the municipality permits long term camping within residential areas; essentially permitting visitors to camp for FREE and enjoy FREE vacations, despite the detrimental affects this intrusive activity has on the tax paying permanent residences. How would these transient visitors feel if these intrusive activities occurred around their home all year long? Free recreation is not a 'lifestyle'-it's called taking advantage of others. Regulated Trailer Parks and Camps are zoned for this type of recreation and the municipality has an obligation to promote the commercial tax paying businesses, not to encourage campers to set up free unregulated trailer sites everywhere within their jurisdiction. ~~The enjoyment of visitors should not be at the cost of the permanent tax paying home~~

I'm truly not happy with the trailer bylaws that you are trying to pass I am completely against it . I would rather see trailers in someone yard then a complete junk yard. I pay property taxes like everyone else and if I own 2 or more trailer stored neatly in my well manicure yard you should have no say.

Thank you

I have a property East of me that has recently set up 3 camper trailers and I've been smelling the gray water smell on a east wind I'm concerned about the negative impact on the environment and the impact on well water

Interested as we own a lot

In favour of the bylaw.

In the proposed amendment of By-law 2014/45, specifically section of 4.30.4, it notes a restriction which would apply to Shoreline Residential (SR), Rural Residential (RR), Rural (RU) lots and Agriculture (A1) zones. This proposal would restrict the parking of a travel trailer or recreational vehicle to be no closer than 15 meter (50 feet) of a property line. Although this may not be an issue for RU lots and A1 zones, as these are generally a fair size, I do have some serious concerns with the impact of this proposed change to existing SR lots. It is reasonable to consider that a person who resides in their permanent residence/house located on an SR lot and who owns a travel trailer or recreational vehicle will be parking his/her travel trailer or recreational vehicle in the driveway or parking location on their property when not in use. It is also reasonable to consider that such person may only take his trailer out 2 or 3 times during the summer months. This would therefore eliminate them from the "transient trailer" category as the trailer would be parked for periods greater than 14 days. Furthermore, it is also reasonable to consider that the person who owns and resides in their permanent residence/house on the SR lot where the travel trailer or recreational vehicle is located and parked will not and does not reside in or use the travel trailer or recreational vehicle at anytime for sleeping, living... while it is parked on the SR lot. This, would therefore mean that the travel trailer of recreational trailer would be considered to be a "stored trailer" as per the new definition and be subject to the proposed s. 4.30.4. When you look at the width of SR lots in the municipality of West Nipissing, there are a number of older existing properties that are less than 30 meters (100 ft) wide. This proposed bylaw will essentially prohibit the parking of travel trailer or recreational vehicle on such lots, transient or not. There is no possible way for any person to park on a SR lot that is less than 30 meters (100 ft) wide a travel trailer or recreational vehicle that is generally 2.5 meters (8 feet) in width and not be within the 15 meters (50 ft) of the property line. Furthermore, for existing SR properties that are greater than 30 meters (100 ft) and up to the current minimum of 60 meters (200 ft) of frontage, the proposed change to the bylaw would also have a significant impact. This proposed change would likely require a number of owners to make significant changes to the existing driveways and septic locations. These significant changes would be required to accommodate the parking of the travel trailer or recreational vehicle they own at a new location on their lot. Parking a travel trailer or recreational vehicle in the existing driveway would no longer be compliant. Rare are the SR properties with a width between 30 and 60 meters (100 to 200 ft) that have a driveway at or near the centerline of the property.

Section 4.30.9 does note that any existing use or structure established in compliance with the provisions of a predecessor of this amendment or variance will continue to be permitted by this By-law. Although this appears to be a "grandfather clause", it begs to question on how do you make the determination of "existing use"? Will any SR lots existing before the implementation of the proposed changes be automatically "grandfathered in" and be subject to the 3 meters (10 feet) restriction? If not, how do you determine, after a complaint is filed, if an SR lot owner did park his travel trailer or recreational vehicle (newly acquired or not) on his lot before this proposed 15 meters restriction came into effect? The determination of "existing use" can be pretty straightforward for a business operating on a property, or for something that is requires physical infrastructure, permits but for a travel trailer or recreational vehicle which may come and go, be sold and replaced the following season, it will be very difficult and prejudicial on the SR owner to prove this his case. The current By-law no. 2014/45 which was amended by By-law 2017/83, has a restriction of parking a travel trailer or recreational vehicle within 3 meters (10ft) of the property line of the SR lot. (ref. s.5.525 e). The same By-law, has a restriction for R1-4 lots of parking a travel trailer or recreational vehicle

Just looking to be looped into the final decision

Please keep my informed of new bylaws regarding this situation as our road (Lapointe Rd) is slowly becoming a trailer park and I am concerned with the effects; traffic, septic, water usage, etc...

I support the proposed amendments for Comprehensive Zoning By-law No. 2014-45, with some further suggestions:

The document while setting parameters seems to be missing any commitment by the Municipality to have an eye on what is going on or take action on complaints.

If this by-law is only setting parameters and not providing any proactive inspections by the Municipality, the by-law amendments do not go far enough to protect our community.

I would request that the issue of licensing be revisited and clearer language be included to address inspection and enforcement.

Thank you for your reconsideration.

Although I am for some of the purposed changes... there are a few which could be contested.

#1. Parking a rec. vehicle 15 m from any property line? What if the lot has a natural gully or easement which makes it impossible to do so?

Lot size comes into play aswell. The municipality definetly wont pay to have the land excavated to adapt to this section of the purposed by law. Whats wrong with 4 feet from a property line like the bylaw for outbuildings or fences etc...

#2. 14 day parking for transient trailers on MY property. The Crown lets us park on the Queen's land for 21 days. Should be up to the tax paying land owner on how long their guests are welcome, as long as the bylaws on black and grey are followed.

#3 Enforcement. Nice to have these laws... but are they gonna be enforced. Drive around the municipality and there are all kinds of bylaws being broken.... Not all relating to camping trailers and recreational vehicles.

Look friends... there is a need for some bylaws to be updated and changed... but remember ... we are a small NORTHERN ONTRIO community and Not the GTA. For some of us this little piece of land we own with our trailer is our only getaway from busy every day life. Family and friends and time spent there promotes mental health and in this day and age it is important more than ever. My opinion is that problems should be delt with on a case by case basis

Because no two are the same. Different zoning... different sizes of land... different relationships with neighbours. Think about it.

~~Not right to punish the whole because of one or two~~

I would much appreciate notification of the decisions made pertaining to the zoning amendments.

I am in full agreeance with the proposed zoning amendment and wish to be notified of the decision in accordance with the Committee and possible Municipal Board Hearing. I will be attending the meetings

I am the Secretary of Clear Lake Cottagers' Association. I submit these comments on behalf of that organization.

Having attended the November 2019 meeting in Field, I find that the listed proposals address the majority of CLCA concerns, except potential licensing , inspection and enforcement.

As an advocacy group, we support anything that will protect the environment, particularly water quality and the ability of owners to enjoy the lake.

Original discussion on this issue raised the possibility that trailer owners would be required to obtain a licence to use trailers ( outside of 2 week transient period) . I understood that having owners attend the municipal office would enable authorities to better track activity, require the owners to remain accountable and subject them to routine inspection by the bylaw enforcement officer. While this proposal does indicate WN reserves a right to demand certain documentation, it does not address inspection that would provide knowledge required to monitor and enforce septic systems employed, trailer number limits, set backs from property lines etc.

The document while setting parameters seems to be missing any commitment by the municipality to have an eye on what is going on or take action on complaints.

CLCA is primarily concerned with limiting trailers ( 2 seems to be reasonable) and protecting the lake water from contamination from

We really can't do any more fun activities as a family and on OWER ONE PROPERTY in west nipissing and soon we will not be able to live no more .

I do NOT agree with the new regulations that the municipality is implying

No no no is this about controlling ,what about the water in this town

<p>Hi, My name us and a resident of West nipissing. I wanted to voice my opinion on the propose restrictions on travel trailer in boundaries of West Nipissing.</p> <p>I understand if a land owner is creating a campground and renting spots when they are not a registered camp ground. But if family members own a lot and camp together who are we to try and discourage that. My greatest memories as a child was camping. If I own a lot and want my parents or in laws and my kids to come and camp on my lot that should be my right. Even if I want a friend to come over and use his trailer again what harm is it to someone else. It also prevents drinking and driving when people can get together and stay the night.</p> <p>People are getttheir noses to much in other 's properties. Maybe we need to deal with many yards that look like junk yards ( 2 by my place) instead of harmless residents that are just trying to enjoy each other.</p> <p>Again if an individual is trying to make a profit by making a campground I see that this isn't right but leave families and friends alone. Merci</p>
<p>I am buying a camping trailer and I should not be told that I can't park it on my property or have guests sleep in it if we have a full house. We also have friends that come up with their motorhome and park it in our laneway. They start their month long camping trip in the north bringing tourism money to this community and surrounding areas. I pay my property tax and keep our property tidy and you shouldn't be able to tell the people they can't have trailers or have friends and family stay in their personal trailers on their personal property.</p>
<p>None at this time</p>
<p>By-laws that limits property owners to do what they want to do on their property (unless environment laws are not followed) should not be passed</p>
<p>Je suis propriétaire du terrain 51 chemin Guénette, à Verner. Je ne peux pas me présenter à la rencontre et je n'ai pas la copie originale du "by-law " pour comparer ce qui sera changé. Je participerai à la rencontre sur Zoom.</p>
<p>By-laws that limits property owners to do what they want to do on their property (unless environment laws are not followed) should not be passed</p>
<p>I'm against this in so many ways.</p> <p>People should be able to used their property the way they see fits.</p> <p>Unless it because extremely dangerous or if they start using other people's property(re:what happened on larocque st).</p> <p>There's no affordable housing available and barely any options for renting. The ones that are available are ridiculously too high. Therefore some has resulted in living a trailer instead of being homeless on the street..</p> <p>The council should concentrate on getting affordable housing in..since there's a big percentage of people in the area that are on fix income, single parents etc waiting to get a home.. Also maybe looking into a fix market rate amount a landlord can ask for their house, apt, etc.</p> <p>If the council pass this bylaw alot of people will be homeless and on the streets.</p>
<p>Not happy about this, I do not agree. What's the issue with trailers? There's a housing crisis RIGHT NOW, and you're going to tell people, while sitting in a nice house, that they aren't allowed to live in a trailer? I don't care if my neighbor has someone else living in their trailer, everyone needs a place to live and there are already disturbance laws in place should that person become an issue to the neighborhood. Shouldn't be an issue the town is infringing on.</p>
<p>This means we will not be able to use our RV on our own property this is insane! We pay taxes for a reason... Please do not pass this!</p>
<p>bylaw 4.30.6 more than six trailers prohibited is fine in most situation as long as added trailers can be dealt with as a minor variation</p>
<p>From what i have red so far your diktating what we can do with are own perasonal and private property remember the fact a home owner pays taxes on there property already and as a town you are already telling them what they can and cannot do. now your adding some thing that the owner pay taxes on again what they can and can not do with said item. I personaly think this town passes this law your opening your selfs up to massive law sutes in suppiier court....</p>
<p>I vote NO on section 3 and 4.30 and on, It is my property and I don't consent got tyranny of any kind its mine to do as I please not some government criminals trying to take our rights and privileges</p>

I own a property at 4 Gerald Street in Field. I recognize that the subject of Travel Trailers poses a difficult problem from a social justice perspective. Often the occupants of Travel Trailers use them for their permanent home. This is increasingly true, I believe, in these times of increasing homelessness as a travel trailer with a heat source is infinitely better than no home at all. Where occupants use Travel Trailers as a four season permanent residence, therefore, they are important to the individuals occupying them. There may be an important reason to allow them to be occupied in this way in some cases.

If Travel Trailer use is to be permitted in a community, however, their use should be regulated to make them (a) as safe as possible for their occupants, and (b) as unobtrusive as possible to the rights of adjoining or neighbouring property owners. For example, their numbers on a property, and their location on a property, should be regulated. They should be subject to residential set-back requirements. They should not be present on a property together with a house unless the property is zoned for multiple residences. Hydro, water, sewer and gas connections should be according to minimum standards of a class of trailer park.

There is also the issue of their unsightliness. Beauty is in the eye of the beholder, they say, and there is such a thing as home sweet home; however, there are generally no standards for permanent Travel Trailers. When they are situated in a residential neighbourhood consisting of historic, mid-century or newer homes, they do not exactly blend in.

My property at 4 Gerald Street in Field abuts a property where a permanent home Travel Trailer is situated one to two feet from the lot line. On the other side of the street is another permanent home Travel Trailer. Both appear to have at least electricity hookups and appear to be in the back yards of homes on Larocque. I am not aware of the zoning of these neighbouring properties.

I purchased 4 Gerald Street knowing of the existence of these Travel Trailers. This past summer a third Travel Trailer appeared but then disappeared. It gave me cause for concern that perhaps residents in the neighbourhood were inviting Travel Trailers to occupy their property for a fee, the effect being the making of an unlicensed trailer park.

I am new to West Nipissing. I intend to build a new home at 4 Gerald Street. I find the area charming. I offer these comments because, given my experience with the neighbouring permanent Travel Trailers I have had opportunity to think about how their use should be regulated.

Thank you for considering my comments.

It's our property we should not have to report how we use it as long as we follow the rules for septic dumping

Dear Sir or Madame,

I can well understand the necessity to regulate travel trailers, RV's and Mobile homes in respect to the health and safety of other residents.

There are certainly possible reasons to regulate such situations. This could well include the release of Gray water or Sewage into the water table or waterfront and there is definitely a need for these controls, however, I assume health and safety regulations ALREADY IN EFFECT will effectively cover most of these situations.

Limiting the number, location or occupation of such a trailer would not be, in my opinion, within your dominion and would likely alienate the administration from the community.

I can well understand the need to protect agricultural land and I believe most residents are largely in support of that, as witnessed by the vigorous support of commercial agricultural concerns such as Leisure Farms and others.

What we do NOT want however, is further government fingers in our private lives which will cause us aggravation and, if the past is any teller of the future, our pocketbooks as well.

We do not need MORE government interference in our lives.

Keep us safe, keep us healthy, and let us enjoy the wonderful community we have here.

Most Sincerely,

Wayne & Judy Cooper

I have a question and not necessarily a comment. Are people living year round in their trailers or pre-fab houses on pillars paying Municipal taxes? i.e. Goulard Park in Sturgeon Falls. If not, why not? Our cottage is on pillars and we are paying taxes for a seasonal dwelling. If any RV's, mobile homes, trailers, pre-fabs are occupied year round as a permanent residence, they should pay taxes, regardless whether they are in a trailer park, as a minimum. These residents use the Municipality infrastructure and services. Taxes should be based on the value of their dwelling, including additions.

I believe this to be absurd, a disgusting act aimed at the less fortunate and I hope to make the discrimination clear and hold those attempting to push forth such an oppressive policy accountable.

This is shameful

Hello.

15m from any lots line. We can not add a trailer? Same property is only 100ft wide x around 140 long. That mean we can add a trailer to those.

This is not right.

As a landowner in cache bay, I do not agree with the proposed changes.

I look forward to the virtual meeting. I agree wholeheartedly with the proper disposal of septic as it impacts our environment. I'm curious as to how the grandfathering of existing setups plays into the equation providing the environmental stipulations have been met? The city has the responsibility to maintain a clean setup of ones property , which isnt equally enforced as i can site several properties far from compliance with refuse car wrecks and other unsightly structures scattered throughout West Nipissing. You can't penalize one without including the many. Also i wonder what the economic impact will be for the local businesses which are already reeling from the impacts of covid 19. Lets not make these decisions in an oppressively manner as it impacts our community overall economically. I will voice my opinions at the meetings

These measures are draconian and the time values make no sense in terms of how long a travel trailer or recreational vehicle should be allowed. Also the 15M limit would negate some lots being able to be used at all for such purposes. I suggest that some of these restrictions are either REMOVED or re-evaluated. West Nipissing relies on a lot of summer trade and you will be cutting off your nose to spite your face.

Please notify us of any discussions

This by- law is not right!! People pay their property taxes and should have the right to park and let family or friends park an RV on their property if they want to!! What else will you take from us? Please let us keep some of our freedom. Take a look back about 20yrs ago. Look at all the rights you've already taken from us. People were happy then. The people aren't happy now. Ever wonder why?!? And I sign off by telling you that I don't even have an RV!! This is so not right!

Parking no closer than 15 m from property line is very restrictive.

I disagree with this overreaching bylaw that is a breach of our constitutional charter of rights.

The federal government re-drafted the property rights guarantee for the 1980 First Ministers' Conference. In order to allay provincial fears, the proposed Charter of Rights contained the following section:

9.(1) Everyone has the right to the use and enjoyment of property, individually or in association with others, and the right not to be deprived thereof except in accordance with law and for reasonable compensation.

I wish to show my support for the much needed bylaws to keep our community beautiful.

My question would be is this going to be enforced by the municipality independently or will a complaint be required regarding a property in question?

We pay enough taxes as is what is on wheels and parked on my property should NOT be taxed or levied as it is NOT a permanent structure. What is parked on my private property is none of the District of west nipissing business!



This is very hard to understand. But I think that you are going against my charter of rights telling me how & what I'm doing on my property.. & wow many people I have camping on my property..& I will never agree to have any one to reserve the right to come on my property. I fully disagree with this type of law I will be checking more into my charter of rights

# MEMORANDUM

**TO:** Jay Barbeau CAO

**FROM:** Alisa Craddock CPA, CMA

**DATE:** January 30, 2025

**RE:** Discretionary grants

The transition to the discretionary grant format has been a learning curve. I have attached a summary of the 2025 requests for fee waivers and for financial support. The applications are also included.

Cache Bay United Seniors 50 Club and West Nipissing Food Bank have routinely had funding or received fee waivers on halls without providing the additional documentation. I recommend approving these requests, conditional on receiving satisfactory documentation.

Requests from individual schools don't really fit the policy. The school board is the organization and not-for-profit; however, events may be organized at the local school level. The application for Tournoi d'echecs provincial franco-ontarien was confirmed to be an application from École élémentaire catholique Saint-Joseph. I have included it for Council's consideration.

Council did approve a fee waiver for Studio Project Arts Collective in 2024. However, the organization failed to disclose substantial alternate sources of revenue on their application in 2024 (collected \$15/person at the gate). The festival included events not disclosed to the Municipality (jousting/medieval fighting) at the time that the fee waiver was approved, which created insurance difficulties prior to the event. Though they have provided a small amount of supplementary information with their 2025 application, they are lacking substantial documentation given the value of their request. At this time, I recommend declining their request.

One regular organization that is missing from this group is the Centre Communautaire de Lavigne (CCL). The Municipality pays for facility expenses at the Community Hall. These expenses were included in regular operating expense for the Community Services department.

Council has a discretionary grant budget of \$70,000.

Joie de vivre



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

**2025 FEE WAIVER REQUESTS**

<b>Organization</b>	<b>Event</b>	<b>Hall</b>	<b>Cost</b>	<b>Notes</b>
West Nipissing General Hospital Foundation	Shamrock'n Fundraiser	Marcel Noel	\$ 700.00	
Cache Bay United Seniors 50 Club	2025 Bingo, Bazaar, Santa Visit	Cache Bay Hall	\$ 7,200.00	Have not yet received required documents for >\$5,000 in funding
Community Living West Nipissing	Fundraising Gala	Marcel Noel	\$ 1,400.00	
École élémentaire catholique Saint-Joseph	Tournoi d'echecs provincial franco-ontarien	Marcel Noel, Arena, Sports Hall of Fame	\$ 6,920.00	Have not yet received required documents for >\$5,000 in funding
Studio Project Arts Collective Inc.	Future of the Safe Hands Festival	Multiple	\$ 25,119.00	Have not yet received required documents for >\$5,000 in funding
West Nipissing Sudbury East Federation of Agriculture	Board meetings (8)	Board room	\$ 96.00	
<b>Total fee waiver requests</b>			<b>\$ 41,435.00</b>	

## 2025 FINANCIAL SUPPORT REQUESTS

<b>Organization</b>	<b>Purpose</b>	<b>Funding request</b>	<b>Notes</b>
West Nipissing Food Bank	Rent	\$ 8,985.12	Have not yet received required documents for >\$5,000 in funding
Royal Canadian Legion	Snow plowing 2024-2025	\$ 3,413.10	Estimate
Les Filles D'Isabelle	Rent	\$ 4,800.00	
No More Tears	Support the Homeless project	\$ 5,000.00	
<b>Total of financial support requests</b>		<b>\$ 22,198.22</b>	



The Corporation of the Municipality of West Nipissing  
 La Corporation de la Municipalité de Nipissing Ouest  
 225 rue Holditch Street, Suite 101, Sturgeon Falls, ON P2B 1T1  
 tel 705-753-2250 tel 1-800-263-5359 fax 705-753-3950

## DISCRETIONARY GRANT & FEE WAIVER APPLICATION

Prior to completing this form, please review all eligibility details outlined in the [Discretionary Grant Policy](#).

### Type of Request

<input checked="" type="checkbox"/> <b>Waiver of fees</b> <i>Such as halls and facility rentals</i>
Name of the event Shamrock'n Fundraiser 2025
Hall / Facility Marcel Noel Hall
Date(s) March 15, 2025

<input type="checkbox"/> <b>Financial Support</b>
Name of the project
Length of project
Total amount of funds requested

### Applicant Information

Name of Applicant Amylee Laforest	Are you 18 years of age or older? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Organization or Group West Nipissing General Hospital Foundation	Registered not-for-profit <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Registered charity? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	I am authorized to sign on behalf of the organization <input checked="" type="checkbox"/>

Mailing Address 725 Coursol Rd, Sturgeon Falls, ON P2B 2Y6
Phone number(s) [REDACTED]
Email address(es) [REDACTED]



### Purpose and Eligibility

Provide a brief description of the purpose of your request.

The West Nipissing General Hospital Foundation is holding it's 2nd annual Shamrock'n St. Patrick's Day fundraiser. The Foundation raises essentials funds for our local community hospital to help purchase life-saving medical equipment. The WNGH Foundation has a limited budget to spend on fundraising initiatives and as such, we would greatly appreciate any support in hosting this fundraiser, such as the waiving of rental fees.

Describe how the community will benefit from your initiative. Please include age range, population segment, and number of residents expected to benefit from the project or event.

The Shamrock'n event is geared to community members over the age of 19 who would like to enjoy a night out consisting of live music, games, beverages and snacks, while supporting their local community hospital in raising money to purchase necessary medical equipment. Last year, 340 locals attended this festive evening, and we are once again, anticipating hosting up to 350 people.

Please briefly describe how your project aligns with Council's Term Plan objectives.

This event aligns with the Community Safety and Wellbeing pillar of Council's Term Plan. If Council chooses to support the event it will be supporting a local community charity and assisting the local hospital in purchasing life-saving medical equipment. Hospitals are essential to the well-being of our community.

What measures have you, or will you put in place to make your organization more financially sustainable?

Have you or your organization applied for funds or waiver of fees from this Council in the last two years?

Yes  No

If yes, for what purpose or project?  
Shamrock'n 2024

What was the waived fee or amount received?

### Supporting Documentation

For requests exceeding \$5,000, please attach a proposed budget for this initiative and last year's financial statements.

Please write or attach a list all current executive members of the organization. *Be sure to have each person's consent to share their name*

President & CEO - Sue Lebeau  
Chief Nursing Executive - Shelli Fielding Levac  
Chief Financial Officer - Steffi Wittmaack



West Nipissing Ovest

The Corporation of the Municipality of West Nipissing  
La Corporation de la Municipalité de Nipissing Ovest  
225 rue Holditch Street, Suite 101, Sturgeon Falls, ON P2B 1T1  
tel 705-753-2250 tel 1-800-263-5359 fax 705-753-3950

### Acknowledgement and Consent

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- I have read the Discretionary Grant Policy of the Municipality of West Nipissing.
- I accept responsibility for provision of all required details and documents included in this application. I understand that if the grant is awarded, follow-up reports may be required, and that failure to provide reports could result in annulled disbursements.
- I acknowledge the privacy statement below.

Council meetings are recorded in video and audio format and are subject to media broadcast. 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, contact information, comments, and any other personal information, is collected and maintained for the purpose of creating a report that is available to the general public pursuant to Section 27 of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C.M 56, as amended.

Date

September 13, 2024

Signature

*[Handwritten Signature]*

Name of parent or guardian (if applicant is under 18)

Signature

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Please submit your completed application form to [finance@westnipissing.ca](mailto:finance@westnipissing.ca)  
For more information, you may reach the Municipal office at 705-753-2250.

## DISCRETIONARY GRANT & FEE WAIVER APPLICATION

### Type of Request

<input checked="" type="checkbox"/> <b>Waiver of fees</b> <i>Such as halls and facility rentals</i>	<input type="checkbox"/> <b>Financial Support</b>
Name of the event	Name of the project
Bingo session, bazaar and kids santa visit	
Date(s)	Length of project
2025 Bingo Jan 12, Feb 9, March 9, April 13, May 11, June 8, Sept 14, Oct 19, Nov 9, Dec 14 Bazaar - Nov 14/15, Santa Visit Dec13	
	Total amount of funds requested

### Applicant Information

Name of Applicant	
Diane Baronette	Are you 18 years of age or older? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Organization or Group (if applicable)	
Cache Bay United Seniors 50 Club	Registered not-for-profit <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Registered charity? <input type="checkbox"/> Yes <input type="checkbox"/> No
	I am authorized to sign on behalf of the organization <input checked="" type="checkbox"/>

Mailing Address
53 Bain Ave, Cache Bay On P0H1G0
Phone number(s)
Email address(es)



## Purpose and Eligibility

Provide a brief description of the purpose of your grant request.

Currently our bingos serve to ensure the Club is able to continue activities and maintain the building. Also we are giving back to the community with a variety of donations to different groups. For example, we have donated \$500 to all schools to support their breakfast club, 6 \$250 bursaries were provided to schools to support fraduates

Describe how the community will benefit from your initiative. Please include age range, population segment, and number of residents expected to benefit from the project or event.

A variety of groups will benefit from our bingos, from schools, service groups, members of the club

Please briefly describe how your project aligns with [Council's Term Plan](#) objectives.

Working together, supporting the only group left in Cache Bay,

What measures have you, or will you put in place to make your organization more financially sustainable?

We continue to have our bingos and hope these will enable the club to be more financially stable but the cost of the hall rental is a big expense which may render our activities less profitable and leave us with less funds to support community efforts going forward

Have you or your organization applied for funds or waiver of fees from this Council in the last two years?

Yes  No

If yes, for what purpose or project?

Bingo sessions

What was the waived fee or amount received?

Fee waiver

## Supporting Documentation

For requests exceeding \$5,000, please attach a proposed budget for this initiative and last year's financial statements.

Please write or attach a list all current executive members of the organization. *Be sure to have each person's consent to share their name*

Marion O'Donell - President Diane Baronette - Vice President Gale Hebert - Treasurer Tracey Judd - Secretary

## Acknowledgement and Consent

---

- I have read the Discretionary Grant Policy of the Municipality of West Nipissing.
- I accept responsibility for provision of all required details and documents included in this application. I understand that if the grant is awarded, follow-up reports may be required, and that failure to provide reports could result in annulled disbursements.
- I acknowledge the privacy statement below.

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Date

December 17, 2024

Signature

Diane Baronette

Name of parent or guardian (if applicant is under 18)

Signature

Please submit your completed application form to [finance@westnipissing.ca](mailto:finance@westnipissing.ca)  
For more information, you may reach the Municipal office at 705-753-2250.



# DISCRETIONARY GRANT & FEE WAIVER APPLICATION

Prior to completing this form, please review all eligibility details outlined in the [Discretionary Grant Policy](#).

## Type of Request

<input checked="" type="checkbox"/> Waiver of fees <i>Such as halls and facility rentals</i>
Name of the event Community Living West Nipissing Fundraising Gala
Hall / Facility West Nipissing Recreation center, Marcel Noel hall
Date(s) April 25, 2025 (hall decorating and set up) April 26, 2025 (event)

<input type="checkbox"/> Financial Support
Name of the project
Length of project
Total amount of funds requested

## Applicant Information

Name of Applicant Sylvie Bølanger - Executive Director		Are you 18 years of age or older?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Organization or Group Community Living West Nipissing / Intøgration communautiare de Nipissing Oust		Registered not-for-profit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		Registered charity?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		I am authorized to sign on behalf of the organization	<input checked="" type="checkbox"/>	

Mailing Address 75 Railway Street. Sturgeon Falls, ON P2B 3A1
Phone number(s) [REDACTED]
Email address(es) [REDACTED]



### Purpose and Eligibility

Provide a brief description of the purpose of your request.

Every 2 years, Community Living West Nipissing hosts a fundraising Gala. It is a major fundraiser for our organisation with close to 300 guests in attendance.

Describe how the community will benefit from your initiative. Please include age range, population segment, and number of residents expected to benefit from the project or event.

Our organisation supports over 160 adults and children with developmental disabilities in West Nipissing. Most adults are on ODSP which barely covers rent and food. it's worse now due to the lack of affordable housing and high cost of groceries. Many will need additional supports and/or specialized equipment. Families with children also need additional respite and supports which they would not normally be able to afford. Funds raised during the Gala will go directly to people we support for such needs.

Please briefly describe how your project aligns with [Council's Term Plan](#) objectives.

Community Living West nipissing is a non profit /charitable organisation. All funds raised are for individuals and families in the West Nipissing. Funds raised will enhance the quality of life and well being of adults and children with disabilities in West Nipissing.

What measures have you, or will you put in place to make your organization more financially sustainable?

We receive base funding from the Ministry of Children, Community and Soical Services to operate our core programs, that funding is on going and not at risk. We are continually advocating for increase to ODSP funding to keep up with the cost of living increases. We continue to fundraise to ensure no one's quality of life suffers because they can't afford specialized equipment or because families are in crisis and need some support or financial aid.

Have you or your organization applied for funds or waiver of fees from this Council in the last two years?

Yes  No

If yes, for what purpose or project?	What was the waived fee or amount received?
previous Gala fuindraisers	full amount of Hall & Kitchen rental fee

### Supporting Documentation

For requests exceeding \$5,000, please attach a proposed budget for this initiative and last year's financial statements.

Please write or attach a list all current executive members of the organization. *Be sure to have each person's consent to share their name*



### Acknowledgement and Consent

- I have read the Discretionary Grant Policy of the Municipality of West Nipissing.
- I accept responsibility for provision of all required details and documents included in this application. I understand that if the grant is awarded, follow-up reports may be required, and that failure to provide reports could result in annulled disbursements.
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Date

September 3rd, 2024

Signature

*Sylvie Belanger - Executive Director*

Name of parent or guardian (if applicant is under 18)

Signature

Please submit your completed application form to [finance@westnipissing.ca](mailto:finance@westnipissing.ca)  
For more information, you may reach the Municipal office at 705-753-2250.

## DISCRETIONARY GRANT & FEE WAIVER APPLICATION

Prior to completing this form, please review all eligibility details outlined in the [Discretionary Grant Policy](#).

### Type of Request

<input checked="" type="checkbox"/> <b>Waiver of fees</b> <i>Such as halls and facility rentals</i>
<b>Name of the event</b> Tournoi d'échecs provincial franco-ontarien
<b>Hall / Facility</b> Sports Hall of Fame, Salle Marcel Noël and Marcel et Jane Labbé arena
<b>Date(s)</b> Tuesday May 6 2025 (for preparation of the event), May 7, 8, and 9th 2025 for the event itself

<input type="checkbox"/> <b>Financial Support</b>
<b>Name of the project</b>  
<b>Length of project</b>  
<b>Total amount of funds requested</b>  

### Applicant Information

<b>Name of Applicant</b> Tanya Rochon		Are you 18 years of age or older? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Organization or Group</b> Conseil scolaire catholique Franco-Nord		Registered not-for-profit <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		Registered charity? <input type="checkbox"/> Yes <input type="checkbox"/> No
		I am authorized to sign on behalf of the organization <input checked="" type="checkbox"/>

<b>Mailing Address</b> 93 Michaud Street, Sturgeon Falls ON, P2B 1B9
<b>Phone number(s)</b> [REDACTED]
<b>Email address(es)</b> [REDACTED]

## Purpose and Eligibility

Provide a brief description of the purpose of your request.

In the last few years, the number of schools participating in this national qualifying tournament has dropped significantly do to the always increasing costs of everything. Given West Nipissing Ouest's central location, we would anticipate that number to be greater if we can greatly reduce the cost per participant. Having the fee waived for the three halls would give us that oppertunity.

Describe how the community will benefit from your initiative. Please include age range, population segment, and number of residents expected to benefit from the project or event.

We expect 400 participants, ages 4 to 19, in addition to the coaches and parents for this three day event. Also, restaurants, hotels, motels, conveniences store and/or shopping stores would see an increase in revenu.

Please briefly describe how your project aligns with [Council's Term Plan](#) objectives.

This tournament is opened to all french schools in Ontario. Having people coming to West Nipissing Ouest could become a choice for people from all over Ontario who want to relocate to a central location. Furthermore, being a francophone tournament, we can celebrate one part of our unique and proud multilingual community, where diversity is cherished.

What measures have you, or will you put in place to make your organization more financially sustainable?

Unless this tournament is a full out succes, which we hope, the tounament will most likley take place in another town or city.

Have you or your organization applied for funds or waiver of fees from this Council in the last two years?

Yes  No

If yes, for what purpose or project?

What was the waived fee or amount received?

## Supporting Documentation

For requests exceeding \$5,000, please attach a proposed budget for this initiative and last year's financial statements.

Please write or attach a list all current executive members of the organization. *Be sure to have each person's consent to share their name*

Claude Veilleux  
 Valérie Geoffroy  
 Sylvie Labelle-Mousseau  
 Tanya Rochon

## Acknowledgement and Consent

---

- I have read the Discretionary Grant Policy of the Municipality of West Nipissing.
- I accept responsibility for provision of all required details and documents included in this application. I understand that if the grant is awarded, follow-up reports may be required, and that failure to provide reports could result in annulled disbursements.
- I acknowledge the privacy statement below.

Council meetings are recorded in video and audio format and are subject to media broadcast. 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, contact information, comments, and any other personal information, is collected and maintained for the purpose of creating a report that is available to the general public pursuant to Section 27 of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C.M 56, as amended.

Date

November 5, 2024

Signature

Tanya Rochon



Name of parent or guardian (if applicant is under 18)

Signature

---

Please submit your completed application form to [finance@westnipissing.ca](mailto:finance@westnipissing.ca)  
For more information, you may reach the Municipal office at 705-753-2250.



## DISCRETIONARY GRANT & FEE WAIVER APPLICATION

Prior to completing this form, please review all eligibility details outlined in the [Discretionary Grant Policy](#).

### Type of Request

<input checked="" type="checkbox"/> <b>Waiver of fees</b> <i>Such as halls and facility rentals</i>
<b>Name of the event</b> Future in Safe Hands Festival 2025
<b>Hall / Facility</b> Marcel Noel Hall, West Nipissing Community and Recreation Centre, Marcel and Jane Labbé Arena, Sturgeon River House Museum,
<b>Date(s)</b> Multiple dates throughout the year, Marcel Noel - 8 days, Arena 3 days, Museum 14 Days, and Information Centre to be discussed.

<input checked="" type="checkbox"/> <b>Financial Support</b>
<b>Name of the project</b> Studio Project
<b>Length of project</b> Jan - Dec 2025 full year.
<b>Total amount of funds requested</b> Full \$25,000 in fees waived for venue rentals for youth-engaged community events.

### Applicant Information

<b>Name of Applicant</b> Clayton Windatt		<b>Are you 18 years of age or older?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Organization or Group</b> Studio Project		<b>Registered not-for-profit</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<b>Registered charity?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		<b>I am authorized to sign on behalf of the organization</b> <input checked="" type="checkbox"/>

<b>Mailing Address</b> 247 Cockburn Rd. Sturgeon Falls ON P2B3J7
<b>Phone number(s)</b> [REDACTED]
<b>Email address(es)</b> [REDACTED]

## Purpose and Eligibility

Provide a brief description of the purpose of your request.

Future in Safe Hands Festival (fishfest.ca) 2025  
 Fishfest presents youth-engaged arts creation and presentation through a series of media arts, film, multi-arts and performance-based activities throughout the year leading to a multi-day festival taking place July 23-27, 2025. Through using existing municipal facilities, Studio Project will work with youth as volunteers, employees and artists in the creation of new works of art and presentations in the form of performances, screenings and exhibitions.

Describe how the community will benefit from your initiative. Please include age range, population segment, and number of residents expected to benefit from the project or event.

Priority is being placed on ages 15-30 as we access employment funding that prioritizes this range. In 2024 our festival and festival partners hired 12 youth through various employment programs to support, create and coordinate with us. Our festival aspires towards practical action guided by the spirit of our local treaties. We consider, reflect and activate what it means to work within Nipissing territory centering Indigenous voices in our leadership, production and presentation. The festival considers many perspectives and works between many groups in the formation of community. Our goal in bringing young people together is to recognize contemporary practices exploring local and regionally relevant ideas in creation.

Please briefly describe how your project aligns with [Council's Term Plan](#) objectives.

This entire process is responding to the "Vibrant and Engaged Community" objective aligning heavily with the majority of its goals. We are partnering with Aanmitaagzi in creation and oversight of all actions strengthening First Nations relations. We are working directly with youth in many ways to build strong local relationships. Through arts activations we are working towards beautifications of various wards remaining open to municipal priorities and directions. We are making creative and inspiring opportunities for youth of many backgrounds.

What measures have you, or will you put in place to make your organization more financially sustainable?

We are exploring this application as a resource assessment to gauge interest from West Nipissing in supporting increased actions for our festival and year-round activities. As our second year of operations after completing the 2024 festival, we have successfully secured \$25,000 from the Canada Council for the Arts towards the 2025 festival. We are currently allocating these resources towards artist fees and promotion working towards building a more complete yearly budget. We are seeking access to facilities as a way of generating revenue which will become part of a sustainability plan showing festival growth long-term. This proposal is primarily an offer of exchange of services: arts activations in exchange for access to facilities.

Have you or your organization applied for funds or waiver of fees from this Council in the last two years?

Yes  No

If yes, for what purpose or project?  
 Future in safe hands festival 2024.

What was the waived fee or amount received?  
 Access to arena for 3 days was waived.

## Supporting Documentation

For requests exceeding \$5,000, please attach a proposed budget for this initiative and last year's financial statements.

Please write or attach a list all current executive members of the organization. *Be sure to have each person's consent to share their name*

Spaces requested include Marcel Noel Hall Recreation Centre - \$3500 (\$700 x 5 days) Marcel and Jane Labbé Arena - \$7500 (\$1500 x 5 days) Sturgeon River House Museum - \$7000 (\$500 x 14 days). Several dates are festival days, creation leading to the festival and fundraising dates that generate revenue through public activations. We are also requesting access to West Nipissing Information Centre - at \$7000, to be negotiated with municipal staff as facilities are dormant. Total request \$25000 of facilities access.

## Acknowledgement and Consent

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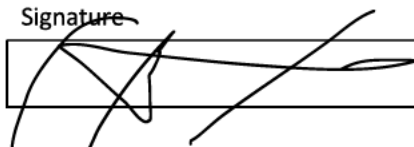
- I have read the Discretionary Grant Policy of the Municipality of West Nipissing.
- I accept responsibility for provision of all required details and documents included in this application. I understand that if the grant is awarded, follow-up reports may be required, and that failure to provide reports could result in annulled disbursements.
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Date

Oct 29th 2024

Signature



Name of parent or guardian (if applicant is under 18)

Signature

---

Please submit your completed application form to [finance@westnipissing.ca](mailto:finance@westnipissing.ca)  
For more information, you may reach the Municipal office at 705-753-2250.

Studio Project Arts Supplemental information (from email November 4, 2024)

I can offer a budget that shows how funds are coming from governments towards staffing, artist fees and other expenses all explained.

I will not have any financial statements until the fiscal year end which is Dec 31st for us as we are in our first year of operations as an incorporation.

We operated as an ad-hoc group prior and have a track record of projects with governments that we can share.

I am in the process of doing the reporting for the 2024 fishfest and will share that as soon as it is completed.

Here is an expanded request of dates for 2025 showing exact dates which can be negotiated.

Additionally, this shows the idea behind the use of the facilities and that if scheduling conflicts exist, we could look at alternative venues or dates.

Marcel Noel Community Centre - \$3500 (\$700 x 5 days)

Fundraiser Jan 7th, 2025 (1 day 2pm - 9:30pm)

Fundraiser March 17th, 2025 (1 day 2pm - 9:30pm)

Fishfest July 24th - 26th, 2025 (1 day 10am - 9:30pm)

Fundraiser Sept 23rd, 2025 (1 day 2pm - 9:30pm)

Fundraiser Dec 27th, 2025 (1 day 2pm - 9:30pm)

Marcel and Jane Labbé Arena - \$7500 (\$1500 x 5 days)

Fundraiser May 16th, 2025 (1 day 2pm - 9:30pm)

Fundraiser June 16th, 2025 (1 day 2pm - 9:30pm)

Fishfest July 24th - 26th, 2025 (3 days 10am - 9:30pm)

Sturgeon River House Museum - \$7000 (\$500 x 14 days).

Workshops/ Creation Day/ Summer Camps - May 8th, 2025 (1 day 10am - 9:30pm)

Workshops/ Creation Day/ Summer Camps - May 15th, 2025 (1 day 10am - 9:30pm)

Workshops/ Creation Day/ Summer Camps - May 22nd, 2025 (1 day 10am - 9:30pm)

Workshops/ Creation Day/ Summer Camps - May 29th, 2025 (1 day 10am - 9:30pm)

Workshops/ Creation Day/ Summer Camps - June 5th, 2025 (1 day 10am - 9:30pm)

Workshops/ Creation Day/ Summer Camps - June 12th, 2025 (1 day 10am - 9:30pm)

Workshops/ Creation Day/ Summer Camps - June 19th, 2025 (1 day 10am - 9:30pm)

Workshops/ Creation Day/ Summer Camps - June 26th, 2025 (1 day 10am - 9:30pm)

Workshops/ Creation Day/ Summer Camps - July 3rd, 2025 (1 day 10am - 9:30pm)

Workshops/ Creation Day/ Summer Camps - July 10th, 2025 (1 day 10am - 9:30pm)

Workshops/ Creation Day/ Summer Camps - July 17th, 2025 (1 day 10am - 9:30pm)

Fishfest July 24th - 26th, 2025 (3 days 10am - 9:30pm)

We are also requesting access to West Nipissing Information Centre - at \$7000.

This is totally up in the air but I was following my heart and trying to cap the full request in facilities requests. I am open to ideas of adjustments.

I knew that this building may not be on the table but thought asking now may put the idea in peoples heads for later.

It's also always good to have something to give away in a negotiation. :)

Currently, our executive is made of members of the collective including artists from our region.

Myself, my partner Tara, Joshua Bainbridge and Jacob Dayfox of North Bay are all signing officers.

Josh and Jacob get involved as needed while Tara and I are handling daily operations responsibilities as we get things up and running.

**DISCRETIONARY GRANT & FEE WAIVER APPLICATION**

**Type of Request**

<input type="checkbox"/> <b>Waiver of fees</b> <i>Such as halls and facility rentals</i>
Name of the event
WNSEFA Board Meetings
Date(s)
8 Times a year in 2025

<input type="checkbox"/> <b>Financial Support</b>
Name of the project
Length of project
Total amount of funds requested

**Applicant Information**

Name of Applicant	
Madeleine Beaudry	Are you 18 years of age or older? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Organization or Group (if applicable)	
West Nipissing Sudbury East Federation of Agriculture	Registered not-for-profit <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Registered charity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	I am authorized to sign on behalf of the organization <input checked="" type="checkbox"/>

Mailing Address
74 Goulard Road, Sturgeon Falls P2B 2R8
Phone number(s)
██████████
Email address(es)
██

## Purpose and Eligibility

Provide a brief description of the purpose of your grant request.

To provide us with a location to hold our Board meetings.

Describe how the community will benefit from your initiative. Please include age range, population segment, and number of residents expected to benefit from the project or event.

West Nipissing Farmers and others benefit from our meetings. In the last years we have worked on Safety Campgain for our Local Agricultural Community.

Please briefly describe how your project aligns with [Council's Term Plan](#) objectives.

Council supports the agricultural sector by creating an environment where new and existing business can grow and thrive (Econmic Development, Prosperity and Growth pillar). The WNSE Fed of Ag works towards that same objective and meeting regularly is an essential function of the WNSE Fed of Ag Board.

What measures have you, or will you put in place to make your organization more financially sustainable?

Our organization is financially stable as we received remittances from the Ontario Federation of Agriculture. However by having a location to meet at no charge allows us to use the funds to work on worthy projects that help our local Farming community and local residences.

Have you or your organization applied for funds or waiver of fees from this Council in the last two years?

Yes  No

If yes, for what purpose or project?

What was the waived fee or amount received?

## Supporting Documentation

For requests exceeding \$5,000, please attach a proposed budget for this initiative and last year's financial statements.

Please write or attach a list all current executive members of the organization. *Be sure to have each person's consent to share their name*

Madeleine Beaudry - President, Omer Lavergne - Vice President, Raymond Charles - Treasurer, Travis Meadland - Board Member, Jason Hillborn - Board Member, Joel Olivier - Board Member, Clairina Paquette - Board Member, Maria Cerilli - Board Member  
 Member Service Representative from the Ontario Federation Of Agriculture - Stephanie Vanthof

## Acknowledgement and Consent

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- I have read the Discretionary Grant Policy of the Municipality of West Nipissing.
- I accept responsibility for provision of all required details and documents included in this application. I understand that if the grant is awarded, follow-up reports may be required, and that failure to provide reports could result in annulled disbursements.
- I acknowledge the privacy statement below.

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Date

August 9, 2024

Signature

*Madeleine Beaudry*

Name of parent or guardian (if applicant is under 18)

Signature

Please submit your completed application form to [finance@westnipissing.ca](mailto:finance@westnipissing.ca)  
For more information, you may reach the Municipal office at 705-753-2250.



REC/RECEIVED  
27 -11- 2024

**DISCRETIONARY GRANT & FEE WAIVER APPLICATION**

Prior to completing this form, please review all eligibility details outlined in the [Discretionary Grant Policy](#).

**Type of Request**

<input type="checkbox"/> Waiver of fees <i>Such as halls and facility rentals</i>
Name of the event
Hall / Facility
Date(s)

<input checked="" type="checkbox"/> Financial Support
Name of the project <b>THE WEST NIPISSING FOOD BANK</b>
Length of project <b>1 YEAR</b>
Total amount of funds requested <b>\$ 8,985.12</b>

**Applicant Information**

Name of Applicant <b>DON CLENDENNING</b>	Are you 18 years of age or older? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Organization or Group <b>THE WEST NIPISSING FOOD BANK</b>	Registered not-for-profit <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Registered charity? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	I am authorized to sign on behalf of the organization <input checked="" type="checkbox"/>

Mailing Address <b>109 THIRD STREET, UNIT #3, STURGEON FALLS, ONT., P2B 3A7</b>
Phone number(s) [REDACTED]
Email address(es) [REDACTED]





**Purpose and Eligibility**

Provide a brief description of the purpose of your request.

TO ALLOW THE WEST NIPISSING FOOD BANK TO CONTINUE OPERATION AT THE CURRENT ADDRESS

Describe how the community will benefit from your initiative. Please include age range, population segment, and number of residents expected to benefit from the project or event.

WE WILL CONTINUE TO PROVIDE FREE FOOD TO THE NEEDY RESIDENTS OF THE MUNICIPALITY OF WEST NIPISSING

Please briefly describe how your project aligns with [Council's Term Plan](#) objectives.

SOCIAL SECURITY - DEALING WITH FOOD INSECURITY

What measures have you, or will you put in place to make your organization more financially sustainable?

DESIGNATED TREASURER, BOOK KEEPER AND CPA.

Have you or your organization applied for funds or waiver of fees from this Council in the last two years?

Yes  No

If yes, for what purpose or project?

SAME - RENT ASSISTANCE

What was the waived fee or amount received?

\$ 8,557.32

**Supporting Documentation**

For requests exceeding \$5,000, please attach a proposed budget for this initiative and last year's financial statements.

Please write or attach a list all current executive members of the organization. *Be sure to have each person's consent to share their name*

NEW BUDGET BEING FORMULATED - EXPECTED EARLY 2025



### Acknowledgement and Consent

- I have read the Discretionary Grant Policy of the Municipality of West Nipissing.
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Date

November 26, 2025

Signature

*[Handwritten Signature]*

Name of parent or guardian (if applicant is under 18)

Signature

Please submit your completed application form to [finance@westnipissing.ca](mailto:finance@westnipissing.ca)  
For more information, you may reach the Municipal office at 705-753-2250.



109 Third Street Rue Third  
Unit/Local 3  
Sturgeon Falls, Ontario  
P2B 3A7

Tuesday, October 8, 2024

Dear Mayor Kathleen Thorne Rochon and members of council,

The West Nipissing Food Bank is a registered non-profit charity.

Over the past several years our client base has grown well over 100%. We currently serve on average over 140 households twice a month and this number extrapolates to just under 600 women, men and children being fed.

We do not receive any ongoing funding to operate our charity and we survive solely upon community fundraising, food drives and monetary donations.

We respectfully request a continuation of your commitment to assist us with the payment of our monthly rent at 109 Third Street in Sturgeon Falls. As of January 1, 2025 our rent will increase to \$662.62 plus HST which equals \$748.76 per month. The total yearly cost will be \$8,985.12.

Your commitment over the past years has helped us tremendously with our financial situation and confirms our ability to purchase the food items necessary to ensure our ability to continue feeding the needy in the District of West Nipissing.

Should you require any further information please contact our Chairperson, Don Clendenning at (647) 938-2223

Kindest regards

Linda Lafantaisie-Renaud

Treasurer

On behalf of the Board of directors

*The greatness of a community is most accurately measured by the  
compassionate actions of its members ....*



**West Nipissing Ovest**

**RECEIVED**  
NOV 04 2024

The Corporation of the Municipality of West Nipissing  
La Corporation de la Municipalité de Nipissing Ovest  
225 rue Holditch Street, Suite 101, Sturgeon Falls, ON P2B 1T1  
tel 705-753-2250 tel 1-800-263-5359 fax 705-753-3950

**DISCRETIONARY GRANT & FEE WAIVER APPLICATION**

Prior to completing this form, please review all eligibility details outlined in the [Discretionary Grant Policy](#).

**Type of Request**

<input type="checkbox"/> <b>Waiver of fees</b> <i>Such as halls and facility rentals</i>
Name of the event
Hall / Facility
Date(s)

<input checked="" type="checkbox"/> <b>Financial Support</b>
Name of the project
Royal Canadian Legion Snow Removal Project
Length of project
winter season 2024 to April 2025
Total amount of funds requested
based on number of times the snow removal company must attend to do our plowing. \$227.54 per visit

**Applicant Information**

Name of Applicant	Are you 18 years of age or older?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Organization or Group	Registered not-for-profit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ROYAL CANADIAN LEGION BRANCH 225	Registered charity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	I am authorized to sign on behalf of the organization	<input checked="" type="checkbox"/>	

Mailing Address
201 River Street, Sturgeon Falls, Ontario, P2B 1T4
Phone number(s)
[Redacted]
Email address(es)
[Redacted]



The Corporation of the Municipality of West Nipissing  
 La Corporation de la Municipalité de Nipissing Ouest  
 225 rue Holditch Street, Suite 101, Sturgeon Falls, ON P2B 1T1  
 tel 705-753-2250 tel 1-800-263-5359 fax 705-753-3950

### Purpose and Eligibility

Provide a brief description of the purpose of your request.

Our Legion parking lot expenses for the winter season is a large drain of our funds in order to provide parking for our patrons. The winter expenses for heat (Gas and Hydro) and snow removal is a challenge every year.

Describe how the community will benefit from your initiative. Please include age range, population segment, and number of residents expected to benefit from the project or event.

The Objects of the Legion is to support our Veterans, their dependents and the citizens of the West Nipissing basin. Our Legion is open to the community and provide services and activities in a safe and harmonious environment. Some activities provided to our community are suppers, Jamming sessions, sports activities - pool, cards, shuffleboard and cards. These activities cover all ages and the West Nipissing population is welcomed to attend. Our Hall also hosts MTO Age 80 testing, Provincial Court Sessions (Provincial Offences and Criminal Division). Our Hall has hosted fundraising initiatives for the community members as well.

Please briefly describe how your project aligns with [Council's Term Plan](#) objectives.

Our Hall offers a safe and low cost venue for the population. We provide services not only for our seniors but to the community at large. We are a meeting place for many of our local population and many who attend are grateful for the services we provide. Just this month, we are offering a free Veterans dinner and a free Xmas Dinner. These events are offered each year at no cost to our residents, whether you are 19 or 99 years of age. Children are allowed in the Main Hall with parental supervision.

What measures have you, or will you put in place to make your organization more financially sustainable?

Our Branch is financially sustainable by our activities held at the Branch, dances, dinners, suppers, jamming and sports activities. The winter months with the costly increases in winter expenses make things very difficult to manage.

Have you or your organization applied for funds or waiver of fees from this Council in the last two years?

Yes  No

If yes, for what purpose or project?  
 Snow Removal

What was the waived fee or amount received?  
 yes

### Supporting Documentation

For requests exceeding \$5,000, please attach a proposed budget for this initiative and last year's financial statements.

Please write or attach a list all current executive members of the organization. *Be sure to have each person's consent to share their name*

President - Comrade Lori Richer  
 1st Vice - Comrade William Paquette  
 2nd Vice - Comrade Nick Littlechild  
 3rd Vice - Comrade Karen King



### Acknowledgement and Consent

- I have read the Discretionary Grant Policy of the Municipality of West Nipissing.
- I accept responsibility for provision of all required details and documents included in this application. I understand that if the grant is awarded, follow-up reports may be required, and that failure to provide reports could result in annulled disbursements.
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Date

October 22, 2023

Signature

*[Handwritten Signature]*

Name of parent or guardian (if applicant is under 18)

Signature

Please submit your completed application form to [finance@westnipissing.ca](mailto:finance@westnipissing.ca)  
For more information, you may reach the Municipal office at 705-753-2250.



The Corporation of the Municipality of West Nipissing  
 La Corporation de la Municipalité de Nipissing Ovest  
 225 rue Holditch Street, Suite 101, Sturgeon Falls, ON P2B 1T1  
 tel 705-753-2250 tel 1-800-263-5359 fax 705-753-3950

## DEMANDE DE SUBVENTION DISCRÉTIONNAIRE ET D'EXEMPTION DE FRAIS

Avant de remplir ce formulaire, veuillez consulter les provisions d'admissibilité précisées dans la politique de subvention discrétionnaire.

### Type of Demande

<input type="checkbox"/> Exemption de frais <i>Tels que la location de salle</i>	<input checked="" type="checkbox"/> Soutien financier
Nom de l'événement	Nom du projet
	FILLES D'ISABELLE
Salle / Lieu	Durée du projet
	12 MONTHS
Date(s)	Montant total des fonds demandés
	\$ 4,800. <sup>00</sup>

### Informations relatives au demandeur

Prénom et nom de famille	
MARIE-LISE BUTCHART	Avez vous 18 ans ou plus? <input checked="" type="checkbox"/> oui <input type="checkbox"/> non
Organisation ou groupe	
FILLES D'ISABELLE	Organisme à but non lucratif enregistré <input checked="" type="checkbox"/> oui <input type="checkbox"/> non
	Un organisme de bienfaisance enregistré. <input checked="" type="checkbox"/> oui <input type="checkbox"/> non
	Je suis autorisé à signer au nom de l'organisation <input checked="" type="checkbox"/>

Adresse postale
2-201 MAIN ST. STURGEON FALLS ON P2B 1P3
Numéro(s) de téléphone
[REDACTED]
Adresse(s) courriel
[REDACTED]



The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ovest
225 rue Holditch Street, Suite 101, Sturgeon Falls, ON P2B 1T1
tel 705-753-2250 tel 1-800-263-5359 fax 705-753-3950

Objectif et admissibilité

Veillez donner une brève description de l'objet de votre demande.

Pour aider à défrayer le loyer

Décrivez comment la communauté bénéficiera de votre initiative. Veillez inclure le groupe d'âge, le segment de population et le nombre de résidents qui devraient bénéficier du projet ou de l'événement.

-AIDER LA COMMUNATE, TEL QUE LES SANS ABRIS, les familles en besoin, les églises, LA BANQUE ALIMENTAIRE
TOUTE AGE

Veillez décrire brièvement comment votre projet s'aligne avec les objectifs du Plan de mandat du Conseil municipal.

Notre organisation aide à la communauté en besoin avec les profits fait au magasin d'aubourse.

Quelles mesures avez-vous ou allez-vous mettre en place pour rendre votre organisation plus viable financièrement ?

Nous avons changer notre site Facebook et nous mettons des photos régulièrement ainsi que nos spéciaux.

Cette organisation a-t-elle demandé des fonds ou une exemption de frais auprès du Conseil au cours des deux dernières années ?

[X] oui [ ] non

Si oui, dans quel but ou projet ?
Pour aider à payer le loyer

Pour quel montant/exemption?
\$ 3,600.

Documents supplémentaires

Pour les demandes dépassant 5 000 \$, veuillez joindre une proposition de budget pour cette initiative et les états financiers de l'année dernière.

Veillez rédiger ou joindre une liste de tous les membres exécutifs actuels de l'organisation.

Assurez-vous d'avoir le consentement de chaque personne pour partager leur nom

[Empty box for listing members]





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## Attestation et consentement

- J'ai lu la politique de subventions discrétionnaires de la municipalité de Nipissing Ovest.
- J'accepte la responsabilité de fournir tous les détails et documents requis inclus dans cette demande. Je comprends que si la subvention est accordée, des rapports de suivi peuvent être exigés et que le défaut de fournir des rapports pourrait entraîner l'annulation des décaissements.
- J'accepte la déclaration de confidentialité ci-dessous.

Les réunions du Conseil sont enregistrées en format vidéo et audio et font l'objet d'une diffusion médiatique. Les renseignements personnels inscrits sur ce formulaire seront utilisés dans le but d'envoyer de la correspondance relative aux questions portées devant le Conseil et le comité plénier. Votre nom, vos coordonnées, vos commentaires et tout autre renseignement personnel sont recueillis et conservés dans le but de créer un rapport accessible au grand public conformément à l'article 27 de la Loi sur l'accès à l'information municipale et la protection de la vie privée, L.R.O. 1990, C.M 56, telle que modifiée.

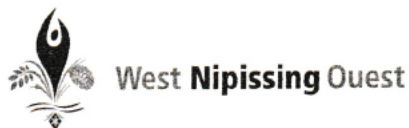
Date

Signature

Nom du parent/tuteur (si le demandeur a moins de 18 ans)

Signature

Veillez soumettre votre formulaire de demande dûment rempli à [finance@westnipissing.ca](mailto:finance@westnipissing.ca)  
 Pour plus d'informations, vous pouvez joindre le Bureau municipal au 705-753-2250.



The Corporation of the Municipality of West Nipissing  
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 225 rue Holditch Street, Suite 101, Sturgeon Falls, ON P2B 1T1  
 tel 705-753-2250 tel 1-800-263-5359 fax 705-753-3950

## DISCRETIONARY GRANT & FEE WAIVER APPLICATION

Prior to completing this form, please review all eligibility details outlined in the [Discretionary Grant Policy](#).

### Type of Request

<input type="checkbox"/> <b>Waiver of fees</b> <i>Such as halls and facility rentals</i>	<input checked="" type="checkbox"/> <b>Financial Support</b>
Name of the event	Name of the project
Hall / Facility	Support for the homeless
Date(s)	Length of project
	This is an ongoing project and we do understand that this is a one time discretionary grant.
	Total amount of funds requested
	\$5000.00

### Applicant Information

Name of Applicant	
Kim Keefer	Are you 18 years of age or older? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Organization or Group	
No More Tears West Nipissing Society. Currently awaiting for Charity status as application was submitted on April 7,2024 OCN/BIN: 1000959236 Not- for- Profit number: 1562741-9	Registered not-for-profit <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Registered charity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	I am authorized to sign on behalf of the organization <input checked="" type="checkbox"/>

Mailing Address
169 Front Street, Unit B Sturgeon Falls, Onctario P2B 2H9
Phone number(s)
[REDACTED]
Email address(es)
[REDACTED]



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### Purpose and Eligibility

Provide a brief description of the purpose of your request.

The purpose of the project "Support the Homeless". it is ensure basic needs are met nutritionally, hygienically, and environmentally for those living on the street and or low income needs. The request would be for support for supplies needed. Supportive long-term stability; to implement programs that focus on job training, education, mental health supportive services within the community. Raise awareness by conducting outreach supports, presentations to schools, and supportive agencies, local businesses, making them aware of us what we do and how they can help, much like when we held a delegation for you the Municipality receiving this grant it will make a significant impact on the current 44 homeless individuals in our community.

Describe how the community will benefit from your initiative. Please include age range, population segment, and number of residents expected to benefit from the project or event.

Our initiatives aim to support and advocate from the homeless and vulnerable population within our community. By providing resources, we strive to improve the quality of life for these individuals and help them transition to stable living conditions. Community Benefits: Age range (Our services cater to individuals of all ages, from young adults to seniors. Population Segment: We focus on the homeless and vulnerable population, including those facing economic hardships, mental health challenges, and other socio-economic barriers. The number of individuals expected to benefit are; we currently have 44 homeless, our outreach is designed to assist a broader segment impacting over 100 residents.

Please briefly describe how your project aligns with Council's Term Plan objectives.

By addressing the individuals and providing long-term support, our initiatives will foster a healthier, more inclusive community where everyone has the opportunity to thrive. Housing strategies: we have place individuals from living on the streets to living in apartments, hotel rooms. reconnecting them with family to help support them with a place to live and off the streets. Economical Stability; We have assisted with budgeting with some which empowers them to make sound discissions on their direction for housing, employment opportunities, and financial stability.

What measures have you, or will you put in place to make your organization more financially sustainable?

We have implemented a plan to introduce several key measures; 1)Diversified Funding Sources: We are actively pursuing a variety of funding sources, including grants, donations, and partnerships with local businesses and other non-profit organization 2: Fundraising events: Fundraising Events: We organize fundraising events to engage the community and raise awareness about our cause. These events not only generate funds but also build a stronger support network. 3. Grant applications: we are activity applying for grant funding. 4. Community Engagement: We engage with the community through outreach programs and awareness campaigns. By building a strong community presence. Strategic planning for financial goals.

Have you or your organization applied for funds or waiver of fees from this Council in the last two years?

Yes  No

If yes, for what purpose or project?

What was the waived fee or amount received?

### Supporting Documentation

For requests exceeding \$5,000, please attach a proposed budget for this initiative and last year's financial statements.

Please write or attach a list all current executive members of the organization. *Be sure to have each person's consent to share their name*

Lucie Brosseau -Chair of No More Tears West Nipissing Society  
 Kim Keefer: Co-Chair of No More Tears West Nipissing Society  
 Delia Greenlees: Secretary and Treasurer of No More Tears West Nipissing Society



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### Acknowledgement and Consent

- I have read the Discretionary Grant Policy of the Municipality of West Nipissing.
- I accept responsibility for provision of all required details and documents included in this application. I understand that if the grant is awarded, follow-up reports may be required, and that failure to provide reports could result in annulled disbursements.
- I acknowledge the privacy statement below.

Council meetings are recorded in video and audio format and are subject to media broadcast. 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, contact information, comments, and any other personal information, is collected and maintained for the purpose of creating a report that is available to the general public pursuant to Section 27 of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C.M 56, as amended.

Date

Signature

Name of parent or guardian (if applicant is under 18)

Signature

Please submit your completed application form to [finance@westnipissing.ca](mailto:finance@westnipissing.ca)  
For more information, you may reach the Municipal office at 705-753-2250.

# MEMORANDUM

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**TO:** Jean-Pierre Barbeau, CAO  
**FROM:** Najette Goulard, Tax Collector  
**DATE:** February 4, 2025  
**RE:** Tax Applications to MPAC

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In June of 2024, MPAC updated their process and responses to tax applications sent to them for damaged buildings and buildings undergoing repairs and/or renovations.

In prior years MPAC would reduce the assessment value of the property in question which resulted in a tax reduction for the resident. Going forward, they will no longer adjust the assessment but will give a “notional value” for the damaged or repaired portion, leaving it to the Municipality to either accept the notional value or not.

Being a smaller municipality, we are unable to valuate properties ourselves therefore we are seeking approval from Council to simply accept these notional values and issue reductions accordingly.

Joie de vivre



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

## TAX REDUCTION APPLICATION POLICY (Policy 2025/\_\_\_)

Section: <b>T</b>	Policy Number: <b>2025/___</b>
Department: Administration	Effective Date: January 1, 2025
Subject: <b>TAX REDUCTION APPLICATION POLICY</b>	Revision Date:

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### INTRODUCTION

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In 2024 MPAC introduced changes to its response to applications for adjustments to property taxes as a result of damages, demolitions, renovations or other changes necessitating an adjustment. MPAC will no longer provide municipalities with new assessments for applications made under Section 357(1) of the Municipal Act. Instead, MPAC will provide only “notional values” leaving municipalities with discretion to accept the notional value or assign a different value, as it may determine;

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### SCOPE

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This policy applies to all applications for refund or adjustment to property taxes submitted to the Municipality of West Nipissing pursuant to Section 357 of the *Municipal Act, 2001*, for one or more of the following reasons:

- Repairs for renovations preventing normal use of the property for a period of at least three (3) months during the year;
- A building has been destroyed or rendered unusable due to fire or demolition.

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### DEFINITIONS

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The following definitions pertain throughout this policy:

“**Current Value Assessment or CVA**” means the value assigned to a property by MPAC for the purpose of municipal taxation;

“**MPAC**” means the Municipal Property Tax Assessment Corporation;

“**Municipality**” means the Corporation of the Municipality of West Nipissing;

“**Owner**” means the registered owner of a property or properties located in the Municipality;

“**Property**” means any parcel of freehold lands located in the Municipality;

“**Property Tax**” means the annual amount charged based on the rates established by Council for the Municipality, from time to time, multiplied by the CVA of the Property;

“**Treasurer**” means The Director of Corporate Services/Treasurer, or any person appointed by the Corporation to fulfill the statutory requirements of the Treasurer under the *Municipal Act, 2001*.

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**OBJECTIVE**

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It is the objective of this policy to provide a consistent approach to applications made by owners for property tax adjustments under Section 357 of the *Municipal Act, 2001*;

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**PROCESS FOR APPLICATION**

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1. If a property meets one or more of the following criteria, an application can be made to the Municipality for a reduction, cancellation or refund of property taxes
  - Repairs or renovations prevented normal use of the property for at least 3 months during the year
  - As a result of a change in use, the property is eligible for a change in classification
  - The property has become exempt from taxation since its last assessment
  - There has been a “gross or manifest error” in the assessment of the property that was clerical or factual in nature but not an error in judgement in the assessment of the property
  - A building on the property has been destroyed or rendered unusable due to fire
  - A building on the property has been destroyed or rendered unusable due to demolition
  
2. For applications made as a result of:
  - Repairs for renovations preventing normal use of the property for a period of at least three (3) months during the year (S. 357(1)(g)); or;
  - A building has been damaged by fire, demolition or otherwise so as to render it substantially unusable for the purposes for which it was used immediately prior to the damage (S. 357(1)(d)(ii))

MPAC will not provide an updated CVA but will, instead, offer the Municipality a notional value of the property for consideration. The Municipality may, at its discretion, accept or reject the notional value.

3. It shall be the policy of the Municipality to accept the notional values provided by MPAC for any property applications made under Sections 357(1)(d)(ii) and issue reductions in Property Tax in accordance therewith.

# Tax Applications to MPAC Update 2024

Extracts from MPAC's  
*Update to Responses for Damaged Buildings and Buildings Undergoing  
Repairs/Renos*  
webinar

## What is a tax application and related legislation

### TAX APPLICATIONS

- An application for a refund of, or adjustment to, property taxes that has been submitted to a taxing authority.
- Tax Applications are utilized by municipalities to adjust the current or prior tax roll(s), not assessment roll(s).

### LEGISLATION

- *Municipal Act, 2001*; Sections 357, 358, 359
- *City of Toronto Act, 2006*; Sections 323, 325, 326
- *Provincial Land Tax Act, 2006*; Sections 8, 10





## Who can apply

- If the property meets one or more of the following criteria, an application can be made to the Municipality for a reduction, cancellation or refund of property taxes
  - Repairs or renovations prevented normal use of the property for at least 3 months during the year
  - As a result of a change in use, the property is eligible for a change in classification
  - The property has become exempt from taxation since its last assessment
  - There has been a “gross or manifest error” in the assessment of the property that was clerical or factual in nature but not an error in judgement in the assessment of the property
  - A building on the property has been destroyed or rendered unusable due to fire
  - A building on the property has been destroyed or rendered unusable due to demolition

## Timing.

### Section 357 Only applicable to the current taxation year

- Must be filed with the treasurer on or before the last day of February of the year following the year in respect of which the application is made.

*Exception - an application under clause (1) (f) or (g) may be made by the treasurer of the local municipality on or before April 30 of the year following the year in respect of which the application is made if no application is made.*

### Section 358

- Applicable for one or both of the two years preceding the year the application is made.
- Application must be made between March 1 and December 31 of a year.

### Section 359

- Application must be submitted prior to December 31 following the year with respect to the application seeking an increase is made.



# NEW-tax application process update.

- This update is to improve consistency across the organization when responding to municipal tax applications.
- MPAC has reviewed the internal process for the following types of tax applications:
  - Buildings damaged by fire, demolition or otherwise
  - Repairs or renovation to land that prevents the normal use of the land
- Beginning July 2, MPAC will no longer revalue or provide a change in value for the following two tax applications:
  - S.357(1)d.(ii) 'a building on the land, was damaged by fire, demolition or otherwise so as to render it substantially unusable for the purposes for which it was used immediately prior to the damage'
  - S. 357(1)(g) 'repairs or renovations to the land prevented the normal use of the land for a period of at least three months during the year'
- Beginning July 2, MPAC will offer the returned CVA and a notional value of the impacted structure for consideration under the general remarks on the tax application.



# Tax application responses that won't be changing.

## s. 357 (1)

- (a) as a result of a "change event"
- (b) the land has become vacant land or excess land
- (c) the land has become exempt from taxation
- (d) (i) a building was razed by fire, demolition or otherwise
- (e) a mobile unit on the land was removed
- (f) a person was overcharged due to a gross or manifest error that is clerical or factual in nature

- s. 358
- s. 359

Application made under Sec.357/358/359 of the Municipal Act, 2001

**MPAC'S RESPONSE**

Owner name(s) DOG JANE  
 Roll number: DOG JANE  
 Property location: 0101 567 890 12345 0000  
 Property description: 56789 MAIN ST  
 Municipality/Local taxing authority: COUNTY OF LIONS LOCAL TOWN  
 Application number: 123456  
 Application reason: Razed by Fire, Demolition or otherwise  
 Received date: September 01, 2023  
 Claim heard period: From: September 01, 2023 - To: December 31, 2023  
 Taxation year: 2023

**Current Property Assessment:**

Property Classification	2022		2023		Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2027	2018	2019	2020-2023		
OWNED BY RT	222,000	244,000	222,250	244,000	244,000	244,000		
<b>Total</b>	<b>222,000</b>	<b>244,000</b>	<b>222,250</b>	<b>244,000</b>	<b>244,000</b>	<b>244,000</b>		

**Change to the Property Assessment**

Property Classification	2012		2016		Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2023		
OWNED BY RT	175,498	198,000	181,271	186,849	192,425	198,000		
<b>Total</b>	<b>175,498</b>	<b>198,000</b>	<b>181,271</b>	<b>186,849</b>	<b>192,425</b>	<b>198,000</b>		

**MEVC Remarks**

Notional value of the structure, to which this application pertains, on the assessment roll for 2023 taxation is \$166,000.

The use of the notional value provided herein solely with the municipality/local taxing authority and not with the Municipal Property Assessment Corporation.

MPAC Representative: John Assessor  
 Date: September 07, 2023

The information contained on this document is solely for the purposes of responding to an application made under ss. 357, 357.1, 358 or 359 of the Municipal Act, 2001 / S.O. 2001, c. 23



## Tax application responses that will be changing.

s. 357 (1)

- (d)(ii) was damaged by fire, demolition or otherwise so as to render it substantially unusable for the purposes for which it was used immediately prior to the damage;
- (g) repairs or renovations to the land prevented the normal use of the land for a period of at least three months during the year.

Application made under Sec 357/358/359 of the Municipal Act, 2001

**MPAC'S RESPONSE**

Owner name(s)	DOE JANE
Roll number	DOE JOHN
Property location	010-807-890-12345-0000
Property description	86789 MAIN ST
Municipality/Local taxing authority	CON 3 FT LOT 5 LOCAL TOWN
Application number	123456
Application reason	Repairs or Renovations
Received date	September 01, 2023
Claim relief period	<b>Expires: September 01, 2023 - To: December 31, 2023</b>
Taxation year	2023

**MPAC Remarks**

**2023 Taxation returned @ \$ 364,000 RT**

Notional value of the structure, to which this application pertains, on the assessment roll for 2023 taxation is \$166,000.

The use of the notional value provided nets solely with the municipality/local taxing authority and not with the Municipal Property Assessment Corporation.

MPAC Representative: John Assessor  
Date: September 07, 2023

The information contained on this document is solely for the purpose of responding to an application made under ss. 357, 357.1, 358 or 359 of the Municipal Act, 2001, S.O. 2001, c. 25

Added per MLG Request



## What is being updated and why.



For the application types discussed, MPAC will consistently provide a notional value for consideration under general remarks, leaving it up to each municipality to determine the tax relief for property owners.



MPAC will not revalue or provide a change in value of a property or a portion of a property for the period requested in the tax application. Municipalities will not see an APR (Application for Reduction) event in Municipal Connect at the property level.



This will eliminate any subjectivity that may have previously been provided by MPAC as to what degree a building is substantially unusable.



This offers a clear, concise and consistent approach to MPAC's processing of tax applications.

## How to apply

- Use the Municipality's online application *and payment system* to complete the tax adjustment application form, upload relevant supporting documentation and pay the applicable fee
- *We will change/update the form, add instructions to it, offer it online and add a fee*
- *Previously the clerks or tax collector would fill out the form, provide documentation and have owners' sign. Now we are leaving it to the owner to provide all information*
- *If not completed properly, application is denied at Municipal level*

## What happens next

- The Municipality reviews all submitted applications and determines eligibility for reduction through the following process:
  - The Municipality sends the completed and paid application to MPAC to obtain the related assessment information
  - Once the assessment information response is received from MPAC the Municipality calculates the tax adjustment if applicable as per the notional value MPAC provides
  - *Here we could make exceptions...current year only, none at all for "vacancy due to renos or repairs".....*
  - *TO NOTE: Sections 357, 358, and 359 are part of the Municipal Act and NOT the Assessment Act*

# MEMORANDUM

**TO:** Mayor and Council

**FROM:** Samantha Willock, Municipal Planner

**DATE:** February 4, 2025

**RE:** FILE NO. SUBD2021/03 (WEST NIPISSING CASA DEVELOPMENTS INC.)

The Council of the Municipality of West Nipissing approved a draft plan of subdivision for application number SUBD2021/03 made by West Nipissing Casa Development Properties Ltd. in March of 2022, which was later amended in June of 2023.

As the developer (Mr. Morrison) is preparing to enter into the Subdivision Agreement with the Municipality, he is requesting that said Agreement include two special provisions regarding the parkland and recouping costs for the sewage pumping station. Attached to this memo is a letter from the developer's consultant which provides further background on this request.

#### **Parkland Dedication Block:**

As part of the Subdivision Agreement, a portion of land is being dedicated to the Municipality as parkland. The developer is requesting that he be offered the first right of refusal to purchase the lands should the Municipality ever decide to surplus the parkland. The property was identified as parkland which did not require sanitary services, however a sewer lateral was inadvertently provided during the construction of services. Mr. Morrison is requesting first right of refusal as a means to recoup the costs spent on this service.

Staff are not supportive of this request given that the services were not installed by the Municipality's request and that the Municipality has an existing policy for the disposal of surplus lands.

#### **Pumping Station:**

The current phases of this subdivision were required to be fully serviced. In order to do so, the developer had to install a new sewage pumping station and sanitary force main to connect the new services to existing sanitary infrastructure. Once the Municipality assumes the sanitary services, other adjacent property owners will be able to connect. The developer is requesting that the Municipality levy a charge of \$6,353.48, adjusted for inflation, on each property that connects to the pumping station over the next 15 years. After the 15 year period expires, 90% of the levies would be given to the developer. The developer previously requested similar levies for the watermain on the first phase of this development along Quesnel Road, but was denied by that Council.

Joie de vivre



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Staff do not support this request as charging levies would require substantial administrative work by Municipal staff, including the collection of payment and the introduction of a new fees and charges by-law. If the developer wished to share the costs of this infrastructure, a community improvement proposal should have been submitted prior to the draft plan approval. This would have allowed for proper consultation with the property owners which would be affected.

# Goodridge Goulet Planning & Surveying Ltd.

## SURVEYOR, LAND USE PLANNING & DEVELOPMENT CONSULTING

Paul Goodridge, BSc., OLS  
 Ontario Land Surveyor  
 Land Use Planner & Development Consultants

Unit 1, 490 Main Street East, North Bay, ON P1B 1B5  
 paul.goodridge@ggpsltd.com (705) 493-1770  
 don.goulet@ggpsltd.com (705) 493-7974

January 29, 2025

Ms. Samantha Willock, RPP, MCIP, Planner  
 Municipality of West Nipissing  
 Suite 101, 225 Holditch Street  
 Sturgeon Falls, ONP2B 1T1

**Re: Request for Consideration – Schedule E, Subdivision Agreement  
 West Nipissing Casa Developments Properties Ltd.  
 Municipality of West Nipissing, District of Nipissing**

**Our file: 1230-21**

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Further to our recent telephone conversations, we are formally requesting consideration for certain items to be included in the Special Provisions section (Schedule E) of the Subdivision Agreement for the final phases of this project.

The first item is with regard to Block 91 – part of the parkland dedication. Initially, this block was smaller in area and there was an additional subdivision lot immediately east of the proposed park. Mr. Morrison has provided both water and sewer laterals to the original lot but through negotiations with the Municipality, agreed to increase the area of the park which would now subsume the original Lot 69. As there is no provision for compensation for the sanitary sewer lateral, we are requesting that should the municipality deem this park area redundant and list the property or a portion thereof for sale, our client be given a right of first refusal to re-acquire the lot at fair market value. We feel this is fair to both sides and if Mr. Morrison were to exercise this option, would guarantee the Municipality a quick sale of the land.

The second item deals with the sewage pumping station. Mr. Morrison has made a sizable investment in the community and has been a leading proponent in delivering much needed housing opportunities for the community. Part of the investment has been the design and installation of a new sewage pumping station at the corner of Roy Street and Alexe Street. This includes the design and installation of a sanitary forcemain carrying the effluent north on Roy Street to the municipal pump at Mageau Street. Having this infrastructure in place has the potential of opening additional lands for development. Having the infrastructure in place means that these lands can be developed at lesser cost than Mr. Morrison's and therefore creates an unfair business advantage. In other words, the new lots could be sold at a lesser price than Mr. Morrison's. This would have a chilling effect on future development should that occur.

Based on principles of fairness and equity, we have proposed a method whereby new development can occur while protecting Mr. Morrison's investment and provide a source of future revenue for the Municipality in addition to the expanded tax base.

Reference: 1230-21

We believe both items are reasonable requests with benefit to all. I am willing to attend the Council meeting should any of the Councilors have questions regarding the details.

Thank you for your consideration and assistance.

Kind regards,

A handwritten signature in black ink, appearing to read 'Paul Goodridge', written over a faint, illegible background.

Paul Goodridge  
Ontario Land Surveyor





**CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING**

**MINUTES OF THE COUNCIL MEETING**

**January 23, 2025, 6:30 PM**

Members Present: Councillor Daniel Gagné	Councillor Jamie Restoule
Councillor Kaitlynn Nicol	Councillor Kris Rivard
Councillor Roland Larabie	Councillor Roch St. Louis
Councillor Fern Pellerin	Mayor Kathleen Thorne-Rochon
Councillor Georges Pharand	

**1. OPENING AND LAND ACKNOWLEDGEMENT**

**2. DECLARATIONS OF PECUNIARY INTEREST**

**3. ADDENDUM & AGENDA**

**3.1 Approve the Addendum**

Resolution # 2025-15

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

**BE IT RESOLVED THAT** the Addendum for the Council - Committee of the Whole held on January 23, 2025 be adopted, as presented.

**CARRIED**

**3.2 Adopt the Agenda**

Resolution # 2025-16

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Daniel Gagné

**BE IT RESOLVED THAT** the Agenda for the Council - Committee of the Whole meeting held on January 23, 2025 be adopted, as presented.

**CARRIED**

**4. DELEGATIONS & PETITIONS**

**5. COMMITTEE OF THE WHOLE**

**5.1 Emergency Measures and Public Safety Committee**

1. Fire Master Plan - Progress Report

The Fire Chief provided a progress report concerning the Fire Master Plan which was presented to Council at an earlier meeting. The Chief enumerated the various recommendations contained in the report which were categorized into three categories designated as critical, short-term and long-term. One objective identified is the closure of the Tomiko station. The closure and the proposed disposition of the land will be discussed at the first meeting of February.

## 5.2 Community Services Committee

### 1. Cache Bay basketball court

Council discussed a proposed basketball court in Cache Bay. Councillor St. Louis suggested that the project be scaled back to include just the court itself with a view of installing the lighting and fencing at a future date. Staff will bring back an estimate of the scaled back project at a future meeting for consideration by Council. An additional suggestion was made to explore opportunities for use of existing infrastructure prior to building new (ie: paving the Outdoor Rink)

## 6. REGULAR MEETING

### 6.1 Consent Agenda

Resolution # 2025-17

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

**BE IT RESOLVED** that the Consent Agenda for the Council-Committee of Whole meeting of January 23, 2025, be approved, as presented.

**CARRIED**

### 1. Adopt the Council - Committee of the Whole minutes (Jan-7-2025)

Resolution # 2025-17(a)

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

**BE IT RESOLVED THAT** the minutes of the Council - Committee of the Whole held on January 7, 2025 be adopted, as presented.

**CARRIED**

### 2. Receive the WN Public Library Board minutes (Dec-12-2024)

Resolution # 2025-17(b)

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

**BE IT RESOLVED THAT** the Minutes of the West Nipissing Public Library Board Meeting held on December 12, 2024 be received.

**CARRIED**

3. Receive the WN Committee of Adjustment minutes (Nov-12-2024)

Resolution # 2025-17(c)

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

**BE IT RESOLVED** that the Minutes of the Committee of Adjustment Meeting held on November 12, 2024 be received.

**CARRIED**

4. Approve the WN Planning Advisory Committee minutes (Nov-12-2024)

Resolution # 2025-17(d)

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

**BE IT RESOLVED THAT** the Minutes of the West Nipissing Planning Advisory Committee held on November 12, 2024, be approved, as presented.

**CARRIED**

**6.2 Planning**

1. Authorize By-Law 2025-10 to amend the zoning of certain lands (202 Hwy 539A)

Resolution # 2025-18

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Daniel Gagné

**BE IT RESOLVED THAT** By-law **2025-10**, being a by-law to amend Zoning By-law 2014/45, to rezone certain lands located at 202 Hwy 539A from Residential One (R1) to Highway Commercial Exception Zone 3 (C2-3) ; shall come into force and take effect on the date it is passed.

**CARRIED**

**6.3 Correspondence**

**6.4 Unfinished Business**

**6.5 New Business**

1. Approve Water and Wastewater Expenditures for 2025

Resolution # 2025-19

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

**WHEREAS** at the meetings of Council held on January 7th and January 23rd, 2025, deliberations were held to discuss expenditure estimates for Water and Wastewater for the year 2025;

**BE IT RESOLVED THAT** the Council for the Corporation of the Municipality of West Nipissing approves the expenditure estimates for the Water and Wastewater attached hereto as Schedule "A" for the year 2025.

**CARRIED**

2. Authorize By-Law 2025-05 to set the Water and Wastewater Rates for 2025

Prior to adopting the resolution, a short discussion ensued regarding the current billing model. A resolution will be brought to the next meeting of council directing staff to explore other billing models which may be ore equitable.

Resolution # 2025-20

Moved by: Councillor Kris Rivard

Seconded by: Councillor Daniel Gagné

**BE IT RESOLVED THAT** By-Law **2025-05**, being a by-law of the Municipality of West Nipissing to set the Water and Wastewater Rates for 2025 for the Municipality of West Nipissing; shall come into force and take effect on the date it is passed.

**CARRIED**

3. Authorize execution of Fire Protection Grant 2024-25 (Transfer Payment Agreement)

Resolution # 2025-21

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Kris Rivard

**BE IT RESOLVED THAT** Council for the Municipality of West Nipissing hereby authorizes the execution of the Transfer Payment Agreement for the Fire Protection Grant, attached hereto, with the Minister of the Solicitor General

**CARRIED**

4. Authorize By-Law No. 2025-06 to designate Community Safety Zones

Resolution # 2025-22

Moved by: Councillor Kris Rivard

Seconded by: Councillor Daniel Gagné

**BE IT RESOLVED THAT** By-Law **2025-06**, being a by-law of the Municipality of West Nipissing to establish Community Safety Zones in the Municipality of West Nipissing; shall come into force and take effect on the date it is passed.

**CARRIED WITH AMENDMENTS**

**Amendment:**

Resolution # 2025-22A

Moved by: Councillor Georges Pharand

Seconded by: Councillor Fern Pellerin

**BE IT RESOLVED** that Schedule "A" to By-Law 2025-06 be amended to reflect that the Community Safety Zone on Principale Street in Verner be from Highway 64 to Telesphore.

**CARRIED**

5. Authorize application for the 2025-2026 Senior Active Living Centres (SALC) Program for River Valley Golden Age Club

Resolution # 2025-23

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Kris Rivard

**WHEREAS** Council has received and considered a request from staff to submit a funding application supporting Seniors Active Living Centres Program;

**BE IT RESOLVED THAT** Council for the Municipality of West Nipissing hereby authorizes staff to submit a funding application to the Ministry for Seniors and Accessibility (MSAA) for the 2025-2026 Senior Active Living Centres Program to support the River Valley Golden Age Club.

**BE IT FURTHER RESOLVED THAT** the Municipality of West Nipissing agrees to commit the required 20% (\$5,000) cash or in-kind contribution to meet the funding requirement.

**CARRIED**

6. Authorize By-Law 2025-07 to execute land acquisition from H. & C. Robichaud (portions of Robichaud and Perrin Roads)

Resolution # 2025-24

Moved by: Councillor Kris Rivard

Seconded by: Councillor Daniel Gagné

**BE IT RESOLVED THAT** By-Law **2025-07**, being a by-law of the Municipality of West Nipissing to acquire lands from Claire and Hubert Robichaud for the acquisition of travelled portions of Robichaud and Perrin Roads; shall come into force and take effect on the date it is passed.

**CARRIED**

7. Adopt By-Law 2025-08 to recognize and dedicate land for public road purposes (Parts of Robichaud Rd & Perrin Rd)

Resolution # 2025-25

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Kris Rivard

**BE IT RESOLVED THAT** By-Law **2025-08**, being a by-law of the Municipality of West Nipissing to recognize and dedicate Robichaud Road and Perrin Road for public road purposes; shall come into force and take effect on the date it is passed.

**CARRIED**

8. Authorize By-Law No. 2025-09 to transfer lands to Diane Tellier (Principal St. W., Verner)

Resolution # 2025-26

Moved by: Councillor Kris Rivard

Seconded by: Councillor Daniel Gagné

**BE IT RESOLVED THAT** the property lying south of 3 Paquette Street, Verner, legally described as Pt. Lot 57, M-21, Pt 1, 36R-15333, in the Municipality of West Nipissing, District of Nipissing be declared surplus and that staff be directed to proceed to dispose of the said property to Diane Tellier for the consideration of \$14,400.00, plus HST, in accordance with Municipal By-Law No. 2021-18 and shall come into force and take effect on the date it is passed.

**CARRIED**

9. Award quotation for granular resurfacing

Resolution # 2025-27

Moved by: Councillor Roland Larabie

Seconded by: Councillor Roch St. Louis

**WHEREAS** request for quotations were sought for granular resurfacing projects;

**WHEREAS** five (5) quotations were received;

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

**BE IT THEREFORE RESOLVED THAT** the quotations for the granular resurfacing projects be awarded as follows, being the lowest quotation meeting all specifications:

CONTRACTOR	ROAD	QUOTATION
Ed Seguin & Sons	Chretien Road	\$52,940.72
French River Contracting	Dokis Road	\$217,700.00
Labelle Bros Excavating	Stewart Road	\$63,787.50

**CARRIED**

10. Award quotation for roadside grass cutting

Resolution # 2025-28

Moved by: Councillor Roch St. Louis

Seconded by: Councillor Roland Larabie

**WHEREAS** request for quotations were sought for roadside grass cutting

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

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

**BE IT THEREFORE RESOLVED THAT** the quotation for roadside grass cutting be awarded to **TMI (Brushing)**, being the lowest quotation meeting all specifications for the following 4 years :

CONTRACTOR	2025	2026	2027	2028
TMI (Brushing)	\$17,000.00	\$17,340.00	\$17,890.00	\$18,396.00

**CARRIED**

- 11. Authorization to declare certain lands surplus and to dispose of surplus lands (between Riverfront Dr. & Demers Rd.) (from Jan-7th meeting)

Resolution # 2025-29

Moved by: Councillor Roland Larabie

Seconded by: Councillor Roch St. Louis

**WHEREAS** at the meeting held on January 7th, Council for the Municipality of West Nipissing considered an appraisal report and discussed;

**AND WHEREAS**, Council recommended the lands situated between Demers St. and Riverfront Drive, being more particularly described as Concession A, Part Lot 5, being PIN No. 49085-0281, be declared surplus to the Municipality of West Nipissing;

**AND WHEREAS** Council further discussed certain lot additions to abutting landowners on Riverfront Drive;

**BE IT RESOLVED THAT** the property described as Part Lot 5, Concession A, being PIN No. 49085-0281, is hereby declared surplus;

**BE IT FURTHER RESOLVED THAT** the Municipal Clerk be authorized to obtain a reference plan of survey and to execute agreements of Purchase and Sale for the lot addition sales to Riverfront Drive property owners on the based on the appraised of value(s) of the property and in accordance with the By-Law 2021-18

**CARRIED**

**7. NOTICE OF MOTION**

**8. ADDENDUM**

**8.1 Authorize Application for Trillium Foundation - Capital Grant Stream (Verner Arena Chiller)**

Resolution # 2025-30

Moved by: Councillor Georges Pharand

Seconded by: Councillor Roland Larabie

**WHEREAS** the Director of Community Services provided Council with information concerning a funding opportunity by the Ontario Trillium Foundation - Capital Grant Stream to assist with the replacement of the Verner Arena chiller;

**BE IT RESOLVED THAT** Council authorizes the Director of Community Services to submit an application to the Ontario Trillium Foundation - Capital Grant Stream for the replacement of the Verner Arena chiller.

**CARRIED**

**8.2 Approve Redline Amendment to Draft Subdivision Approval (SUBD 2024-01) (Dwight & Heather Fryer - Morley's Dr.)**

Resolution # 2025-31

Moved by: Councillor Roland Larabie

Seconded by: Councillor Georges Pharand

**BE IT RESOLVED THAT** By-Law **2025-12**, being a by-law of the Municipality of West Nipissing to approve a redline amendment to Draft Subdivision Approval (SUBD 2024-01) (Dwight and Heather Fryer) ; shall come into force and take effect on the date it is passed.

**CARRIED**

**8.3 Authorize Reduction in Contingency Fees - SUBD 2021-03 (West Nipissing Casa Developments Inc.)**

Resolution # 2025-32

Moved by: Councillor Roch St. Louis

Seconded by: Councillor Roland Larabie

**WHEREAS** Council received a request from West Nipissing Casa Developments Inc., seeking a variation in the required percentage of contingency fees to be withheld by the Municipality for the completion of the above and below ground services for subdivision File No. SUBD 2021-03;

**BE IT RESOLVED THAT** Council authorizes the reduction in the percentage of contingency fees to be withheld from the required 20% to 6%, to West Nipissing Casa Development for subdivision application SUBD 2021-03.

**CARRIED**

**8.4 Authorize Mayor to participate in out-of-Province Municipal Leader's Table**

Resolution # 2025-33

Moved by: Councillor Roland Larabie

Seconded by: Councillor Georges Pharand

**WHEREAS** the Canadian Centre on Substance Use and Addiction has established a Municipal Leader's Table to seek solutions to the substance use and toxic drug crisis in Canada;



**AND WHEREAS** the Mayor of West Nipissing has been invited to represent the Municipality at the Municipal Leaders Table at a meeting to be held April 14-16, 2025 in Lethbridge Alberta;

**AND WHEREAS** Policy 1999/131, as amended, requires Council authorization for travel out-of-Province;

**BE IT RESOLVED** that the Mayor, Kathleen Thorne Rochon, be authorized to represent the Municipality of West Nipissing on the Municipal Leader's Table of the Canadian Centre on Substance Use and Addiction;

**AND BE IT FURTHER RESOLVED** that the Mayor be authorized to travel outside of Ontario to Lethbridge, Alberta, for an event to be held on April 14-16, 2025.

**CARRIED**

#### **8.5 Declare Field Carnival a Community Event**

Resolution # 2025-34

Moved by: Councillor Georges Pharand

Seconded by: Councillor Roland Larabie

**BE IT RESOLVED THAT** the Field Winter Carnival being held from January 31 - February 9, 2025, be declared as a Community Event.

**CARRIED**

### **9. MAYOR'S REPORT AND ANNOUNCEMENTS**

#### **9.1 Mayor's Report**

#### **9.2 Recess**

Resolution # 2025-35

Moved by: Councillor Kris Rivard

Seconded by: Councillor Daniel Gagné

#### **MOTION FOR RECESS:**

**BE IT RESOLVED THAT** at approximately 8:06 PM, a motion was tabled for a 10 minute recess.

### **10. CLOSED MEETING**

Resolution # 2025-37

Moved by: Councillor Roland Larabie

Seconded by: Councillor Roch St. Louis

**BE IT RESOLVED THAT** we proceed into a **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;
  - a. CAO Succession

**CARRIED**

**10.1 Adopt closed minutes of Council meeting (Jan-7-2025)**

**10.2 CAO Succession**

**10.3 Back to Open Session**

**11. ADJOURNMENT**

**11.1 Adopt Confirmatory By-law**

Resolution # 2025-41

Moved by: Councillor Roch St. Louis

Seconded by: Councillor Roland Larabie

**BE IT RESOLVED THAT** By-Law No. **2025-11**, being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its Council - Committee of the Whole held on January 23, 2025 shall come into force and take effect on the date it is passed.

**CARRIED**

**11.2 Adjourn the meeting**

Resolution # 2025-42

Moved by: Councillor Roland Larabie

Seconded by: Councillor Roch St. Louis

**BE IT RESOLVED THAT** the Council - Committee of the Whole held on January 23, 2025 be adjourned.

**CARRIED**

**REGULAR MINUTES OF THE WEST NIPISSING OPP DETACHMENT BOARD  
MEETING HELD AT NIPISSING WEST DETACHMENT  
ON WEDNESDAY, NOVEMBER 27, 2024, AT 18:00.**

**Members present:**

Roch St-Louis  
Daniel Gagné (Chair)  
Rachelle Laflèche (Vice-Chair)  
Jean-Guy Séguin  
Inspector Megan Moriarity  
Inspector Nathalie Rifou  
Mélanie Hébert (Secretary)

**Regrets:**

House Keeping:

1. Declaration of Pecuniary Interest  
N/A

2. Approval & Adoption of the Agenda

**BE IT RESOLVED THAT** the Agenda for the meeting of the West Nipissing OPP Detachment Board held on November 27, 2024, be adopted, as presented.

**No. 2024/021 Moved by : Jean-Guy Séguin Seconded by : Rachelle Laflèche**

**CARRIED**

3. Approval & Adoption of the consent minutes

**BE IT RESOLVED THAT** the minutes of the meeting of the West Nipissing OPP Detachment Board held on September 30, 2024, be adopted, as presented.

**No. 2024/02 Moved by : Campbell Anderson Seconded by : Roch St-Louis**

**CARRIED**

4. Business Arising Out of the Minutes

- a. Conferencing unit for remote members (Daniel Gagné & Megan Moriarity)

Awaiting updates on the municipality's progress regarding the purchase of the conferencing unit, which will be reviewed and discussed at the next meeting.

- b. Procedure By-Law (Daniel & Melanie)

i. Meeting compensation

Review the document from the OAPSB and reach out to towns with a similar population that are serviced by the OPP (Timiskaming, Renfrew, Espanola and Elliot Lake). Gather insights and report back at the next meeting.

c. Black Cat (Daniel Gagné)

In response to concerns about speeding on Levac Rd, statistics from the Black Cat system revealed that 408 vehicles exceeded the speed limit by 25 km/h or more within just seven days. While the visibility of OPP patrols has increased, additional data collection is necessary to evaluate the effectiveness. Discussions also explored relocating speed limit signs and installing radar systems, with further actions planned for the spring. Although increased police presence has been observed, it was recommended not to position officers directly at the identified location. Additionally, the coordination of speed limiter installations and Black Cat monitoring on Coursol Rd. was proposed.

In alignment with the discussion, Jean-Guy proposed, and Rachelle seconded, that the municipality be requested to apply for a grant to install red light cameras at the intersection of Front and Coursol. The motion received unanimous support from all members.

d. Mandatory Thematic Training

Melanie will resend the link as it needs to be completed by next meeting.

e. E-bikes or mobile

Dan spoke with Rob Lewis, who is coordinating with another highway officer, to plan a spring session on community safety, fraud, and cyber fraud. The session is proposed for early April in the council chambers, with plans to record it, share it on the municipal website, and invite public participation. Additionally, Rob Lewis is arranging a visit to a local business that sells scooters.

5. Correspondence

a. WNPB Statements

We have not spent much this year due to the inability to meet, caused by changes in ministry board regulations. The 2025 budget will be discussed at the next meeting.

a. Website

A request to post agendas and minutes on the municipal website was made in the past but was never implemented. Dan will contact the municipality to ensure this is addressed and initiated again.

b. 2025 Billing Statements

Inspector Moriarity and the municipality applied for funding, securing a transitional program grant valid until March 31, 2025, though a request related to mental health was declined. Efforts are underway to collect statistics and pursue new grants, with the goal of obtaining annual funding for the Mental Health Nurse. Additionally, plans are in motion to integrate the Statement of Operations with community safety initiatives starting this fall, as funding arrangements continue to advance.

6. OPP Business / Report (Inspector Moriarity / Rifou)

Not much has changed since the last meeting. Theft incidents have decreased due to winter, but public education efforts, led by Rob Lewis, such as the "Lock It or Lose It" campaign to address plain-sight theft, are ongoing. The goal is to see thefts decline further next summer, with arrests highlighted in a more comprehensive report.

Last Meeting Update:

- There is no new information regarding Clear Lake from Rob Lewis.
- Regarding the Tribune, Rob Lewis provided details, but they are no longer interested.

7. Board Summary

- a. Appointment of new Detachment Commander: Nathalie Rifou, starting December 16.

Next meeting: January 29, 2025 – 6pm

8. Adjournment

**BE IT RESOLVED THAT** the meeting of the West Nipissing OPP Detachment Board held on November 27, 2024, be adjourned at 19:05

**No. 2024/023 Moved by : Roch St-Louis**

**Seconded by : Jean-Guy Séguin**

**CARRIED**

---

Mélanie Hébert - Secretary

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Daniel Gagné - Chair

# MEMORANDUM

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**TO:** Jean-Pierre Barbeau, CAO

**FROM:** Melanie Ducharme, Clerk

**DATE:** February 4, 2025

**RE:** Delegated Authorities By-Law

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At the meeting of January 7, 2025 Council further reviewed a By-Law for the Delegation of Authorities, following a Referral of the matter at the meeting of December 17, 2024.

The Delegated Authorities By-Law is a required by-Law pursuant to the provisions of Section 270(1) of the *Municipal Act* and remains an actionable recommendation arising from the Ministry's Practices, Policies and Procedures Review which was undertaken by the Ministry as a result of the circumstances of the 2018-2022 Council Term.

As noted in the Staff Report tabled at the October 1, 2024 meeting, the Delegated Authorities By-Law is both a compendium of authorities which are already delegated under other existing by-Laws or Provincial Legislation as well as routine duties currently carried out by administration and staff in the course of day to day duties.

Included in the draft were a number of new proposed delegated authorities, specifically in the area of Planning, which council has determined may require additional discussion. In order to move the by-law forward, the document has been revised to exclude those items. If approved at a future date, these may be added back in as amendments to the by-law.

Thank you,

Joie de vivre



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

## BY-LAW 2024/95

### BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING TO PROVIDE FOR THE DELEGATION OF ADMINISTRATIVE DUTIES AND POWERS

**WHEREAS** Section 270 (1) 6 of *the Municipal Act*, 2001, S.O. 2001, c.25, (the Act), requires that a municipality shall adopt a policy with respect the delegation of its routine powers and duties; and

**AND WHEREAS** Section 23.1(1) of the Act authorizes a municipality to delegate some of those powers and duties, subject to the restrictions of the Act;

**AND WHEREAS** Section 8 of the Act provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**WHEREAS** it is deemed appropriate to delegate routine powers and duties to employees to enhance the efficiency of the decision making and administrative processes;

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

1. That the delegation of duties and powers shall be governed by the provision and regulations contained in this By-law and as attached hereto as Schedule "A"
2. That Council of the Corporation of the Municipality of West Nipissing hereby has the sole discretion to request Staff to report on specific matters prior to final approval.
3. That the delegated powers and duties may be amended or revoked from time to time by the Council of the Corporation of the Municipality of West Nipissing by Resolution or By-law as required, to reflect Council's transparency and Accountability requirements.
4. Unless specifically delegated in this Policy, all the Powers and duties of Council, as described in the Municipal Act, 2001 shall remain with Council;
5. Council cannot delegate the following powers and duties
  - a. The power to appoint or remove from office any officer of the municipality whose appointment is required by this Act;
  - b. The power to pass By-laws under Parts VIII, IX and X;
  - c. The Power to Incorporate;
  - d. The Power to Adopt and Official Plan for an Official Plan Amendment under the *Planning Act*;
  - e. The Power to pass a Zoning By-Law under the *Planning Act*;
  - f. The Power to pass a by-law under subsections 108(1) and (2) and 110(3), (6) and (7)
  - g. The Power to adopt a Community Improvement Plan under section 28 of the *Planning Act*;
  - h. The Power to adopt or amend the budget of the municipality
  - i. Any other power or duty that may be prescribed or legislated by Provincial legislation or another municipal by-law.
6. That this By-law shall come into force and effect on the final passage thereof.

**ENACTED AND PASSED ON FEBRUARY 4, 2025 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

---

 KATHLEEN THORNE-ROCHON, MAYOR

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 MELANIE DUCHARME, CLERK

## SCHEDULE « A »

### ADMINISTRATION, AGREEMENTS AND AUTHORIZATIONS

Delegate	Delegated Authority	Source of Power/Duty and/or Limitations/Restriction
Mayor	Issue Proclamation Requests	When submitted such that timing does not permit Proclamation to be dealt with at Council
Municipal Clerk or designate	Administration of the Municipal Freedom of Information & Protection of Privacy Act and for decisions made thereunder.	<i>Municipal Freedom of Information and Protection of Privacy Act, By-law 2015-12</i>
Director of Corporate Services	Amend the records retention periods for the record of the Corporation including Cause the destruction of corporate records which have been retained for the established retention period, which shall be consistent with Provincial and/or Federal regulation.	Policy – By-law – in accordance with the Council approved records retention by-law.
Municipal Clerk or designate	Delegation to perform civil marriage ceremonies	<i>Marriage Act</i> – Registrar Generals office requirement to be notified by the Clerk of the appointment.
Municipal Clerk or Designate	To Act as the Division Registrar and Deputy Registrar	<i>Vital Statistics Act</i> – Registrar Generals Office requirement to be notified by the Clerk of appointment.
Clerk or designate	Issue letters designating established events on municipal property for which such letters have previously been issued, as municipally significant.	
CAO/or Director of Corporate Services	<p><b>Lame Duck Periods</b> During a “lame duck” period, the CAO is delegated the authority to:</p> <ul style="list-style-type: none"> <li>• Appoint or remove from office any officer of the municipality provided that the appointment is not required under the Act.</li> <li>• Dispose of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal.</li> <li>• Make any expenditures or incur any other liability which exceeds \$50,000 for which was not provided for in the annual budget approved by Council.</li> <li>• The CAO and the Treasurer are authorized to approve capital projects that are underway that exceed the previous approved capital funding amounts.</li> </ul>	Required for Restricted Acts under S. 275(3) of <i>Municipal Act</i>
CAO or Director Corporate Services	Documents required for the settlement or compromise of any claim, action application or other proceeding brought or made by or against the Municipality subject to the parameters of the Municipality’s insurance coverages.	<p>Provided the matter and general outcome is consistent with corporate policy and insurer</p> <p>Subject to review, investigation and authorization of the Municipality’s insurer as applicable.</p>
CAO or Director Corporate Services	Insurance – Settlement of Small Insurance Claims	Authority to handle claims for amounts less than \$25,000 Annual report to Council if any claims approved.
Director of Corporate Services/ Treasurer or designate	Sign Minutes of Settlement and represent the Town regarding property assessment appeals to the Assessment Review Board.	The Assessment Act



## SCHEDULE « A »

### ADMINISTRATION, AGREEMENTS AND AUTHORIZATIONS

Delegate	Delegated Authority	Source of Power/Duty and/or Limitations/Restriction
Director of Corporate Services/ Treasurer	Enter into and execute data sharing agreements for the use of MPAC assessment information	The Municipal Act <i>Must comply with terms and conditions of Municipal Connect Product Use Sheet Documented consultation with appropriate</i>
CAO/Director of Corporate Services/ Treasure/Deputy Treasurer /Mayor/Deputy Mayor	Signing authority for banking services, cheques, etc.	2022/103
As set out in the Municipality's Purchasing Policy	Purchase or disposition of goods and services	By-law 2016/89, as amended
Municipal Clerk or designate	Sign routine legal documents relating to municipal lands including, but not limited to, easements, transfers, Subdivision Agreements, Road Assumptions, lane and road closings, approved by Council	S. 23(1) Municipal Act, 2001
CAO, Director of Corporate Services, Clerk	Obtain legal advice/opinions from Municipality's lawyer(s)	
CAO, Municipal Clerk or designate	Sign Agreements of Purchase and Sale for disposition or acquisition of municipal lands as directed by Council	By-Law No. 2021/18
Director of Corporate Services	Sign motor vehicle transfers for municipal fleet including disposition of council approved surplus vehicles	Council Resolution to Declare Surplus
Municipal Clerk or designate	Issues licenses for animals, Hawkers & Peddlers, mobile food equipment, Kennels, Short Term Rental Accommodations	S. 151, Municipal Act, 2001, By-law 2000/20, 2016/40, 2024/23
Municipal Clerk or designate	Signing letters of non-objection and deeming events and municipally significant for AGCO liquor license applications;	
Tax Collector, Director of Corporate Services or designate	Issue Lottery Licenses	By-Law 2022-20
CAO or Director Corporate Services	Insurance – Third Party	Authority to pursue and settle with third parties for the recovery of Town property damage claims.
Municipal Clerk	Approve exemptions to the Noise Control By-law	For events and special occasions that have been exempted in the past By-law 1999/75, as amended

## SCHEDULE « A »

<b>FIRE SERVICE</b>		
<b>Delegate</b>	<b>Delegated Authority</b>	<b>Source of Power/Duty and/or Limitations/Restrictions</b>
Fire Chief or Designate	CEMC Amendments to the Emergency Response Plan and Emergency Management Program Authority to: <ul style="list-style-type: none"> <li>• make revisions and amendments to the Emergency Response Plan and Emergency Management Program as required</li> <li>• to negotiate and execute agreements between the municipality and other municipalities, agencies, or organizations to supplement specialized emergency planning, response or recovery services.</li> </ul>	<i>Emergency Management and Civil Protection Act</i>  Subject to Council approval
Fire Chief or Designate	Authority to take all proper measures for the prevention, control and extinguishment of fires and protection of life and property and shall exercise all powers mandated by the Fire Protection and Prevention Act	Fire Protection and Prevention Act 2019/26
Fire Chief or Designate	Renewal of service agreements for equipment, programs and emergency services. e.g. compressor, pump testing, ladder testing, dispatch agreements and Wildland Fire Agreements.	By-Laws 2019-26, 2019/28
Fire Chief or designate	Authority to review risk and safety management plans (RSMP) submitted by propane operations related to the storage and handling of propane.	
Fire Chief or Designate	Issue Licenses for Open Air Burning	By-Law 2024/79
As set out in the Municipality's Purchasing Policy	Purchase or disposition of goods and services	By-law 2016/89, as amended

## SCHEDULE « A »

### HUMAN RESOURCES

Delegate	Delegated Authority	Source of Power/Duty and/or Limitations/Restriction
CAO, Director of Corporate Services or Designate	<p><b>Contracts of Employment</b> By way of any form of communication but not including:</p> <ul style="list-style-type: none"> <li>• Collective agreements and amendments thereto and</li> <li>• Contract of employment for any statutory positions as well as the position of Chief Administrative Officer and or senior management team.</li> </ul>	Consent of the Manager of Human Resources, in consultation with the CAO.
Director of Corporate Services or Designate	<p><b>Temporary Staffing</b> Contract, student, secondment and related agreements for persons being placed at the Town of Midland with another organization, including educational institution or agency where there is an agreement approved by the Procurement process.</p>	Consent of the Manager of Human Resources in consultation with the CAO.
CAO, Director of Corporate Services	<p><b>Minutes of Settlement (Labour Relations)</b> Minutes of settlement and other documents required for the settlement of any labour relations matters.</p>	In collaboration with the Director Corporate Services ( <i>for proceeds of settlement up to \$100,000</i> )
CAO, Director of Corporate Services	<p><b>Memoranda of Agreement (Labour Relations)</b> Memoranda of agreement pertaining to collective bargaining negotiations provided that such memoranda are conditional upon Council approval.</p>	
Director of Corporate Services or designate	<p><b>Benefits Administration</b> Administration of Benefits including: Health, Dental, STD, LTD, WSIB and OMERS</p>	in consultation with the CAO.

## SCHEDULE « A »

### MUNICIPAL LAW ENFORCEMENT OFFICER (MLEO)

Delegate	Delegated Authority	Limitations/Restrictions and/or Source of Power or Duty
Municipal Clerk or MLEO	Approve exemptions to the Noise Control By-law	For events that have been exempted in the past. By-law 1999/75, as amended
MLEO	Enforce Hawkers and Peddlers, and Mobile Food Services	By-law 2016/40
MLEO	Inspection and Enforcement of Short Term Rental Accommodations by-Law	By-Law 2024/23
MLEO and Chief Building Official	Administration and Enforcement of Sign By-law Chief Building Official responsible for the issuing of Sign Permit.	By-Law 2018/76
MLEO	Enforce Provisions of Traffic and Parking By-Law, as authorized by Council	By-Law 2019/60, as amended
MLEO	Temporary designate additional accessible parking spaces during special events.	By-Law 2019/60
MLEO	Municipal Weed Inspector – for the purpose of enforcing the Weed Control Act	By-law 2023/35
MLEO	Enforce Property Standards By-Law	By-Law 2001/71, as amended
MLEO	Enforce Beaches and Recreational property By-Law	By-Law 2023/52
MLEO	Enforce Zoning By-Law	By-Law 2014-45, as amended
MLEO	Act as Fence Viewer, when necessary	By-Law 2024-xx
MLEO	Enforce Obstructing and Fouling of Roads & Highways (snow pushing)	By-Law 2006/63
MLEO	Enforce Animal control by-law (barking dogs)	By-Law 2020/67 Contractor for balance of By-Law

## SCHEDULE « A »

### OPERATIONS

Delegate	Delegated Authority	Source of Power/Duty and/or Limitations/Restrictions
Director of Community Services, or Director of Infrastructure or designate	Approve temporary road closures on municipal highways: <ul style="list-style-type: none"> <li>• For construction and maintenance work</li> <li>• Lowering posted speed limits within a construction zone</li> <li>• Street parties</li> <li>• Festivals</li> <li>• Races</li> <li>• Parades</li> <li>• Detour routes</li> <li>• Sidewalk and trail closures</li> <li>• Temporary road crossings</li> <li>• Temporary intersections</li> </ul>	Subject to consultation with appropriate municipal departments and agencies. Notice to be given to the public and Council
Director of Community Services, Director of Infrastructure or designate	Approve the temporary removal of parking restrictions during construction activities.	
Director of Infrastructure or Designate	Approve temporary weight and speed restrictions on roads	
As set out in the Municipality's Purchasing Policy	Purchase or disposition of goods and services	By-law 2016/89, as amended

## SCHEDULE « A »

### PLANNING, BUILDING AND DEVELOPMENT

Delegate	Delegated Authority	Source of Power/Duty and/or Limitations/Restrictions
Chief Building Official	Lot Grading	By-Law 2007/33, as amended
Municipal Planner	<b>Planning Act Agreements</b> Authority to prepare all applicable agreements related directly and indirectly to <i>Planning Act</i> applications without requirement for Council approval for execution by Mayor or Designate and Clerk	Planning Act, as applicable
Municipal Planner	<b>Determining Application Type</b> Authority to determine and distinguish between different categories of Planning Act applications (i.e. minor/major or as appropriate) and assign associated fees approved in the fees by- law.	
Chief Building Official or Designate	<b>Assigning Municipal Addresses</b> Assign and maintain a system for the assigning of Municipal Addresses to Buildings or Lots and Street Names to public and private Streets within the Town as set out in the Municipal Addressing Manual.	By-law 2015/42
Municipal Planner or Delegate	<b>Public Consultation</b> Authority to schedule public meetings, public information centres and open houses regarding and related to Planning Act applications and community planning initiatives.	<i>Planning Act</i> as applicable
Municipal Planner	<del><b>Draft Plan of Subdivision Extension</b> Authority to issue two (2) draft plan of subdivision extensions totaling no more than four (4) years to an existing Council approved draft plan. Request for a third extension must be brought forward to Council for consideration. Authority to deem an approval of draft plan not to have lapsed and to specify a new time period for lapsing not exceeding 2 years.</del>	<del>Planning Act as applicable including s51(33) By-law No. 2008/06, as amended</del>
Municipal Planner	<b>Application Requirements and Completeness</b> Authority to establish Planning Act application requirements including but not limited to any drawings, studies and reports and their respective contents, and to determine whether or not applications are deemed complete or incomplete and/or sufficient.	Planning Act as applicable
Municipal Planner	<b>Pre-Consultation</b> Authority to conduct pre-consultation processes and to determine as applicable with regard to the subject Planning Act application	Planning Act as applicable
Director of Community Services or Municipal Planner or Clerk	<del><b>Site Plan Control</b> Authority to:</del> <ul style="list-style-type: none"> <li><del>• approve site plan applications &amp; amendments to site plan applications and conditions of approval</del></li> <li><del>• remove site plan agreements from title prior to and/or in conjunction with approval and/or registration of updated site plan agreement on a property</del></li> <li><del>• prepare site plan agreements without Council approval for execution by Mayor or Delegate and Clerk.</del></li> </ul>	<del>Planning Act as applicable, including s41(4), s41(4.0.1), s41(7) By-Law 2015/63, as amended</del>

## SCHEDULE « A »

### PLANNING, BUILDING AND DEVELOPMENT

Delegate	Delegated Authority	Source of Power/Duty and/or Limitations/Restrictions
Municipal Planner or designate	<del><b>Telecommunication Towers and Antenna Facilities</b> Authority to provide concurrence, concurrence with conditions or non-concurrence on behalf of the Municipality to the applicant and Innovation, Science and Economic Development Canada</del>	<del>CPC 2-0-03 Radiocommunication and Broadcasting Antenna Systems; Other policies as applicable. WN TOWER POLICY 2012/407</del>
Municipal Planner or Chief Building Official or designate	<del><b>Sign By-law</b> Authority to approve minor variances and amendments to the Town's Sign by-law.</del>	<del>By-law 2018/76</del>
Municipal Planner or Chief Building Official or designate	<del><b>Fence By-law</b> Authority to approve minor variances and amendments to the Municipality's Fence By-law.</del>	<del>By-law 2009/38</del>
Municipal Planner or Clerk	<del><b>30-cm Reserves</b> Authority to approve the release and conveyance of reserves of land held for the purposes of development control and not exceeding 30-centimeters in width to the holder in fee simple of the property abutting the reserve providing all conditions of the release have been satisfied.</del>	<del>Planning Act, s51(25)</del>
Municipal Planner or designate	<del><b>Lifting Holding Zones</b> Authority to approve by-laws to remove a holding zone provided that the prescribed preconditions for the holding zone set out by Council have been met.</del>	<del>Planning Act s39.2</del>
Municipal Planner	<del><b>Amend Departmental Procedures</b> Authority to amend departmental policies, forms, and procedures (e.g., circulation requirements, application forms) as required.</del>	<del>In accordance with the <i>Planning Act</i> and applicable provincial regulations</del>

## SCHEDULE « A »

### RECREATION AND COMMUNITY SERVICES

Delegate	Delegated Authority	Limitations/Restrictions and/or Source of Power or Duty
Director of Community Services or designate	Request for rental of ice in municipal arenas and agreements for the lease of advertising on ice resurfacing equipment and/or rink boards;	
Director of Community Services or designate	Execute Agreements for operation of canteens in municipal arenas	
Director of Corporate Services or designate	Execute Grant applications	approved programs where municipal funding is either not required or available within existing budgets
Director of Community Services, or Director of Infrastructure or designate	Approve temporary road closures on municipal highways: <ul style="list-style-type: none"> <li>• For construction and maintenance work</li> <li>• Lowering posted speed limits within a construction zone</li> <li>• Street parties</li> <li>• Festivals</li> <li>• Races</li> <li>• Parades</li> <li>• Detour routes</li> <li>• Sidewalk and trail closures</li> <li>• Temporary road crossings</li> <li>• Temporary intersections</li> </ul>	Subject to consultation with appropriate municipal departments and agencies Notice to be given to the public and Council
As set out in the Municipality's Purchasing Policy	Purchase or disposition of goods and services	By-law 2016/89, as amended



<b>Project</b>	<b>Brushing &amp; Ditching 2025</b>					
<b>Closing Information</b>	<b>January 15, 2025 @ 11:00 AM</b>					
<b>Opened By</b>	Elizabeth Henning and		Alisa Craddock			
<b>Name</b>	<b>Date Received</b>	<b>Dokis</b>	<b>Levac</b>	<b>Nipssing</b>	<b>Quesnel</b>	<b>Tomiko</b>
Premier North Ltd	January 15 2025	\$277,950.00	\$211,945.00	\$94,300.00	\$ 181,595.00	\$ 176,595.00
Kinetic Construction_ Snow Removal	January 15 2025	DQ	DQ	DQ	DQ	DQ
French River Contracting	January 15 2025	\$205,874.10	No bid	No bid	No bid	No bid
Labelle Bros Excavating	January 8 2025	No bid	DQ	DQ	DQ	DQ
Ed Seguin & Sons	January 15 2025	\$112,392.80	\$122,021.65	\$54,256.80	\$ 95,557.37	\$ 67,966.61
Deep Construction	January 15 2025	\$118,800.00	\$116,575.00	\$56,400.00	\$ 83,245.00	\$ 70,990.00



<b>Project</b>	<b>2025-003 Structural Repairs</b>	
<b>Closing Information</b>	<b>January 17, 2025 @ 11:00</b>	
<b>Opened By</b>	<b>Elizabeth Henning and Alisa Craddock</b>	
<b>Name</b>	<b>Date Received</b>	<b>Bid Submission</b>
Nipissing Contracting Solutions Limi	January 17, 2025	\$60,000.00
Johnson Construction	January 17, 2025	\$140,500.00
Deep Construction	January 17, 2025	\$132,200.00
MCA Contracting Ltd	January 16, 2025	\$95,039.52
A2Z Civil	January 15, 2025	\$98,800.00

<b>Project</b>	<b>Asphalt Sheeting 2025</b>		
<b>Closing Information</b>	January 17, 2025 @ 11:00 AM		
<b>Opened By</b>	Elizabeth Henning and Alisa Craddock		
<b>Name</b>	<b>Date Received</b>	<b>Leclair</b>	
Miller Paving	January 17 2025	\$1,667,106.00	
GIP Interpaving	January 17 2025	\$2,348,460.00	
Pioneer Construction	January 17 2025	\$1,919,592.00	

This Municipal Forest Fire Management Agreement (hereinafter referred to as “Agreement”) made in duplicate this 31<sup>st</sup> day of March 20 25 .

BETWEEN:

His Majesty the King in right of Ontario as represented by the Minister of Natural Resources (hereinafter referred to as the “Ministry” or “MNR”)

AND

The Corporation of Municipality of West Nipissing  
(hereinafter referred to as the “Municipality”)

WHEREAS the Municipality, being located in a fire region, is responsible to extinguish at its expense Fires (defined below) within its limits pursuant to Section 21(1) of the *Forest Fires Prevention Act*, R.S.O. 1990, c. F-24, and its regulations (hereinafter referred to as “FFPA”), as amended or replaced from time to time; and

WHEREAS the parties wish to enter into this Agreement pursuant to Section 19 of the FFPA with respect to the prevention, control and extinguishment of Fires within the limits of the Municipality and the Unincorporated Territory (defined below), if applicable;

THEREFORE in consideration of the mutual promises and agreements set out below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

## DEFINITIONS

1. In this Agreement the following terms have the following meanings:
  - a) “Apparatus” means a Fire service vehicle that carries firefighting personnel and/or equipment, including without limitation pumpers, tankers and boats, and a Fire response vehicle that carries portable firefighting equipment to suppress Fires;
  - b) “Border Fire” means a Fire that straddles any part of a boundary between the Crown Protection Area and the Municipal Protection Area;

- c) “Comprehensive Protection Charge” and “CPC” mean either the annual rate for each hectare of Patented Land within the Crown Protection Area payable by the Municipality to the Ministry or the annual rate for each hectare of unalienated Crown land owned by the Crown in right of Ontario within the Municipal Protection Area payable by the Ministry to the Municipality (set out in Appendix “A” attached hereto and forming part hereof which will be annually adjusted prior to the start of the Fire Season annually to reflect the annual rate per hectare as set out in Appendix “C”), is charged with respect to land protected by one party for the other party and comprises all costs for prevention, management, and suppression of Fires;
- d) “Consumer Price Index” and “CPI” mean the index published by Statistics Canada for September of one year to August of the next year for the Province of Ontario in the All - Items category as defined by Statistics Canada;
- e) “Crown Protection Area” and “CPA” mean the area(s) within the limits of the Municipality designated in Appendix “B” attached hereto and forming part hereof which the Ministry has prime responsibility, as between the parties, for responding to Incidents and suppressing Fires subject to the terms and conditions of this Agreement;
- f) “Fire” means any type of outdoor fire, including without limitation a campfire, grass, brush or forest fire, a fire in a charcoal barbecue, an outside wood burning furnace or a stove;
- g) “Fire Season” means the period from April 1 to October 31 in each year (as set out in Section 10 of the FFPA);
- h) “Incident” means a report of smoke or Fire to either party which is required to be investigated by the applicable party to determine if a Fire is occurring or an infraction of the FFPA or a municipal bylaw may be occurring;
- i) “Municipal Protection Area” and “MPA” mean the area(s) within the limits of the Municipality designated in Appendix “B” and any area(s) within an area of Unincorporated Territory deemed to be included in the MPA with the written agreement of the parties pursuant to paragraph 4 b) which the Municipality has prime responsibility, as between the parties, for responding to Incidents and suppressing Fires subject to the terms and conditions of this Agreement;
- j) “Officer” means an officer as defined in or those persons deemed to be officers for the purposes of the FFPA;
- k) “Patented Land” means all privately owned land and patented land acquired and owned by the Crown in right of Ontario; and
- l) “Unincorporated Territory” means an area(s) which may be represented by a local services board where Fire protection services may be provided by the adjacent Municipality under the terms within their Municipal agreement. This area will be deemed to be included as part of the MPA area with the written agreement of the parties pursuant to paragraph 4 b).

## **FIRE PREVENTION AND COMPLIANCE**

2. a) The Municipality at its expense shall:
  - i) when implementing a Fire prevention plan for all areas of the Municipality, design a Fire prevention/education program based on the principles of the Ministry's FireSmart program;
  - ii) control open air burning in a coordinated fashion in the Municipality through bylaws or a municipal Fire permit system consistent with the FFPA and applicable Ministry of Environment guidelines, as may be amended or replaced from time to time; and
  - iii) be responsible for the management and enforcement of any municipal Fire permit system enacted by it under authority of a bylaw.
- b) The Ministry at its expense shall be responsible for Fire prevention activities for areas of Unincorporated Territory when included under the terms of this agreement.

## **ANNUAL FIRE SUMMARY**

3. Each party shall provide a written summary of all Fires (Appendix "G") which it actioned under the Agreement during the most recent Fire Season to the other party on or before November 30th of each year that this Agreement is in effect.

## **CHANGES TO CROWN PROTECTION AREA AND MUNICIPAL PROTECTION AREA**

4. a) The CPA and MPA may be amended at any time upon terms satisfactory to both parties from November 1 to March 31 of any year during the Agreement with Appendix "A and B" being revised to reflect such changes agreed upon by the parties. All proposed changes must be implemented before April 1. However, when any of the following occur within the limits of the Municipality, the parties shall review as soon as possible the affected land area to determine which designation (CPA or MPA) applies to the area in question:
  - Annexation of land area;
  - Adjustment of the Municipality's boundaries; or
  - Large areas of recent storm/insect damage.

Implementation of the applicable designation to the area in question shall occur as soon as possible so that Incident response and Fire suppression services are provided.

- b) An area(s) of Unincorporated Territory may be deemed to be included in the MPA with Appendix "A" and Appendix "B" being revised to reflect such changes agreed upon by the parties. In such circumstances, the Municipality shall pass such by-laws as may be required to allow its Fire Department to leave the Municipality to respond to Incidents and to suppress Fires in the Unincorporated Territory.

## TRAINING REQUIREMENTS

5. a) The Municipality agrees that the following Ministry Fire training programs will be taught to all staff within the Municipality's Fire Department assigned to Fire operations:
  - Wildland Firefighter Training for Fire Agencies (SP103); and
  - Air Attack Safety Training Module for Municipal Fire Operations.
- b) Following execution of the Agreement by both parties, the Ministry shall provide the Municipality free of charge the instructor training kit for each course listed in paragraph 5 a). The kits are designed to be utilized by local Fire Department training programs. The Ministry will provide technical advice if required to assist Municipality instructors to understand the training material as presented in the kits.
- c) The Municipality shall ensure that all Municipality staff responsible to respond to Incidents and suppress Fires are trained by the programs described in paragraph 5 a) and shall create training records and keep them up to date.

## INCIDENTAL RESPONSE AND SUPPRESSION ACTIONS

6. a) In consideration of the applicable CPC to be paid by the Municipality under paragraph 10 a) for a Fire Season, the Ministry at its expense shall respond to Incidents and suppress Fires within the Crown Protection Area. However, where on the request of the Ministry, the Municipality responds to an Incident or suppresses a Fire in the CPA, the Ministry shall pay the Municipality in accordance with paragraph 11 b) for providing such assistance according to the applicable suppression rate(s) and fee(s) set out in Appendix "C" attached to and forming part of this Agreement.
- b) In consideration of the applicable CPC to be paid by the Ministry under paragraph 10 a) for a Fire Season, the Municipality at its expense shall respond to Incidents and suppress Fires within the Municipal Protection Area. However, where on the request of the Municipality, the Ministry responds to an Incident or suppresses a Fire in the MPA, the Municipality shall pay the Ministry in accordance with paragraph 11 b) for providing such assistance according to the applicable suppression rate(s) and fee(s) set out in Appendix "C".

At the request of the Municipality, the Ministry may assist in the investigation of any Fires which are of a contentious nature and undertake prosecutions for contravention of the FFPA.

- c) Regardless of responsibilities set out in paragraphs 6 a) and b) to the contrary, each party following receipt of an Incident within the limits of the Municipality shall immediately notify the other party of the Incident. The party with primary responsibility to do so shall investigate and determine if a Fire is occurring and if so, suppress the Fire and determine if an infraction of the FPPA or a municipal bylaw may be occurring.

- d) The Municipality shall ensure that its Fire resources when responding to an Incident or suppressing a Fire shall monitor the Fire Marshal High Band radio frequency of **154.070** in the event that Ministry aircraft arrive to support the Fire suppression operations.
- e) Regardless of responsibilities set out in paragraphs 6 a) and b) to the contrary, the party which first arrives on the scene of a Fire shall begin suppression of the Fire whether in the CPA or MPA. Compensation according to the applicable suppression rate(s) and fee(s) set out in Appendix “C” associated with such action will not be paid to that party if the other party is responsible for suppressing Fires in the area in question unless and until the latter is notified of the Fire and approves continued action by that party.
- f) The Ministry shall exercise its powers under section 21.(1) of the FPPA and assume control of Fire suppression activities when it is determined in the opinion of an Officer that present suppression activities by the Municipality have the potential to result in one or more of the following conditions:
- Loss of life;
  - Significant loss of private property; or
  - Significant loss of public property.
- g) Where the Ministry assumes control of Fire suppression activities under paragraph 6 f), the Municipality shall pay the Ministry in accordance with paragraph 11 b) for such activities according to the applicable rate(s) and fee(s) set out in Appendix “C”.
- h) Where the Ministry and Municipality work together to suppress a Fire, both parties will follow the procedures set out in the Inter-Agency Fire Response Operating Guidelines, a copy of which is contained in Appendix “D” attached hereto and forming part hereof, as may be amended or replaced from time to time.

## **BORDER FIRES**

7. a) Where the Municipality and the Ministry, separately or together, suppress a Border Fire, each party shall pay its applicable percentage of the total suppression cost incurred by both parties calculated according to the applicable rate(s) and fee(s) set out in Appendix “C” in doing so as follows: for the Municipality, the percentage of area burned that is contained within the MPA and for the Ministry, the percentage of area burned that is contained within the CPA.
- b) Where the amount payable by a party under paragraph 7 a) exceeds the amount payable to that party for suppressing the Border Fire, that party shall pay the other party the excess amount in accordance with paragraph 11 b).



## DISPUTES

8. In the event a response to a Fire under the Agreement results in a dispute between the parties or where the Ministry assumes control of Fire suppression activities under paragraph 6 f), either party may request the other party to conduct with it a joint review of the management of the Fire, where the dispute, including cost sharing, may be resolved. The review panel will consist of an equal number of members representing each party.

## CONCURRENT CALLS

9. When a party is taking action to suppress a Fire and a higher priority emergency occurs that requires that party to leave the Fire, the parties agree that, unless the Fire is threatening human life, the new emergency takes precedence over the Fire.

Prior to leaving the Fire, the party which first took action to suppress the Fire shall notify and make arrangements for the other party to suppress the Fire and where possible, have one of its staff remain at the scene of the Fire to provide a briefing on the Fire to the other party taking over suppression of the Fire.

## PAYMENTS

10. a) The applicable CPC's payable by the parties are set out in Appendix "A" and the CPC rates are outlined in Appendix "C". The Ministry shall provide the Municipality at the time of renewal an updated copy of Appendix "A" indicating the applicable CPC fees for the Agreement term. Where discussions are ongoing to make modifications to the existing MPA or CPA fire management zones, the applicable changes to the CPC fee will be processed once the final MPA/CPA zone modifications are completed.
- b) The Ministry will provide notification to the municipality prior to February 28 each year of the agreement, changes to the CPC rate to be used in Appendix "A" for CPC calculations.
- c) Each party shall pay the other party within thirty (30) days of receipt of an invoice from the other party for the applicable CPC for each hectare of Patented Land within the CPA or each hectare of unalienated Crown land owned by the Crown in right of Ontario within the MPA, as applicable, for the forthcoming Fire Season.
- d) The Fire suppression rates and fees for ground and aerial Fire suppression services payable by the parties for the first year of the initial term of the Agreement are set out in Appendix "C". Such rates and fees payable for each subsequent year that the Agreement exists shall be such rates and fees payable in the previous year increased prior to the start of the Fire Season by the Ministry by the percentage change in the most current CPI (as compared to the previous year's CPI). The Ministry shall provide the Municipality an

updated version Appendix “C” to reflect any changes in such rates and fees by March 31 of each year.

Each party shall pay the other party any suppression rates and fees in accordance with paragraph 11 b).

- e) If applicable, the Ministry shall also pay to the Municipality, CPC fees as set out in Appendix “A” for all land, whether private or Crown land, in an Unincorporated Territory area deemed to be included in the MPA according to the terms of this agreement pursuant to sub paragraph 4 b).
11. a) To qualify for payment according to the applicable rate(s) and fee(s) in Appendix “C” for services provided under the Agreement, a party must provide the other party with a completed Municipal Fire Information and Cost Report (Form 210), a copy of which is attached hereto as Appendix “E” and forms part hereof, within 30 days of the end of the suppression activity on each Fire actioned.
- b) Amounts payable by the Municipality to the Ministry based on applicable rates and fees in Appendix “C” will be offset against amounts payable by the Ministry to the Municipality based on applicable rates and fees in Appendix “C” for each Fire Season. Any balance owing to either party on November 30 of each year that this Agreement is in effect will be an amount due to that party as of that date and shall be payable within thirty (30) days of receipt of an invoice from that party.

## **INDEMNITY**

- 12.a) The municipality or Crown is responsible for its own insurance and shall carry all the necessary and appropriate insurance that a prudent person in the business of the municipality or crown would maintain, including but not limited to commercial general liability insurance.
- b) The municipality is not covered by the Province of Ontario’s insurance program and no protection will be afforded to the municipality by the Government of Ontario for any claim that may arise out of the Agreement.
- c) The Crown is not covered by the municipalities’ insurance program and no protection will be afforded to the crown by the municipality for any claim that may arise out of the Agreement.
- d) Regardless of any other provisions of this Agreement to the contrary, neither party shall be liable for any consequential, indirect, incidental, special or punitive damages, including without limitation lost revenues, savings or profit, suffered by the other party or any third party with respect to any Claims arising out of or otherwise in connection with the Agreement even if the party in question has been advised of the possibility thereof.

- e) Fire fighters employed by or volunteering for a party are deemed to be employees of that party for the purposes of benefits under the Workplace Safety and Insurance Act whether working on Crown land or private land in the CPA, the MPA or the Unincorporated Territory.
- f) Each party shall be responsible for all damage to or loss of any Apparatus or other equipment which it supplies for use in suppressing Fires under this Agreement. The Fire suppression rates described in Appendix "C" include recovery of costs for normal wear and tear on Apparatus and such other equipment as well as the cost of repair of periodic breakage or accidental damage.

### **TERM AND TERMINATION; RENEWALS**

- 13.a) This Agreement shall commence April 1, 20 25 and must be reviewed every 3 year(s), unless terminated by either party in accordance with paragraph 13 b).
- b) Each party may terminate the Agreement:
  - (i) immediately upon written notice to the other party without liability if the other party commits or permits a breach of any of its obligations under this Agreement and fails to remedy such breach within thirty (30) days of receipt of written notice from the party not in breach demanding such breach be remedied; or
  - (ii) upon thirty (30) days prior written notice without liability for its convenience during the months of October to March prior to the next Fire Season.
- c) An Agreement review must be completed within sixty (60) days prior to April 1 of the renewal year, using the Agreement Review Checklist, Appendix "F", unless either party has provided written notice to the other party at least sixty (60) days prior to April 1 or earlier, of the scheduled review year under paragraph 13 a) that it wants to terminate the Agreement.

### **GENERAL PROVISIONS**

- 14.a) This Agreement represents the entire agreement between the parties regarding Fire prevention, control and extinguishment and supersedes any prior understanding or agreement, collateral, oral or otherwise, with respect to such subject matter existing between the parties at the date this Agreement comes into effect.

This Agreement consists of the terms and conditions in the main body of this Agreement and its Appendices and any amendments executed in accordance with the terms of this Agreement.

In the event of any conflict or inconsistency between provisions of any of the documents  
Municipal Forest Fire Management Agreement revised September 11, 2024

which form part of this Agreement, the provision in the first mentioned document below shall govern:

- (i) any amendment to this Agreement;
  - (ii) terms and conditions in the main body of this Agreement; and
  - (iii) Appendices to this Agreement.
- b) Except as otherwise provided in paragraphs 10 a) and 10 d) with respect to changes to rates and fees, any change to this Agreement shall be by written amendment signed by the parties.
- c) Notwithstanding anything else in this Agreement to the contrary, any express or implied reference to the Ministry providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of Ontario, whether at the time of execution of this Agreement or at any time during the term of this Agreement, shall be void and of no legal effect.
- d) Any failure by a party to insist in one or more instances upon strict performance by the other party of any of the terms or conditions of this Agreement shall not be construed as a waiver by the first party of its right to require strict performance of any such terms or conditions and the obligations of the other party with respect to such performance shall continue in full force and effect.
- e) Neither party shall have any power or authority to bind the other party or to assume or create any obligation or responsibility, express or implied, on the other party's behalf. Neither party shall hold itself out as an agent, partner or employee of the other party.
- f) Nothing in this Agreement shall have the effect of creating an employment, partnership or agency relationship between the parties or constitute an appointment under the *Public Service of Ontario Act, 2006*, S.O. 2006, c.35, as amended or replaced from time to time.

g) In this Agreement, words in the singular include the plural and vice-versa and words in one gender include all genders. The headings in this Agreement are for convenience of reference only and in no manner modify, interpret or construe this Agreement.

**SURVIVING PROVISIONS**

15. Paragraphs 10 a), 10 d) (second paragraph only), 11 a), 11 b), 12 a), 12 b), 12 c), 12 d) 12 f), 14 and this paragraph of the Agreement shall survive its termination or expiry and continue to bind the parties.

IN WITNESS WHEREOF this Agreement has been executed by the parties by their duly authorized representatives.

His Majesty the King in right of Ontario as represented by the Minister of Natural Resources

Date: \_\_\_\_\_

By: \_\_\_\_\_

Director, Aviation, Forest Fires and Emergency Services  
Provincial Services Division  
Name  
(Pursuant to delegated authority)

The Corporation of

Date: \_\_\_\_\_

By: \_\_\_\_\_

Position:

Name:

By:

Position:

Name:

**Appendix “B”**

**Municipality Map**

(illustrating the Crown Protection Area and Municipal Protection Area)

[NTD. client to insert]

Appendix C

Municipal Fire Agreement Rates to / from Municipalities

[NTD. client to insert]

**Appendix “D”**

**Inter-Agency Fire Response Operating Guidelines**

[NTD. client to insert]



**Appendix “E”**

**Municipal Fire Information and Cost Report (Form 210)**

[NTD. client to insert]

**Appendix “F”**

**Agreement Review Checklist**

[NTD. client to insert]

**Appendix “G”**

**Annual Fire Summary**

[NTD. client to insert]

## Appendix C

Municipal Forest Fire Agreement Rates to / from Municipalities  
Valid for 2025

	Assistance Under Agreement
<p><b>Comprehensive Protection Charges (CPC)</b></p> <p>The new CPC rate system started April 1, 2013</p> <p>CPI rates are capped to a maximum increase of 4%</p> <p><b>CPC Invoices must be sent in after April 1 for the current fire year</b></p>	<p>CPC rates adjustments are applied April 1 of each year.</p> <p>CPC rates increase Sept 2023 – Sept 2024 = 1.9%</p> <p>2025 CPC fee = 1.56</p>
<p><b>Ground Suppression Services</b></p> <p>Personnel Units Apparatus Units</p> <p>Personnel and Apparatus Units are annually adjusted by the Consumer Price Index for Ontario (All Products) from the period of September to September. Rates will be updated by Feb. 28 each year.</p>	<ul style="list-style-type: none"> <li>• Flat Rate/False Alarm</li> <li>• \$930.59 per fire or</li> <li>• \$272.23 per half hour (30 min) for each unit;</li> <li>• Personnel Unit = max. 8 staff plus suppression gear</li> <li>• Apparatus Unit = Fire service vehicle with <u>maximum</u> 1 Fire Crew (4-6 people), includes suppression gear. Must assign staff to vehicle first before forming personnel units.</li> </ul> <p><b><u>Personnel must be affixed to an Apparatus Unit</u></b> prior to forming personnel units.</p> <p><u>NO</u> charges for helicopter if only used to deliver, pickup or service crews. Helicopter is not an apparatus.</p> <p>Apparatus” means a Fire service vehicle that carries firefighting personnel and/or equipment (includes pumpers, tankers, boats, Fire response vehicles that are designed to carry portable/firefighting equipment).</p>

<p><b>Air tankers and Birddog</b></p> <p>CL215/415 and Twin Otters</p> <p>Air tanker fees are set annually by the MNRF.</p> <p>Air tanker support charges are only for time over the fire.</p>	<p><b>2025 Rates</b></p> <p>CL415 Dispatch Fee = \$3,431.50 Hourly rate = \$6,863.00</p> <p>Twin Otter Dispatch Fee = \$908.85 Hourly rate = \$1,817.70</p> <p>Birddog Hourly rate = \$2,635.22</p>								
<p><b>Helicopter</b></p> <p>Helicopter rates are set annually by the MNRF Aviation Services.</p> <p>No charge if used just to transport MNRF crews to fire</p> <p>Municipalities that rent aircraft for fire operations must submit rental invoices</p>	<p><b>2025 Helicopters Rates</b></p> <table border="0"> <tr> <td>Light</td> <td>\$As per invoice</td> </tr> <tr> <td>Intermediate</td> <td>\$1,914.23per hour,</td> </tr> <tr> <td>Medium</td> <td>\$2,701.44per hour,</td> </tr> <tr> <td>Heavy (calculated at time of hire)</td> <td>(flying calculated as "time over fire" only)</td> </tr> </table> <p>Aircraft rental fees by the Municipality must be supported by the aircraft invoice.</p>	Light	\$As per invoice	Intermediate	\$1,914.23per hour,	Medium	\$2,701.44per hour,	Heavy (calculated at time of hire)	(flying calculated as "time over fire" only)
Light	\$As per invoice								
Intermediate	\$1,914.23per hour,								
Medium	\$2,701.44per hour,								
Heavy (calculated at time of hire)	(flying calculated as "time over fire" only)								
<p><b>Section C: Other Expenses Approved in the Suppression Plan</b></p> <p>All costs must be supported by actual invoices, or fire cost forms by either agency</p> <p>Other Agencies Form 210 Total can be included here on joint operations.</p>	<p>As per approved response plan for a specific fire; the following expenses can be considered;</p> <ul style="list-style-type: none"> <li>• Heavy equipment</li> <li>• Base camp operations and infrastructure support, accommodations</li> <li>• Incident Command Trailers</li> <li>• Support equipment; boats, ATV's, trailers that fall outside normal fire apparatus</li> </ul> <p>Form 210 Part 2</p>								

\$0.00  
\$0.95  
\$1.04  
\$1.12  
\$1.21  
\$1.29  
\$ 1.34  
\$ 1.36  
\$ 1.37  
\$ 1.42  
\$ 1.48

APPENDIX A - Application of Comprehensive Protection Charges to Land Types

Municipality **West Nipissing** Agreement Review Period Year: **2025** To **2030**  
 Per Hectare CPC Rate **\$1.56** CPC Year: **2025** CPI Increase **1.90%**

LAND CLASS	TAXATION/REVENUE SITUATION	Municipal Protection Area				Crown Protection Area				Total	
		Hectares	Rate	Factor	Cost	Hectares	Rate	Factor	Cost	Hectares	
Comprehensive Protection Charge										By Type	
Unalienated Crown Land	Crown does not pay Municipal Taxes	10,939	\$1.56	100%	17,064.54	95,376	\$1.56		-	106,314	
Provincial Parks/Conservation Reserve	Crown pays grants to Municipalities	1,451	\$1.56	100%	2,263.03	8,122	\$1.56		-	9,572	
Patented Land (Residential/farm, Farmlands, Multi-Residential, Commercial, Industrial) ----- Federal Lands	Municipal Taxpayers based on Assessment; Patented Crown Land where Crown gives grants in lieu of taxes ----- Federal Gov't pays Grants in lieu of taxes to Municipality	57,963	\$1.56		-	17,142	\$1.56	100%	26,742.08	75,106	
Private Land (Managed Forests)	Municipal Taxpayers Tax Rate restricted because of public interest in this land		\$1.56		-		\$1.56	50%	-	0	
Patent Mining Lands (Crown has Full Timber Rights) <b>Patented after March 26, 1918</b>	Unit Class of M L (Mining lands) with a Tax Rate of C. (Commercial) ----- Owner pays some taxes to municipality but has no interest above ground		\$1.56	100%	-		\$1.56		-	0	
Federal Lands and Indian Reserves	Federal Government pays Ontario for Fire Protection under INAC or other agreement		\$1.56	100%	-	5,389	\$1.56		-	5,389	
Conservation Lands (Lands Assessed by Conservation Lands)	C.A. no pays taxes to Municipality (M.N.R.F. gives Grant for significant conservation Lands)		\$1.56		-		\$1.56		-	0	
Unorganized Territory	Crown Land and Private Land where taxpayer pays Public Land Tax to Province		\$1.56	100%	-		\$1.56		-	0	
<b>TOTALS</b>		70,353			19,327.57	126,028			\$ 26,742.08	196,381	
<b>NOT AN INVOICE</b>		Crown Owes the Municipality				\$0.00	Municipality Owes the Crown				\$7,414.51





# MEMORANDUM

---

**TO:** Jay Barbeau CAO

**FROM:** Alisa Craddock CPA, CMA

**DATE:** January 30, 2025

**RE:** West Nipissing OPP Detachment Board remuneration

---

In 2024, the Community Safety and Policing Act was revised to create OPP Detachment Boards. In doing so, the Minister released additional regulations on the operation of the OPP Detachment Boards.

OPP Detachment boards prepare estimates of their expenses, other than the remuneration of board members. Remuneration of board members shall be determined by the municipalities participating in each Detachment Board. The West Nipissing OPP Detachment Board is a single municipality board. Please see the attached resolutions from the West Nipissing OPP Detachment Board regarding changes to remuneration. The Board has made some adjustments to its estimates of expenditures in order to accommodate these changes, if approved. It will not increase the overall Board budget.

Joie de vivre



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

Resolution No.

2025 / 014

**WEST NIPISSING OPP DETACHMENT BOARD**

**January 27, 2025**

Moved by / *Proposé par* :

Roch St-Louis

Seconded by / *Appuyé par* :

Rachelle LaFlèche

**Whereas**, the current honorarium for the Chair, Secretary, and Board Members has remained unchanged since the OPP transition, and

**Whereas**, it is essential to acknowledge the significant contributions and responsibilities of these positions, and

**Resolved**, that the honorarium for the following positions shall be increased as follows:

1. **Chair**

- o Current Honorarium: \$150 ~~150~~ <sup>1800</sup>
- o Proposed Honorarium: ~~\$200~~ per month for a total of ~~2400~~ per year

2. **Secretary**

- o Current Honorarium: \$300
- o Proposed Honorarium: \$200 per month for a total of ~~2400~~ per year

3. **Board Members**

- o Current Honorarium: \$150
- o Proposed Honorarium: No changes

**Further Resolved**, that this increase will take effect on the date it is passed 2025-01-27

Chair

*Daniel Bogo*

Secretary

*[Signature]*

Names	YEAS	NAYS
Anderson, Campbell	✓	
Gagné, Daniel	✓	
Laflèche, Rachelle	✓	
Séguin, Jean-Guy	—	—
St-Louis, Roch	✓	

Resolution No.

2025 / 015

### WEST NIPISSING OPP DETACHMENT BOARD

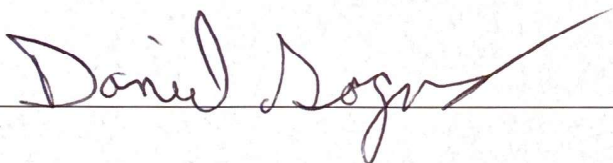
January 27, 2025


Moved by / *Proposé par* :  
Roch St-Louis

Seconded by / *Appuyé par* :  
Campbell Anderson

**WHEREAS** the board recognizes the importance of completing training required by the Ontario Association of Police Services Boards (OAPSB);

**BE IT RESOLVED THAT** the board hereby approves remuneration in the amount of 100 for each board member as compensation for their time and effort dedicated to this professional development in service of the board's responsibilities.

  
Chair

  
Secretary

Names	YEAS	NAYS
Anderson, Campbell	<input checked="" type="checkbox"/>	
Gagné, Daniel	<input checked="" type="checkbox"/>	
Lafleche, Rachelle	<input checked="" type="checkbox"/>	
Séguin, Jean-Guy	<input type="checkbox"/>	
St-Louis, Roch	<input checked="" type="checkbox"/>	