



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

February 7, 2023, 6:30 PM

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<b>2. <u>ADDENDUM &amp; AGENDA</u></b>	
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**LA CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST**  
**RÉUNION DU CONSEIL ET COMITÉ PLÉNIER**  
**ORDRE DU JOUR**

le 7 février 2023, 18 h 30

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- |     |                                                                                                                                           |     |
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**10. ADDENDA****11. INFORMATION, QUESTIONS et RAPPORT du MAIRE**

- |      |                  |  |
|------|------------------|--|
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|------|------------------|--|

**12. AJOURNEMENT**

- |      |                                    |     |
|------|------------------------------------|-----|
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## REQUEST FOR DELEGATION / WRITTEN SUBMISSIONS

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

### PLEASE PRINT CLEARLY:

Council Meeting Date:

**7 February 2023**

Subject:

Crime Stoppers / Échec au Crime

Name:

Jean Lemieux, Coordinator, Near North Crime Stoppers

Address:

Box 382, North Bay, ON,

Phone:

Home:

705-471-4199

Business / Cell:

705-497-5555 Ex#507

Fax:

E-Mail:

[coordinator@nearthcrimestoppers.com](mailto:coordinator@nearthcrimestoppers.com)

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

Michelle Gerrie, Board member / Jean Lemieux, Coordinator

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

Crime Stoppers awareness presentation

Presentation Requirements:

Easel

Projection Equipment

Other:

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

**Submit your completed form to:**

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

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

Tel: 705-753-2250 • Fax: 705-753-3950

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



**SAY** **it** **HERE**

1.800.222.8477 (TIPS)

[nearnorthcrimestoppers.com](http://nearnorthcrimestoppers.com)

# Mission Statement

**Crime Stoppers is a partnership of the public, the police and the media which provides the community with a proactive program for people to anonymously assist in the solving of crime and contributes to an improved quality of life in our community.**

# History of the Crime Stoppers program



**1976 Canadian born Detective Greg MacAleese working on a homicide case in Albuquerque, New Mexico.**



**Lack of leads; ?involve public; aired video re-enactment with an anonymous phone line, and a cash reward**



**17 hours later, case solved (media, public and police cooperation) As a result, the Crime Stoppers TIPLINE was established.**

**Crime Stoppers is based on the simple principle that for every crime committed, someone, other than the criminal, has information that could solve a crime.**



# How does Crime Stoppers work?



Person calls in to the TIP line, or submits online information to the website, [nearthcrimestoppers.com](http://nearthcrimestoppers.com) on criminal activity;

Does not reveal name; no call display or tracing;  
Gives detailed information to coordinator; then given an ID number. Asked to call back to receive an update on investigation;

Info forwarded to appropriate agency; agency reports back the results of investigation;

If TIP leads to successful conclusion of an investigation, the tipster will be eligible for a cash reward.  
Arrangements are made to pick up reward.

Tipster's identity never known, never has to testify

# SUBMITTING A TIP...



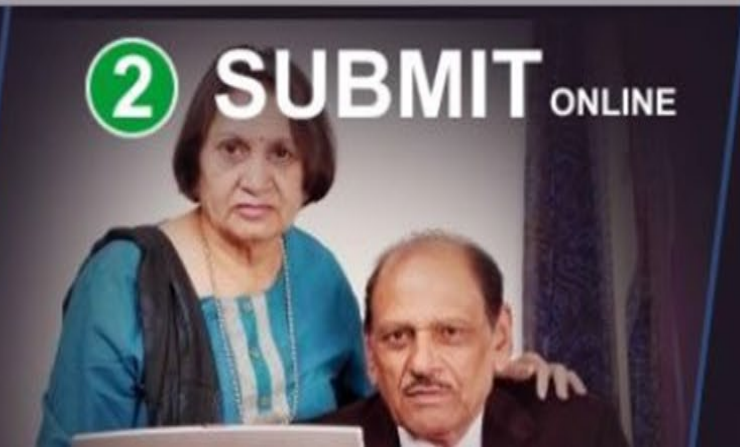
 1-800-222-TIPS (8477)



SUBMIT A TIP

CHECK ON A TIP

- HOME
- ABOUT US
- PROGRAMS
- CRIME OF THE WEEK
- NEWS & EVENTS
- SPONSORS
- DONATE
- C



At this time, NNCS does not encourage the use of the Mobile App for reporting Tips

- Quick Statistics since inception in 1988, as of December 31, 2022 for Near North Crime Stoppers:



21,739 TIPS received; 1,772 arrests made



\$ 257,000 rewards approved; \$216,000 paid

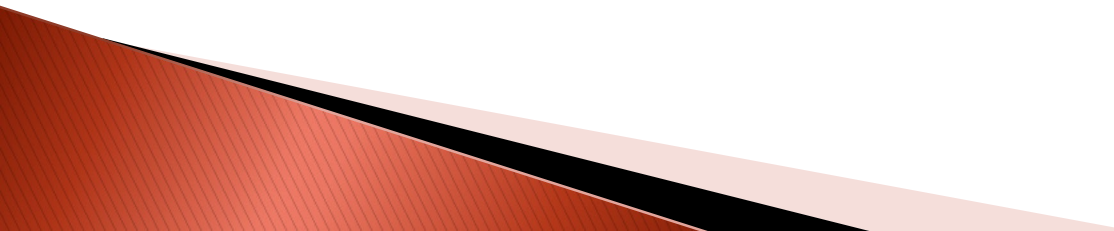


\$ 4.4 million property and cash recovered

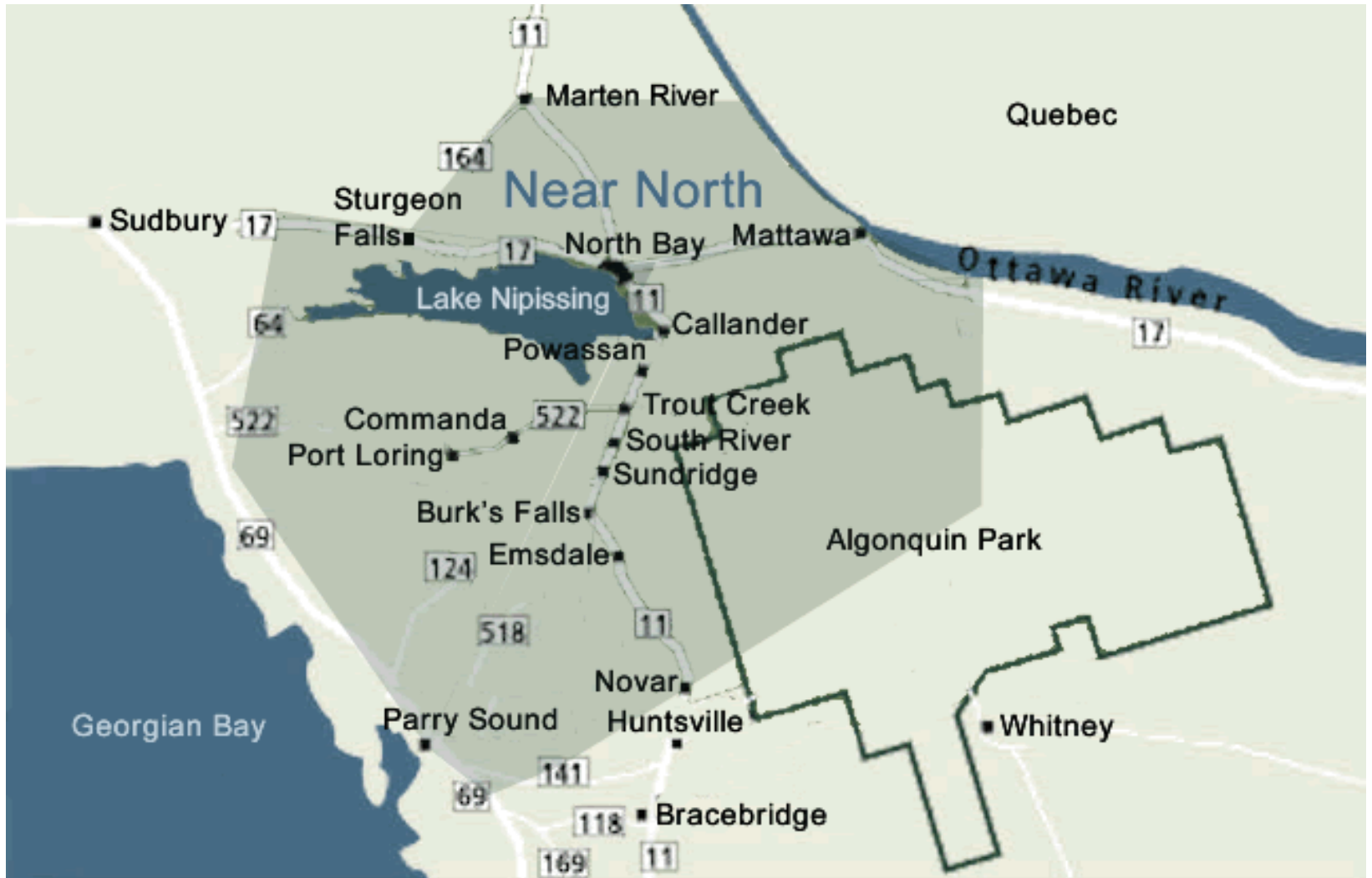


\$ 57.5 million drugs seized

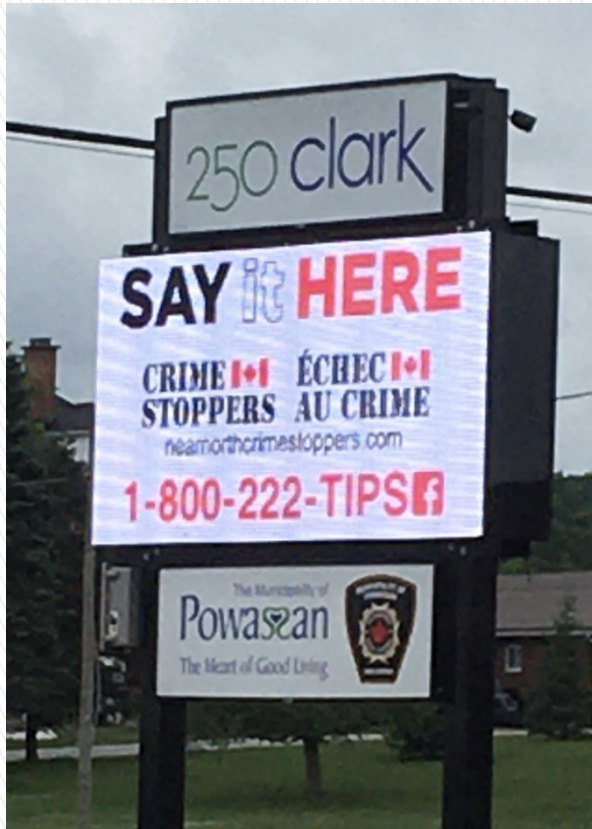
# FUNDRAISING

- NEVADA ticket sales at local retail businesses
  - Community First Funding Group
  - Annual golf Tournament (June 2023)
  - Gala evening (September 2023)
- 

## Near North Crime Stoppers Service Area



# Signage opportunities in the regions



Powassan



Chisholm, North Bay,  
West Nipissing, Corbeil

# Community Events

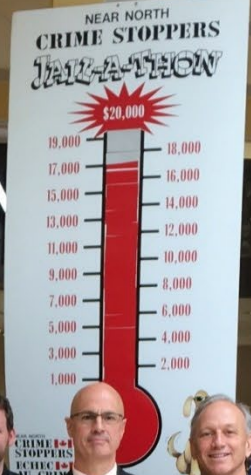






Jailathon 2019

GRIFFIN



What a Team!

Board of Directors:

Volunteer civilians and liaisons raise funds, promote, educate, hold monthly meetings, approve rewards

**IT PAYS TO DO THE RIGHT THING!**  
**Report a Crime. Remain Anonymous.**

**SAY** **it** **HERE**

**Call: 1.800.222.TIPS (8477)**

**Online:**

[nearnorthcrimestoppers.com/contact-us/submit-a-tip](http://nearnorthcrimestoppers.com/contact-us/submit-a-tip)

**[nearnorthcrimestoppers.com](http://nearnorthcrimestoppers.com)**

On behalf of Near North Crime  
Stoppers...THANK YOU!

Community  
SAFETY  
IS A  
SHARED  
RESPONSIBILITY

#SAFETY

# MEMORANDUM

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**TO:** Jay Barbeau, CAO

**FROM:** Kimberly Marcoux and Kassandre Jolin  
Communications and Corporate Services Officers

**DATE:** February 3, 2023

**RE:** **SOCIAL MEDIA POLICY**

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The Municipality uses social media to engage with the public and share timely information about municipal news, notices, programs, services, events and initiatives.

Social media has become an important tool for municipal governments and elected officials to share information and interact with constituents. While there are many benefits to social media, using and managing this technology comes with risks and requires ongoing responsiveness to avoid inappropriate usage.

It's no surprise that many of our employees and members of Council use social media regularly, both for personal and official use. Although the Codes of Conduct apply to the conduct of employees and Council regardless of the medium of communication, a policy should be implemented to set standards for the management of municipal accounts and to provide guidance for appropriate conduct online.

For Council's consideration, the Communications Department has prepared an updated Social Media Policy that would apply to municipal employees, committee members and Council.

The key sections covered in this policy include:

- Municipal Social Media Accounts Management
- Employees' Personal Use of Social Media
- Council's Use of Social Media
- Social Media Guidelines (Appendix A)
- Social Media Terms of Use (Appendix B)

**Joie de vivre**



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

## SOCIAL MEDIA POLICY (Policy 2023/ )

Section: <b>S</b>	Policy Number: <b>2023/</b>
Department: Communications and Corporate Services Department	Effective Date:
Subject: <b>SOCIAL MEDIA POLICY</b>	Revision Date:

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### 1.0 PURPOSE:

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The Municipality of West Nipissing uses social media to share timely information and enhance two-way communication with the community. The Municipality operates various social media channels as a public service to provide information on municipal programs, projects, events, news, notices and initiatives. The purpose of this policy is to provide clarification and guidelines to ensure the appropriate use and management of social media.

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### 2.0 SCOPE:

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This policy applies to all employees and elected officials of the Municipality of West Nipissing who use social media to conduct business on behalf of the Municipality or Council.

This policy also applies to personal use of social media by municipal staff, members of Council and committee members, where that use relates to the business or operations of the Municipality including discussing, sharing or commenting on municipal business matters.

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### 3.0 DEFINITIONS:

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**“Content”** is any information that is shared or communicated on social media sites.

**“Communications Department”** or **“Communication Officers”** refers to the Communications and Corporate Services Officers of the Municipality of West Nipissing.

**“Employee”** means any paid employee of the Municipality of West Nipissing, including, but not limited to, full-time, part-time, contract and seasonal employees.

**“Municipality”** or **“Corporation”** stands for the Corporation of the Municipality of West Nipissing.

**“Records”** refer to information however recorded, whether in printed form, by electronic means, or otherwise includes correspondence, memorandums, a plan, map, drawing, graphic, photograph, film, sound recording, or any other documentary material, regardless of physical form or characteristics, and any copy thereof.

**“Social media”** or **“Social Media Sites”** are various web-based sites and mobile applications that allows users to join and participate in online communities for the purpose of publicly sharing or seeking information. These platforms can include Facebook, Twitter, YouTube, Instagram, LinkedIn, Tick Tock, blogs, or any other online network where commentary is publicly shared.

**“Social Media Administrator”** is an employee authorized to maintain a social media account owned by the Municipality, whose responsibilities include content publishing and monitoring, managing and measuring account activity.

**“Users”** are anyone using social media or the municipal website.

**“Posts”** are any information, articles, pictures, videos, hyperlinks, videos and any other form of communicative content posted on social media sites.

**“Trolling”** refers to making deliberately offensive, provocative, irrelevant, unrelated, or sarcastic online posts, with the aim of upsetting someone, targeting someone, eliciting an angry response and or encouraging unproductive discussion.

**“Personal Use”** means any use of social media that is for non-work-related purposes regardless of whether that use is within the workplace or outside of the workplace, during work or non-work hours, accessed through Municipal IT Resources or non-municipal IT Resources.

**“Stakeholders”** are organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality, including but not limited to residents, tourists, prospective developers, local agencies, businesses, and organizations, other municipalities, other levels of government, and the broader public sector.

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#### **4.0 RELATED POLICIES:**

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This policy is to be read in conjunction with other relevant policies such as, but not limited to: Code of Conduct (both Staff and Council), Staff-Council Relations Policy and Workplace Violence and Harassment Policy.

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#### **5.0 MUNICIPAL SOCIAL MEDIA ACCOUNTS MANAGEMENT:**

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##### **5.1. Corporate Social Media Accounts**

The Municipality of West Nipissing is active on the following social media sites, the content of which is available in French and English.

- [Municipality of West Nipissing](#)
- [West Nipissing Ouest Fire Service d’incendie](#)
- [Musée Sturgeon River House Museum](#)
- [West Nipissing Public Library – Bibliothèque publique de Nipissing Ouest](#)
- [West Nipissing](#)
- [West Nipissing Ouest](#)
- [WestNipissingOuest](#)
- [Municipality-of-West-Nipissing](#)

##### **5.2. Objectives of the Municipality’s Social Media**

- a) Increase awareness of municipal services, events, news and initiatives.
- b) Engage with residents and community partners.
- c) Disseminate time-sensitive information quickly and effectively.

- d) Acquire and maintain a stakeholder audience.
- e) Promoting opportunities for public involvement and feedback on municipal programs and initiatives.
- f) Use cost-effective tools for marketing and promotional advertising.
- g) Support the openness and transparency of information by providing clarification, correcting misinformation, or remedying errors.
- h) Use social insights and analytics to help monitor, track, and evaluate communication and marketing efforts.
- i) Share information from community partners and non-profit organizations that may be relevant or benefit the community (i.e., fundraisers, health clinics.)

### 5.3. Roles & Responsibilities

- a) Communication officers manage the day-to-day social media activities and oversee corporate communication and marketing plans.
- b) Other municipal-owned social media accounts (i.e., Sturgeon River House Museum and WN Fire & Emergency Service) are managed by authorized departmental staff as social media administrators who are responsible for posting, monitoring and updating their department's channels.
- c) Communications officers, in consultation with the Senior Management Team, are responsible for designating the role of social media administrators.
- d) The communication officers work with social media administrators to ensure site content and activities align with the corporate brand and overall communications strategy, while meeting web accessibility standards.
- e) Municipal departments contribute content and ideas to these accounts by working with the Communications Department to develop messaging and strategies.

### 5.4. Proper Conduct

Communication officers and social media administrators must conduct themselves in a professional and ethical manner when managing municipal social media accounts.

They must ensure that municipal-owned social media sites:

- Positively enhance the Municipality's image and communication with residents.
- Do not compromise the public safety or the safety of municipal employees and members of Council.
- Provide a consistent, professional voice and tone that assures residents that the information they receive is official information from the Municipality of West Nipissing.
- Do not violate individual privacy or conflict with existing municipal policies, by-laws, or other regulations as applicable.
- Are effectively managed and monitored regularly to ensure that they provide timely and accurate information and responses.
- Follow guidelines and enforce terms of use to address contentious or sensitive content about the Municipality, its members of Council or its employees.
- Direct users to the Municipality's official website as the primary source of information by using hyperlinks to associated web pages, forms or documents.

### 5.5. Availability and Response Time

- a) The Municipality's social media channels are monitored and updated during business hours, Monday through Friday, 8:30 a.m. to 4:30 p.m., or as required and at the discretion of the communications officers.

### 5.6. Follows, Likes and Shares

- a) The Municipality occasionally likes, and shares content deemed of relevance or value to its audience. Additionally, the Municipality may follow other social media accounts for informational purposes, to engage with stakeholders or to stay up to date on related news and programs that may be relevant to the community or Municipality.

Liking and sharing information or following social media accounts by the Municipality should not be interpreted as an endorsement of the originator or any organization or individual.

### 5.7. Record Retention

- a) Posts and information provided through social media will generally be considered a transitory record and therefore may be deleted or removed from the site and will not be kept as a permanent record, at the Municipality's discretion.
- b) Requests that seek access to a record that has been posted on a social media shall be considered based on the provisions set forth within the *Municipal Freedom of Information and Protection of Privacy Act*.

### 5.8. Establishing or Decommissioning Social Media

- a) The value of municipal social media channels will be reviewed periodically, and social media accounts that are no longer active or have limited audience participation may be decommissioned at the discretion of the Communications Department and Senior Management.
- b) The establishment of any social media created or maintained by the Municipality will require prior approval from Senior Management, in consultation with the Communications Department.

### 5.9. Promotional Advertising for local Non-Profits, Community Groups or Partners

The Municipality may, at its discretion, allow third-party announcements on municipal-owned resources for the purpose of promotional messaging for events, fundraisers or otherwise, for the benefit of the Municipality or its residents.

### 5.10. Responding and Monitoring

- a) The Municipality aims to address all appropriate comments, in a timely fashion, but at times, is unable to reply individually to all messages and comments received on its social media. For timely communication and service, residents should contact the Municipal Office at 705-753-2250 or by email to [support@westnipissing.ca](mailto:support@westnipissing.ca).



- b) When the communications officers or social media administrators respond to social media comments or messages in their capacity as employees, responses shall be made from the official accounts established by the Municipality for such purposes.
- c) Communications officers and the social media administrators will use their best judgment and refer to these guidelines to determine if a comment warrants a response. If the comments or content violates the Social Media Terms of Use (appendix A), the administrators will remove the comment from the site.
- d) Should the Municipality of West Nipissing discover or receive a complaint regarding the postings of objectionable content on the Municipality's social media, a review of said content will be conducted. If the material is deemed unacceptable, it will be removed from the site.
- e) The Municipality rarely bans or blocks users on social media, but if an individual violates the Social Media Terms of Use repeatedly, there is recourse for denying them access to that social media site.
- f) Social Media Administrators will consult with the Communications Department or seek direction from Senior Management team before blocking or banning a user on social media.

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## **6.0 Employees' Personal Use of Social Media**

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### **6.1. Conduct on Social Media**

- a) Municipal employees who are not authorized to post on behalf of the Municipality are not permitted to publish or comment on social media in any way that may suggest that they are doing so on behalf of or as representatives of the Corporation. They must never use social media in a manner that would harm the Municipality's reputation or corporate image.
- b) When communicating on social media, employees shall act with respect, dignity and courtesy towards members of the public and adhere to the same requirements described in the Employee Code of Conduct, as they would for any form of communication.
- c) Regardless of whether municipal employees are using social media for personal use, municipal policies and legislation are applicable to staff when they are off duty, including but not limited to the Workplace Violence and Harassment Policy, Employee Code of Conduct and the Ontario Human Rights Code.
- d) Employees who violate the terms of this policy may be subject to discipline up to and including dismissal for cause.

### **6.2. Conducting Municipal Business**

- a) Discussing municipal business, on personal or municipal accounts, constitutes conducting official business. All municipal business should be conducted through corporate social media accounts by the communication officers or authorized social media administrators.

### **6.3. Disclosure of Personal and Confidential Information**

- a) Municipal employees must adhere to privacy and confidentiality policies and legislation to ensure that they do not reveal anyone's personal information they have gained through knowledge or access from work.
- b) Employees should be aware of the potential damages to individuals and the corporation through inappropriate disclosures of confidential business information on social media. Legal responsibility for damages from an improper disclosure could rest with individual employees or the Corporation as a whole.

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## **7.0 Council's Use of Social Media:**

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### **7.1. Council Code of Conduct**

- a) Members of Council must ensure that their use of social media is mindful of and consistent with the Code of Conduct. The Code of Conduct in its entirety applies to the conduct of members regardless of the medium used, including activities on social media.

### **7.2. Official Council Accounts**

- a) If a member of Council chooses to participate on social media in their capacity as an elected official, they are responsible for creating, monitoring and updating their respective channels and assume all risks associated with its use.
- b) The Municipality's social media accounts are permitted to share and repost content from posts belonging to the Mayor or a Municipal Councillor if the content does not clearly promote or criticize a political party, candidate or ideology and is relevant to the community or Municipality.
- c) Using a Council member's title on social media channel intended for Council purposes provides legitimacy and transparency (e.g., John Doe – West Nipissing Councillor Ward 1). A member's title can only be used for official purposes and not for campaigning.
- d) By virtue of their positions, members should consider whether personal thoughts they publish might be misunderstood as expressing the positions or opinions of the Municipality of West Nipissing or Council.
- e) When a member of Council uses social media to engage with constituents and share information, they must ensure their platforms are open and publicly accessible by choosing the most user-friendly and accessible option on the social media site (i.e., creating a public page on Facebook rather than a profile or a private group).
- f) Members should consider adopting terms of use for their social media platforms to provide expectations for conduct and a transparent process for users should they fail to meet such requirements.
- g) To protect themselves and other users on your social media platforms from inappropriate behaviour or content, members may need to remove content from another user or modify the user's access. In cases where such actions as banning or blocking a user are required,

members should opt for the approach that preserves as much access to information and expression as possible.

## **7.2. Accuracy of Information**

- a) The information posted to social media generates a permanent record. Members should ensure that the content they post on social media is accurate and factual. Members should not post or allow the posting of any content that can be misleading or false.

## **7.3. Confidential Information and Closed Meetings**

- a) The Code of Conduct prohibits members from disclosing or releasing confidential information acquired by their position. Members must not post content on social media that discloses information or conduct during closed or other confidential meetings or obtained by knowledge or virtue of their position.

## **7.4. Support for Decisions of Council**

- a) Constituents must understand and trust their elected representatives' decision-making process and priorities. While members are not required to agree with all decisions made by Council, they must accurately and clearly communicate information regarding such decisions.
- b) Members should identify when and where they are expressing personal views and not necessarily the views of Council.

## **7.5. Conduct Towards Staff and the Public**

- a) Just as constituents expect members of Council to maintain decorum at meetings, they also expect members to act with decorum on social media, regardless of personal or Council business use.
- b) Members must never use social media as a platform to treat members of the public, one another, or staff with disrespect. Members should not engage in or encourage bullying, name-calling or shaming of any other social media users. The types of interactions are inconsistent with the Code of Conduct and unbecoming of the members' positions in office.

## APPENDIX «A»

### SOCIAL MEDIA GUIDELINES FOR EMPLOYEES, COUNCIL AND MUNICIPAL COMMITTEE MEMBERS

The following guidelines should be considered when using social media for personal and official use.

- **Be mindful of your position at the Municipality** – Even if you don't openly identify yourself as a municipal employee, member of Council or committee member, users may identify you by name, place of work, a photograph, by the content you post, or others post on your channels.
- **Do not use corporate branding** – Unless you manage a corporate social media channel on behalf of the Municipality, do not use visuals that suggest you represent the Corporation including logos, images, graphics or other official marks without the Municipality's consent.
- **Think twice before posting** – Never post anything you would not want repeated. Privacy does not exist on social media. Once content is posted, it can never be fully removed. Consider what might happen if a post becomes widely distributed.
- **Be accurate** – Do not react to or repeat rumors. Get the facts straight before you post on social media.
- **Be considerate** – Encourage informed, respectful dialogue not personal attacks. Do not criticize residents or fellow employees on social media.
- **Be responsible** – Do not reveal confidential information. Do not engage in workplace discrimination, harassment, or any activity that includes inappropriate comments, photographs, links, etc.
- **Respect copyright laws** – Do not reproduce or borrow content that violates trademark or copyright laws; but do provide links to interesting relevant materials.
- **Know your audience** – Use language appropriate for the target audience but remember that everyone has access to social media sites so do not alienate or provoke other groups.
- **Watch your language and tone** – Never use threatening, offensive or harassing language, target any group/individual, or promote illegal or dangerous activities.
- **Be mindful of inclusion and accessibility** – When using social media for official use, your channels should be accessible to the public at large (i.e., through a public page on Facebook rather than a profile or a private group) and should contain content that is clear and legible. Constituents expect to have fair access, regardless of disability, race, colour, age, origin, gender, sexual orientation, faith, or personal views.
- **Personal use** – If you identify that you are an employee of the Municipality on a personal site, make it clear that you are expressing personal views, and not necessarily those of the Municipality.
- **Municipal social media sites:** If you are posting on behalf of a municipal department or program, all applicable municipal policies and procedures must be followed.

## APPENDIX «B»

### SOCIAL MEDIA TERMS OF USE

The Municipality of West Nipissing welcomes the opportunity to share information and engage with the public. Social media administrators do their best to respond to relevant comments and messages in a timely manner, but reserve the right to use their best judgment in selecting inquiries that they respond to.

Users are responsible for the content of their comments on social media sites. The Municipality is not responsible for any comments or use of material posted by users.

While we encourage engagement, feedback and informed productive discussions, prohibited content on the Municipality of West Nipissing's social media channels will be removed.

#### Prohibited content

- Violation of the *Ontario Human Rights Code* or any provincial or federal.
- Profane language or content.
- Comments offensive to an individual or organization, profane, hateful, or defamatory, insulting, rude, abusive, aggressive, or violent.
- Content that promotes, fosters, or perpetuates discrimination based on race, creed, age, religion, gender or national origin.
- Sexual content or links to sexual content.
- Messages for advertising/marketing purposes.
- Conduct or encouragement of illegal activity.
- Messages that contain spam.
- Content that promotes a particular candidate for municipal, provincial, or federal elections.
- Comments that suggest or encourage illegal activity.
- Violation of legal ownership interest of any party (copyright and intellectual property infringement).
- Unintelligible, rhetorical, or irrelevant content or messages.
- Messages that impersonate, target, or misrepresent someone else, including public figures, municipal staff, or elected officials.
- Comments or posts deemed as trolling.
- Repetitive posts copied and pasted or duplicated by single or multiple users.
- Any content whatsoever that is believed to be inappropriate in the opinion of Communications Officers, Senior Management or Social Media Administrators.

Violation of these terms of use may result in limited or blocked access. We reserve the right to modify this policy at any time.

# STAFF REPORT




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

**From:** Melanie Ducharme

**Department:** Clerk's Department

**Subject:** Stipend/Honorarium Policy 2019/284  
for Volunteer Members of Boards/Committees

**Date:** February 2, 2023

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## **Summary:**

This report responds to direction from Council regarding the policy for payments to volunteer members of advisory and quasi-judicial boards and committees of the Municipality of West Nipissing.

## **Recommendation:**

That this report be received for information and for the purpose of considering amendments to Stipend-Honorarium Policy no. 2019/284

## **Background:**

In 2019 a request was made by Council to consider adopting a policy for the payment of stipend(s) to volunteer members of various municipal boards and committees in order to compensate members for travel, meals, or other extraordinary expenses incurred by them as a result of participation in municipal boards and committees. It was acknowledged that some Boards already pay honorariums and that the new policy, if adopted, would apply only to those not receiving any payment and the policy would only apply to volunteer members.

A report was prepared by staff and considered by the members of Council who, upon consideration of the options, elected to adopt a "flat-rate" stipend, acknowledging that calculating mileage for all of the various members may be cumbersome to manage for both volunteers and staff. Since that time, volunteers have been paid quarterly based on time-sheets submitted by the staff member responsible for the management of the said committee.

In early 2020, as a result of the onset of COVID, most board and committee meetings moved to a virtual platform using Zoom, Teams and other meeting software platforms to meet virtually in order to adhere to social distancing and stay-at-home directives from the Province and local health units.

Notwithstanding that most meetings during the period 2020-2022 were held virtually, payment continued to members in accordance with the Policy as the policy does not contain any language to address virtual attendance.

Schedule "B" attached shows a summary of Stipends paid across the province as of 2019. I have reached out to other municipalities seeking updated information and and most, like West Nipissing, are re-visiting their policies and very little new information is available.

## **Analysis/Consideration:**

The policy currently applies to the following existing Boards/Committees:

- Cemetery Board
- Court of Revision
- Planning Advisory
- Committee of Adjustment
- Museum Advisory
- Economic Development
- Agriculture Advisory
- Accessibility Advisory

Any new boards or committees to be appointed by Council would also be subject to the policy. Library, Environmental Services and Police Board are paid different honorariums based on policies of those specific boards.

### **Financial Consideration:**

The schedule of meetings varies from one committee to another. Some, like Committee of Adjustment, meet monthly, while others like Court of Revision, may meet only once or twice during a council term. The attached Schedule "A" is a chart indicating the numbers of volunteers per committee and the annual financial impact based on an estimation of frequency of meetings. Please note that this is an estimation only, based on a full schedule of meetings of each committee and board and also includes Committees and Boards not yet struck.

In 2022, the approximate amount paid to volunteer members was \$5,500.00, which is well below the estimate in Schedule "A". It should be noted that over the past two years, meeting frequency for many boards and committees was significantly reduced due to COVID restrictions.

### **Local Impact:**

Payment of stipends to volunteer members may remove the financial barrier which may prevent members from volunteering due to the price of gas, meals, etc., arising as a result of having to drive from their homes to attend meetings. Remuneration of members may also serve as an incentive to become involved in volunteer groups as the payment, while small, does acknowledge that time and effort is being expended by residents to be active in their community.

### **Options/Alternatives:**

As noted in the preamble, the current payment regime is based on a flat-rate payment of \$75.00 per volunteer per meeting (which is reduced to \$50.00) if the meeting includes a meal.

In reconsidering the policy, Council may wish to consider:

1. Updating the policy to address virtual attendance. Council will have to determine whether a different rate should apply to those attending virtually;
2. Should mileage be paid separately from the honorarium and, if so, would it cause undue hardship on both staff and members. The current rate paid by the Municipality pursuant to its mileage policy is \$.068/km.
3. Should there be different rates for different committees depending on the amount of time spent in preparation and participation of meetings.

**Attachments:**

Schedule "A" - Summary of Board/Committees in West Nipissing to which Stipends would apply;

Schedule "B" - Chart showing stipends paid in different municipalities (as of 2019)



## SCHEDULE "A"

# VOLUNTEER HONORARIUM / STIPEND ESTIMATED BREAKDOWN BY BOARD & COMMITTEE

CEMETERY BOARD	COURT OF REVISION	ENVIRONMENTAL SERVICES	LIBRARY BOARD	PLANNING ADVISORY	COMMUNITY DEVEL. / ARTS / LEISURE COMMITTEE	PROPERTY STANDARDS	COM. OF ADJUSTMENT	ACCESSIBILITY ADVISORY	AGRICULTURAL ADVISORY	POLICE SERVICES BOARD	YOUTH ACTION ADVISORY	ECONOMIC DEVELOPMENT COMMITTEE
<ul style="list-style-type: none"> <li>5 members at large</li> <li>2 from Council</li> </ul>	<ul style="list-style-type: none"> <li>3 or 5 members at large</li> </ul>	<ul style="list-style-type: none"> <li>5 members at large</li> <li>2 from Council</li> </ul>	<ul style="list-style-type: none"> <li>5 members at large</li> <li>1 from Council</li> </ul>	<ul style="list-style-type: none"> <li>3 members at large</li> <li>4 from Council</li> </ul>	<ul style="list-style-type: none"> <li>7 members at large</li> <li>__ from Council</li> </ul> <p><i>*Not yet named</i> <i>*Not yet convened</i></p>	<ul style="list-style-type: none"> <li>3 members at large</li> </ul>	<ul style="list-style-type: none"> <li>3 members at large</li> <li>2 from Council</li> </ul>	<ul style="list-style-type: none"> <li>min of 3 persons with disability</li> <li>min of 2 members at large</li> <li>1 from Council</li> <li>1 member of Staff</li> </ul>	<ul style="list-style-type: none"> <li>4 members at large</li> <li>1 from Council</li> </ul>	<ul style="list-style-type: none"> <li>1 member at large</li> <li>2 from Council</li> </ul> <p><i>Different rate of \$150/mtg for PSB → Paid by Municipality</i></p>	<ul style="list-style-type: none"> <li>up to 8 members at large</li> <li>1 from Council</li> </ul> <p><i>*Not yet convened</i></p>	<ul style="list-style-type: none"> <li>9 members at large</li> <li>2 from Council</li> </ul>
3 MTGS. / YEAR	1 MTGS. / YEAR	NOT APPLICABLE	NOT APPLICABLE	12 MTGS. / YEAR	6 MTGS. / YEAR	2 MTGS. / YEAR	8 MTGS. / YEAR	4 MTGS. / YEAR	3 MTGS. / YEAR	6 MTGS. / YEAR	4 MTGS. / YEAR	4 MTGS. / YEAR
<i>(rate x # of mtgs) x # of members</i>	<i>(rate x # of mtgs) x # of members</i>	<i>Receive attendance stipend as determined by Env. Services Board policy</i>	<i>Receive attendance stipend as determined by Library Board policy</i>	<i>(rate x # of mtgs) x # of members</i>	<i>(rate x # of mtgs) x # of members</i>	<i>(rate x # of mtgs) x # of members</i>	<i>(rate x # of mtgs) x # of members</i>	<i>(rate x # of mtgs) x # of members</i>	<i>(rate x # of mtgs) x # of members</i>	<i>(rate x # of mtgs) x # of members</i>	<i>(rate x # of mtgs) x # of members</i>	<i>(rate x # of mtgs) x # of members</i>
\$75 = \$1,125	\$75 = \$325			\$75 = \$2,700	\$75 = \$3,150	\$75 = \$450	\$75 = \$1,800	\$75 = \$1,500	\$75 = \$900	\$75 = \$900	\$75 = \$2,400	\$75 = \$2,700

### MAXIMUM COMBINED TOTAL STIPEND PAYOUT PER YEAR

→ Calculated based on the identified number of meetings per year for each Board & Committee

\$75 per meeting :	\$18,050.00
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# SCHEDULE "B"

<b>COMMITTEE / BOARD REMUNERATIONS</b>			
	<b>MUNICIPALITY NAME</b>	<b>MEETING FREQUENCY</b>	<b>HONOURARIUM DETAILS</b>
1	Alnwick/Haldimand	Monthly	No we have not - it is Council (\$75.00 each for 5 Members/mtg.)
2	Arran Elderslie	bi-weekly as part of Council	part of Council
3	Belleville	monthly	No
4	Bluewater	monthly	No
5	Bradford West Gwillimbury	Monthly	\$100.00 per meeting, plus mileage for site visits
6	Brantford	Monthly	Committee of Adjustment only - \$50/mtg (Chair gets \$80/mtg) + - Site visit are remunerated at \$0.52/km
7	Callander	Monthly	\$60 per session
8	Central Frontenac	monthly	Our members are councillors and do not receive a separate rate for attending the committee of adjustment
9	Centre Hastings	As required.	Each member receives \$60 per meeting.
10	City of Burlington	bi weekly	\$100 for the Chair and \$80 for the members
11	City of Greater Sudbury	bi-weekly	no
12	City of Guelph	Monthly and if large volume of applications, bi-monthly.	Chair \$100 per meeting, Members \$85 per meeting.
13	City of Kingston	Monthly	no
14	City of Markham	18 meetings per year	Chair - \$167.00 per meeting, Members \$133 per meeting
15	City of Niagara Falls	monthly	\$60.00
16	City of Peterborough	monthly	Yes - members \$50 per month, chair \$58.33
17	City of Pickering	every 3 weeks	\$80.00 per meeting per member
18	City of Port Colborne	monthly	\$80 Chair \$75 Members per meeting
19	City of Quinte West	Monthly	\$75 per meeting
20	City of St. Thomas	Second Thursday and Fourth Thursday of every month	yes \$50 per meeting
21	City of Temiskaming Shores	Monthly, however meetings are cancelled if there are no applications in a specific month	The Committee is paid an honorarium but to the best of our knowledge there is no by-law establishing the rate
22	City of Thunder Bay	monthly	\$85.00 per meeting for the Chair. \$75.00 per meeting for members
23	City of Vaughn		\$200/mtg for Members, \$234/mtg. for Chair
24	Clarington	Monthly, bi-weekly	\$47.77 per meeting. No mileage
25	Clearview Township	Monthly	No, members are paid \$100 per meeting plus mileage
26	Corporation of the County of Perth	Monthly	No.
27	Corporation of the Municipality of Calvin	As required	N/A
28	Corporation of the Town of Lakeshore	monthly	yes, \$125.00 per meeting and mileage for review of applications at \$0.55 per kilometre
29	Corporation of the Town of Renfrew	Monthly	No

# SCHEDULE "B"

<b>COMMITTEE / BOARD REMUNERATIONS</b>			
<b>MUNICIPALITY NAME</b>	<b>MEETING FREQUENCY</b>	<b>HONOURARIUM DETAILS</b>	
30	County of Brant	Monthly	Yes, \$2,915.12 each per year, plus \$.52/km mileage and \$300 conference allocation
31	County of Hastings	Monthly	no
32	County of Peterborough	every two months	not sure what that is, provided by our finance dept
33	County of Renfrew	As needed	No honorarium. Base salary & per diem plus mileage
34	Dysart et al	monthly	Each Committee member receives \$60/meeting + mileage for site inspections
35	Edwardsburgh Cardinal	on demand	\$50 per hearing per member
36	Elgin County	monthly	yes - \$150.00 per meeting plus mileage (also inspection fee \$60.00 for each application in members area)
37	Essa Township	Monthly	Yes \$85/per meeting \$40/mileage & site visit
38	Fort Frances	Monthly	No
39	Georgina		Committee and Board Members receive \$40/mtg. Committee of Adjustment Members - \$81/mtg. + mileage for site visits
40	Gravenhurst	monthly	None for Council members (2) and \$100.00 per meeting for citizen members
41	Grimsby	monthly	\$50.00
42	Hastings Highlands	Monthly	No
43	Highlands East	as needed	no
44	Kenora	monthly	Yes, \$55 for chair, \$45 for regular members
45	Kirkland Lake	9 times a year	No.
46	Lambton Shores	Monthly	Yes - \$100.00/meeting
47	Loyalist Township	monthly	no
48	Marmora and Lake	as required	My Committee of Adjustment is Council
49	Mattice - Val Côté	as required	No - members of Council have been appointed to the C of A
50	Meaford	monthly	\$120 per meeting
51	Middlesex Centre	once a month	no, our council is our committee
52	Midland	monthly	Yes, but new Council will review.
53	Municipality of Clarington	twice a month on average	\$47.77 per meeting. No mileage.
54	Municipality of East Ferris	Monthly	Honorarium has been approved by resolution. The rate is \$50 per meeting.
55	Municipality of French River	needed basis	No, as the members are Members of Council
56	Municipality of Neebing	When necessary to have a hearing; when an application is filed.	Yes. The members are each paid \$50 for each meeting he/she attends, and an additional \$30 for each site visit he/she makes in preparation for the hearing.
57	Municipality of Northern Bruce Peninsula	Committee is convened when hearings are scheduled	No such by-law

# SCHEDULE "B"

<b>COMMITTEE / BOARD REMUNERATIONS</b>			
<b>MUNICIPALITY NAME</b>	<b>MEETING FREQUENCY</b>	<b>HONOURARIUM DETAILS</b>	
58	Municipality of Trent Lakes	Monthly	75.00 per meeting
59	Municipality of Wawa	Only when we receive application.	There is no Honorarium By-law for our Committee of Adjustment. Our Municipal Council Members form our Committee of Adjustment.
60	Municipality of West Perth	As needed.	Councillor remuneration at a designated meeting rate of \$55.14.
61	North Frontenac	Monthly	\$103.81/Meeting \$19.11/Site Inspection \$0.55/km
62	Pembroke	monthly	Yes by-law passed and \$35 per meeting
63	Powassan	As needed	No
64	Prince Township	monthly	Council forms the Committee of Adjustment and does not get any additional honorarium
65	Region of Durham	monthly	Committee members are provided \$205.00 per meeting. The Chair and Vice-Chair of the Committee are also provided a \$1270.00 and \$635 Stipend.
66	Seguin	monthly	\$60 per meeting plus mileage
67	Severn	Monthly	Yes. \$99.82/meeting for a member and \$124.77/meeting for the Chair (a rotating position).
68	South Glengarry	typically monthly due to the number of applications	No
69	South Huron	for an application	Council members per By-law
70	Southwest Middlesex	monthly	Yes
71	St. Catharines	monthly	\$50 for member, \$75 for Chair & mileage for site tours
72	Strathroy-Caradoc	Monthly	\$50.00 per meeting
73	Tarbutt	monthly as needed	85.00 per meeting for chair 75.00 per meeting for board members mileage and 50.00 for sight visit
74	Tay Valley Township	Monthly	No.
75	The Corporation of Haldimand County	monthly	\$200 per meeting
76	The Corporation of The City of North Bay	bi-weekly	No honorarium paid - only mileage
77	The Corporation of the City of Oshawa	Every 2nd and 4th Wednesday of each month	\$75 per meeting
78	The Corporation of the Town of Caledon	monthly	Chair 140.00
79	The Corporation of the Township of Hamilton	monthly, except for August	\$100/meeting, reimbursement for mileage incurred (City policy)
80	The Township of the North Shore	when needed	\$103.53 per meeting
81	the Village of Westport	as required by the number of applications received	no
82	Town of Amherstburg	Monthly	Yes. \$75/ meeting
83	Town of Arnprior	as needed	Yes, \$75 per meeting
84	Town of Aurora	12 meetings per year	Chair \$125, Committee Members \$120
85	Town of Bancroft	as required	No

# SCHEDULE "B"

<b>COMMITTEE / BOARD REMUNERATIONS</b>			
	<b>MUNICIPALITY NAME</b>	<b>MEETING FREQUENCY</b>	<b>HONOURARIUM DETAILS</b>
86	Town of Fort Erie	monthly - 6 months bi-monthly - 6 months	\$75
87	Town of Hanover	we meet on demand to move the applications forward in a timely manner	yes we pay \$35 per meeting but this will be up for review and could possible go to zero
88	Town of Huntsville	monthly	no - our CofA is solely made up of Council members
89	Town of Kingsville	monthly	yes
90	Town of Mono	Every other month	Yes, \$50 per meeting plus 75 km mileage @ current municipal rate
91	Town of Newmarket	Monthly	Chair receives \$90.00 per hearing; members receive \$75.00 per hearing
92	Town of Niagara-on-the-Lake	Monthly	\$50 plus \$25 for travel; total of \$75 per hearing
93	Town of Oakville	bi-weekly	\$80.00 per meeting attended
94	Town of Parry Sound	As applications are received.	\$75 per meeting for public members (5 members). Councillors paid per remuneration bylaw (2 members).
95	Town of Pelham	Monthly	Not Sure
96	Town of Petrolia	monthly	Yes, \$750 for Chair, \$500 for member, \$250 for alternate member - annually, paid in December
97	Town of Renfrew	Monthly	No
98	Town of Richmond Hill	17 Meetings per year	Chair \$175, Committee Members \$150
99	Town of Smiths Falls	As needed, usually every could of months	Yes, \$25 per meeting for each member.
100	Town of South Bruce Peninsula	monthly if applications are received	No
101	Town of St. Marys	Monthly	\$20/meeting
102	Town of The Blue Mountains	monthly	Mileage rates are as specified by the current MTO rate. 1/2 day meeting = \$75.00 full day meeting = \$110.00 Meals (if required) - Breakfast \$15.00 Lunch \$20.00 Dinner \$40.00
103	Town of Whitchurch-Stouffville	monthly	\$80/meeting plus mileage
104	Township of Admaston/Bromley	when required	Yes - \$50 for the Chair and \$40 per member plus mileage
105	Township of Algonquin Highlands	monthly	\$100 per meeting plus \$10 per application
106	Township of Black River-Matheson	its application based, so if we receive an application, they meet.	n/a
107	Township of Brock	Meetings scheduled monthly if applications received	\$50 per meeting plus mileage
108	Township of Cavan Monaghan	Monthly	No
109	Township of Chatsworth	Monthly (or as needed)	no
110	Township of Dawn-Euphemia	As required	\$90/Meeting
111	Township of Elizabethtown-Kitley	Monthly, on a as-needed basis	\$40 per meeting plus mileage for site visits at \$.45 per kilometre
112	Township of Enniskillen	as required	no
113	Township of Georgian Bay	Monthly	\$150 per meeting

# SCHEDULE "B"

<b>COMMITTEE / BOARD REMUNERATIONS</b>			
<b>MUNICIPALITY NAME</b>	<b>MEETING FREQUENCY</b>	<b>HONOURARIUM DETAILS</b>	
114	TOWNSHIP OF GUELPH/ERAMOSA	twice a month	Previous \$1060.00 but increased in 2018 to \$2,577.00
115	Township of Hornepayne	N/A	N/A
116	Township of Joly	as required	No
117	Township of King	every three 3 weeks (approx. 17 times a year)	\$80/meeting
118	Township of Laurentian Valley	As required timing triggered based on applications filed.	No as all Committee Members are members of Council.
119	Township of Leeds and the Thousand Islands	monthly	\$25.00 per application plus mileage
120	Township of Limerick	As required	\$150 per meeting
121	Township of Lucan Biddulph	As needed (typically monthly)	All 5 members are also members of Council so no additional remuneration paid.
122	Township of Mapleton	monthly when necessary	yes we have a bylaw - amount
123	Township of McNab/Braeside	monthly	Chairperson - \$82.74 Members - \$72.40
124	Township of Muskoka Lakes	monthly	~\$150/meeting
125	Township of North Kawartha	Bi-weekly, as needed	Five Members are also Members of Council - Honorarium is part of the Remuneration they receive as Members of Council
126	Township of Norwich	as required, monthly sometimes, often twice per month	no
127	Township of O'Connor		\$25.00/meeting
128	Township of Oro-Medonte	Monthly	No
129	Township of Ramara	Monthly	\$121.84/meeting
130	Township of South-West Oxford	Once every month or every other month.	No.
131	Township of Stone Mills	Monthly	\$75.00 per meeting plus travel
132	Township of The Archipelago / Arch. Area Planning Board	Monthly with Council on an 'as-required' basis - both the CoA and the Planning Board.	CoA members are Councillors - no additional remuneration. Two PIngBrd members-appointed by the Province receive \$150.00/mtg plus mileage. Six other PIng Brd members are Councillors-no additional remuneration
133	Township of Tiny	monthly	\$60.00 per meeting for the Chair \$50.00 per meeting for each member
134	Township of Uxbridge	monthly	\$25/application Chair also receives addition \$50/meeting
135	Township of Warwick	Monthly (as needed)	We pay on a per diem basis plus mileage. The current rate for the meeting is \$123.91 and mileage is \$0.58 per km.
136	Township of West Lincoln	monthly	yes \$55 per meeting for Chair and \$50 for a sitting member
137	Trent Lakes	monthly	\$75 per meeting
138	Welland	monthly	No By-law. Remuneration for the Committee members is through the annual budget process. The 2018 rate is \$75 per meeting.

# SCHEDULE "B"

## COMMITTEE / BOARD REMUNERATIONS

	<b>MUNICIPALITY NAME</b>	<b>MEETING FREQUENCY</b>	<b>HONOURARIUM DETAILS</b>
139	West Elgin	As needed	No
140	West Nipissing	Monthly	No such bylaw has been passed
141	Whitewater Region	when needed	no as council sits as the committee



**BY-LAW 2023/** [redacted]

**BEING A BY-LAW TO AMEND BY-LAW 2019/60, AS AMENDED, TO REGULATE TRAFFIC AND PARKING IN THE MUNICIPALITY OF WEST NIPISSING**

WHEREAS Council deems it expedient to amend certain Schedules of By-Law 2019/60;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING ENACTS THAT BY-LAW 2019/60, AS AMENDED, BE AMENDED AS FOLLOWS:

1. **THAT** Schedule "I" of By-law 2019/60, as amended, be repealed and replaced with Schedule "I" attached hereto; which shall form part of this By-law:
  - (a) all \$25 fines have been increased to \$50 fines
  
2. **THAT** Schedule "J" of By-law 2019/60, as amended, be repealed and replaced with Schedule "J" attached hereto; which shall form part of this By-law:
  - (a) Increase fine from \$25 up to \$100 for overnight parking on roadside during winter months (Section 5.2)
  - (b) all \$25 fines have been increased to \$50 fines,
  - (c) all \$50 fines have been increased to \$100 fines
  
3. **THAT** this by-law shall take effect on the date it is enacted.

ENACTED AND PASSED THIS [redacted] DAY OF FEBRUARY 2023, AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS OFFICERS.

\_\_\_\_\_  
KATHLEEN THORNE-ROCHON  
MAYOR

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



REVISED : FEB-7-2023

Municipality of West Nipissing  
**TRAFFIC and PARKING BY-LAW**  
**SCHEDULE "I" TO BY-LAW 2023/**  
**amending By-Law 2019/60**

**PART I – PROVINCIAL OFFENCES ACT**

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 SET FINE
1	Place sign imitating authorized sign interfering with authorized sign/traffic control device	Section 2.2	<del>\$ 25.00</del> \$50
2	Maintain sign imitating authorized sign interfering with authorized sign/ traffic control device	Section 2.2	<del>\$ 25.00</del> \$50
3	Display sign imitating authorized sign interfering with authorized sign/ traffic control device	Section 2.2	<del>\$ 25.00</del> \$50
4	Place signal imitating authorized sign interfering with authorized sign/ traffic control device	Section 2.2	<del>\$ 25.00</del> \$50
5	Maintain signal imitating authorized sign interfering with authorized sign/ traffic control device	Section 2.2	<del>\$ 25.00</del> \$50
6	Display signal imitating authorized sign interfering with authorized sign/ traffic control device	Section 2.2	<del>\$ 25.00</del> \$50
7	Place marking imitating authorized sign interfering with authorized sign/ traffic control device	Section 2.2	<del>\$ 25.00</del> \$50
8	Maintain marking imitating authorized sign interfering with authorized sign/ traffic control device	Section 2.2	<del>\$ 25.00</del> \$50
9	Display marking imitating authorized sign interfering with authorized sign/ traffic control device	Section 2.2	<del>\$ 25.00</del> \$50
10	Place device imitating authorized sign interfering with authorized sign/ traffic control device	Section 2.2	<del>\$ 25.00</del> \$50
11	Maintain device imitating authorized sign interfering with authorized sign/ traffic control device	Section 2.2	<del>\$ 25.00</del> \$50
12	Display device imitating authorized sign interfering with authorized sign/ traffic control device	Section 2.2	<del>\$ 25.00</del> \$50
13	Fail to remove "No Parking" signs by person in charge of funeral immediately after completion of funeral service.	Section 10.1(c)	<del>\$ 25.00</del> \$50
14	Fail to remove "No Parking" signs by person in charge of wedding immediately after completion of marriage ceremony.	Section 10. 2(c)	<del>\$ 25.00</del> \$50
15	Drive or enter vehicle upon any highway roped or barricaded or marked by words or writing prohibiting its use.	Section 16.1	<del>\$ 25.00</del> \$50
16	Stand in/on vehicle not designed for carrying passengers or merchandise.	Section 16.2	<del>\$ 25.00</del> \$50
17	Sit in/on vehicle not designed for carrying passengers or merchandise.	Section 16.2	<del>\$ 25.00</del> \$50
18	Ride in/on vehicle not designed for carrying passengers or merchandise.	Section 16.2	<del>\$ 25.00</del> \$50
19	Operate vehicle while person standing on vehicle	Section 16.2	<del>\$ 25.00</del> \$50
20	Operate vehicle while person sitting on vehicle.	Section 16.2	<del>\$ 25.00</del> \$50
21	Operate vehicle while person riding on vehicle.	Section 16.2	<del>\$ 25.00</del> \$50
22	Reverse vehicle into intersection.	Section 16.3	<del>\$ 25.00</del> \$50
23	Reverse vehicle over a crosswalk.	Section 16.3	<del>\$ 25.00</del> \$50
24	Reverse vehicle in unsafe manner.	Section 16.3	<del>\$ 25.00</del> \$50
25	Drive vehicle over curb where no ramp is provided.	Section 16.4	<del>\$ 25.00</del> \$50
26	Drive vehicle over unprotected fire hose used in firefighting.	Section 16.5	<del>\$ 25.00</del> \$50
27	Emerging from lane, driver fails to yield right-of-way to pedestrian.	Section 17.1	<del>\$ 25.00</del> \$50
28	Emerging from lane, driver fails to yield right-of-way to avoid collision.	Section 17.1	<del>\$ 25.00</del> \$50
29	Emerging from approach, driver fails to yield right-of-way to pedestrian.	Section 17.1	<del>\$ 25.00</del> \$50
30	Emerging from approach, driver fails to yield right-of-way to avoid collision.	Section 17.1	<del>\$ 25.00</del> \$50

REVISED : FEB-7-2023

Municipality of West Nipissing  
**TRAFFIC and PARKING BY-LAW**  
**SCHEDULE "I" TO BY-LAW 2023/**    
**amending By-Law 2019/60**

**PART I – PROVINCIAL OFFENCES ACT**

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 SET FINE
31	Emerging from driveway, driver fails to yield right-of-way to pedestrian.	Section 17.1	<del>\$ 25.00</del> \$50
32	Emerging from driveway, driver fails to yield right-of-way to avoid collision.	Section 17.1	<del>\$ 25.00</del> \$50
33	Emerging from lot, driver fails to yield right-of-way to pedestrian.	Section 17.1	<del>\$ 25.00</del> \$50
34	Emerging from lot, driver fails to yield right-of-way to avoid collision.	Section 17.1	<del>\$ 25.00</del> \$50
35	Emerging from building, driver fails to yield right-of-way to pedestrian.	Section 17.1	<del>\$ 25.00</del> \$50
36	Emerging from building, driver fails to yield right-of-way to avoid collision.	Section 17.1	<del>\$ 25.00</del> \$50
37	Drive vehicle on sidewalk.	Section 18.1	<del>\$ 25.00</del> \$50
38	Person on roller skates going upon a roadway except while crossing.	Section 19.1	<del>\$ 25.00</del> \$50
39	Person on coaster going upon a roadway except while crossing.	Section 19.1	<del>\$ 25.00</del> \$50
40	Person on toy vehicle or similar device going upon a roadway except while crossing	Section 19.1	<del>\$ 25.00</del> \$50
41	Board or alight from vehicle while it is in motion.	Section 20.1	<del>\$ 25.00</del> \$50
42	Drive on or over newly painted lines or signs	Section 22.1	<del>\$ 25.00</del> \$50
43	Tamper with newly painted lines or signs	Section 22.1	<del>\$ 25.00</del> \$50
44	Walk on newly painted lines or signs	Section 22.1	<del>\$ 25.00</del> \$50
45	U-turn where prohibited.	Section 23.2	<del>\$ 25.00</del> \$50
46	Left turn at times and places where prohibited.	Section 23.3	<del>\$ 25.00</del> \$50
47	Operate Heavy vehicles on highway not designated as truck route except to deliver or receive	Section 28.2(a)	<del>\$ 25.00</del> \$50

**NOTE: The general penalty provisions for the offences listed above is Section 15.4 of bylaw 2019/60, a certified copy of which has been filed and s. 61 of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended**

REVISED : FEB-7-2023

Municipality of West Nipissing  
**TRAFFIC and PARKING BY-LAW**  
**SCHEDULE "J" TO BY-LAW 2023/**  
**amending By-Law 2019/60**

**PART II – PROVINCIAL OFFENCES ACT**

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 Early voluntary payment payable within 7 days	COLUMN 4 SET FINE
<del>1</del>	<del>Stop vehicle contrary to sign from Coursol Road to Floral Road</del>	<del>Sect. 7.1</del>	<del>\$ 15.00</del>	<del>\$ 25.00</del>
<del>2</del> 1	Park on other than right side of highway	Sect. 3.1(a)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>3</del> 2	Improper angle park	Sect. 3.1(c)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>4</del> 3	Park vehicle on / overhanging a sidewalk	Sect. 4.1(a)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>5</del> 4	Park vehicle on boulevard	Sect. 4.1(b)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>6</del> 5	Park vehicle within an intersection	Sect. 4.1(c)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>7</del> 6	Park vehicle on crosswalk	Sect. 4.1(d)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>8</del> 7	Park vehicle within 3.5 meters of fire hydrant	Sect. 4.1(e)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>9</del> 8	Park vehicle within 9.5 meters of intersection.	Sect. 4.1(f)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>10</del> 9	Park vehicle within 9.5 meters of cross-walk.	Sect. 4.1(g)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>11</del> 10	Park vehicle within 9.5 meters of stop sign at an intersection.	Sect. 4.1(g)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>12</del> 11	Park vehicle in front of or within 1.5 meter of entrance to private driveway.	Sect. 4.1(h)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>13</del> 12	Park vehicle to prevent ingress or egress to/from driveway.	Sect. 4.1(h)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>14</del> 13	Park vehicle in front of or within 3.5 meters of entrance/exit from public lane/driveway.	Sect. 4.1(i)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>15</del> 14	Park vehicle adjacent to either side or end of any central median that divides any roadway.	Sect. 4.1(j)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>16</del> 15	Park vehicle on a bridge.	Sect. 4.1(k)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>17</del> 16	Park vehicle in any subway or underpass.	Sect. 4.1(k)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>18</del> 17	Park vehicle on approaches to bridges / subways / underpass.	Sect. 4.1(k)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>19</del> 18	Park vehicle – prevent removal of previously parked vehicle.	Sect. 4.1(l)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>20</del> 19	Park vehicle in front of entrance where goods or merchandise are delivered/removed.	Sect. 4.1(m)	N/A	<del>\$ 50.00</del> \$100
<del>21</del> 20	Park vehicle opposite the entrance to hospital.	Sect. 4.1(m)	N/A	<del>\$ 50.00</del> \$100
<del>22</del> 21	Park vehicle in front of entrance to or any emergency exit.	Sect. 4.1(m)	N/A	<del>\$ 50.00</del> \$100
<del>23</del> 22	Park vehicle on any roadway for longer than 4 consecutive hours.	Sect. 4.1(n)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>24</del> 23	Park vehicle on highway to interfere with traffic.	Sect. 4.1(o)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>25</del> 24	Park vehicle on highway to interfere with clearing snow.	Sect. 4.1(o)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>26</del> 25	Park vehicle on highway within 23 meters of any intersection.	Sect. 4.2(a)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>27</del> 26	Park vehicle on highway on any hill contrary to sign.	Sect. 4.2(a)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>28</del> 27	Park vehicle on any highway adjacent or opposite to any school property contrary to sign.	Sect. 4.2(b)	N/A	<del>\$ 50.00</del> \$100
<del>29</del> 28	Park vehicle adjacent or opposite to municipal playground contrary to sign.	Sect. 4.2(b)	N/A	<del>\$ 50.00</del> \$100
<del>30</del> 29	Park vehicle adjacent or opposite to municipal park contrary to sign.	Sect. 4.2(b)	N/A	<del>\$ 50.00</del> \$100
<del>31</del> 30	Park vehicle adjacent or opposite to municipal ballfield contrary to sign.	Sect. 4.2(b)	N/A	<del>\$ 50.00</del> \$100

REVISED : FEB-7-2023

Municipality of West Nipissing  
**TRAFFIC and PARKING BY-LAW**  
**SCHEDULE "J" TO BY-LAW 2023/**  
**amending By-Law 2019/60**

**PART II – PROVINCIAL OFFENCES ACT**

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 Early voluntary payment payable within 7 days	COLUMN 4 SET FINE
<del>32</del> 31	Park vehicle adjacent or opposite to municipal recreation area contrary to sign.	Sect. 4.2(b)	N/A	<del>\$ 50.00</del> \$100
<del>33</del> 32	Park vehicle on highway where prohibited by sign.	Sect. 4.2(c)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>34</del> 33	Park vehicle on any highway within 7 meters bus stop contrary to sign.	Sect. 4.2(d)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>35</del> 34	Park vehicle on, in or upon any public lane contrary to sign.	Sect. 4.2(e)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>36</del> 35	Park vehicle on Streets contrary to sign.	Sect. 4.3	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>37</del> 36	Park vehicle on street at stated times contrary to sign.	Sect. 5.1	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>38</del> 37	Park vehicle on any highway under municipal jurisdiction between 12:00 midnight and 7:00 a.m. – Unauthorized month.	Sect. 5.2	<del>\$ 15.00</del> \$50	<del>\$ 25.00</del> \$100
<del>39</del> 38	Park Commercial vehicle between 9:00 p.m. and 7:00 a.m.	Sect. 5.3(a)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>40</del> 39	Park Commercial trailer between 9:00 p.m. and 7:00 a.m.	Sect. 5.3(a)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>41</del> 40	Park Commercial vehicle on municipally owned property where prohibited by sign.	Sect. 5.3(b)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
<del>4</del> 41	Stop vehicle contrary to sign from Coursol Road to Floral Road	Sect. 7.1	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
42	Park a vehicle between the hours of 9:00 a.m. and 6:00 p.m. in loading zone.	Sect. 8.1	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
43	Stop/Park vehicle upon highway of municipal property to display it for sale.	Sect. 9.1(a)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
44	Stop/Park vehicle upon highway of municipal property to store it	Sect. 9.1(b)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
45	Stop/Park vehicle upon highway of municipal property to wash.	Sect. 9.1(c)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
46	Stop/Park vehicle upon highway of municipal property to service.	Sect. 9.1(c)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
47	Stop/Park vehicle upon highway of municipal property to paint.	Sect. 9.1(c)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
48	Stop/Park vehicle upon highway of municipal property to repair.	Sect. 9.1(c)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
49	Park vehicle at any of Parking meters or along curb space where "No Parking" signs have been placed by Director of funeral home.	Sect. 10.1(b)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
50	Park vehicle along curb space where "No Parking" signs placed by person re: marriage ceremony.	Sect. 10.2(b)	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
51	Park in accessible parking space without permit.	Sect. 13.1	N/A	\$ 300.00
52	Stop a vehicle on crosswalk.	Sect. 16.6	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50
53	Stop a vehicle on intersection.	Sect. 16.6	<del>\$ 15.00</del> \$30	<del>\$ 25.00</del> \$50

**NOTE:** The general penalty provisions for the offences listed above is Section 15.4 of bylaw 2019/60, a certified copy of which has been filed and s. 61 of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended

# MEMORANDUM



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**TO:** Mayor and Council  
**FROM:** Jay Barbeau, CAO  
**DATE:** February 2, 2023  
**RE:** **PROPOSED BUDGET PROCESS AND MEETING DATES**

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It is that time of year when deliberations take place with the goal of approving an annual budget. We are a few weeks behind schedule (*sorry about that*) because of the many files that have been delayed last term as well as the many new files working with the present Council.

Staff have provided their budget requests to myself and the Director of Corporate Services attention. We are presently refining the requests and compiling the information in a draft document. The respective managers will be reaching out to their appointed Committee Chairs to provide their explanations as to what is being requested. Once that has taken place, the draft budget will be presented to council in advance of the first meeting.

At our term planning session, I informally polled Council about their preference to have Budget meetings on a given Saturday or to have it during evenings. The preference is to hold sessions during the evening. With that in mind, I am proosing the following dates:

- Wednesday, February 22<sup>nd</sup>
- Thursday, February 23<sup>rd</sup>
- Wednesday, March 1<sup>st</sup>
- Thursday, March 2<sup>nd</sup>
- Wednesday, March 8<sup>th</sup>
- Thursday, March 9<sup>th</sup>.

If you would kindly provide your availability for the above dates by email to Ms. Dupuis, Deputy Clerk, as soon a possible so that we may finalize and prepare accordingly.

Thank you,

Proposed Bylaw  
Municipality of West Nipissing

Over the last few years that I recall (5yrs min) there is the presence of loud, high pitching exhaust noise emanating from snow machines running their engines with non-stock exhaust systems, commonly know as “CAN”.

I reside on Champagne Rd and during certain times during the winter snow machine operators purposely rev their engines causing a very loud exhaust noise at all hours of the day and night for no apparent reason.

There is no sanctioned racing events being taken place and there is no reason known to me why you would purposely annoy the residents of this community.

The exhaust systems are illegal under the Motorized Snow Vehicle Act, Section 18 (2). At times the offence is enforced when snow vehicles are operated on the highway, trail or crown lands.

Unfortunately, no enforcement or education can be conducted when snow vehicles are operated on private lands. In southern Ontario you seldom see this exhaust systems offence as property owners will terminate trail permissions. The majority of operators are responsible as there is limited access to trails on private property.

I propose a discussion amongst councillors of West Nipissing to put forth a bylaw that hold property owners responsible for operating, allowing operation of snow vehicles with non-stock exhaust systems, especially when a complaint comes forward due to the excessive noise from snow vehicles and the residents are the subject of this annoyance.

For example

No property owner of the Municipality of West Nipissing permit or allow the operation of motorized snow vehicles on their property with non-stock exhaust systems.

The property owner is solely responsible for any operation of a motorized snow vehicle on their property with non-stock exhaust systems that when operated cause excessive noise to the residents of the municipality.

Ken Rhame  
Sturgeon Falls, ON

**Janice Dupuis**

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**Subject:** FW: Arcand Subdivision Tanner Lake

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**From:** Rick Miller <[rmiller@musurveying.com](mailto:rmiller@musurveying.com)>  
**Sent:** January 23, 2023 9:00 AM  
**To:** Melanie Ducharme <[mducharme@municipality.westnipissing.on.ca](mailto:mducharme@municipality.westnipissing.on.ca)>  
**Subject:** Arcand Subdivision Tanner Lake

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

Hi Melanie

Further to our phone conversation last week I wish to formally asked for an extension of the draft approval of the above noted subdivision your file SUB2018-01 which was approved August 23, 2018. Shortly after the approval there was a notice of litigation put on the title of this land which was a family dispute that was not settled in the courts until the summer of 2021. When this action was going on you stated the Municipality could not proceed with the registration of the subdivision.

Due to the on going situation with COVID we did not receive instructions from our client to complete the subdivision until 2022, we are presently in a position to register the subdivision this spring so if we can get an extension of the approval that will complete this file.

If you have any further questions please give me a call.

Thanks Rick

Richard D. Miller, B.Sc. OLIP  
Ontario Land Surveyor  
President



**Miller & Urso**  
SURVEYING · ENGINEERING · PLANNING

**Miller & Urso Surveying Inc.**  
1501 Seymour Street  
North Bay , On, P1A 0C5  
P: (705) 474-1210  
F: (705) 474-1783




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

Resolution No.

**2018 / 296**

**AUGUST 14, 2018**

Moved by / *Proposé par* : 

Seconded by / *Appuyé par* : 


**WHEREAS** a public meeting of the West Nipissing Planning Advisory Committee was held on August 13, 2018, to consider draft approval of a Plan of Subdivision Application No. SUBD 2018/01 made by Georges and Marie Arcand for a subdivision of six (6) lots on lands legally described as Part Lot 11 & 12, Con 6, 36R-13788, Parts 2 & 9, Geographic Township of Springer, now Municipality of West Nipissing, District of Nipissing;

**AND WHEREAS** public submissions were made and considered by the West Nipissing Planning Advisory Committee;

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

**BE IT THEREFORE RESOLVED THAT** draft plan of Subdivision, be granted for Subdivision Application No. SUBD 2018/01 made by Georges and Marie Arcand for subdivision of six (6) lots on lands legally described as Part Lot 11 & 12, Con 6, 36R-13788, Parts 2 & 9, Geographic Township of Springer, now Municipality of West Nipissing, District of Nipissing, subject to the recommendation of the West Nipissing Planning Advisory Committee, attached hereto, including Schedule "A" thereto.

	YEAS	NAYS
BRISSON, Denise		
DUHAIME, Yvon		
FORTIER, Guy		
LARABIE, Roland		
MALETTE, Léo		
RESTOULE, Jamie		
ROBERGE, Normand		
TESSIER, Guilles		
SAVAGE, Joanne (MAYOR)		

Carried:  \_\_\_\_\_  
 Defeated: \_\_\_\_\_  
 Deferred or tabled: \_\_\_\_\_



Resolution No.

2018 / 20

**WEST NIPISSING PLANNING ADVISORY COMMITTEE**

**August 13, 2018**

Moved by / Proposé par :



Seconded by / Appuyé par :



WHEREAS a Public meeting was held on ~~May 8, 2017~~ <sup>WP Aug 13, 2018</sup> for draft plan approval of a plan of subdivision located on Lac Clair/Clear Lake in the Township of Springer, Municipality of West Nipissing;

AND WHEREAS written concerns have been received and considered  Yes  No

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

BE IT RESOLVED that the Planning Advisory Committee of West Nipissing

- RECOMMENDS
- DOES NOT RECOMMEND

draft approval of the Application for Subdivision Approval made by Georges and Marie Arcand for plan of subdivision located on Clear Lake/Lac Clair, in the Geographic Township of Springer, Municipality of West Nipissing.

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

- The lands shall be re-zoned to an SR (Shoreline Residential) Exception Zone to recognize both existing and proposed non-conforming uses and standards.
- That Consent be obtained from the Committee of Adjustment for the Municipality of West Nipissing for the right of way;
- That written confirmation from the North Bay Mattawa Conservation Authority be obtained for Lot 1 with respect to the on-site services;

Defeated:	
Deferred/Tabled:	

CHAIR



SECRETARY



	Yeas	Nays
Duhaime, Yvon		
Fortier, Guy		
Gagnon, Roger		
Pellerin, Fernand		
Roberge, Normand		
Savage, Joanne		
Tessier, Guilles		

## Schedule A

### SPECIAL CONDITIONS OF DRAFT APPROVAL

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

- 1) The Corporation of the Municipality of West Nipissing's conditions and amendments to final plan of approval, for registration of Subdivision File No. SUBD2018/01 made by **GEORGES AND MARIE ARCAND** are as follows:
- 2) That this approval expires three (3) years from the date of approval shown by the "Draft Plan Approval Stamp" on the face of the draft plan. If there is an appeal to the Ontario Municipal Board under section 51 (39) of the *Planning Act*, the three (3) year expiration period does not begin until the date of the order of the Ontario Municipal Board issued in respect of the appeal or from the date of a notice issued by the Board under section 52(51) of the *Planning Act*.
- 3) This Draft Approval applies to the Plan of Subdivision prepared by **MILLER & URSO SURVEYING** as shown on the attached Schedule A, dated May 15, 2018 which is comprised of 9.07 hectares.
- 4) That prior to signing the Final Plan by the Municipality, the proposed subdivision conforms to the Zoning By-law in effect for the Municipality or with respect to any zoning conditions contained herein;
- 5)
- 6) That the owner agrees in writing to satisfy all requirements, financial and otherwise of the Municipality of West Nipissing concerning provision of roads, installation of services, and drainage.
- 7) That such easements as may be required for utility or drainage purposes shall be granted to the appropriate authority.
- 8) That the owner agrees to convey up to 5% of the land included in the plan or cash-in-lieu to the Municipality for park or other public recreational purposes.
- 9) The owner covenants and agrees to provide the municipality with evidence that satisfactory arrangements, financial and otherwise, have been made with Canada Post Corporation for the installation of Community Mail Boxes (CMB) as required by Canada Post Corporation. The owner further agrees to provide notice to prospective purchaser of the locations of the CMB and that home/business mail delivery will be provided by CMBs provided by the owner, provided that the owner has paid for the activation and equipment installation of the CMB's.
- 10) That the Subdivision Agreement between the owner and the Municipality be registered by the Municipality against lands to which it applies once the Plan of Subdivision has been registered prior to any encumbrances.

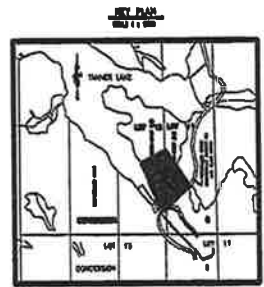
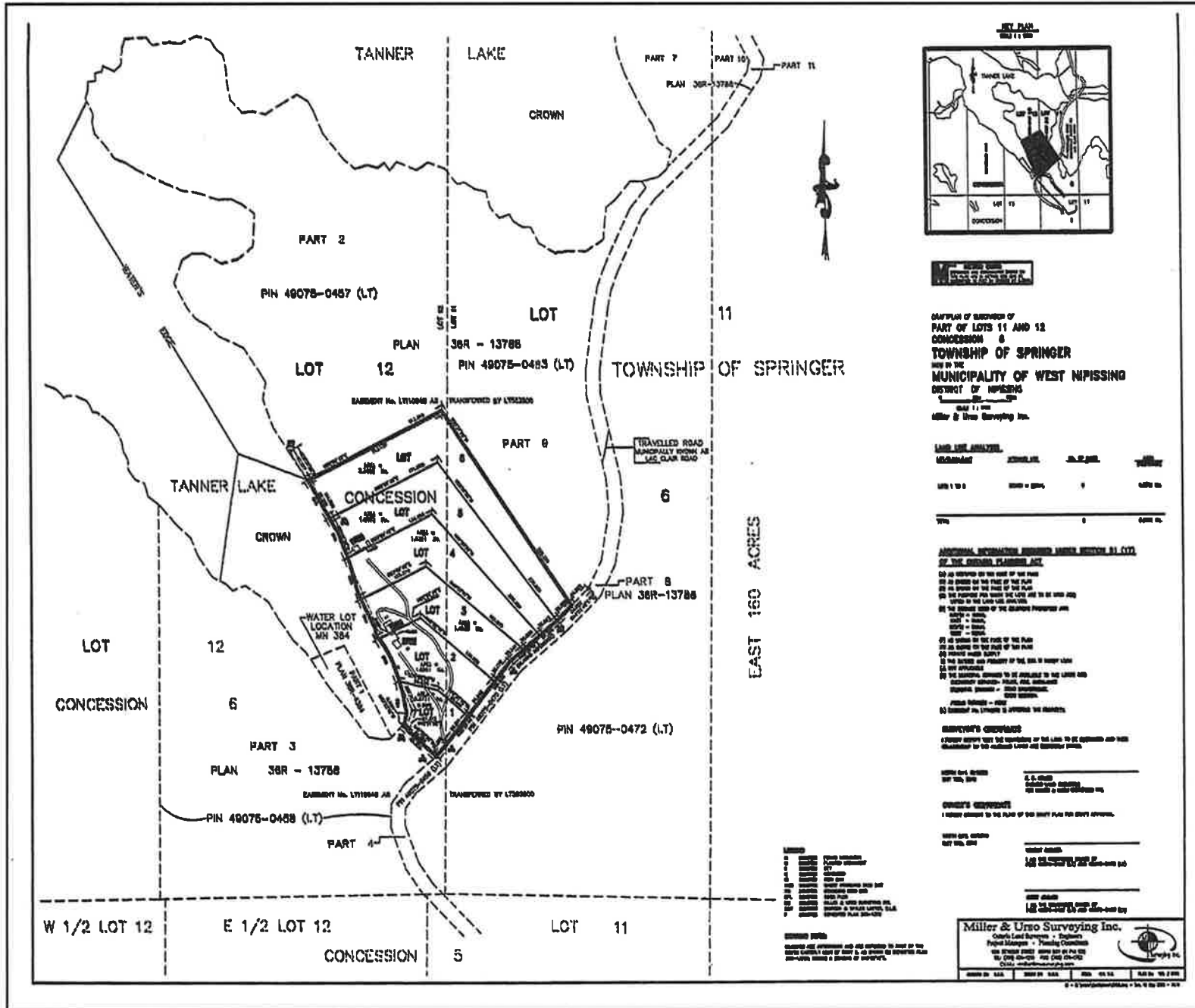
- 11) That the Subdivision Agreement between the owner and the Municipality contain a Special Provision with wording acceptable to Greater Sudbury Hydro Utilities (GSU) or Hydro One to ensure that:
- a. Prior to final approval, a copy of the lot grading and drainage plan, showing existing and final grades,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

#### NOTES

- 1) We suggest you make yourself aware of the following:
- a) Section 143(1) of The Land Titles Act, R.S.O. 1980 as amended, which requires all new plans to be registered in a land titles system.
  - b) Section 143(2) allows certain exceptions.
- 2) ~~Prior to any construction, a Fill, Construction and Alteration to Waterways Permit is required from the North Bay-Mattawa Conservation Authority. The subject lands are within an area regulated by the North Bay-Mattawa Conservation Authority under Ontario Regulation 162/90. This regulation is pursuant to Section 28 of the Conservation Authorities Act of Ontario.~~
- 3) ~~Private water supply and sewage disposal facilities must be approved by the Ministry of the Environment, or its agent in certain areas, in accordance with Ontario Regulations 229/74 as amended, made under the Environmental Protection Act, 1971, as amended.~~
- 4) We recommend you make yourself aware of applicable Federal and Provincial laws regarding construction in proximity to waterbodies.
- 5) The Developer is hereby advised that prior to commencing any work within the Plan, the Developer must confirm that sufficient wire-line communication/telecommunication infrastructure is currently available within the proposed development to provide

communication/telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure. If the Developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the Developer shall be required to demonstrate to the municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e., 911 Emergency Services).

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



**MAP PLAN OF SUBDIVISION OF PART OF LOTS 11 AND 12 CONCESSION 6 TOWNSHIP OF SPRINGER IN THE MUNICIPALITY OF WEST NISSISSING DISTRICT OF NIPISSING**  
 PLAN 38R-13788  
 Miller & Urso Surveying Inc.

LAND USE ANALYSIS	AGRICULTURE	RESIDENTIAL	INDUSTRIAL	OTHER
LOT 1 TO 8	2000 + 2000	0	0	0
<b>TOTAL</b>	<b>4000</b>	<b>0</b>	<b>0</b>	<b>0</b>

**ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51 (1) OF THE CONVEYANCE ACT**  
 (a) AS SHOWN ON THE PLAN OF THE PLAN  
 (b) AS SHOWN ON THE PLAN OF THE PLAN  
 (c) AS SHOWN ON THE PLAN OF THE PLAN  
 (d) AS SHOWN ON THE PLAN OF THE PLAN  
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 (w) AS SHOWN ON THE PLAN OF THE PLAN  
 (x) AS SHOWN ON THE PLAN OF THE PLAN  
 (y) AS SHOWN ON THE PLAN OF THE PLAN  
 (z) AS SHOWN ON THE PLAN OF THE PLAN

**SURVEYOR'S CERTIFICATE**  
 I HEREBY CERTIFY THAT THE SURVEYING OF THE LAND IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE ACT AND THE REGULATIONS THEREUNDER.

**OWNER'S CERTIFICATE**  
 I HEREBY CERTIFY TO THE PLAN OF THIS SURVEY PLAN FOR MY APPROVAL.

**Miller & Urso Surveying Inc.**  
 Ontario Land Surveyors - Registered  
 Professional Engineers - Training Committee  
 100 BRIDGE STREET SUITE 201 W. WILSON  
 WILSON, ONTARIO L9R 1K2  
 TEL: (416) 491-1100 FAX: (416) 491-1101  
 WWW: www.millersurveys.com

DATE OF PLAN: 2018-05-15  
 DATE OF SURVEY: 2018-05-15  
 DATE OF PRINT: 2018-05-15  
 DATE OF FILE: 2018-05-15

# PLANNING REPORT

**Zoning Amendment File No. ZBLA2023/02**

Applicant: Kadlec, Trevor

Property: 69 Bay Street, Sturgeon Falls ON

Date: January 30, 2023



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## 1. INTRODUCTION

The purpose of this Planning Report is to address all provincial and municipal land use policies governing the proposed re-zoning of the property located at 69 Bay Street, Sturgeon Falls, Ontario. The proposed zoning amendment is being sought in order to establish an administrative office for a start-up landscaping business and to allow for storage of the appurtenant equipment for the business at the rear of the property.

## 2. SITE AND BACKGROUND INFORMATION

The property is located on the north side of Bay Street, west of the intersection of Bay and Ottawa Streets. The property is approximately 3483m<sup>2</sup> (0.8Ac) on which there is a legal triplex dwelling as well as existing accessory structures (2 sheds and 1 garage). In 2021, the previous owner acquired vacant landlocked lands at the rear of the property from the Municipality of West Nipissing. The property abuts residential dwellings on the east, vacant lands to the south and industrial uses on the west. There is an existing drainage course on the property

## 3. DEVELOPMENT PROPOSAL

The applicant is proposing to re-zone the lands from Residential Three (R3) to General Commercial Exception Zone 4 (C1-4) in order to use a portion of the property for the establishment of a landscaping maintenance and management company which will require the conversion of one residential unit into an office space and the storage of the equipment associated with the business the rear of the property. The owner does not reside on the property and, as such, cannot make use of the Home Industry provisions of the By-Law. Accordingly, the intent is to rezone the property to a Special commercial zone which will permit the property to be used for specific commercial purposes while maintaining the residential uses as accessory thereto. All commercial zones permit accessory residential uses in addition to the commercial uses. In this instance, an exception will be required as the residential units are existing and are located on the main floor of the building

## 4. POLICY CONTEXT

### 4.1 Provincial Policy Statement

The *Provincial Policy Statement 2020 (PPS)* provides a policy framework for land use within the Province of Ontario. It is the responsibility of the local planning authority(s), in this case the Municipality of West Nipissing, to uphold the policies of the PPS, pertaining to land use planning and development. In particular, the planning authorities must ensure that their decisions are consistent with key provincial interests.

“The Provincial Policy Statement focuses growth and development within urban and rural settlement areas while supporting the viability of rural areas. It recognizes that the wise management of land use change may involve directing, promoting or sustaining development. Land use must be carefully managed to accommodate appropriate development to meet the full range of current and future needs, while achieving efficient development patterns and avoiding significant or sensitive resources and areas which may pose a risk to public health and safety. Planning authorities are encouraged to permit and facilitate a range of housing options, including new development as well as residential intensification, to respond to current and future needs.”



The following sections of the PPS illustrate the consistency of the decision to re-zone the property to Commercial One (C1).

#### 4.1.1 Section 1.1.3 Settlement Areas

Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets. Ontario's settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available.

The vitality and regeneration of settlement areas is critical to the long-term economic prosperity of our communities. Development pressures and land use change will vary across Ontario. It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.

1.1.3.1 Settlement areas shall be the focus of growth and development.

1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- a) efficiently use land and resources;
- b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
- c) minimize negative impacts to air quality and climate change, and promote energy efficiency;
- d) prepare for the impacts of a changing climate;
- e) support active transportation;
- f) are transit-supportive, where transit is planned, exists or may be developed; and
- g) are freight-supportive.

Land use patterns within settlement areas shall also be based on a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.

#### 4.1.2 Section 1.3 Employment

1.3.1 Planning authorities shall promote economic development and competitiveness by:

- a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;
- b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;

#### 4.1.3 Section 1.6.6 Sewage, Water and Stormwater

1.6.6.2 Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. Within settlement areas with existing municipal sewage services and municipal water

services, intensification and redevelopment shall be promoted wherever feasible to optimize the use of the services.

The property is serviced by municipal water and sanitary services.

## **5. LOCAL POLICY DOCUMENTS**

### **5.1 Official Plan**

The West Nipissing Official Plan, which was adopted by Council on April 15, 2008 and approved by the Ministry of Municipal Affairs and Housing on December 7, 2011. The Official Plan provides the framework for land use planning in the Municipality of West Nipissing.

The property is located in the Residential District of the Sturgeon Falls Urban Settlement Area. The property is located within an area comprised of a mix of residential, commercial and industrial uses.

#### *5.1.1 Section 3.06.1 Urban Settlement Areas*

##### **1. Designation of Urban Settlement Areas**

The following communities, inclusive of all lands shown on the Land Use Schedules are designated as Urban Settlement Areas:

- Sturgeon Falls/Cache Bay
- Verner (subject to Section 4.06.3.1)

##### **2. Characterization of Urban Settlement Areas**

Urban Settlement Areas are characterized as urban communities with a well-developed built-form, a diverse mix of land uses and which have full municipal sewage and water services or partial services. These communities are considered to be the primary settlement areas for future development.

##### **4. Urban Service Limits**

Development shall be directed first and foremost to lands within the designated Urban Service Limits as illustrated on the Land Use Schedules for Urban Settlement Areas. Development, other than infill on existing lots of record, may be permitted under limited and/or temporary circumstances beyond the Urban Service Limits in accordance with Sections 3.06.5 and Section 3.06.6.

#### *5.1.2 Section 3.06.5 Land Use Districts*

The Land Use Districts set out in the Land Use Schedules are intended to distinguish the areas designated for major land use categories i.e. Residential, Commercial, Employment, Waterfront, Rural, Salvage Yard.

##### **1. Urban Settlement Areas**

Within Urban Settlement Areas, the Residential District, Commercial District and Employment District indicate areas within which the major land uses permitted are residential, commercial and industrial, respectively.

Other land uses may be permitted in these Land Use Districts which are compatible, related or incidental to the major land use. In a Residential District, examples include neighborhood serving uses such as open space, convenience commercial and public service facilities (including institutional uses).

## **5.2 Zoning By-law**

The property is zoned R3 (Residential, three) in the Municipality of West Nipissing Zoning By-Law 2014-45. The proposal is to amend the zoning to General Commercial (C1), the permitted uses for the C1 zone are detailed on Table 7.1 of the Zoning By-law as shown on Figure 4.

As noted on the Table, the permitted uses in a C1 zone are extensive and many may not be compatible with the objectives of the West Nipissing Official Plan. It is therefore recommended that the proposed permitted uses of the zone be limited in scope and that the zoning amendment be changed to (General Commercial) C1 – Exception Zone 4 and that the permitted uses and accessory uses be as follows:

### **Permitted Uses:**

- Business, Professional or Administrative Office; and
- Contractor’s Establishment.

### **Permitted Accessory Uses:**

- Outdoor Storage
- Residential Units on main floor

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

The West Nipissing Site Plan Control By-Law No. 2015-63 was enacted as a tool to establish areas of Site Plan Control in order for the municipality to ensure that development in specifically designated zones will proceed in accordance with certain standards.

Section 1c(i) of the Site Plan Control By-Law provides that any lands which are identified through conditions of a planning approval, namely the subject of a zoning amendment shall be subject to the provisions of the By-Law.

The Committee may wish to consider placing the property under Site Plan control.

## **6. CORRESPONDENCE/INFORMATION ATTACHED**

Notice was circulated to property owners within 120 meters (400 feet) of the subject lands and a Notice of Public Meeting was posted on the subject property, as is required by the *Planning Act* (Ontario). As well, public utilities and the West Nipissing Fire Service has been notified.

Comments, objections and expressions of concern have been received with respect to the proposed development and are attached as Appendix 1.

## **7. SUMMARY AND RECOMMENDATIONS**

In accordance with the provisions of the *Planning Act*, the undersigned has reviewed the proposal having regard to matters of provincial interest and for consistency with the Provincial Policy Statement 2020.

In addition, the application has been reviewed within the context of the West Nipissing Official Plan and Zoning by-law No. 2014-45. The proposed application to re-zone the property from Residential Three (R3)

to (General Commercial Exception Zone 4) C1-4 to establish a landscaping business is in general conformity with the policies of the West Nipissing Official Plan.

Melanie Ducharme,  
Municipal Clerk/Planner

Figure 1 – Aerial Imagery



Figure 2 – Site Plan and Photographs of Property

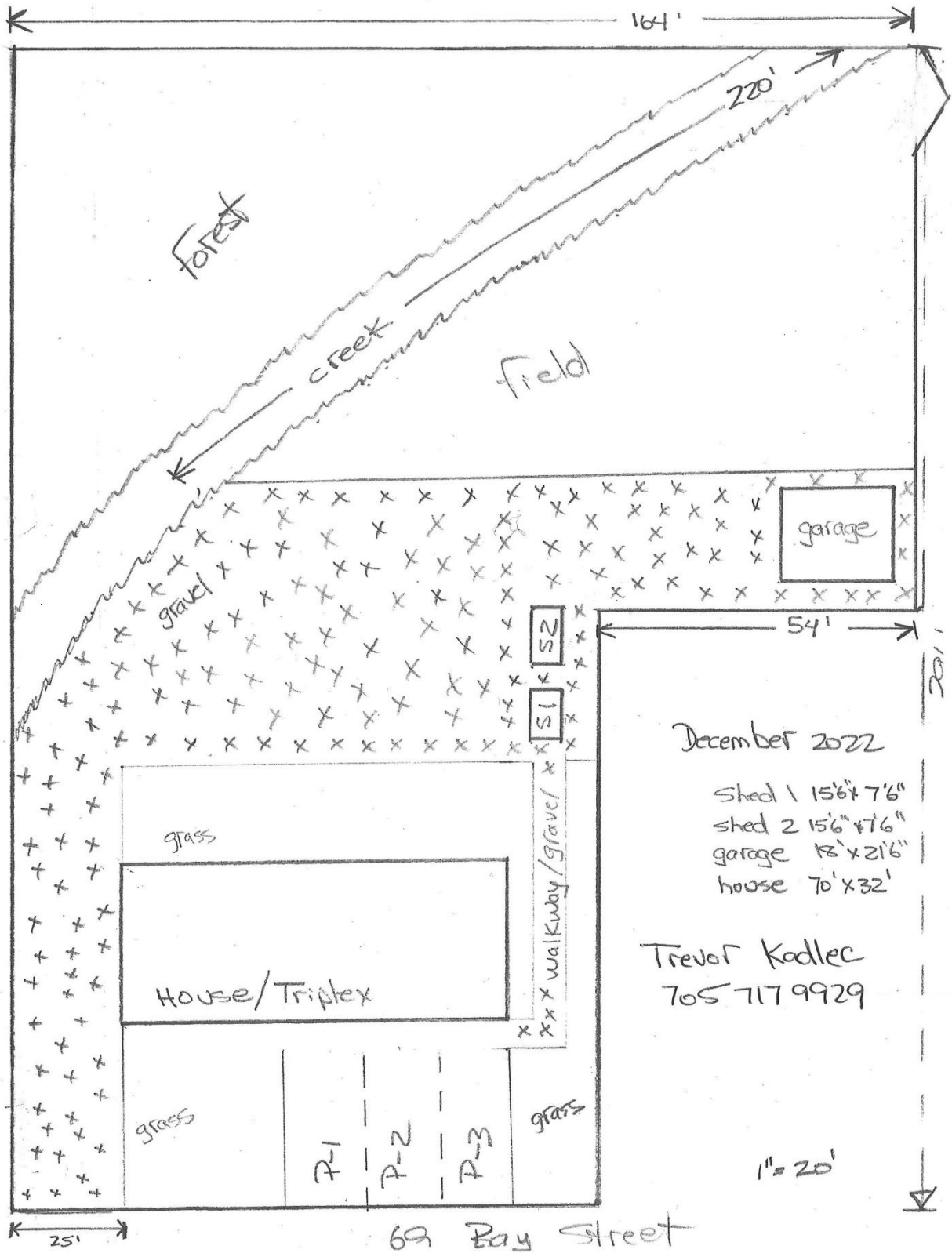










Figure 2 – West Nipissing Official Plan – Land Use Schedule

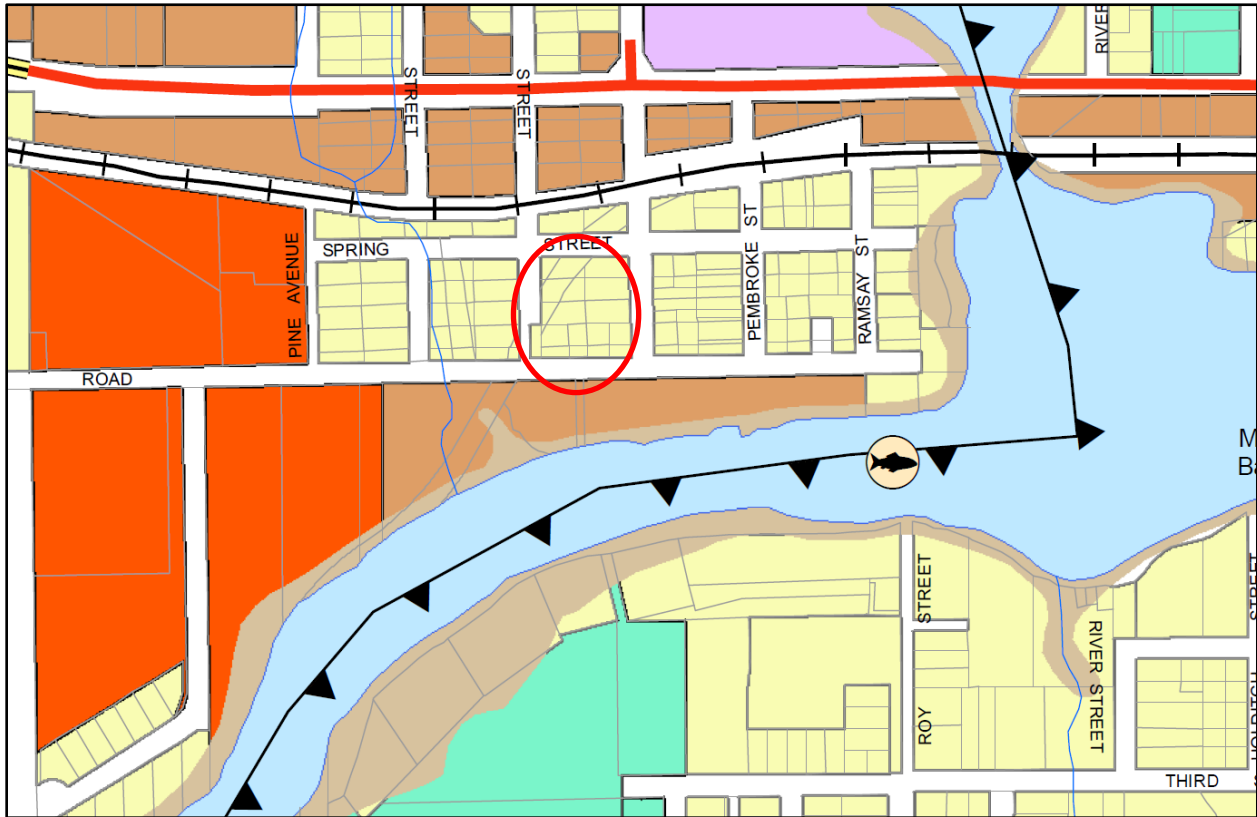


Figure 3 – West Nipissing Zoning By-Law 2014-45

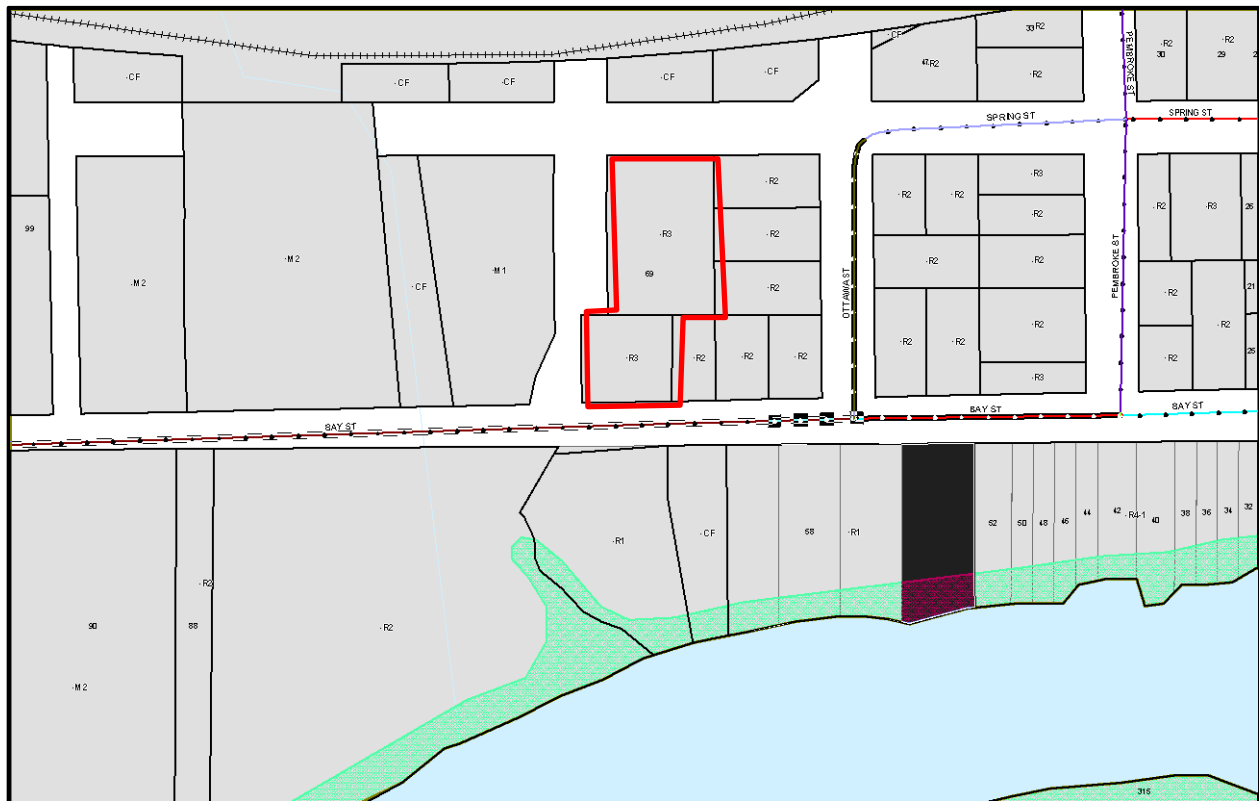


Figure 4 – West Nipissing Zoning By-Law – Permitted Accessory Uses

TABLE 7.1 – PERMITTED USES

USE	ZONES		
	C1	C2	C3
Agricultural Produce Sales Outlet	●	●	
Agricultural Services		●	
Agricultural Supply/Implement Dealership		●	
Bakery	●	●	
Bar	●	●	
Building Supply Establishment	●	●	
Business, Professional or Administrative Office	●	●	
Contractor's Establishment	●	●	
Convenience Store	●	●	
Dry Cleaning Establishment	●		
Dw elling, Single Detached (Existing Only)	●	●	●
Educational Institution	●		

TABLE 7.2 – PERMITTED ACCESSORY USES

ACCESSORY USE	ZONES		
	C1	C2	C3
Bed and Breakfast Establishment	●	●	●
Convenience Store			●
Dw elling, Single Detached			●
Dw elling Unit, in a non residential building	●(a)	●(a)	●
Golf Course			●
Market			●
Outdoor Display and Sales	●	●	
Outdoor Storage	●	●	
Retail Store			●
NOTE: (a) Where the Ontario Building Code prohibits a residential use in particular classes of non-residential buildings, then a dw elling unit in a non-residential building is prohibited in that class of non-residential building. (By-law 2017/83)			

Appendix 1 – Agency Comments

**From:** [Real Estate Canada](#)  
**To:** [Natasha Liard](#)  
**Subject:** RE: Zoning Amendment notice - 69 Bay Street - KADLEC, Trevor.  
**Date:** December 20, 2022 12:49:24 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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**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 Afternoon,

Canadian Pacific does not oppose to commercial/industrial and/or other non-residential type developments adjacent to our right of way.

Notwithstanding that stated above, any development should still meet certain recommendations based upon site specific conditions and intended use. CP continues to recommend that all proposed developments follow the 2013 Proximity Guidelines (Prepared for The Federation of Canadian Municipalities and The Railway Association of Canada). It is incumbent upon the developer to incorporate these safety measures to a degree that satisfies the requirements of the relevant agencies issuing building and development permits. The 2013 Proximity Guidelines can be found here: <http://www.proximityissues.ca/>

We would appreciate being circulated with all future correspondence related to Residential or Commercial developments.

Thank you,

Real Estate Canada



[Real\\_EstateCanada@cpr.ca](mailto:Real_EstateCanada@cpr.ca)  
7550 Ogden Dale Road SE, Building 1  
Calgary AB T2C 4X9

**\*\* Please be advised that [CP\\_Proximity-Ontario@cpr.ca](mailto:CP_Proximity-Ontario@cpr.ca) will be deactivated as of January 31, 2023. Effective immediately, please ensure your contact email for CP Proximity-Ontario is updated to [Real\\_EstateCanada@cpr.ca](mailto:Real_EstateCanada@cpr.ca) to ensure your communication is received and replied to in a timely manner \*\***

**From:** [Shawn Remillard](#)  
**To:** [Natasha Liard](#)  
**Subject:** RE: Zoning Amendment notice - 69 Bay Street - KADLEC, Trevor.  
**Date:** December 14, 2022 10:41:17 AM  
**Attachments:** [image001.png](#)  
[Bay Street Drainage.docx](#)

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Hi Natasha,

See attached.

69 Bay currently drains Spring street. This should be addressed at some point. Spring Street only could be addressed in house.

Shawn Remillard, C. Tech.  
Manager, Public Works  
Municipality of West Nipissing  
225 Holditch Street, Suite 101  
Sturgeon Falls, ON, P2B 1T1  
Phone ... 705-753-0952

*Appendix II - Comments and Concerns*

Appended as Separate documents.



## THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

**BY-LAW 2023/06**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2014/45 TO REZONE  
CERTAIN LANDS ON 69 BAY STREET, STURGEON FALLS  
FROM RESIDENTIAL THREE (R-3) TO GENERAL COMMERCIAL (C1-4)-EXCEPTION ZONE 4  
(ZONING AMENDMENT FILE NO. ZBLA2023-02)**

**WHEREAS** the owners of the subject property have initiated an amendment to Zoning By-Law 2014-45, for the properties located on 69 Bay Street, Sturgeon Falls, being Part of Montreal Street, Part 1, 36R-7270, Part of Lot 1, Lots 2 – 4, E/S Montreal Street, Part Lot 5 W/S, being Part 5, 36R-7374 Municipality of West Nipissing;

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

**AND WHEREAS** it is deemed desirable to amend the zone designation shown on Schedule 'SF-5' of By-Law No. 2014/45 pursuant to Section 34 of the *Planning Act* R.S.O. 1990, as amended;

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

1. Schedule 'SF-5' of By-Law No. 2014/45 is amended by changing the zoning designation of the property shown on Schedule 'A' attached hereto, which property is more particularly described as Part of Montreal Street, Part 1, 36R-7270, Part of Lot 1, Lots 2 – 4, E/S Montreal Street, Part Lot 5 W/S, being Part 5, 36R-7374, Municipality of West Nipissing, from Residential Three (R-3) Zone to General Commercial (C1-4) exception zone 4.

EXCEPTION	BY-LAW	LOCATION	SCHEDULE	SPECIAL PROVISIONS
C1-4	2023/06	Part of Montreal Street, Part 1, Plan 36R-7270, Part of Lot 1, Lots 2 – 4, E/S Montreal Street, Part Lot 5 W/S, being Part 5, Plan 36R-7374, Mun. West Nipissing	SF-5	Permitted uses of the C1-3 zone shall be: <b>Permitted Uses:</b> <ul style="list-style-type: none"> <li>• Business, Professional or Administrative Office; and</li> <li>• Contractor's Establishment.</li> </ul> <b>Permitted Accessory Uses:</b> <ul style="list-style-type: none"> <li>• Outdoor Storage</li> <li>• Residential Units on main floor</li> </ul>

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

**ENACTED AND PASSED THIS 7th DAY OF FEBRUARY, 2023 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

\_\_\_\_\_  
KATHLEEN THORNE-ROCHON  
MAYOR

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





THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

## **BY-LAW 2023/07**

### **BEING A BY-LAW TO ACCEPT, ASSUME AND DEDICATE LANDS FOR PUBLIC HIGHWAY PURPOSES – DE L'ETANG ROAD, STURGEON FALLS**

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

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

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

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

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

PART EAST ½ LOT 3, CON. 2  
S/T LT65424 & LT90605  
PLAN 36R-12751  
GEOGRAPHIC TOWNSHIP OF SPRINGER,  
MUNICIPALITY OF WEST NIPISSING,  
DISTRICT OF NIPISSING.

Being parts of the travelled roads known as chemin De L'Etang Road, Sturgeon Falls, Ontario.

**ENACTED AND PASSED THIS 7<sup>th</sup> DAY OF FEBRUARY, 2023 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

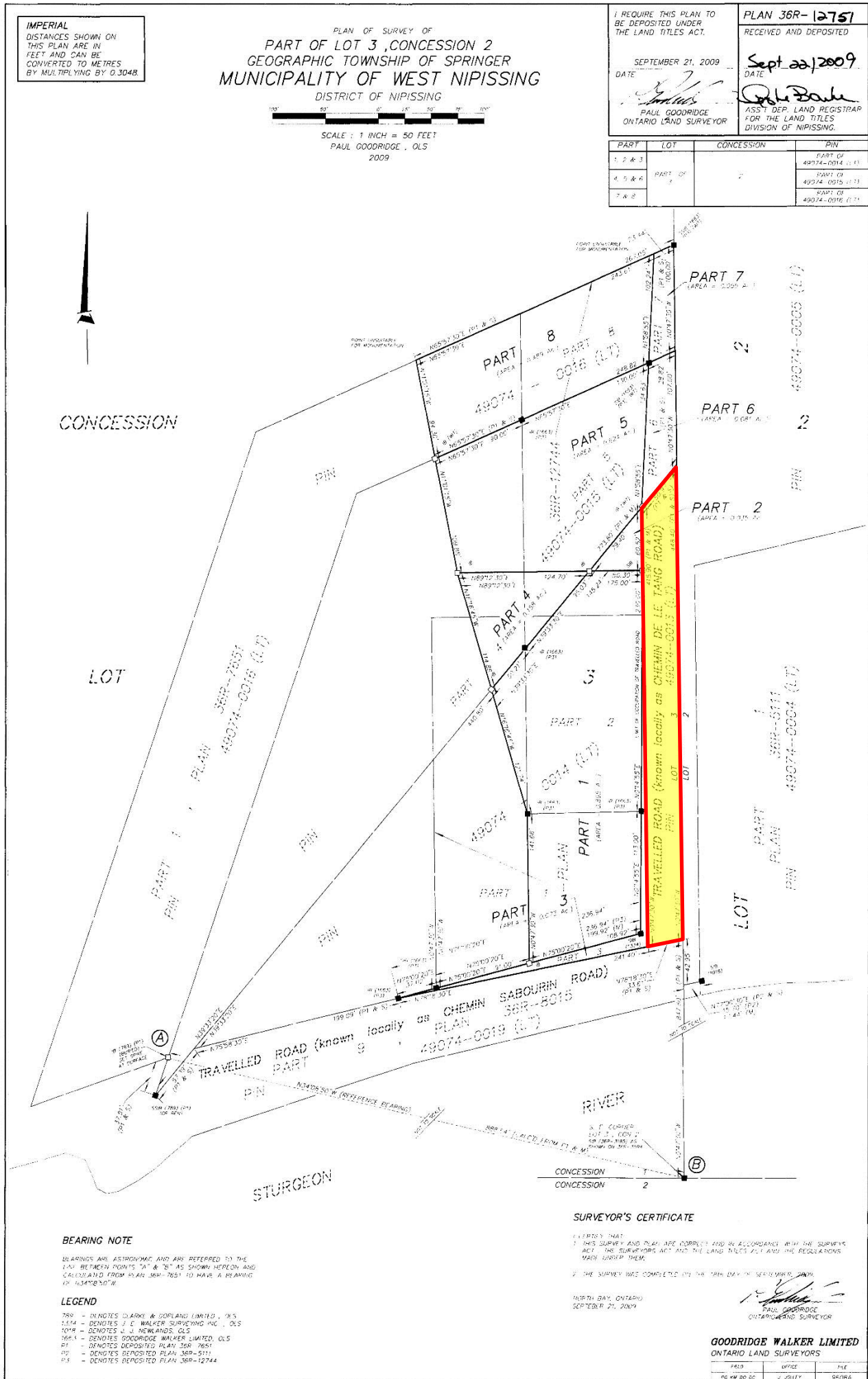
\_\_\_\_\_  
KATHLEEN THORNE-ROCHON,  
MAYOR

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



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

**SKETCH FOR BY-LAW 2023/07**





## CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

### MINUTES OF THE COUNCIL MEETING

January 17, 2023, 6:30 PM

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Members Present:	Mayor Kathleen Thorne-Rochon	Councillor Kaitlynn Nicol
	Councillor Kris Rivard	Councillor Anne Tessier
	Councillor Daniel Gagné	Councillor Fern Pellerin
	Councillor Roch St. Louis	Councillor Jérôme Courchesne
	Councillor Jamie Restoule	

---

#### 1. DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

#### 2. ADDENDUM & AGENDA

##### 2.1 **Adopt the Agenda**

Resolution # 2023/11

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

**BE IT RESOLVED THAT** the Agenda for the meeting of Council held on January 17, 2023 be approved, as presented.

**CARRIED**

#### 3. THANK YOU MESSAGE

##### 3.1 **West Nipissing Food Bank (D. Clendenning and L. Malette)**

Council received a message of thanks from the West Nipissing Foodbank from Mr. Don Clendenning and Léo Malette. Mr. Clendenning provided some statistics on the increased usage of the foodbank and the contributing factors for the increases. The Food Bank depends on Council, the public and local schools to remain viable. This year, the Food Bank will be holding a fundraising activity for which Council will be providing the venue at no cost. Other local community partners have provided donations. On behalf of the Food Bank, Mr. Clendenning extended his thanks to the Municipality for the donation.

#### 4. DELEGATIONS & PETITIONS

##### 4.1 **Presentation: Au Chateau (Jacques Dupuis)**

Mr. Jacques Dupuis made a presentation to Council on the operations of the Au Chateau Home for the Aged including current operations, challenges and upcoming expansion.

##### 4.2 **Receive Petition: Request for Stop Light at intersection of Levac Rd. & Hwy 17**

Council received a petition requesting the installation of a stop light at the intersection of Levac Road and Highway 17 in Cache Bay. The matter will be brought to the next meeting for discussion.

#### 5. COMMITTEE OF THE WHOLE

##### 5.1 **Planning Committee**

a. Bill 23 - More Homes Built Faster Act

The Municipal Clerk/Planner provided Council with information on new legislation recently enacted by the Government of Ontario regarding changes to the Planning Act. The Clerk explained that many municipalities in Ontario will be negatively affected by the new legislation due to decreased revenues which will result in shifting the burden of infrastructure from developers to the general tax base. Following discussion, Council agreed that the Municipality support other Ontario Municipalities in adopting a resolution requesting the Province of Ontario to re-visit the legislation and pause any further implementation until such time as funding strategies to replace critical infrastructure funding lost as a result of the new legislation.

**5.2 MOTION FOR RECESS**

Resolution # 2023/12

Moved by: Councillor Kris Rivard

Seconded by: Councillor Kaitlynn Nicol

**MOTION FOR RECESS:**

**BE IT RESOLVED THAT** at approximately 8:00 PM, a motion was tabled for a 10 minute recess.

**CARRIED**

**5.3 Public Works Committee**

a. Winter Maintenance Operations

The Manager of Public Works provided information to Council concerning Public Works operations, in particular, providing information on levels of services with respect to patrols and snow removal on roads, sidewalks and other public properties including parking lots. Mr. Remillard explained how roads are classified and the minimum maintenance standards which are associated with each classification level. Mr. Remillard touched on declarations of "Significant Weather Events" which will enable the municipality to forewarn residents when there is a possibility that minimum standards may not be met due to the severity of the weather event. Public works also maintains several private roads as well as fire stations, cemeteries, municipal landfill sites and certain private properties which past councils have agreed to assist. The municipality also removes snowbanks in the downtown core as well as other areas where site lines are an issue. Mr. Remillard provided information about regulations with regard to maximum numbers of hours which employees may work and why snow removal during business hours is difficult. Mr. Remillard outlined the various routes and some of the logic which goes into determining how the routes are determined.

**6. PLANNING**

**7. CORRESPONDENCE and ACCOUNTS**

**7.1 January-3-2023 - Council Minutes**

Resolution # 2023/13

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Daniel Gagné

**BE IT RESOLVED THAT** the minutes of Council held on January 3, 2023, be adopted, as presented.

**CARRIED**

**8. UNFINISHED BUSINESS****9. NOTICE OF MOTION****10. NEW BUSINESS****10.1 Adoption of the Service Request and Complaint Policy**

Resolution # 2023/14

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Daniel Gagné

**BE IT RESOLVED THAT** following discussions at the January 3, 2023 meeting, Council hereby adopts the **Service Request and Complaints Policy**, as presented.

**CARRIED****10.2 Authorization to move forward with comprehensive Vehicle for Hire By-Law with public consultation**

Resolution # 2023/15

Moved by: Councillor Kaitlynn Nicol

Seconded by: Councillor Kris Rivard

**BE IT RESOLVED THAT** following discussions at the January 3, 2023 meeting, Council hereby directs staff to move forward with the development of a Vehicle for Hire By-Law.

**CARRIED****10.3 Authorization for ad-hoc committee to review the Procedural By-Law**

Resolution # 2023/16

Moved by: Councillor Kris Rivard

Seconded by: Councillor Kaitlynn Nicol

**BE IT RESOLVED THAT** following discussions held at the January 3, 2023 meeting, Council hereby approves the creation of an ad-hoc committee to review the Procedural By-Law no. 2019/94; which Council participants shall include:

1. Kathleen Thorne-Rochon, Mayor
2. Jamie Restoule, Deputy Mayor
3. Daniel Gagné, Councillor
4. Anne Tessier, Councillor

**CARRIED****10.4 Authorization to re-establish a Youth Advisory Committee**

Resolution # 2023/17

Moved by: Councillor Kaitlynn Nicol

Seconded by: Councillor Kris Rivard

**BE IT RESOLVED THAT** following discussions at the January 3, 2023 meeting, Council hereby approves the establishment of the **West Nipissing Youth Advisory Committee**.

**CARRIED****10.5 Authorization to establish a Community Services Committee**

Resolution # 2023/18

Moved by: Councillor Kris Rivard  
 Seconded by: Councillor Kaitlynn Nicol

**BE IT RESOLVED THAT** following discussions at the January 3, 2023 meeting, Council hereby approves the creation of a **Community Services Committee**.

**CARRIED**

**10.6 By-Law 2023/02 to authorize the borrowing of funds to meet municipal expenditures**

Resolution # 2023/19  
 Moved by: Councillor Kaitlynn Nicol  
 Seconded by: Councillor Kris Rivard

**BE IT RESOLVED THAT** By-Law No. **2023/02**, being a by-law of the Municipality of West Nipissing to borrow money to meet current expenditures, shall come into force and take effect on the date it is passed.

**CARRIED**

**10.7 By-Law 2023/03 to set the interim tax rate for 2023**

Resolution # 2023/20  
 Moved by: Councillor Kris Rivard  
 Seconded by: Councillor Kaitlynn Nicol

**BE IT RESOLVED THAT** By-Law No. **2023/03**, being a by-law of the Municipality of West Nipissing to set the interim tax rate for 2023, shall come into force and take effect on the date it is passed.

**CARRIED**

**10.8 By-Law 2023/04 to amend the Traffic and Parking By-Law**

Resolution # 2023/21  
 Moved by: Councillor Anne Tessier  
 Seconded by: Councillor Roch St. Louis

**BE IT RESOLVED THAT** By-Law No. **2023-04**, being a by-law to amend By-Law **2019-60**, as amended, to regulate traffic and parking in the Municipality of West Nipissing; shall come into force and take effect on the date it is passed.

**CARRIED**

**10.9 Authorize staff to proceed with proposed road closure of a portion of William Street**

Resolution # 2023/22  
 Moved by: Councillor Roch St. Louis  
 Seconded by: Councillor Anne Tessier

**WHEREAS** at the meeting held on January 17, 2023, Council received a recommendation for the closure of the single-lane westerly portion of William Street starting at the westerly limit of 20 William Street to the intersection of River Street and William Street

**BE IT RESOLVED THAT** Council hereby directs staff to commence the process for the closure of a portion of William Street pursuant to By-Law **2021-18** for the disposition of municipally owned land.

**CARRIED**

**10.10 Appointment to the WN Chamber of Commerce**

Resolution # 2023/23

Moved by: Councillor Anne Tessier

Seconded by: Councillor Roch St. Louis

**BE IT RESOLVED THAT** Councillor **KRIS RIVARD** be appointed to the West Nipissing Chamber of Commerce Board as the Municipality of West Nipissing Council representative, for the 2022 to 2026 term.

**CARRIED****10.11 Grant exemption from By-Law 2006/63 - Obstructing, Encumbering or Fouling of roads with snow**

Resolution # 2023/24

Moved by: Councillor Roch St. Louis

Seconded by: Councillor Anne Tessier

**WHEREAS** at the meeting held on January 17, 2023, Council received a request from Multi Domaines, owner of the Trailer Park on Goulard Road, seeking authorization for an exemption of the municipal by-law no. **2006-63** in order to permit their snow removal contractor to push snow across Goulard Road onto private lands directly across from the Multi-Domaines property;

**BE IT RESOLVED THAT** Council grants an exemption from the Municipality of West Nipissing By-Law no. **2006-63** prohibiting the obstructing, encumbering or fouling of highways or bridge with snow to Multi-Domaines and its snow removal contractor for the 2023 winter season; in order to push snow across Goulard Road onto private lands directly across from the Multi-Domaines property, which location will be used as a snow stock piling site.

**DEFEATED****11. ADDENDUM****12. INFORMATION, QUESTIONS & MAYOR'S REPORT****12.1 Mayor's Report****13. CLOSED MEETING**

Resolution # 2023/25

Moved by: Councillor Anne Tessier

Seconded by: Councillor Roch St. Louis

**Pursuant to Section 239(2) of the *Municipal Act (2001)***

**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;
1. Update re: Human Resources File

**CARRIED****13.1 December-20-2022 - Closed minutes of Council****13.2 Update: Human Resources File**

**14. ADJOURNMENT**

**14.1 Adopt Confirmatory By-law**

Resolution # 2023/28

Moved by: Councillor Jérôme Courchesne

Seconded by: Councillor Roch St. Louis

**BE IT RESOLVED THAT** By-Law No. **2023-05**, being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 17th day of January, 2023, shall come into force and take effect on the date it is passed.

**CARRIED**

**14.2 Adjourn the meeting**

Resolution # 2023/29

Moved by: Councillor Roch St. Louis

Seconded by: Councillor Jérôme Courchesne

**BE IT RESOLVED THAT** the meeting of Council held on January 17, 2023 be adjourned.

**CARRIED**



**Minutes of the Regular Meeting  
of the Board of Management of Au Château  
held by conference call  
on October 19, 2022 at 12:00 noon**

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PRESENT: MEMBERS :   Lise Sénécal           Chair  
                               Ronald Demers  
                               Yvon Duhaime  
                               Jacques Dupuis       Administrator / Secretary  
                               Léo Malette  
                               Catherine Neddow   Vice-Chair

REGRETS:               Dan O'Mara  
                               Joanne Savage

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*Due to COVID-19, the meeting was held by conference call and presided by Administrator in the physical absence of the Chair.*

**01.   Meeting called to order**

Meeting was called to order.

**02.   Declaration of Conflict of Interest**

No declaration of conflict of interest declared.

**03.   Adoption of Agenda**

Resolution No. 57

Moved by       : Ronald Demers  
 Seconded by   : Léo Malette

BE IT RESOLVED THAT the Agenda of the Regular Meeting on October 19, 2022 be approved as presented at 12:00 noon.

Carried

**04. Adoption of Minutes**

Resolution No. 58

Moved by : Catherine Neddow

Seconded by : Léo Malette

BE IT RESOLVED THAT the Minutes of the Regular Meeting held September 21, 2022 be approved as presented.

Carried

**05. New Business:**

**a) Health & Safety Committee Meeting Minutes**

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

Resolution No. 59

Moved by : Yvon Duhaime

Seconded by : Léo Malette

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

Carried

**b) Quality Management Committee Minutes**

The Quality Management Committee Meeting Minutes were accepted as presented and the following resolution was adopted:

Resolution No. 60

Moved by : Ronald Demers

Seconded by : Catherine Neddow

BE IT RESOLVED THAT the Minutes of the Quality Management Committee have been received.

Carried

c) **Staffing Report - September**

Administrator presented the Staffing Shortage Report for the month of September which shows that the area of concern continues to be PSW's. Due to the lack of part-time PSW's, weekends are very challenging to fill and causes significant overtime.

d) **MLTC – Funding for Infection Prevention and Control**

Administrator updated the Board on the MLTC extending funding for IPAC personnel and education.

e) **MLTC – COVID-19 Prevention and Containment Funding**

Administrator updated the Board on funding for active screening and PPE equipment to the end of September. On-going efforts are being made by our Association to have this funding made permanent.

f) **Strategic Plan**

Administrator informed the Board that through West Nipissing Non-Profit Housing we are on a priority list for a new 45 unit Seniors apartment building. This new build will add to our Campus of Care Model.

06. **Unfinished Business:**

a) **Financial Report**

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

Resolution No. 61

Moved by : Catherine Neddow  
Seconded by : Ronald Demers

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

Carried

**b) Administrative Report**

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

Resolution No. 62

Moved by : Léo Malette  
Seconded by : Yvon Duhaime

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

Carried

**07. Other Business / Information Items**

**a) Next Meeting**

The next meeting was scheduled for November 16<sup>th</sup>, 2022 at 12:00 noon. Upon confirmation with the Deputy Clerk of the Municipality of West Nipissing, the new Council will be sworn in on November 15<sup>th</sup>, 2022, therefore, no further meeting until Council appoints new members.

**b) Information Items**

None provided.

**08. Adjournment**

Resolution No. 63

Moved by : Léo Malette  
Seconded by : Yvon Duhaime

BE IT RESOLVED THAT the meeting now adjourns at 12:55 pm.

Carried

  
Chair

  
Administrator / Secretary

**CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING**  
**Minutes of the West Nipissing Planning Advisory Committee**

**October 17, 2022, 6:00 PM**

Members Present:        Joanne Savage  
                                 Dan Roveda  
                                 Yvon Duhaime  
                                 Christopher Fisher  
                                 Normand Roberge  
                                 Fern Pellerin

Members Absent:        Denis Sénécal

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1.     **CALL TO ORDER**
2.     **DECLARATIONS OF PECUNIARY INTEREST**
3.     **ADDENDUM / AGENDA**

3.1    Adopt Agenda

**2022-039**

          Moved by: Yvon Duhaime

          Seconded by: Christopher Fisher

**BE IT RESOLVED** that the Agenda for the Planning Advisory Committee meeting held on October 17, 2022, be adopted, as presented.

**Resolution Carried**

4.     **MINUTES**

4.1    Adoption of Minutes

**2022-040**

          Moved by: Yvon Duhaime

          Seconded by: Fern Pellerin

**BE IT RESOLVED THAT** the minutes of meeting held on September 12, 2022 be adopted, as presented.

**Resolution Carried**

**5. ZONING BY-LAW AMENDMENT APPLICATIONS**

5.1 ZBLA2022/11 - Marleau, Rheal - Sandy Island - Bertram Twp.

**2022-041**

Moved by: Joanne Savage

Seconded by: Christopher Fisher

**WHEREAS** a public meeting was held on October 17, 2022 for the purpose of Amending Zoning By-Law 2014-45;

**AND WHEREAS** no written concerns or objections have been received to the proposed amendment;

**BE IT RESOLVED THAT** the Planning Advisory Committee for the Municipality of West Nipissing recommends:

2. that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to re-zone a portion of the property at Sandy Island and more particularly shown on the attached sketch;
3. Schedules J5 and J6 of By-Law No. 2014/45 shall be amended by changing the zoning designation of the properties shown on Schedule 'A' attached hereto, which properties are more particularly described as Part of Sandy Island, Municipality of West Nipissing, from OS (Open Space) to RU (Rural) and Severed 1 and Severed 2 from OS (Open Space) to SR (Shoreline Residential).

**Resolution Carried**

5.2 ZBLA2022/12 - Ray's Septic Services Ltd - 182 Shoreline Rd - Grant Twp.

**2022-042**

Moved by: Joanne Savage

Seconded by: Yvon Duhaime

**WHEREAS** a public meeting was held on October 17, 2022 for the purpose of Amending Zoning By-Law 2014-45;

**AND WHEREAS** no written concerns or objections have been received to the proposed amendment;

**BE IT RESOLVED THAT** the Planning Advisory Committee for the Municipality of West Nipissing recommends:

- 2. that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to re-zone a portion of the property at 180 Shoreline Rd and more particularly shown on the attached sketch;
- 3. Schedule E5-2 of By-Law No. 2014/45 shall be amended by changing the zoning designation of the properties shown on Schedule 'A' attached hereto, which properties are more particularly described as Pt Lot 12, Con. 1, Grant Twp., Municipality of West Nipissing, from M3 (Extractive Industrial) to RR (Rural Residential) on severed portion only.

**Resolution Carried**

6. **SUBDIVISIONS**

7. **DEEMING BY-LAW**

8. **OTHER**

9. **ADJOURNMENT**

**2022-043**

Moved by: Dan Roveda

Seconded by: Yvon Duhaime

**BE IT RESOLVED THAT** the West Nipissing Planning Advisory Committee held on October 17, 2022 be adjourned.

**Resolution Carried**

9.1 **Adjourn Meeting**



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

**COMMITTEE OF ADJUSTMENT**

**Resolution Number**      2023-004  
**Title:**                      Committee of Adjustment Minutes - October 17, 2022  
**Date:**                        January 30, 2023

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**Moved by**                    Roch St. Louis  
**Seconded by**                Campbell Anderson

**BE IT RESOLVED THAT** the minutes of the Committee of Adjustment held on October 17, 2022, be adopted, as presented.

**Carried**



**WEST NIPISSING COMMITTEE OF ADJUSTMENT**

**Minutes of the Committee of Adjustment**

October 17, 2022, 7:00 PM

Members Present            Normand Roberge, Chris Fisher, Roger Gagnon, Fern Pellerin

Members Absent            Denis Sénécal

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**2.    Addendum and Agenda**

2.1    Adopt the Agenda

2022-111

Moved by                    Roger Gagnon

Seconded by                Fern Pellerin

**BE IT RESOLVED THAT** the Agenda for the Committee of Adjustment held on October 17, 2022 be adopted, as presented.

Carried

**3.    Adoption of Minutes**

2022-112

Moved by                    Fern Pellerin

Seconded by                Chris Fisher

**BE IT RESOLVED THAT** the minutes of Committee of Adjustment held on September 12, 2022 be adopted, as presented.

Carried

**4.    Agency Comments**

**5.    Applications for Consent and Minor Variance**

5.1    Consent Applications

5.1.2    C65/22 - Marleau, Rheal - Sandy Island - Bertram Twp.

2022-113

Moved by Chris Fisher  
Seconded by Fern Pellerin

BE IT RESOLVED:

THAT THE CONSENT APPLICATION MADE BY Marleau, Rheel for the creation of new lots at Sandy Island, municipality of West Nipissing is approved on the following conditions:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2. Confirmation that all property taxes are paid up to date.
3. That all conditions be met on or before October 18, 2024, being two (2) years from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That the severed lands be re-zoned Shoreline Residential (SR) and the retained lands re-zoned to Rural (RU);

Carried

5.1.3 C66/22 - Gervais, Jocelyne - 29 Second Street - Springer Twp.

2022-114

Moved by Roger Gagnon  
Seconded by Fern Pellerin

BE IT RESOLVED:

THAT THE CONSENT APPLICATION MADE BY Gervais, Jocelyne for the creation of a new lot at 29 Second Street, municipality of West Nipissing is approved on the following conditions:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2. Confirmation that all property taxes are paid up to date.
3. That all conditions be met on or before October 18, 2024, being two (2) years from the date of giving of notice or the consent shall be deemed

not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.

4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.

A **three metre (3 m)** Frontage Easement along Second street(s), across the entire parcel (both severed and retained lands) , registered on title to the subject property. The Owner/Applicant will be responsible for all legal and survey costs. The Owner/Applicant is also responsible for obtaining/providing a Postponement to be registered on title to the subject property, in favour of Greater Sudbury Hydro Inc's interest with respect to any and all existing Charge/Mortgage/Lien and or Encumbrance of Land registered on title to this property. The Owner/Applicant will be responsible for all costs associated with obtaining said Postponement.

Carried

5.1.4 C67/22 - Pye, Wade and Aubin, Angele - 72 Bear Lake Rd - Hugel Twp.

2022-115

Moved by Chris Fisher

Seconded by Roger Gagnon

BE IT RESOLVED:

THAT THE CONSENT APPLICATION MADE BY Pye, Wade and Arcand, Angele for the creation of new lots at 72 Bear Lake Rd, municipality of West Nipissing is approved on the following conditions:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2. Confirmation that all property taxes are paid up to date.
3. That all conditions be met on or before October 18, 2024, being two (2) years from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.

That the severed lands be re-zoned from Shoreline Residential (SR) to RR (Rural Residential) .

Carried

5.1.5 C68/22 - Fryer, Gary - 657 East Road - Falconer Twp.

2022-116

Moved by Roger Gagnon

Seconded by Fern Pellerin

BE IT RESOLVED:

THAT THE CONSENT APPLICATION MADE BY Fryer, Gary for a lot addition at 657 East Rd, municipality of West Nipissing is approved on the following conditions:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2. Confirmation that all property taxes are paid up to date.
3. That all conditions be met on or before October 18, 2024, being two (2) years from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. In the event that any portion of a municipally maintained and travelled road be located on either of the severed or retained lands, that 10m from centre line of the maintained and travelled roadway(s), including the retained lands, shall be surveyed, at the owner's cost, and transferred to the municipality as a condition of the within severance.
6. That a PIN (Property Identifier Number) Consolidation be registered in the Land Registry Office in order to consolidate the lot addition lands with the lands to which they are being added.

Carried

5.1.6 C69/22 - Moose Point Cottages Ltd. - 207 Moose Point Rd - Grant Twp.

2022-117

Moved by Chris Fisher

Seconded by Fern Pellerin

BE IT RESOLVED:

THAT THE CONSENT APPLICATION MADE BY Moose Point Cottages Ltd. for the creation of a new lot at 207 Moose Point Rd, municipality of West Nipissing is approved on the following conditions:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2. Confirmation that all property taxes are paid up to date.
3. That all conditions be met on or before October 18, 2024, being two (2) years from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.

That the zoning of the Severed Lands be changed from Tourist Commercial (C3) to Rural, Residential (RR);

Carried

5.1.7 C70/22 - Mattiazzi, David and Lalic, Nikki - 51 Point Rd - Hugel Twp.

2022-118

Moved by Chris Fisher

Seconded by Roger Gagnon

BE IT RESOLVED:

THAT THE CONSENT APPLICATION MADE BY Mattiazzi, David & Lalic, Nikki for a lot addition at 51 Point Rd, municipality of West Nipissing is approved on the following conditions:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2. Confirmation that all property taxes are paid up to date.
3. That all conditions be met on or before October 18, 2024, being two (2) years from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That a PIN (Property Identifier Number) Consolidation be registered in the Land Registry Office in order to consolidate the lot addition lands with the lands to which they are being added.

Carried

## 5.2 Minor Variance Applications

5.2.1 MV2022/20 - Lasalle, Denis & Blais, Claudette - Bay Street - Springer Twp.

2022-125

Moved by Fern Pellerin

Seconded by Roger Gagnon

It is the decision of the Committee of Adjustment to approve the variance application made by Lasalle, Denis & Blais, Claudette to reduce front yard set-back from 6m to 3.4m for the following reasons:

- Meets the general intent and purpose of the Official Plan.
- Meets the general intent and purpose of the Zoning By-law.
- The variance(s) is considered desirable for the appropriate development of the property; and
- In the opinion of the Committee, the variance(s) is minor in nature.

CONDITIONS :

Carried

5.2.2 MV2022/22 - Moose Point Cottages Ltd. - 207 Moose Point Rd - Grant Twp.

2022-119

Moved by Chris Fisher

Seconded by Fern Pellerin

**BE IT RESOLVED** that it is the decision of the Committee of Adjustment to approve the variance application made by Moose Point Cottages Ltd. to reduce the minimum lot frontage from 60m to 10m for the following reasons:

- Meets the general intent and purpose of the Official Plan.
- Meets the general intent and purpose of the Zoning By-law.
- The variance(s) is considered desirable for the appropriate development of the property; and
- In the opinion of the Committee, the variance(s) is minor in nature.

**CONDITIONS :** Severed Lands be re-zoned from C3 (Tourist Commercial) to RR (Rural, Residential);

Carried

5.2.3 MV2022/23 - Mattiazzi, David and Lalic, Nikki - 51 Point Rd - Hugel Twp.  
2022-120

Moved by Roger Gagnon

Seconded by Fern Pellerin

It is the decision of the Committee of Adjustment to approve the variance application made by Mattiazzi, David & Lalic, Nikki to reduce the minimum lot area from 0.8ha to 0.5ha. - existing legal non-complying lot for the following reasons:

- Meets the general intent and purpose of the Official Plan.
- Meets the general intent and purpose of the Zoning By-law.
- The variance(s) is considered desirable for the appropriate development of the property; and
- In the opinion of the Committee, the variance(s) is minor in nature.

CONDITIONS :

Carried

5.2.4 MV2022/24 - Savage, Michel - Northshore Rd - Field Twp.  
2022-121

Moved by Chris Fisher

Seconded by Fern Pellerin

**BE IT RESOLVED** it is the decision of the Committee of Adjustment to approve the variance application made by Savage, Michel to exempt section 4.2.4. in order to build an accessory structure before the principal dwelling for the following reasons:

- Meets the general intent and purpose of the Official Plan.
- Meets the general intent and purpose of the Zoning By-law.
- The variance(s) is considered desirable for the appropriate development of the property; and

- In the opinion of the Committee, the variance(s) is minor in nature.

CONDITIONS :

Carried

### 5.3 Other

5.3.1 Amending application - Giroux, Daniel - River Valley ON - Crerar Twp.

2022-122

Moved by Chris Fisher

Seconded by Roger Gagnon

**WHEREAS** by resolution no. 2021-100. the Committee of Adjustment approved the creation of a new lot and an addition to a lot for property described as Part of Block B, Plan M257, Twp. Crerar;

**AND WHEREAS** the owner requested an encroachment agreement from the Municipality of West Nipissing for access to the severed lands, however council for the Municipality of West Nipissing has agreed, in principle, to convey the portion of Legault Street to the owner for access to the Severed Lands, subject to the parties entering into an Agreement of Purchase and Sale and the completion thereof;

**AND WHEREAS** the proponent has further requested to increase the size of both the New Lot and the Lot Addition, previously approved;

BE IT THEREFORE RESOLVED THAT the Committee of Adjustment approves the requested changes to the Provisional Consent Granted on October 18, 2021 pursuant to Section 53(23) of the *Planning Act* on the following conditions:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2. Confirmation that all property taxes are paid up to date.
3. That all conditions be met on or before October 18, 2024, being two (2) years from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent;
5. That the applicant acquire the portion of the unopened road allowance known as Legault Street from the Municipality of West Nipissing for access to the severed lands;



6. That a PIN Consolidation be prepared and filed in the Land Registry Office for the lands shown as Part 3 on the attached sketch in order to consolidate those lands to the lands to which they are being added (PIN No. 49060-0113)
7. Pursuant to Section 53(25), notice of the change of conditions be given to the applicant and any other body having requested notice;

Carried

5.3.2 Change to conditions - C59/22 - Audet, Richard - 4 Edward Street - Cache Bay  
2022-126

Moved by Roger Gagnon

Seconded by Fern Pellerin

**WHEREAS** Provisional Consent for the severance of a new lot at 4 Edward Street, Cache Bay was granted on September 12, 2022 by the West Nipissing Committee of Adjustment;

**AND WHEREAS** Greater Sudbury Utilities had requested a 3m easement over the severed and retained lands, which condition was not included in the provisional consent granted on September 12, 2022;

**THEREFORE BE IT RESOLVED** that the following condition be added to the Provisional Consent granted on September 12, 2022 for the lands located at 5 Edward Street, Cache Bay:

1. A **three metre (3 m)** Frontage Easement along Anderson Street and Edward Street, across the entire parcel (both severed and retained lands), registered on title to the subject property. **If there are existing anchors on the property and they fall outside of the 3m frontage easement – then we would also require an Anchoring Agreement for said.** The Owner/Applicant will be responsible for all legal and survey costs. The Owner/Applicant is also responsible for obtaining/providing a Postponement to be registered on title to the subject property, in favour of Greater Sudbury Hydro Inc's interest with respect to any and all existing Charge/Mortgage/Lien and or Encumbrance of Land registered on title to this property. The Owner/Applicant will be responsible for all costs associated with obtaining said Postponement.
2. That notice of the changed conditions be given in accordance with Section 53(24) of the Planning Act;

Defeated

6. **Adjournment**

2022-123

Moved by Roger Gagnon

Seconded by Fern Pellerin

**BE IT RESOLVED THAT** the COMMITTEE OF ADJUSTMENT held on October 17, 2022 be adjourned.

Carried

**MINUTES OF THE ANNUAL GENERAL MEETING OF  
THE BOARD OF DIRECTORS OF  
THE WEST NIPISSING ENVIRONMENTAL SERVICES  
HELD ON MAY 16<sup>th</sup> AT 6:00 P.M.  
BY ZOOM**

**DIRECTORS PRESENT:** ROCHON, Ginette  
LARABIE, Roland  
ALLAIRE, Louise  
MARLEAU, Raymond

**ABSENT:** OLIVIER, Dan

**STAFF:** CRADDOCK, Alisa (Director of Corporate Services & Treasurer)  
SULLIVAN, Jason (Manager)

**GUEST:** DION, Jessica (Bakertilly)

**RECORDING SECRETARY:** LEVAC, Chantale

Meeting was called to order at 6:04p.m. (ZOOM – Streaming live by You Tube)

1. **DECLARATION OF PECUNIARY INTEREST:** None

2. **ADOPTION OF THE AGENDA**

**Resolution number 2022-05-01**

**Moved by: Louise Allaire**

**Seconded by: Ray Marleau**

BE IT RESOLVED THAT the agenda for the Annual General Meeting held May 16<sup>th</sup>, 2022 be adopted as presented.

-CARRIED

3. **FINANCIAL REPORTS:**

The Chairperson welcomed Mrs. Jessica Dion of Bakertilly to the WNES AGM meeting. At this time the Auditor proceeded to go through the financials for the year 2021. She highlighted the following key line items.

- Clean Auditors Report
- Good estimate between the draft budget and actual budget
- WNES finished the year in a good financial position
- Revenues: Increase in contaminated revenues and recycling sales- remaining budget is comparable to last year
- Expenses: increase in amortization due to new trucks and also gas and oil is over budget

-2-

Minutes of the AGM held May 16<sup>th</sup>, 2022

Mrs. Dion proceeded to answer any questions and comments relating to the financial statements and finished by thanking everyone for their help during the audit. The Chairperson thanked her for the presentation.

**Resolution number 2022-05-02**

**Moved by: Roland Larabie**

**Seconded by: Raymond Marleau**

BE IT RESOLVED THAT the Financial Statement for the year ended December 31<sup>st</sup>, 2021 be adopted as presented.

-CARRIED

**4. WELCOME MESSAGE**

Director Rochon proceeded with her welcome message. She started by thanking the members for their continued commitment, involvement and interest in the West Nipissing Environmental Services operations. She also mentioned that even though our meeting procedures have changed due to COVID 19 we are still able to proceed with the responsibilities of keeping the daily operations of WNES. Lastly, Director Rochon thanked the Manager the staff and municipal employees for their support, input and guidance. She also mentioned that elections are coming up and encouraged interested individuals to apply when the time comes.

**5. APPROVAL OF 2021 MINUTES**

**Resolution number 2022-05-03**

**Moved by: Roland Larabie**

**Seconded by: Ray Marleau**

BE IT RESOLVED THAT the following minutes as presented.

1. Minutes of the Annual General Meeting held July 7<sup>th</sup>, 2021

-CARRIED

**6. RESOLUTION TO APPOINT AUDITORS**

**Resolution number 2022-05-04**

**Moved by: Louise Allaire**

**Seconded by: Roland Larabie**

BE IT RESOLVED THAT Bakertilly be appointed as auditors for the fiscal year 2022 for West Nipissing Environmental Services.

-CARRIED

-3-

Minutes of the AGM held May 16<sup>th</sup>, 2022**7. MANAGER'S REPORT**

The Manager proceeded to highlight key aspects of the year 2021.

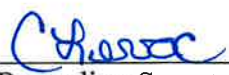
- Managing the landfill during these difficult times has been challenging but the employees were cooperative and continued to do their job diligently
- Managed over 7000 waste bin pick-ups and over 500,000 hand bomb pick-ups and collected nearly 700 tonnes of recycling
- Purchase of new curbside recycling truck
- In the process of replacing of skid steer and garbage
- Landfill site expansion in progress
- Success of the contaminated soil program

Mr. Sullivan finished by thanking the Board Members, Staff and Municipal Council for their dedication and hard work over the year.

**8. NEW BUSINESS - None****10. ADJOURNMENT:****Resolution number 2022-05-05****Moved by: Ray Marleau****Seconded by: Louise Allaire**

BE IT RESOLVED THAT this meeting be adjourned at 6:18 p.m.

-CARRIED

  
\_\_\_\_\_  
Chairperson  
\_\_\_\_\_  
Recording Secretary

**MINUTES OF THE REGULAR MEETING OF  
THE WEST NIPISSING ENVIRONMENTAL SERVICES  
HELD ON MAY 16<sup>th</sup> , 2022 at 6:00 P.M.  
VIA ZOOM**

**DIRECTORS PRESENT:** ROCHON, Ginette  
LARABIE, Roland  
MARLEAU, Ray  
ALLAIRE, Louise

**ABSENT** OLIVIER, Dan

**STAFF:** SULLIVAN, Jason (Manager)

**RECORDING SECRETARY:** LEVAC, Chantale

Meeting was called to order at 6:20 p.m.

**1. DECLARATION OF FINANCIAL DISCLOSURE:** None

**2. ADOPTION OF THE AGENDA**

**Resolution number 2022-05-06**

**Moved by: Louise Allaire**

**Seconded by: Ray Marleau**

BE IT RESOLVED THAT the agenda for the Regular meeting held May 16<sup>th</sup> , 2022 be adopted as amended.

**-CARRIED**

**3. APPROVAL OF MINUTES**

**Resolution number 2022-05-07**

**Moved by: Roland Larabie**

**Seconded by: Ray Marleau**

BE IT RESOLVED THAT the following minutes be adopted as presented.

1. Minutes of the Regular meeting held March 21<sup>st</sup>, 2022

**-CARRIED**

-3-

Minutes of the Regular meeting held May 16<sup>th</sup>, 2022**4. Financial Matters - Disbursements****Resolution number 2022-05-08****Moved by: Roland Larabie****Seconded by: Ray Marleau**

THAT the following West Nipissing Environmental Services expenditures be received as printed and that same be attached to form part of this resolution.

February 2022	\$157,957.99
March 2022	\$201,518.17
April 2022.	\$178,137.38

-CARRIED

The Manager proceeded to answer any questions or comments regarding the expenditure list.

**a) Budget & Reports**

The Manager went through the Income Statement and answered any questions or comments received from the Board Members pertaining to the line item. Manager is to inquire to the Bookkeeper what expenses are incorporated in the misc line item.

**5. MANAGER'S REPORT**

- a) Skid steer has arrived and is being utilized but waiting for the grapple bucket
- b) Waiting for the delivery of the new truck
- c) Spring clean-up is ongoing at this time and will continue next week
- d) SNC Lavalin Consultant- Monitoring is ongoing for the Spring survey- drone will provide WNES with a capacity survey- survey also done at the Verner, Field, Lavigne and River Valley sites. This will help with the consistency of knowing what capacity is available at the outlying sites

The Manager answered all questions and comments.

**6. NEW BUSINESS**

- a) Terms of Reference – review and some changes suggested- to be brought back at next meeting
- b) Remuneration – following a discussion email will be sent to the C.A.O

**7. UNFINISHED BUSINESS**

- a) Bin rental costing- Brigitte is working on getting the information ready for a future meeting
- b) Board Vacancy – discussed and in agreement to leave to Council's discretion
- c) Curbside pick-up process- deferred

Minutes of the Regular meeting held May 16<sup>th</sup>, 2022

- d) Vehicle Surplus
  - i) 1999 Ford F550 – commercial recycling truck
  - ii) 1999 Ford F550
  - iii) 2006 International recycling truck
  - iv) 2009 Mack

The Manger suggested that they be declared surplus. Board members are in agreement with the Manager’s suggestion.

**8. NEXT MEETING**

Regular meeting scheduled for September 19/22 at 6:00 p.m. by ZOOM

**9. ADJOURNEMENT**

**Resolution number 2022-05-09**

**Moved by: Roland Larabie**

**Seconded by: Louise Allaire**

BE IT RESOLVED THAT this meeting be adjourned at 7:16 p.m.

-CARRIED

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Recording Secretary



**MINUTES OF THE REGULAR MEETING OF  
THE WEST NIPISSING ENVIRONMENTAL SERVICES  
HELD ON OCTOBER 3<sup>rd</sup>, 2022  
VIA ZOOM**

**DIRECTORS PRESENT:** ROCHON, Ginette  
LARABIE, Roland  
MARLEAU, Ray  
ALLAIRE, Louise

**ABSENT:** OLIVIER, Dan

**STAFF:** SULLIVAN, Jason (Manager)

**RECORDING SECRETARY:** LEVAC, Chantale

Meeting was called to order at 6:00 p.m.

1. **DECLARATION OF PECUNIARY INTERESTS:** None
2. **ADOPTION OF THE AGENDA**

**Resolution number 2022-10-01**

**Moved by: Ray Marleau**

**Seconded by: Louise Allaire**

BE IT RESOLVED THAT the agenda for the Regular meeting held October 3rd, 2022 be adopted as amended.

-CARRIED

Director Dan Olivier wanted comments and role of board members to be added under new business.

3. **APPROVAL OF MINUTES**

**Resolution number 2022-10-02**

**Moved by: Raymond Marleau**

**Seconded by: Roland Larabie**

BE IT RESOLVED THAT the following minutes be adopted as presented.

1. Minutes of the AGM Meeting held May 16<sup>th</sup>, 2022
2. Minutes of the Regular meeting of May 16, 2022

-CARRIED

-2-

Minutes of the Regular meeting held on October 3<sup>rd</sup>, 2022**4. FINANCIAL MATTERS****a) Disbursements****Resolution number 2022-10-03****Moved by: Louise Allaire****Seconded by: Ray Marleau**

THAT the following West Nipissing Environmental Services expenditures be received as printed and that same be attached to form part of this resolution.

May 2022	\$656,259.40
June 2022	\$198,304.33
July 2022	\$155,806.13
August 2022	\$177,388.98

-CARRIED

The Manager proceeded to answer questions and comments relating to the expenditures list. Per last meeting request a breakdown of the miscellaneous line item was provided to the Directors.

Members would like to know how the insurance renewal payout amount is calculated. Payment was made on Aug 11/22.

It was suggested that the wood pile at the River Valley landfill site be burned. Jason to look into the opportunity to sell the brush.

Was the new Freightliner truck paid cash or financed? Jason to ask Brigitte.

**b) Budget & Reports**

Manager proceeded to go through the income statement and highlight the key changes.

- 1) Contaminated soil at a stand still due to increased gas prices – projects are on hold
- 2) Will probably not hit the projected budget amount for contaminated soil

**5. MANAGER'S REPORT:**

- a) No major project on the go at this time – Daily operations running smoothly
- b) In the process of looking into the purchase of security cameras for the Sturgeon Falls landfill site 24/7
- c) Also checking into the possibility of purchasing cameras for outlying areas
- d) SNC Lavalin- a 5 year plan is under review by Jay and Alisa
  - Extensive document estimated cost of expansion @ 5 million
- e) Ongoing plans for the new site – part of the expense will be incurred by the Municipality
- f) Fall screening of the wells scheduled for the end of October.

-3-

Minutes of the Regular meeting held on October 3<sup>rd</sup> 2022**6. NEW BUSINESS:**

## a) Board Comments:

Members shared their views weather positive or not on the last 4 years term of sitting on the WNES board. All in all members felt that the operations and meetings of WNES ran smoothly with no major issues but that their input was not taken into consideration therefore lacking communication. In recognition that the term was not an easy one pertaining to Council, Director Larabie thanked everyone for their ongoing support and ensuring that WNES was well managed.

## Highlights:

- No major project undertaken in the last 4 years especially in the last 2 1/5 years due to COVID
- New projects on the horizon with the expansion cell at the landfill site
- Board members should take credit because of the stability of WNES compared to the early days of operations

**7. UNFINISHED BUSINESS**

- a) Terms of Reference: emails were sent on 3 occasion for input regarding the terms of reference. No response was received. The following resolution was passed following a brief discussion.

**Resolution number 2022-10-04****Moved by: Ray Marleau****Seconded by: Louise Allaire**

BE IT RESOLVED THAT the May 2022 revision of the Terms of Reference be approved as attached.

-CARRIED

- b) Bin rental costing – deferred
- c) Review of curbside pick-up process: modification and changes have been implemented on the 1<sup>st</sup> run and is scheduled to begin on December 1/22
- Review of the complete garbage runs is to be undertaken at a later date
- d) Misc line item: breakdown of expense was discussed during the income statement review

-4-

Minutes of the Regular meeting held on October 3<sup>rd</sup> 2022

**8. Next Meeting:**

- a) Regular meeting scheduled for January 16/23 at 6:00 p.m.

**10. ADJOURNEMENT**

**Resolution number 2022-10-05**

**Moved by: Louise Allaire**

**Seconded by: Ray Marleau**

**BE IT RESOLVED THAT this meeting be adjourned at 7:42 p.m..**

**-CARRIED**

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Recording Secretary

# MEMORANDUM

**TO:** Jay Barbeau, CAO

**FROM:** Alisa Craddock CPA, CMA

**DATE:** February 3, 2023

**RE:** **ANIMAL CONTROL CONTRACT**

The contract with the North Bay and District Humane Society (NBDHS) is presented for authorization. The terms of the contract mirror the proposal that NBDHS provided during the request for proposal process.

- 5-year proposal
  - \$99,146.16 year 1
  - \$98,069.04 year 2
  - \$100,030.44 year 3
  - \$102,031.08 year 4
  - \$104,071.68 year 5
- 6 month termination clause

NBDHS also provided some statistics on service over the past 5 years.

## Animal intake from West Nipissing

	Surrender	Stray	Other	Total
<b>2018</b>	35	129	1	165
<b>2019</b>	23	114		137
<b>2020</b>	46	100	2	148
<b>2021</b>	13	78		91
<b>2022</b>	10	126		136

## Calls for service from West Nipissing

	<u>Calls</u>
<b>2018</b>	124
<b>2019</b>	93
<b>2020</b>	72
<b>2021</b>	72
<b>2022</b>	66

# Joie de vivre



www.westnipissingouest.ca

**THIS AGREEMENT MADE AS OF THE 1<sup>ST</sup> DAY OF January, 2023.**

**BETWEEN:**

**THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING  
(Hereinafter referred to as “the Municipality”)**

**OF THE FIRST PART**

**- and -**

**THE NORTH BAY & DISTRICT SOCIETY FOR THE PREVENTION  
OF CRUELTY TO ANIMALS  
(Hereinafter referred to as “the Humane Society”)**

**OF THE SECOND PART**

**WHEREAS** the Municipality has enacted a number of by-laws dealing with the control of animals;

**AND WHEREAS** the Municipality and the Humane Society have agreed that the Humane Society shall act as the Municipality’s Pound Keeper and Animal Control Officer with respect to the enforcement of such by-laws enacted by the Municipality;

**AND WHEREAS** the annual grant to the Humane Society is to be continued with this Service Agreement with the intention that the fees payable hereunder shall not increase for the duration of this five (5) year agreement.

**IN CONSIDERATION** of the sum of two dollars and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

**1. DEFINITION:**

For the purposes of this Agreement, the term “animal” shall include dogs, cats and any other domestic animal.

**2. THE MUNICIPALITY AGREES:**

- a) To appoint the Humane Society and does hereby appoint the Humane Society as Pound Keeper and Animal Control Officer for the Municipality with the duties of such Pound Keeper and Animal Control Officer to be exercised by the Humane Society to pick up and impound any animals in accordance with the provisions of the Municipality’s by-laws.
- b) To appoint the Humane Society and does hereby appoint the Humane Society employees as Provincial Offences Officers pursuant to the Provincial Offences Act and delegations made thereunder.
- c) To pay the Humane Society as remuneration for its services as Pound Keeper and Animal Control Officer:
  - i. commencing January 1, 2023 up to and including December 31, 2023 the annual sum of \$96,146.16 payable monthly, in advance, in equal instalments of \$8,012.18; and
  - ii. commencing January 1, 2024 up to and including December 31, 2024 the annual sum of \$98,069.04 payable monthly, in advance in equal instalments of \$8,172.42; and
  - iii. commencing January 1, 2025 up to and including December 31, 2025 the annual sum of \$100,030.44 payable monthly, in advance in equal instalments of \$8,335.87.
  - iv. commencing January 1, 2026 up to and including December 31, 2026 the annual sum of \$102,031.08 payable monthly, in advance in equal instalments of \$8,502.59.
  - v. commencing January 1, 2027 up to and including December 31, 2027 the annual sum of \$104,071.68 payable monthly, in advance in equal instalments of \$8,672.64.

- d) To grant to the Humane Society and does hereby grant to the Humane Society the right to dispose of all animals impounded by the Humane Society all in accordance with Municipality by-laws.
- e) To grant to the Humane Society and does hereby grant to the Humane Society the right to dispose of the carcasses of all animals lawfully impounded and lawfully destroyed or found dead in accordance with the Municipality by-laws and not to charge tipping fees therefor.
- f) To grant to the Humane Society and does hereby grant to the Humane Society the right to collect and retain all pound fees, fines, destruction and disposal fees levied by the Humane Society in accordance with the scale of fees and penalties authorized by the Humane Society and including licence fees for all licences issued both by the Municipality and the Humane Society as agents for the Municipality.

### 3. THE HUMANE SOCIETY AGREES:

#### **Shelter:**

- a) To provide an animal shelter capable of providing adequate accommodations, quality food and water, daily housekeeping, and veterinary care (when deemed necessary) for animals impounded, and of meeting the requirements set for this type of building by the Humane Society, and of meeting the requirements of all applicable provincial legislation.
- b) To install in the animal shelter all the equipment necessary for the proper operation of the animal shelter, and to supply the methods and equipment necessary to humanely euthanize unwanted or unclaimed animals, if necessary. Such methods and equipment must meet the standards set by the Humane Society and comply with the applicable provincial legislation.
- c) To pay all costs of operating and maintaining the animal shelter.

#### **Officers:**

- d) To employ and supervise such Animal Control Officers (hereinafter referred to as "Officers") as may be considered necessary and to provide such Officers with adequate vehicles and radio control facilities and to pay all the costs of such Officers and vehicles and radio equipment as provided by the Humane Society.

#### **Patrols:**

- e) To provide a patrol of Officers, within the Municipality limits, at the discretion of the Humane Society and upon request by the Municipality, to respond as promptly as possible to complaints of stray animals, animals at large, and by-law infractions, from 9:00 a.m. to 4:30 p.m. each day from Monday through and including Friday (excepting statutory holidays). Calls reporting complaints and by-law infractions from residents of the Municipality will be taken directly by the Humane Society. The Humane Society will endeavor to dispatch its officers in the most efficient and cost-effective manner possible as dictated by demand.

#### **Impound:**

- f) To receive, impound and hold for claiming by the owners, from 9:00 a.m. to 4:30 p.m. each day from Monday through and including Friday (excepting statutory holidays), any stray animal delivered to the Humane Society's shelter, or any animal received or impounded by the Animal Control Officer, and, if not claimed by the owner, to dispose of such animal by sale or destruction. The Humane Society will only receive stray animals as defined in the Municipality's By-laws. The Humane Society will not receive seized, removed, or aggressive dogs in relation to the Dog Owners' Liability Act or any other piece of legislation outside of the Municipality's By-laws. Owners of licensed and/or microchipped dogs and cats will be contacted, whenever possible.
- g) To not release any impounded animal until such animal is licensed.

**Emergency Services:**

- h) To provide Emergency Services, comprised of injured animals that are at-large where an owner cannot be found, 24 hours per day, 7 days per week. An after-hours answering/messaging service will be provided. Calls will be screened, and an on-call Officer will respond if deemed to be a true emergency. Non-emergency messages will be returned on the next business day during regular operating hours.

**By-laws & Laws:**

- i) To enforce all Municipality by-laws affecting the control and keeping of animals, as adopted and or amended from time to time, such by-laws including those currently in force in the Municipality, namely:

By-law No. 2020/67	To regulate the care and control of dogs, cats and domestic animals in the Municipality of West Nipissing.
--------------------	------------------------------------------------------------------------------------------------------------

**By-laws & Laws (Exceptions):**

- j) By-law No. 2020/67 - Section 7 (Dangerous and Nuisance Dogs). All inquiries related to Dangerous and Nuisance Dogs will be referred to Ontario Provincial Police to be investigated under the Dog Owner's Liability Act. Animal Control Officers will be available, during regular service provision hours only, to provide impound services and animal handling support.
- k) By-law No. 2020/67 - Section 13 (Investigation). All inquiries related to animal cruelty and distress will be referred to Provincial Animal Welfare Services to be investigated under the Provincial Animal Welfare Services Act.

**Prosecution:**

- l) To commence proceedings under the Provincial Offences Act in respect of offences charged pursuant to the Municipality's By-laws as set out above.
- m) To appear in Court to give evidence and assist in proceedings which have been commenced under this agreement.

**Licences:**

- n) To receive and solicit applications for licences and to carry out licencing procedures according to the procedure approved by the Council at the time of execution of this Agreement.

**Traps:**

- o) To supply traps suitable for the purposes of detaining stray animals on an "as-needed" basis for the purpose of detaining stray animals until such time that the animal can be collected and impounded by the Animal Control Officer.

**Education:**

- p) To maintain a public education program for spaying and neutering animals.
- q) To implement a Return-to-Owner Program to return animals voluntarily licensed and/or microchipped to their owners/custodians, at the rate of one free return home per year, without being charged an impound fee.

**Records:**

- r) To submit to the Municipality, quarterly as of the end of March, June, September and December, a written summary of the statistics pertaining to the Municipality including (but not limited to):
  - i. total number of animals impounded



- ii. outcome of animals impounded (ie claimed, euthanized, rehomed)
- iii. total number of dog and cat licenses issued
- iv. personal and licensing information provided by the owners
- v. total number of By-law infractions issued
- vi. total revenue from license sales
- vii. total revenue from impound claim fees
- viii. total revenue from fines

**Indemnity:**

- s) To indemnify and save harmless the Municipality in respect of all charges, costs, expenses, suits and damages and claims for loss or accident or injury of any nature or kind whatsoever in connection with the carrying out of this agreement and in connection with the shelter.

**Insurance:**

- t) To insure and keep insured the shelter building for fire and any other hazards and to deposit with the Municipality a policy of liability insurance. Such liability policy shall provide for indemnification of the Municipality and the Humane Society against any loss arising from claims of damage, injury or otherwise in connection with the carrying out by the Humane Society of the terms of this agreement. The Humane Society shall maintain the policy of insurance in force during this agreement. The limits of such policy shall not be less than Five Million Dollars (\$5,000,000.00) inclusive for public liability and property damage and for liability coverage for injury to animals caused by an accident and resulting in death of destruction while in the care, custody and control of the Humane Society. Such policy shall include the Humane Society as the insured and The Corporation of the Municipality of West Nipissing as an additional insured. The Humane Society shall pay the premium on the policy and shall, upon the execution of this agreement and from time to time thereafter furnish the Municipality with a certificate of insurance and with satisfactory evidence that such insurance is in full force and effect and the premiums are paid. In the event any renewal premium is not paid, the Municipality, in order to prevent the lapse of such liability insurance policy may pay the renewal premium or premiums and the Humane Society agrees to pay the cost of such renewal within ten (10) days of the account thereof being rendered to the Humane Society by the Municipality.
  - u) To provide the Municipality with a valid and current clearance certificate issued by the Workplace Safety and Insurance Board upon execution of this agreement and as further requested from time to time by the Municipality for the duration of this agreement.
4. The term of this agreement shall be from the 1<sup>st</sup> day of January, 2023 to the 31<sup>st</sup> day of December, 2027.
5. This agreement may be terminated by either party upon six (6) months written notice of intention to terminate delivered to the other party by prepaid registered mail at the following address:

FOR THE MUNICIPALITY: Alisa Craddock  
Director of Corporate Services/Treasurer  
The Municipality of West Nipissing  
225 Holditch Street, Suite 101  
Sturgeon Falls, Ontario P2B 1T1

FOR THE HUMANE SOCIETY: Liam Cullin  
Executive Director  
North Bay & District Humane Society  
2060 Main Street West, P.O. Box 1383  
North Bay, Ontario P1B 8K5

6. The parties to this agreement may amend the terms of this agreement upon the written consent of both parties to this agreement to any such terms to be amended.

**IN WITNESS WHEREOF** the Parties herein have hereunder caused to be affixed their corporate seals under the hands of their proper signing officers duly authorized in that behalf.

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

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**Name: KATHLEEN THORNE ROCHON**  
**Title: MAYOR**

---

**Name: ALISA CRADDOCK**  
**Title: DIRECTOR OF CORPORATE SERVICES  
AND TREASURER**

*We have authority to bind the Corporation.*

**THE NORTH BAY & DISTRICT SOCIETY FOR  
THE PREVENTION OF CRUELTY TO ANIMALS**

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**Name: STEVEN JOHNSON**  
**Title: CHAIR, BOARD OF DIRECTORS**

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**Name: BRIANNA JOHNS**  
**Title: VICE CHAIR, BOARD OF DIRECTORS**

*We have authority to bind the Corporation*

**Janice Dupuis**

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**Subject:** FW: Pride Festival Letter of Support Request

On Jan 27, 2023, at 4:49 PM, Ryan Marc Jackson &lt;[REDACTED]&gt; wrote:

Dear Mayor Rochon,

My name is Ryan Jackson and I live in Lavigne, Ontario. I run a place called Fox Haven, a camp and event space that is designed for alternative groups and events. Last year, in 2022, I worked in conjunction with North Bay Pride and a member of Sudbury Pride to put on a pride festival. The event went very well, especially considering it was its first year. We were even successful in getting a grant from New Horizons to specifically involve seniors in the event!

I am writing to request a letter of support for What the Fox Trot Inc. to host its second annual 2SLGBTQ+ festival in August of 2023 in Lavigne, Ontario. Municipal support would be extremely helpful as we go after grants and funding. We want to make it so that all members of the community, regardless of financial standing, could attend.

As you may know, festivals and events like these play a crucial role in promoting inclusivity and acceptance within our community. This festival will provide a platform for 2SLGBTQ+ individuals to celebrate their identities and create a sense of belonging in our municipality. It will also serve as an opportunity for education and awareness, helping to break down barriers and promote understanding among all members of our community.

We believe that hosting this festival will not only benefit 2SLGBTQ+ individuals, but also the wider community as a whole. It will help to create a more vibrant and welcoming city for everyone, and we believe it will have a positive impact on the local economy through increased tourism and business.

We are confident that with the support of yourself and the council, we can make this festival an even greater success and create a more inclusive and welcoming community for all. In addition to the letter of support, we would be grateful for any assistance that the council can offer in terms of funding, promotion, or other resources to help make this festival a reality.

Thank you in advance for considering our request. We look forward to the opportunity to work with the council and bring this important event to West Nipissing.

Sincerely,

Ryan Jackson



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

## **BY-LAW 2023/08**

### **BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETING HELD ON THE 7th DAY OF FEBRUARY, 2023**

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**WHEREAS** the Municipality of West Nipissing deems it desirable to confirm the proceedings of Council at its meeting held on the 7th day of FEBRUARY 2023, and each motion, resolution and other action passed and taken by the Council at its said meeting, is except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

The Mayor of the Municipality and the proper officer of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk or Deputy Clerk is hereby authorized and directed to affix the Corporation Seal of the Municipality to all such documents.

**ENACTED AND PASSED THIS 7th DAY OF FEBRUARY 2023 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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KATHLEEN THORNE-ROCHON  
MAYOR

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MELANIE DUCHARME  
CLERK