



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

February 21, 2023, 6:30 PM

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LA CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

RÉUNION DU CONSEIL ET COMITÉ PLÉNIER

ORDRE DU JOUR

le 21 février 2023, 18 h 30

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CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
Council and Committee of the Whole Meeting

Resolution #

Title: Approve the Addendum

Date: February 21, 2023

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT the Addendum for the meeting of Council held on February 21, 2023 be approved, as presented.

CARRIED

DEFEATED

DEFEATED

**CARRIED WITH
AMENDMENTS / REFERRED /
DEFERRED / DELETED**



CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Réunion du Conseil et Comité plénier

Résolution

Titre: Approbation de l'addenda

Date: le 21 février 2023

Proposé par: _____

Appuyé par: _____

QU'IL SOIT RÉSOLU QUE l'Addenda de la réunion du Conseil tenue le 21 février 2023 soit approuvé, tel que présenté.

ADOPTÉ

REJETÉ

REJETÉ

**ADOPTÉ AVEC
MODIFICATIONS / REPORTÉ /
RÉFÉRÉ / RETIRÉ**



CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council and Committee of the Whole Meeting

Resolution #

Title: Adopt the Agenda

Date: February 21, 2023

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT the Agenda for the meeting of Council held on February 21, 2023 be approved, as presented.

CARRIED

DEFEATED

DEFEATED

**CARRIED WITH
AMENDMENTS / REFERRED /
DEFERRED / DELETED**



CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Réunion du Conseil et Comité plénier

Résolution

Titre: Adoption de l'ordre du jour

Date: le 21 février 2023

Proposé par: _____

Appuyé par: _____

QU'IL SOIT RÉSOLU QUE l'Ordre du jour de la réunion du Conseil tenue le 21 février 2023 soit approuvé, tel que présenté.

ADOPTÉ

REJETÉ

REJETÉ

**ADOPTÉ AVEC
MODIFICATIONS / REPORTÉ /
RÉFÉRÉ / RETIRÉ**

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: **February 21st 2023**

Subject: **West Nipissing Pride - June Pride Month**

Name: **Michel Gervais**

Address: **2-220 Salter St. Sturgeon Falls, ON**

Phone: **Home: 705-471-9877** **Business / Cell:** **Fax:**

E-Mail: **westnipissingpride@gmail.com**

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

Fierté Nipissing Ouest/West Nipissing Pride

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

West Nipissing Pride would like to request the following:

- 1. Proclamation on June 1st, declaring June as Pride month in WN - Proclamation by Mayor at 12pm at Minnehaha Bay, flag raising. All municipal employees and council are invited. Pride flags installed downtown SF, and consider the opportunity to set up flags in neighboring towns. We are requesting the permission to make this an annual celebration.**
- 2. Permission to organize in partnership with the Municipality of West Nipissing a Pride parade on June 9th, 2023 at 1pm. We are requesting assistance with road closures, municipal/libraries participation, promotion, and what the municipality is willing to offer assistance with.**

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 or jdupuis@westnipissing.ca
Tel: 705-753-2250 • Fax: 705-753-3950

Visit ... www.westnipissingouest.ca

STAFF REPORT



TO: Jay Barbeau, CAO

FROM: Shawn Remillard, C. Tech. Manager, Public Works

DATE: February 13, 2023

RE: **TRAFFIC SIGNALS (HWY 17 AND LEVAC/DRIVE IN)**

Following receipt of a signed Petition at the February 7th Council meeting and at the request of the CAO, Public Works have communicated with a Ministry of Transportation representative regarding the requested construction of a signalized intersection on Hwy 17 at Levac and Drive In road.

The MTO representative indicated in his email correspondence the MTO have been monitoring the subject intersection annually to determine where it ranks on the warrant systems for a signal. They will follow up with us after reviewing current traffic counts and collision data.

Typically, the Ministry will add it to a safety priority list and schedule it into a program for installation once it is identified as warranted. If and when it is identified as warranted, programmed, the MTO will budget the entire cost of installation and include it with an upcoming project.

At times signals are initiated through developments and identified as warranted based on trips generated by development and noted within a Traffic Impact Study. In these situations, the developer would be responsible for cost sharing of the new signalized intersection.

RECOMMENDATION:

- No current action required - Wait for MTO to review their traffic count and collision data and report back to the Municipality with a recommendation (*if any*).

Respectfully,

Shawn Remillard, C.Tech
Manager, Public Works

PRESCRIBED PETITION FORM

SUBMIT TO:



Council of the Municipality of West Nipissing
% Municipal Clerk
101 - 225 Holditch Street
Sturgeon Falls, ON L3B 3X4

JAN 09 2023

I/We the undersigned petition the Council of the Municipality of West Nipissing as follows:

Brief description: We are asking if you can put lights
at the intersection
Highway 17 - Levac Rd → Drive in Road

| PRINTED NAME | MAILING ADDRESS | CONTACT NUMBER | SIGNATURE |
|-------------------|-----------------------------|----------------|-------------------|
| Bill Moon | 29 Waterfront Dr. Cache Bay | | Bill Moon |
| SUE MOON | Cache Bay | | Sue Moon |
| Deborah Bidul | CB Librarian | | D Bidul |
| Jessie Lark | 23 Cache | | Jessie Lark |
| Jessica Marleau | CB Post Master | | J. Marleau |
| Carm Gagnon | 34 Ritchie | | Carm Gagnon |
| Shirley Voyer | 57 Booth | | S Voyer |
| Jess Grassella | 675 Drive In Road | | Jess Grassella |
| John Desbois | 675 Drive in Road | | John Desbois |
| Jocelyn Giroux | 61 Bain Ave Cache Bay | | Jocelyn Giroux |
| Melissa Gagnon | 32 Bain Ave Cache Bay | | Melissa Gagnon |
| Kimberly Scott | 5 Gordon St. Cache Bay | | Kimberly Scott |
| Crystal Frederick | 9 Waterfront Dr Cache Bay | | Crystal Frederick |
| Terri LeBreun | 32 BAIN AVE CACHEBAY | | Terri LeBreun |
| David Scott | 5 Gordon St Cache Bay | | David Scott |

MUST BE SIGNED BY SUBMITTING REQUESTOR

| | | |
|----------------------|--|---|
| Contact Information: | Print Name: Bill & Sue Moon | Signature: JAN 10 2023 * confirmed as primary contact |
| Mailing Address: | Street, City, Postal Code: 2 - 92 Waterfront Dr., Cache Bay, ON | |

PRESCRIBED PETITION FORM

SUBMIT TO:

Council of the Municipality of West Nipissing
 % Municipal Clerk
 101 - 225 Holditch Street
 Sturgeon Falls, ON L3B 3X4

2

I/We the undersigned petition the Council of the Municipality of West Nipissing as follows:

Brief description: We are asking if you can put lights
at the Intersection
Highway 17 - Lejac Rd → Drivern Road.

| PRINTED NAME | MAILING ADDRESS | CONTACT NUMBER | SIGNATURE |
|----------------|------------------------------|----------------|----------------|
| Robin Monard | Robin 415 Booth St | | Robin Monard |
| Haley Coates | 16 Young St | | Haley Coates |
| Derrick Wilkes | 17 Water Front Dr | | Derrick Wilkes |
| Sheron Bidal | 137 Drivern RD. | | Sheron Bidal |
| Haley Jenner | 24 Young St. | | Haley Jenner |
| R Voyer | 57 Booth | | R Voyer |
| N Pitre | 17 Edward St. | | N Pitre |
| Anick Bureau | 47 Booth | | Anick Bureau |
| Connie Renaud | 47 Anderson St | | Connie Renaud |
| DEBBIE DESROIS | 24 YOUNG STREET CACHE BAY | | Debbie Desrois |
| Laurie Leblanc | 31 HAY ST. CBAY | | Laurie Leblanc |
| MCrispin | 31 Anderson St. N. | | MCrispin |
| Bill Schumann | 9 Cache St | | Bill Schumann |
| | | | |
| | | | |
| | | | |

MUST BE SIGNED BY SUBMITTING REQUESTOR

| | | |
|----------------------|----------------------------|------------|
| Contact Information: | Print Name: | Signature: |
| Mailing Address: | Street, City, Postal Code: | |

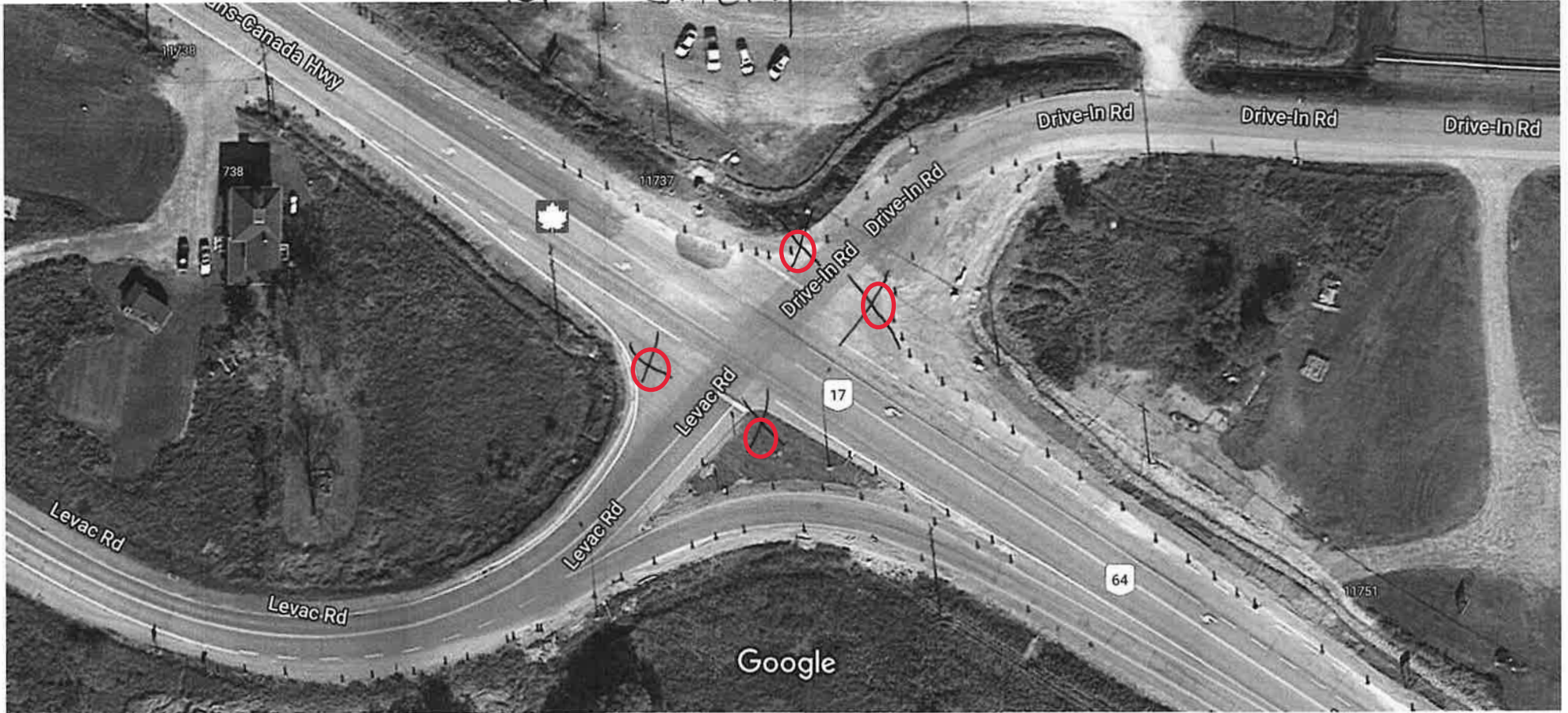


Brief description: We are asking if lights can be put at Intersection

By signing this petition, I hereby acknowledge that this petition will become part of a public record belonging to the Municipality of West Nipissing and that all information contained in this petition will be available for viewing by the public and may be reproduced in a future Council Agenda.

Google Maps


Intersection Requires Lights
for Safety.



Imagery ©2022 Maxar Technologies, Map data ©2022 20 m

↑
Lights

SCHEDULE "B" OF BY-LAW 2019/24

|  AGENDA ITEM REQUEST FORM | | | |
|--|---|--|---|
| PLEASE PRINT CLEARLY: | | | |
| Requested Council Meeting Date: | | January 17, 2023 | |
| Name of Requestor: | Jerome Courchesne | | Date submitted: January 5, 2023 |
| Address: | Full mailing address: | | |
| Phone: | Home: | Business / Cell: 705-845*0507 | Fax: |
| E-Mail: | jcourchesne@westnipissing.ca | | |
| Requested Agenda Item/Subject: | | Provision of sand for winter maintenance of private roads | |
| Additional details / background information: | | <input checked="" type="checkbox"/> see below <input type="checkbox"/> Supporting documents attached separately | |
| <p><i>Please attach/include pertinent information to support this item. This will assist staff in conducting any research or obtaining background information; which may be required to make an informed decision in the best interest of the municipality.</i></p> <p>At one time I believe the municipality would give sand from local PW garages and sites to residents needing it for their private roads during the winter time and that this practice was discontinued due to liability reasons. In the past there used to be blue barrels full of sand in various locations to be used by residents. Would like to discuss the possibility of leaving these barrels at strategic places (i.e. end of public road allowances, commencement of private roads, etc.) for residents to use. Possibly run a pilot project to see if there is merit in exploring this further before going all in or in at all.</p> | | | |
| ADMINISTRATIVE APPROVAL | | | |
| STEP 1 → Submit your completed form to the CAO or designate for required review and approval. Every effort will be made to accommodate requests however the complexity of subject may require the matter to be heard on another date other than the original date requested and the requestor will be notified. | | | |
| Signature of CAO or designate: | | Date: January 5/2023 | |
| (e-mail) | | | |
| MUNICIPAL OFFICE USE | | | |
| STEP 2 → This form must be returned to the Clerk's office no later than 12 noon on the Wednesday preceding the Council Meeting at which the item is to be considered, subject to CAO approval and scheduling. | | | |
| Date Received: | JANUARY 17/2023 | Received from: | Councillor J. Courchesne |
| Meeting Date Requested: | JANUARY 17/2023 | Mode of Notification: | <input type="checkbox"/> in person <input type="checkbox"/> by telephone <input checked="" type="checkbox"/> by e-mail <input type="checkbox"/> other: _____ |
| Processing of request: | <input type="checkbox"/> Information only <input type="checkbox"/> Action Item <input checked="" type="checkbox"/> Discussion/Action Item <input type="checkbox"/> Report Required <input type="checkbox"/> Public Hearing <input type="checkbox"/> Closed Session | | |
| APPROVED FOR AGENDA: | | | |
| Scheduled for (date): | FEBRUARY 21/2023 | <input type="checkbox"/> Regular meeting <input checked="" type="checkbox"/> Committee of Whole meeting | |
| Requestor Notification: | The above requestor _____ was notified on _____ (date) | | |
| Action Taken: | | | |
| Notes / Comments: | | | |

STAFF REPORT



TO: Jay Barbeau, CAO

FROM: Shawn Remillard, C. Tech. Manager, Public Works

DATE: February 13, 2023

RE: **WINTER SAND FOR PRIVATE ROADS**

As requested by the CAO, Public Works was asked to explore the possibility of supplying winter sand in containers (blue barrels) at specific locations for local residents to sand their private roads.

Public access to Public Works yards to acquire winter sand was in fact discontinued for liability reasons as stated by a respective councillor. In addition, residents would also have access to pipe and fittings, Cold Mix Asphalt, Granular "A" and other various aggregates or materials with no control measures in place to manage the practice.

With respect to filling of blue barrels in specific areas by Public Works, staff have identified the following concerns and/or challenges:

- 1) Public Works not equipped to fill barrels, barrels would need to be filled by hand
- 2) Winter sand mixed at 5% salt will freeze/harden inside the barrels, 100% dry sand would be required at best which PW does not currently stock.
- 3) PW would not be able to sustainably maintain or help maintain additional private roads with its current workforce and fleet without affecting current LOS on public roads and assets, considering the significant inventory of private roads, private drives and parking potentially requesting sand
- 4) Public Works would be competing with Private sector and potentially taking away current business. West Nipissing currently has local contractors who supply winter sand and sanding services on private property. Individual private road proponents could hire contractors of their choice for sanding and/or filling barrels

RECOMMENDATION:

- No further action required
- Continue status quo - residents of private roads to source out supply of winter sand for their personal use.

Respectfully,

Shawn Remillard, C.Tech
Manager, Public Works

STAFF REPORT



TO: Jay Barbeau, Chief Administrative Officer

FROM: Stephan Poulin, Director of Economic Development and Community Services
Melanie Ducharme, Clerk/Planner

SUBJECT: CACHE BAY TRAILER PARK

DATE: February 17, 2023

RECOMMENDATION:

That Council provide direction on the following options pertaining to the ownership and operation of the Cache Bay Trailer Park;

- 1) Status quo – Municipality maintains ownership of the park and leases the premises to a third party operator who is responsible for the maintenance and day-to-day operation of the park;
- 2) The Municipality maintains the ownership of the park and operates the facility using municipal staff and resources;
- 3) The Municipality sells the park and its assets (two options):
 - a. Undertake a Preliminary Environmental Assessment of the property in order to obtain a clearer picture of the environmental constraints, if any, relating to the property and to what extent additional development or expansion of the Park is possible. Once the environmental assessment has been completed, have the property appraised and offered for sale with a minimum bid set, based on the appraised value.
 - b. Sell the property “as-is, where-is”. For this option, the Municipality would provide no undertaking or warranties as to any matter or thing pertaining to the property, with all due diligence to be borne by the buyer.

Staff recommends that Council support Option 3 and proceed with the sale of the trailer park. The management and operation of the park has been difficult and contentious throughout the years (including prior to amalgamation) and have escalated over the past 2 years. Retaining ownership of the Park comes with a significant financial impact to the Municipality for required infrastructure investment and for the continued operation. By owning and operating the trailer park, the Municipality is not only competing with the private sector, but doing so at a financial loss that ultimately has to be borne by the West Nipissing taxpayers.

BACKGROUND:

The Cache Bay Trailer Park (herein referred to as “the Park”) is located within a parcel of land consisting of approximately 226 acres of land, spanning the north shoreline of the water body known as Cache Bay (herein referred to as “the Property”). The Property is comprised of Part of Lots 9, 10 and 11 in Concession 1, Springer Township and lies between the Canadian Pacific right-of-way and the high-water mark of the north shore of McLeod’s Bay in Lake Nipissing, which is now more commonly referred to as Cache Bay. The Park itself is located in the southeast corner of the Property and is comprised of approximately 8.5 acres. A copy of the sketch which was attached to the original lease document is attached as Appendix 1.

The Property was acquired by the Town of Cache Bay from Goulard Lumber (1971) Limited in 1972 for the sum of Twenty Thousand Dollars. The construction of the Park was the initiative of the former Town of Cache Bay who, initially, undertook its operation, which proved to be taxing on the administration and in 1981, the park property was first leased to an independent operator. From the documentation available, it appears that the first operator constructed the swimming pool and deck and acquired most

of the equipment. The lease changed hands a few times through the nineteen eighties and in 1990 it was taken over by an operator who, along with a partner for the first ten (10) years, ran the park until notice was received in 2015 that he would not be renewing the lease and would cease to operate the park.

Since 2016 the park has been operated under the terms and conditions of two (2) separately issued Requests for Proposal, the successful bidder of which was the same individual. In 2022 council directed staff to serve notice on the operator that 2022 would be the final year and that the municipality would not be renewing for 2023.

Up until 2015, the lease structure consisted of a monthly rental amount (\$450/month 2010-2015) plus utilities and taxes. The revenue of the park was the property of the Tenant who was solely responsible for the day to day operation and upkeep of the park, subject to rules and regulation of the municipality. Since 2016, the rent has been structured on a fixed percentage of the Tenant's gross revenue, based on the Income Statements of the Tenant, supplied annually in the October following the closing of each camping season.

ANALYSIS/CONSIDERATION:

The purpose of this report is to provide Council with all of the information required in order to determine the future direction of the Park and to offer options and recommendations pertaining to future ownership and operations.

Property:

As noted earlier the entire waterfront property consists of approximately 7600 feet of frontage on Cache Bay and is largely vacant aside from the Park area and some community structures, including the government dock and ball field. There are number of boathouses located on the shoreline adjacent to the dock, which are not located on the municipally owned lands, but are accessed by "Dock Road". The boathouses are located on the Crown reserve through a Land Use Permit (LUP). The municipality receives no revenue nor charges any levy for those boathouses.

Site and Amenities:

The Trailer Park area consists of approximately 8.5 Acres of land at the south east corner of the Property. The Park has approximately 500 feet of frontage on Cache Bay, however the shoreline consists of marshland which cannot be altered pursuant to its status as Conservation Area. The property is accessed by Teal Road which is maintained by the Municipality. The campground currently has a total of forty-five (45) fully serviced (water, sanitary and 30-amp hydro) seasonal sites, fifteen (15) partially serviced (water and hydro only) sites and three transient sites with no services. In addition to the trailer sites, there are several buildings on the property including an administration office, shower facilities, laundromat, two washroom facilities, two (2) storage sheds, a recreation building and an outdoor swimming pool which has been recently decommissioned. An aerial photo (as of 2021) is attached as Appendix 2

Wetlands:

The Park is located adjacent to the Cache Bay Wetland Conservation Reserve which was established in 2003 under the authority of the [Provincial Parks and Conservation Reserves Act](#). The reserve consists of approximately 3926 hectares of land (9700acres) of land and includes the lake bed of Cache Bay. This area is designated as Provincially Significant Wetland in the West Nipissing Official Plan. While the park itself is not included in the reserve, the entire shoreline and the bed of the Bay are included as well as the property to the east. No new development in this reserve is permitted under the guidelines of the [Wetland Reserve Management Statement](#), thus potentially limiting expansion of the park as well as any new or expanded use of the shoreline of Cache Bay.

The waterfront area, although protected, may be used for passive activities such as boating, sport fishing, hunting, canoeing, and bird watching.

Services:

1. Sewer and Water: The property is currently serviced with municipal water and sanitary services which are accessed from waterfront Drive. Seasonal camping sites are connected directly to the municipal sanitary and water system.
2. Hydro: Hydro is supplied by Greater Sudbury Utilities. The Tenant pays the Hydro during the camping season. All seasonal camping sites have access to hydro.
3. Access: The Park is accessed by a municipally maintained road known as Teal Road. There are no other properties on the road and it is not opened in the winter months.
4. Dumping Station: there is a public dumping station located along Teal Road which can be used at no cost by transient/overnight campers of the Park.

FINANCIAL CONSIDERATION:

The Park's value (land and assets) is unknown at this time and a detailed appraisal would be require in order to establish an estimated market value.

Expenses Paid by the Operator (apportioned based on the camping season May to October):

1. Taxes
2. Water/Sewer
3. Hydro
4. Insurance

Expenses borne by the Municipality:

Note that despite the operator being responsible for hydro, maintenance and water and sewer during the operational months, there are still carrying costs for the property for the non-camping months.

1. Hydro (during off-season)
2. Water and sewer rates (off-season)
3. Seasonal setup of sewage pumps and on-going maintenance
4. Capital repairs and maintenance, road, electrical, plumbing, etc. - Staff have projected that over the next ten (10) years, the park will require well over \$300,000 in capital upgrades and repairs. \$226,000 of that figure would be required in 2023 should council choose to replace the pool at a cost of approximately \$176,000.00 including decking and fencing. In addition, in order for the park to remain open in 2023, electrical repairs/upgrades must be completed at an estimated cost of \$50,000 (as per an order from the Electrical Safety Authority). These capital expenditures are over and above the annual operating expenditures borne by the municipality as listed above.

Income to the Municipality:

Since 2014, income has been calculated at 10% of the operator's gross revenue derived from seasonal campsites. On average the Municipality received \$8,500 in revenue (rent paid) from the Park Operator.

LOCAL IMPACT:

The Municipality of West Nipissing is home to many campgrounds and the Cache Bay Trailer Park is a retreat for 45 tenants, who spend their summers in the Park from the long weekend in May to the end of September. 79% of the seasonal sites in the park are occupied by non-residents of West Nipissing.

Seasonal camping is prevalent in West Nipissing, there are at least a dozen privately owned businesses that offer RV camping services in West Nipissing. The Cache Bay Trailer Park is the only campground in West Nipissing with full municipal water and sanitary services and it's the only campground in West Nipissing that is not privately owned/operated.

INTERIM PLAN:

The park is scheduled to open in May and, as a result of having cancelled the contract with the Operator, the municipality will operate the Park using its own staffing resources for the 2023 camping season. The municipality will run/operate the park using a modified approach providing only essential services to the existing seasonal campers/tenants. This would mean that only seasonal sites will be available and no overnight or transient camping will be made available. Washrooms and showers will be maintained and be made available to the seasonal tenants. The Rendez-vous building (small meeting facility) will be made available for the tenants using a rental request process similar to how we book community halls. The swimming pool will also remain closed for the season.

Depending what Council's final decision regarding the Park's future ownership and operation is, running the park internally for 2023 and using a modified available services approach will allow for proper planning moving forward and to provide advanced notice to the tenants/seasonal campers.

Estimated operating budgets for a municipally operated park and for a 3rd party contractor operated park are provided in **Appendix 3**. In addition, the 10-year estimated capital cost budget is provided in Appendix 3.

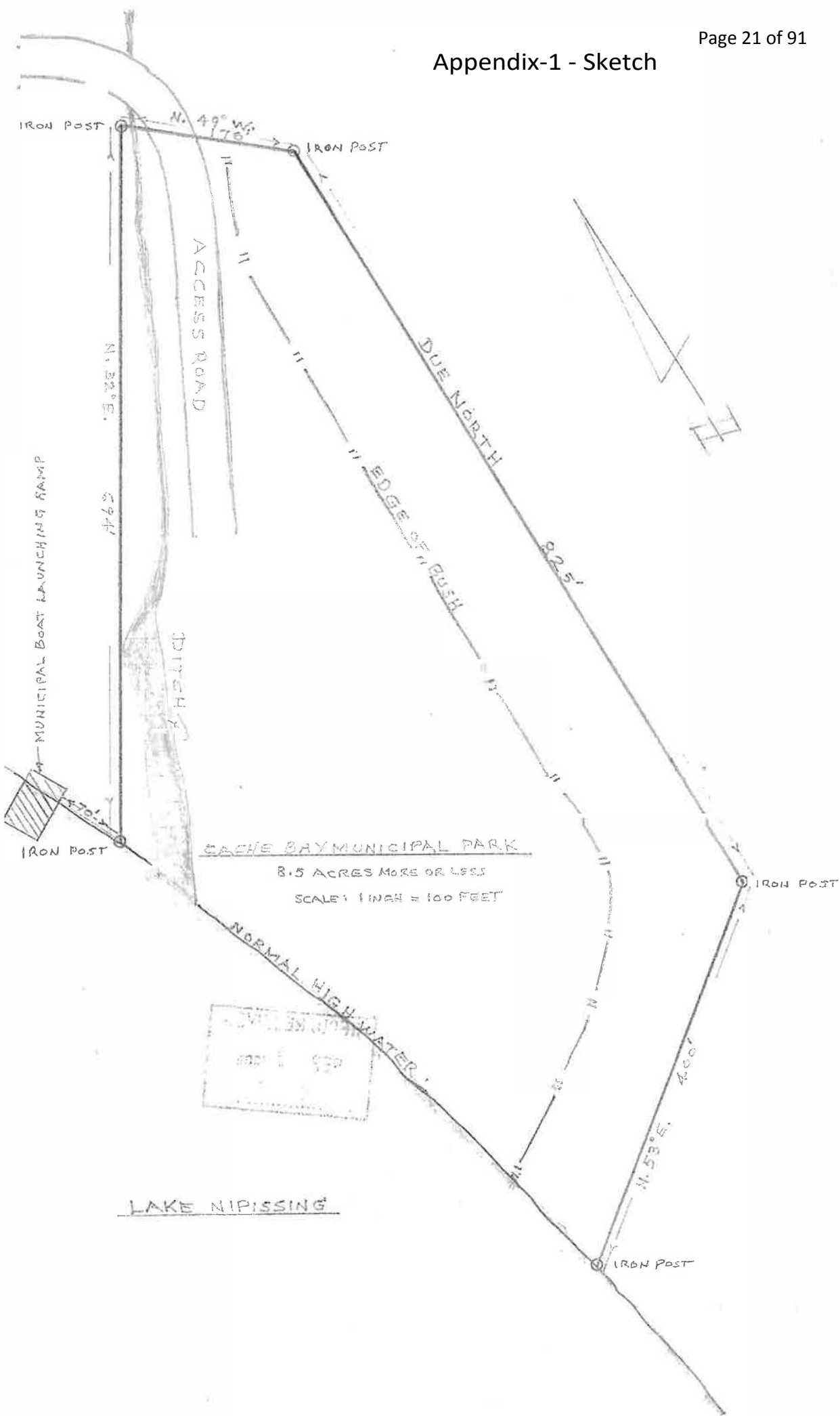
ATTACHMENTS:

Appendix 1 – Sketch of Property

Appendix 2 – Aerial Photo

Appendix 3 – Estimated Operating Budget (Municipality operated vs 3rd party contractor) and 10 year estimated capital budget

Appendix-1 - Sketch



APPENDIX 2 – AERIAL PHOTO



APPENDIX 3Estimated Operating Budget (Municipal Operation)

| | |
|-------------------------|----------|
| Seasonal Rentals | \$80,000 |
|-------------------------|----------|

Expenses:

| | |
|----------------------|-----------------|
| HR (Municipal Staff) | \$45,000 |
| Hydro | \$12,600 |
| Water & Sewer | \$14,700 |
| Insurance | \$7,135 |
| Maintenance/Repairs | <u>\$10,000</u> |
| | \$89,435 |

| | |
|-------------------|-------------------------|
| Net Income (Loss) | <u><u>(\$9,435)</u></u> |
|-------------------|-------------------------|

Estimated Operating Budget (3rd Party Contractor)

| | |
|-------------------------|---------|
| Seasonal Rentals | \$8,500 |
|-------------------------|---------|

Expenses:

| | |
|----------------------|-----------------|
| HR (Municipal Staff) | \$7,500 |
| Hydro | \$500 |
| Water & Sewer | \$1,475 |
| Insurance | \$1,500 |
| Maintenance/Repairs | <u>\$10,000</u> |
| | \$20,975 |

| | |
|-------------------|--------------------------|
| Net Income (Loss) | <u><u>(\$12,475)</u></u> |
|-------------------|--------------------------|

Estimated Required Budget for Capital Upgrade and Repair Projects

| | |
|-------------------------|-----------------|
| 2023 | \$226,000 |
| 2024-2031 \$10,000/year | <u>\$90,000</u> |
| Total | \$316,000 |

STAFF REPORT



TO: Jay Barbeau, Chief Administrative Officer
FROM: Stephan Poulin, Director of Community Services
DATE: February 17, 2023
SUBJECT: REQUEST TO INSTALL MERMAID STATUE ON MUNICIPAL PROPERTY

Recommendation:

That council provide direction pertaining to a request received from the Sturgeon Falls Beautification Group for the installation of a statue of a mermaid on Municipal property at Minnehaha Bay.

Options for Council to consider in this matter:

1. Approve the installation of the statue at Minnehaha Bay as per engineered specification and estimated budget;
2. Decline the request to install the statue on Municipal property;

It is staff's recommendation that Council support Option 2 due to the public safety concerns associated with this structure. This structure will not be a piece of art that the public will be able to view easily due to the way this statue would need to be displayed in order to ensure public safety.

Background:

Through fundraising and private donations, the Sturgeon Falls Beautification purchased two sculptures / statues with the goal of having these structures displayed within the downtown area in Sturgeon Falls. One of the structures is referred to by the local group as "Stella Sturgeon" and the other is named "Marina the Mermaid". Stella is currently located and displayed on a private property on King Street. The mermaid is currently stored in our Municipal garage at Town Hall.

Following the acquisition of these structures, the SF Beautification group requested that the Municipality install the Mermaid statue on the existing fountain located between the Caisse Populaire and the Odeon. A sketch of their vision for the mermaid at fountain is provided in **Appendix 1**. After consultation and due-diligence, Municipal staff determined that this option was not viable for the following reasons;

- a) Public safety – the statue is made of steel and has very sharp edges. It measures approximately 7 feet long and weights approximately 200 lbs. The risk of injury and liability that this structure creates is great and staff were strongly opposed to having that statue installed on the fountain and within reach. Pictures of the statue are provided in **Appendix 2**.
- b) The fountain would have had to be decommissioned.
- c) In order to safely display the mermaid above the fountain, the statue would have had to be installed on a platform at least 10-12 feet high. This would have negatively impacted the functionality and the overall look of the fountain.
- d) The logistics and cost of building infrastructure to display the statue at this location

The group then turned their attention to Minnehaha Bay and discussed with staff, options to display the Mermaid at that site. In the fall of 2022, this request was discussed at Council and direction was provided for staff to work with a consultant in order to determine a viable location, a safe way to display the statue and the estimated costs to do so.

It's important to note that the group proceeded to acquire the mermaid statue without consulting with the Municipality regarding the possibility of displaying the structure on public property. Its imperative that community groups and organizations consult and work with Municipal staff ahead of time regarding project that impact municipal land, operations and finances.

Analysis/Consideration:

Two locations at Minnehaha Bay have been identified as potential sites to display the statue. Location #1 is near the boat launch and location #2 is towards the end of the walking trail past the amphitheatre. An aerial view of both sites are provided in **Appendix 3**. The SF Beautification's preferred location is near the boat launch.

A consultant was retained and an opinion regarding the best location at Minnehaha Bay was received. The following factors were taken into consideration;

- Public Safety
- Vandalism
- Location (access for public viewing and overall esthetics)
- Installation – Design and Logistics
- Costs and on-going maintenance

The architect is recommending that location #2 be the preferred site for the statue if the Municipality were to install it on Municipal land at Minnehaha Bay. The architect's opinion is provided in **Appendix 4**.

In order for this structure to be displayed with the public's safety in mind, it will need to be affixed to a base and pedestal at a minimum 10 feet in the air. The design would need to ensure the pedestal cannot be climbed and that no one can have direct access to the statue.

Community Strategic Plan Alignment:

The Municipality currently does not have a public art policy and consideration should be given to the establishment of such policy. This type of policy framework would allow the Municipality to be better equipped to handle similar request in the future.

Financial Consideration:

The estimated costs for engineering/design, fabrication and installation is \$15,500 for location #1 (near the boat launch) and \$18,000 for location #2 (end of trail).

Local Impact:

It is to go without saying that members of the SF Beautification group will be disappointed if this request is denied by Council. This group has and continues to do great work in our community and it's the Municipality's hope that we can continue that positive partnership.

There could be criticism from residents and other community groups if Council decides to support this request. The money allocated to this project will limit the ability for Council to support other beautification projects and groups.

Conclusion:

It is staff's recommendation that the request to install the Mermaid statue on Municipal property be declined. This type of structure creates a health and safety risk. The SF Beautification group could look at finding options on privately owned land (like they did for Stella Sturgeon) if they wish to have the mermaid statue displayed in West Nipissing.

Attachments:

Appendix 1 – Sketch of Statue at municipal fountain and pictures of the actual Mermaid Statue

Appendix 2 – Pictures of the Mermaid Statue

Appendix 3 – Arial Pictures of Both Site Location Options at Minnehaha Bay

Appendix 4 – Consultant's Opinion

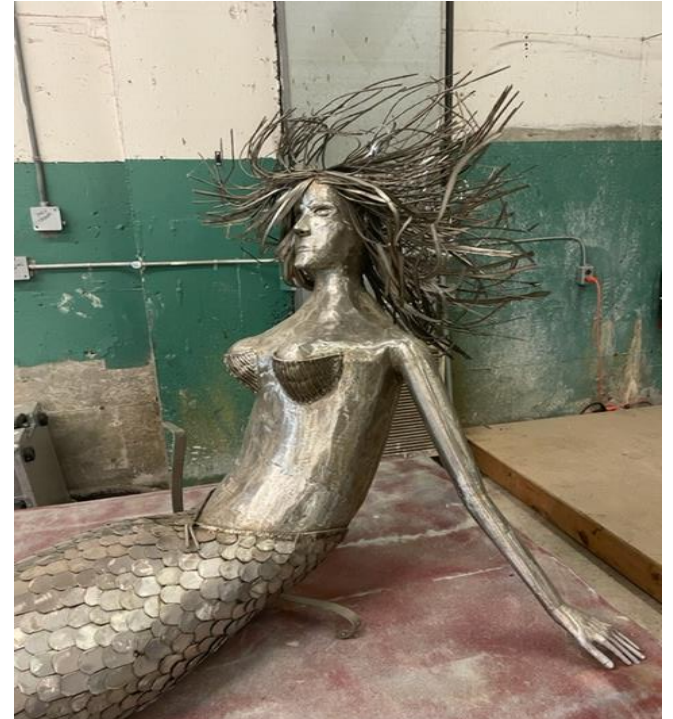
APPENDIX 1

Sketch of original vision by the SF Beautification Group for the statue at the municipal fountain



APPENDIX 2

Pictures of the mermaid statue



APPENDIX 3

Site Location #1 – Near Boat Launch at Minnehaha Bay (SF Beautification Group's Preferred Location)



Site Location #2 – End of Walking Trail Past the Amphitheatre (Consultant's Recommendation)



APPENDIX 4

ARCHITECT'S PROFESSIONAL OPINION OF MERMAID LOCATION

MERMAID SYMBOLISM

Traditional Mermaids have the upper body of a woman and the lower body of a fish. Images of Mermaids appear as early as ancient Babylon. Sailors considered images of Mermaids as a good luck charm, which is why figureheads were carved with Her image.

Being tied to the Water Element, the Mermaid may take on the meaning of a source of life, cleansing, and renewal. Water can also be a fierce foe, with crashing waves that threaten to take us under into the unknown.



In my opinion, the proposed location offers the following benefits:

- Direct relationship to water which is fundamental to the Mermaid and origins of Sturgeon Falls
- Isolated and remote to provide safety and security of the Mermaid (minimize people physical interaction)
- Location best meets the symbolism (water, life, cleansing, danger) of the Mermaid
- Acts as a destination feature along the tourist path
- Can be seen from Minnehaha Bay Marina
- Mermaid "hair" extends over deep water for added safety

STAFF REPORT

TO: Jay Barbeau, Chief Administrative Officer

FROM: Janie Pépin, Community Development Officer
Stephan Poulin, Director of Economic Development & Community Services

Subject: YOUTH ADVISORY COMMITTEE – TERMS OF REFERENCE

Date: February 17, 2023

Summary:

This report responds to direction from Council regarding the establishment of Youth Advisory Committee, as per resolution #2023/17 passed at the January 3rd Council meeting.

Recommendation:

For Council to provide feedback/direction regarding the draft Terms of Reference for the new Youth Advisory Committee. See schedule A

Background:

On January 3rd, 2023, Council approved the establishment of a Youth Committee. Staff have conducted research pertaining to best practices and existing Terms of Reference in other Municipalities. The findings from this research have helped staff develop the draft terms of reference for Council's consideration.

Local Impact:

The Youth Advisory Committee whose purpose will be to provide a voice for the youth of West Nipissing, while assisting Council in an advisory role on all matters that affect youth in our community. This Advisory Committee has the power to have a lasting positive effect on youth in West Nipissing. This can range from tangible results of municipal projects to more profound societal changes (e.g., increased self-esteem, increased youth involvement and leadership in municipal politics). Having youth voices included in Council's strategic direction, and being aware of important matters affecting youth, will ensure that we are offering services, programs, and events that meet the needs of youth in West Nipissing.

Attachments:

Schedule "A" - Terms of Reference – Mayor's Youth Advisory Committee

SCHEDULE "A"



Municipality of West Nipissing

YOUTH ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Youth Advisory Committee (YAC) will provide a voice for the youth of West Nipissing, while assisting Council in an advisory capacity on social and recreational matters that will enhance the quality of life, safety, health and well-being of West Nipissing's younger population.

2. MANDATE

The mandate of the YAC is:

- To be part of a two-way dialogue, through information sharing, between Council and youth.
- To provide youth with a better understanding of municipal politics.
- To present the opportunity for youth to provide input regarding Council initiatives.
- To provide an opportunity for youth to establish their needs, concerns, wants, and promote general awareness of services/events that are targeted towards youth.
- To keep Council informed of important matters affecting youth.
- To partner with established community organizations to provide a link to existing youth activities and other programs in the community.
- To establish youth related priorities annually for recommendation to council.
- To act as a positive advocate for youth in the community.

3. MEMBERSHIP

The Committee will be comprised of a maximum of 11 voting members

- 8 (eight) youth, ages 14-24, appointed by council representing each Ward
- 3 (three) youth, representing each high school in West Nipissing

Members are selected by resolution of Council. The minimum term of the Committee is one (1) school year (September to June). Once selected, YAC members will be considered for reappointment in future years. The YAC's success hinges on the experience and guidance of returning members.

The Committee shall, from amongst its members, choose a Committee Chair. The selection of the chair shall be made at the first meeting of the year for each year of the committee's term.

Resource Team (Non-Voting Members):

Council;

- Mayor

Municipal Staff;

- Director of Economic Development and Community Services
- Community Development Officer
- Other Municipal Staff as required
- As required, community partners and key stakeholders (WN Health Centre, DNSSAB, Health Unit, Ministry of Tourism, Culture and Sports, etc.)

Adult Mentors;

- Maximum of 3 adult mentor members who have experience working with youth

Representatives from Council and municipal staff, as well as adult mentors, will serve as facilitators and liaise with the Youth Advisory Committee, but will be non-voting members.

4. RESPONSIBILITY OF ALL YAC MEMBERS

Committee Members will:

- Attend all meetings.
- Play an integral role to the YAC by actively participating and contributing to projects/special events coordinated by the YAC.
- Establish priorities at the beginning of each school year and develop a work program with which to focus its attention.
- Give prior notification to the Chair of the YAC and the staff liaison to inform of their absence from a meeting if they are unable to attend.
- Establish youth related priorities for recommendation to council.
- High School representatives will advise their Principals of any important issues relating to the YAC and the students of the High School.
- Connect with youth in the community to inform them of upcoming events or initiatives.
- Participate in presentations and discussions with Council, with the assistance of the staff liaison(s).
- Participate as a team member, capable of a community ambassador role;
- Act as a positive advocate for youth in the community and be strong proponents of the Municipality's well-being.

5. ATTENDANCE/REGRETS

All appointed Committee members will make their best efforts to attend committee meetings.

Should appointed Committee members miss three consecutive committee meetings, without explanation or valid regrets (extracurricular activity/job), they will have been deemed to have resigned, as such the vacancy will be posted forthwith for a new member appointed by Council.

Regrets should be sent as early as possible to the Chair and/or the staff liaison.

6. PROCEDURES AND PROTOCOL

Meeting Time & Location

The committee will hold a minimum of 6 meetings per school year (September – June). As necessary, additional meetings of the Committee may be called by the Chair, with a minimum of 72 hours' notice, to address urgent matters. Dates and times for meetings will be determined by the committee, during their first meeting, to best fit their schedules.

Meetings will be held in the Council Chambers at Town Hall. If the Council Chambers are not available an appropriate alternate location will be selected.

Agenda & Minutes

Agenda items will be set by the staff liaison, in consultation with the Chair.

Minutes will be prepared and kept by the staff liaison, who will distribute the minutes to all of Council in accordance with municipal policy.

Decision Making & Quorum

The YAC will approve by motion those matters it wishes to advise Council. A resolution of the YAC will be adopted on a motion, carried by simple majority vote. A quorum will be required. A quorum consists of a minimum 50% + 1 of the voting members of the MYAC. Motions that end in a tied vote will be considered defeated.

Council Updates

The YAC will provide a minimum of 1 (one) presentation/update to Council each year regarding their activities, concerns and key priorities identified. The update may be in the form of a report or a delegation to Council.

7. AMENDMENT OF TERMS OF REFERENCE

The Terms of Reference of the YAC should be reviewed on an annual basis at the end of each year. The YAC may recommend revisions to the Terms of Reference which will require approval by Council.

STAFF REPORT

TO: Jay Barbeau, Chief Administrative Officer

FROM: Janie Pépin, Community Development Officer
Stephan Poulin, Director of Economic Development & Community Services

DATE: February 17, 2023

SUBJECT: RECREATION AND CULTURE ADVISORY COMMITTEE – TERMS OF REFERENCE

Summary:

This report responds to direction from Council regarding the establishment of a Recreation and Culture Advisory Committee, as per resolution #2023/18 passed at the January 3rd, 2023 Council meeting.

Recommendation:

Council to provide feedback/direction regarding the draft Terms of Reference for the new Recreation and Culture Advisory Committee. See schedule A

Background:

On January 3rd, 2023, Council approved the establishment of a Community Services Committee. Since then, we've been in the process of researching best practices and creating a Terms of Reference. This new Committee would assist Council in an advisory capacity on matters related to art, culture, heritage, recreation, leisure, and programming in West Nipissing.

Our research confirms that other municipalities and cities in Ontario have similar type committees with comparable goals and objectives as what is being proposed for our community.

Local Impact:

The establishment of this new Committee will provide a means for community groups/organizations, partners and stakeholders to actively assist Council in an advisory role regarding various sectors relating to community development. This will help ensure that the community is moving forward in a strategic direction to ultimately meet community needs.

Attachments:

Schedule "A" - Terms of Reference – Recreation and Culture Advisory Committee

SCHEDULE A



Municipality of West Nipissing

RECREATION AND CULTURE ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Recreation and Culture Advisory Committee will assist Council in an advisory capacity on matters related to art, culture, heritage, recreation, leisure, and programming in West Nipissing.

2. MANDATE

The mandate of the Recreation and Culture Advisory Committee is:

- To advise and make recommendations to Council on matters related to art, culture, heritage, recreation, leisure, and programming in West Nipissing.
- To develop and maintain working relationships with organizations and volunteer groups who are involved in this kind of work in the community.
- To advise Council and assist with the development of educational and recreational programs based on community needs.
- To make recommendations to Council and set out clear goals and priorities for the upcoming years.
- To undertake other assignments as may be requested by Council, as it relates to the overall purpose of the committee.

3. MEMBERSHIP / VOTING

The Committee will be comprised of a maximum of 11 (eleven) voting members :

- 8 (seven) community members appointed by council representing various sectors
- 1 (one) youth representative (ages of 14-24)
- 2 (two) members from Council

Sector Representation:

A cross-section of representatives from various sectors should be considered by Council when appointing individuals to the committee. This will ensure sector representation and help formulate a strategic committee possessing critical knowledge and experience. The key sectors include;

- Art, Culture & Heritage
- Sports & Recreation
- Events & Leisure
- Programming

Members are selected by resolution of Council. The term of the Committee is four years and is concurrent with the term of Council.

The Committee shall, from amongst its members, choose a Committee Chair. The selection of the chair shall be made at the first meeting of the year for each year of the committee's term.

Resource Team (Non-Voting Members):

Municipal Staff;

- Director of Economic Development and Community Services
- Minimum of 1 Community Development Officer
- As required, community partners and key stakeholders (WN Health Centre, DNSSAB, Health Unit, Ministry of Tourism, Culture and Sports, etc.)
- Other Municipal Staff as required (Facilities Manager, Museum Coordinator, etc.)

Committee Members will:

- Have demonstrated expertise in their affiliation(s);
- Be able to allocate sufficient time during the day for participation in scheduled meetings;
- Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each scheduled meeting;
- Demonstrate a strong interest in and commitment to remaining informed on community development related initiatives;
- Participate as a team member, capable of a community ambassador role;
- Be strong proponents of the Municipality's well-being.

4. QUORUM

Quorum for the Recreation and Culture Advisory Committee is 6 voting members, which must include at least one (1) Council representative, regardless of the number of members in attendance.

5. SUB-COMMITTEE

Should the Advisory Committee feel a sub-committee is required to deal with specific issues, such sub-committees shall be ad hoc in nature, with specific, clearly articulated mandates. Membership on sub-

committees may be expanded to include individuals who are not advisory committee members, to take advantage of individual expertise.

6. MEETING TIME AND LOCATION

The Committee will hold at minimum 4 meeting a year. As necessary, additional meetings of the Committee may be called by the Chair, with a minimum of 72 hours' notice, to address urgent matters.

Meetings will be held in the Council Chambers at Town Hall. If the Council Chambers are not available an appropriate alternate location will be selected.

7. ATTENDANCE

All appointed Committee members will make their best efforts to attend committee meetings.

Should appointed Committee members miss three consecutive committee meetings, they will have been deemed to have resigned, as such the vacancy will be posted forthwith for a new member appointed by Council.

8. AGENDA, MINUTES & PROCEDURE

Agenda items will be set by the Community Development Officer, in consultation with the Chair.

Minutes will be prepared and kept by the Community Development Officer, who will distribute the minutes to all of Council in accordance with municipal policy.



CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council and Committee of the Whole Meeting

Resolution

Title: By-Law 2023/09 to assume and dedicate land for road purposes (Pt of Rainville Rd, Verner)

Date: February 21, 2023

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT By-law **2023/09** being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

Part of Lot 5, Concession B

Part 1, Plan 36R-14962

Geographic Township of Caldwell

Municipality of West Nipissing

District of Nipissing.

Being parts of the travelled roads known as chemin Rainville Road, Verner, Ontario.

CARRIED

DEFEATED

DEFEATED

**CARRIED WITH
AMENDMENTS / REFERRED /
DEFERRED / DELETED**



CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Réunion du Conseil et Comité plénier

Résolution

Titre: Règlement 2023/09 to assumer et dédier des terres pour des routes (Pt du chemin Rainville, Verner)

Date: le 21 février 2023

Proposé par: _____

Appuyé par: _____

QU'IL SOIT RÉSOLU QUE le Règlement **2023/09** étant un règlement pour accepter, assumer et dédier des terrains à des fins de route publique, entre en vigueur et prend effet à la date de son adoption.

Partie du Lot5, Concession B
 Partie 1, Plan 36R-14962
 Canton Géographique de Caldwell
 Municipalité de Nipissing Ouest
 District de Nipissing.

Faisant partie des routes parcourues connues sous le nom de chemin Rainville rue, Verner, Ontario.

ADOPTÉ

REJETÉ

REJETÉ

**ADOPTÉ AVEC
 MODIFICATIONS / REPORTÉ /
 RÉFÉRÉ / RETIRÉ**



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2023/09

**BEING A BY-LAW TO ACCEPT, ASSUME AND DEDICATE LANDS
FOR PUBLIC HIGHWAY PURPOSES – RAINVILLE RD, VERNER ON**

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).

PT OF LOT 5, CON. B
PART 1, 36R-14962
GEOGRAPHIC TOWNSHIP OF CALDWELL,
MUNICIPALITY OF WEST NIPISSING,
DISTRICT OF NIPISSING.

Being parts of the travelled roads known as chemin Rainville Road, Verner, Ontario.

ENACTED AND PASSED THIS 21st DAY OF FEBRUARY, 2023 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

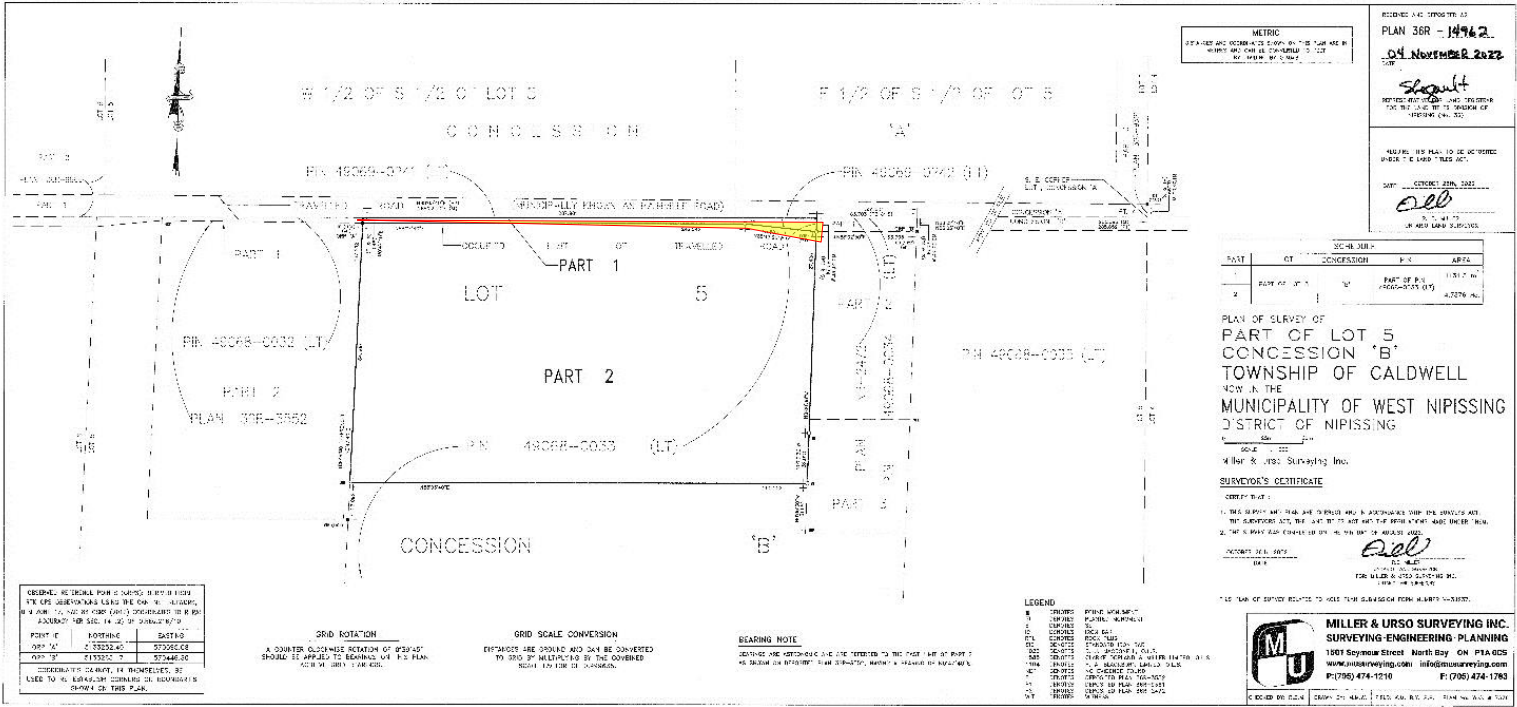
KATHLEEN THORNE-ROCHON,
MAYOR

MELANIE DUCHARME,
CLERK



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

SKETCH FOR BY-LAW 2023/09





CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council and Committee of the Whole Meeting

Resolution

Title: By-Law 2023/10 to assume and dedicate land for road purposes (Pt of Laplage Rd, Verner)

Date: February 21, 2023

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT By-law **2023/10** being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

Part of Lot 2, Concession 1

Part 2, Plan 36R-14937

Geographic Township of Caldwell

Municipality of West Nipissing

District of Nipissing.

Being parts of the travelled roads known as chemin Laplage Road, Verner, Ontario.

CARRIED

DEFEATED

DEFEATED

**CARRIED WITH
AMENDMENTS / REFERRED /
DEFERRED / DELETED**



CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Réunion du Conseil et Comité plénier

Résolution

Titre: Règlement 2023/10 pour assumer et dédier des terres pour des routes (Pt du chemin Laplage, Verner)

Date: le 21 février 2023

Proposé par: _____

Appuyé par: _____

QU'IL SOIT RÉSOLU QUE le Règlement **2023/10** étant un règlement pour accepter, assumer et dédier des terrains à des fins de route publique, entre en vigueur et prend effet à la date de son adoption.

Partie du Lot 2, Concession 1

Partie 2, Plan 36R-14937

Canton Géographique de Caldwell

Municipalité de Nipissing Ouest

District de Nipissing.

Faisant partie des routes parcourues connues sous le nom de chemin Laplage, Verner, Ontario.

ADOPTÉ

REJETÉ

REJETÉ

**ADOPTÉ AVEC
MODIFICATIONS / REPORTÉ /
RÉFÉRÉ / RETIRÉ**



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2023/10

**BEING A BY-LAW TO ACCEPT, ASSUME AND DEDICATE LANDS
FOR PUBLIC HIGHWAY PURPOSES – LAPLAGE RD, VERNER**

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

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

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

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

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

PT OF LOT 2, CON. 1
BEING PART 2, PLAN 36R-14937
GEOGRAPHIC TOWNSHIP OF CALDWELL,
MUNICIPALITY OF WEST NIPISSING,
DISTRICT OF NIPISSING.

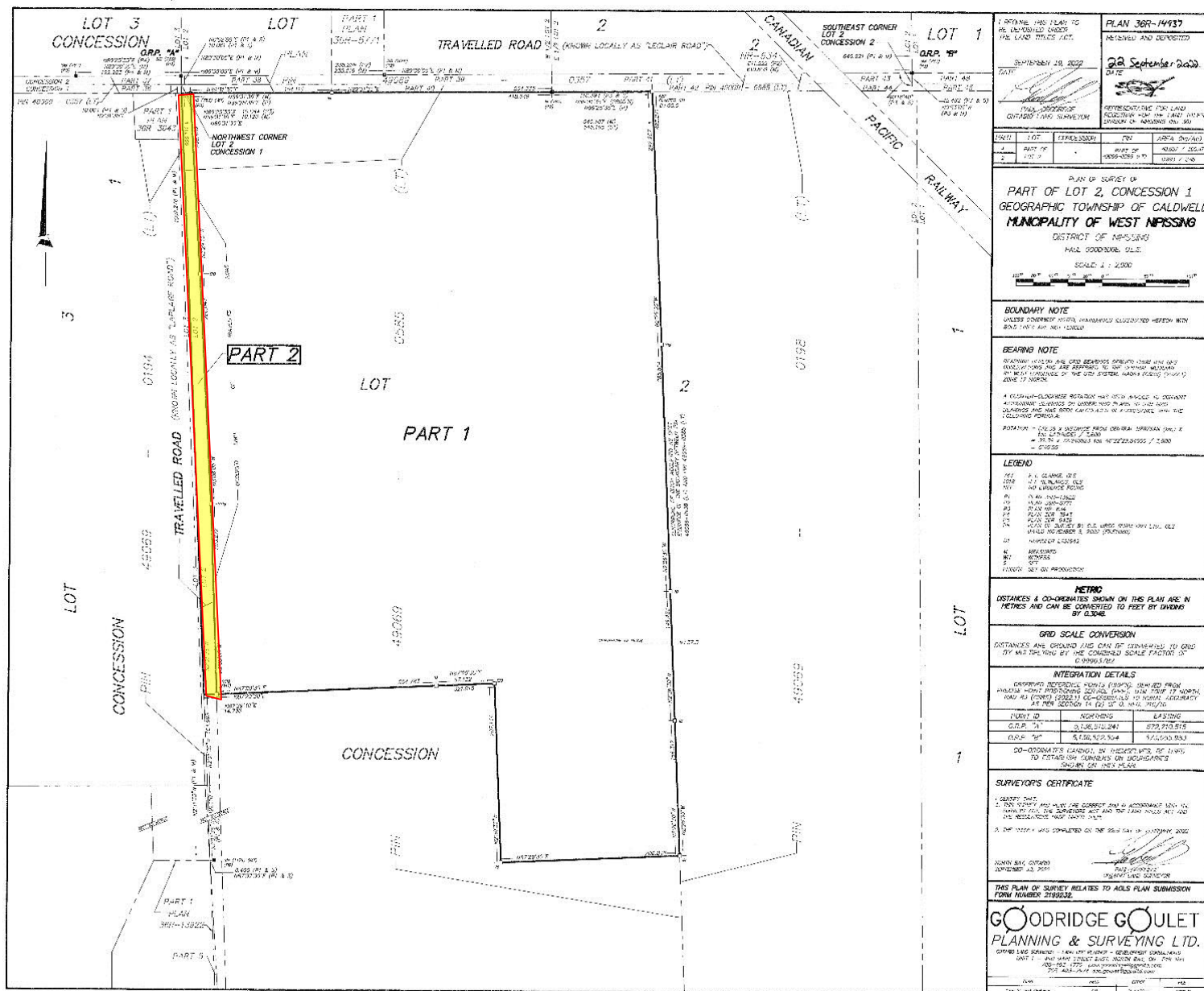
Being parts of the travelled roads known as chemin Laplage Road, Verner, Ontario.

ENACTED AND PASSED THIS 21st 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

SKETCH FOR BY-LAW 2023/10





CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
Council and Committee of the Whole Meeting

Resolution #

Title: February-7-2023 - Council minutes

Date: February 21, 2023

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT the minutes of Council held on February 7, 2023, be adopted, as presented.

CARRIED

DEFEATED

DEFEATED

**CARRIED WITH
AMENDMENTS / REFERRED /
DEFERRED / DELETED**



CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Réunion du Conseil et Comité plénier

Résolution

Titre: 7-février-2023 - Procès-verbal de la réunion du Conseil

Date: le 21 février 2023

Proposé par: _____

Appuyé par: _____

IL EST RÉSOLU QUE le procès-verbal de la réunion du Conseil tenue le 7 février 2023, soit adopté tel que présenté.

ADOPTÉ

REJETÉ

REJETÉ

**ADOPTÉ AVEC
MODIFICATIONS / REPORTÉ /
RÉFÉRÉ / RETIRÉ**



CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
MINUTES OF THE COUNCIL MEETING

February 7, 2023, 6:30 PM

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

The Mayor indicated that Item 9.4 is removed from the agenda.

2. ADDENDUM & AGENDA

2.1 Adopt the Agenda

Resolution # 2023/29

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

BE IT RESOLVED THAT the Agenda for the meeting of Council held on February 7, 2023 be approved, as presented.

CARRIED

3. DELEGATIONS & PETITIONS

3.1 Crime Stoppers Awareness Program (Presenters: Michelle Gerrie and Jean Lemieux)

Mr. Jean Lemieux and Michelle Gerrie provided Council with an presentation of the Crime Stoppers organization including its' history. They also provided statistics regarding the success of the organization in assisting in solving crimes all over North America since it's inception.

4. COMMITTEE OF THE WHOLE

4.1 General Government Committee

a. Social Media Policy

Council reviewed the new proposed Social Media Policy prepared by the Communications. The Chief Administrative Officer indicated that in an age where social media is prevalent, it is important to set guidelines for both staff and elected officials. Council was supportive of the proposed policy and agreed that it be brought back for adoption at the next meeting of Council.

b. Update re: Stipend / Honorarium Policy

The Chief Administrative Officer provided a summary of the options presented in a staff report regarding the current stipend policy. A variety of options were considered with

Council agreeing to maintain the current \$75.00 per meeting together with an increase for members in Wards 5-8. The amended policy will be brought to the next meeting of Council for approval.

c. Continued discussions re: Traffic & Parking By-Law

Council discussed proposed changes to the Traffic and Parking By-law including increasing the set-fines for all infractions with a significant increase proposed for the overnight winter parking. A question was raised regarding mobility aids (carts) being used on municipal roadways. The CAO indicated that input from the local police would be required in order to comment on that subject. It was also suggested that the by-law be vetted for irrelevant infractions such as references to roller skates, subways, under-passes, etc. Council then addressed the matter of overnight parking on municipal lots for special events. The CAO indicated that the matter can be addressed through the facility rental policy wherein by-law would be informed of special events and not enforce overnight parking in such event. A line item can be included in the by-law to highlight the exemption. The issue of paid parking was raised with the CAO indicating that he would take the suggestion under advisement for input from staff. The matter of parking along Clark Street was discussed with Council agreeing that parking along the east side be permitted.

d. Motion for Break

Resolution # 2023-30

Moved by: Councillor Kaitlynn Nicol

Seconded by: Councillor Kris Rivard

MOTION FOR RECESS:

BE IT RESOLVED THAT at approximately 8:17 PM, a motion was tabled for a 10 minute recess.

CARRIED

e. Budget Process and Proposed Meeting Dates

The CAO sought council input on proposed dates for budget meetings and provided a brief update on the proposed budget process for 2023. The Mayor suggested that members may wish to participate virtually in order to accommodate work schedules and family commitments.

4.2 Emergency Measures and Public Safety Committee

a. Request for a by-law to prohibit snowmobile noise (K. Rhame)

Council considered a request from a resident regarding a proposed by-law to regulate noise emanating from snowmobiles retrofitted with certain non-standard exhaust systems. The owner proposed that property owners allowing such vehicles be held liable and be subject to sanction for so doing. It was suggested that the noise by-law be amended to include an offence for snowmobile noise resulting from non-stock exhaust. The CAO indicated that operationally the prohibition of the vehicles may be more difficult to implement and enforce. It was agreed that the noise by-law be amended accordingly.

5. PLANNING

5.1 Grant Extension of Draft Plan Subdivision (G. & M Arcand, Tanner Lake)

Resolution # 2023/31

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Daniel Gagné

WHEREAS on August 14, 2018, the Council of the Municipality of West Nipissing granted approval for a Draft Plan of Subdivision (SUBD 2018/01) of six (6) lots on Lac Clair Road, legally described as Part Lots 11 & 12, Con 6, Plan 36R-13788, Parts 2 & 9, Township of Springer, now Municipality of West Nipissing, District of Nipissing to **GEORGES and MARIE ARCAND**;

AND WHEREAS the Applicants were unable to meet the three (3) year condition to complete the Plan of Subdivision as a result of COVID and other circumstances beyond their control;

AND WHEREAS the Applicant/Subdivider's surveying firm, Miller & Urso, has made a request seeking an extension in order to allow for the required work to be completed and for the subdivision to be registered by the end of 2023.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of West Nipissing hereby approves the requested extension of the Approved Draft Plan of Subdivision No. SUBD 2018/01 to **GEORGES and MARIE ARCAND**, until December 31, 2023, allowing the Applicant/Subdivider time to complete the required work and to register the subdivision, in order to meet the previously set terms and conditions.

CARRIED**5.2 By-Law 2023-06 to amend the zoning of the property at 69 Bay Street**

Resolution # 2023/32

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Daniel Gagné

BE IT RESOLVED THAT By-law **2022/06**, being a by-law to amend Zoning By-law 2014/45, to rezone certain lands located at 69 Bay Street, Sturgeon Falls from R3 - (Residential Three) to C1-4 (General Commercial Exception Zone 4) shall come into force and take effect on the date it is passed.

CARRIED**Amendment:**

Resolution # 2023/32 (a)

Moved by: Councillor Anne Tessier

Seconded by: Councillor Fern Pellerin

BE IT RESOLVED THAT the matter be deferred;

DEFEATED

Amendment:

Resolution # 2023/32 (b)

Moved by: Councillor Anne Tessier

Seconded by: Councillor Fern Pellerin

BE IT RESOLVED THAT the Special Provisions of the proposed Zoning By-Law Amendment be amended to include a requirement that the owner install fencing along the east boundary of the property for visual attenuation;

DEFEATED

5.3 By-Law 2023-07 to assume and dedicate land for road purposes (Pt of De l'Étang Rd)

Resolution # 2023/33

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

BE IT RESOLVED THAT By-law **2022/07** being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

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

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

CARRIED

6. CORRESPONDENCE and ACCOUNTS

6.1 January-17-2023 - Council minutes

Resolution # 2023/34

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Daniel Gagné

BE IT RESOLVED THAT the minutes of the Council meeting held on January 17, 2023, be adopted, as presented.

CARRIED

6.2 Receive various Board and Committee minutes:

Resolution # 2023/35

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

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

BOARD / COMMITTEE NAME**MEETING DATES**

| | |
|--|---|
| West Nipissing Committee of Adjustment..... | October-17-2022 |
| West Nipissing Planning Advisory | October-17-2022 |
| Au Chateau Board of Management..... | October-19-2022 |
| West Nipissing Environmental Services Board..... | May-16-2022 (AGM & Regular) and October-3-2022 |

CARRIED

- a. Au Chateau Board of Management - minutes of October-19-2022
- b. Planning Committee - minutes of October-17-2022
- c. Committee of Adjustment - minutes of October-17-2022
- d. Environmental Services - minutes of May-16-2022 (AGM), May-16-2022 (Reg) and October-3-2022

7. UNFINISHED BUSINESS**8. NOTICE OF MOTION****9. NEW BUSINESS****9.1 Authorization to sign agreement with North Bay & District Society for the Prevention of Cruelty Against Animals (SPCA)**

Resolution # 2023/36

Moved by: Councillor Anne Tessier

Seconded by: Councillor Roch St. Louis

BE IT RESOLVED THAT the Mayor and Director of Corporate Services / Treasurer be authorized to the sign the agreement with the North Bay & District Society for the Prevention of Cruelty Against Animals (Humane Society) for the term 2023-2027.

CARRIED**9.2 Appointment to Board of West Nipissing Power Distribution Ltd.**

Resolution # 2023/37

Moved by: Councillor Roch St. Louis

Seconded by: Councillor Anne Tessier

WHEREAS the membership of the Board of Directors for West Nipissing Power Distribution Limited is to include all members of the Municipal Council;

BE IT THEREFORE RESOLVED THAT the Mayor and all members of Council be appointed to the Board of Directors for West Nipissing Power Distribution Limited, for the term of 2022 to 2026.

CARRIED

9.3 Support resolution for Bill 23

Resolution # 2023/38

Moved by: Councillor Jérôme Courchesne

Seconded by: Councillor Anne Tessier

WHEREAS the Government of Ontario recently passed Bill 23, More Homes Built Faster Act, 2022 without providing meaningful or adequate opportunity for municipalities to provide input on ways to increase the supply of housing and to improve housing affordability in Ontario while ensuring the financial capacity of municipalities to support growth and protection of the environment;

AND WHEREAS Bill 23 will have significant negative impact on, green standards, environmental protection of wetlands, conservation, social housing and other significant areas of concern;

AND WHEREAS Bill 23 will negatively impact municipalities' ability to manage growth, fund essential services and provide new infrastructure for the community resulting in fewer affordable housing units and putting pressure on the municipal tax rate by freezing, reducing, and exempting fees and development charges;

AND WHEREAS Bill 23 will have a negative environmental impact by removing the Conservation Authority's ability to review and consult on developments impacting natural heritage and conservation;

AND WHEREAS Bill 23 will result in reduced parkland for municipalities;

AND WHEREAS Bill 23 will open up the Greenbelt for development when the Greenbelt should remain an environmentally protected area so it can continue to help with flood control, provide clean air, and protect us from natural disasters;

AND WHEREAS a preliminary analysis of Bill 23 by the Association of Municipalities of Ontario (AMO) indicates the transfer of up to \$1 billion a year in costs from private sector developers to property taxpayers without any likelihood of improved housing affordability while also undermining environmental protection;

AND WHEREAS a growing number of municipalities have joined in expressing their concern with the negative impacts of Bill 23;

NOW THEREFORE BE IT RESOLVED:

1. That the Municipality of West Nipissing formally express its opposition to Bill 23 in its current form and that this resolution be forwarded to the Premier of Ontario, the Minister of Municipal Affairs and Housing Steve Clark, and MPP for Nipissing Timiskaming, John Vanthof;
2. That a copy of this resolution also be sent to the Association of Municipalities of Ontario, and all Ontario municipalities.

CARRIED

9.4 Support resolution for the "Love Myself Today - Pride Festival"

Item removed from the agenda prior to start of meeting.

10. ADDENDUM

11. INFORMATION, QUESTIONS & MAYOR'S REPORT

11.1 Mayor's Report

The Mayor provided her report.

12. ADJOURNMENT

12.1 Adopt Confirmatory By-law

Resolution # 2023/39

Moved by: Councillor Jamie Restoule

Seconded by: Councillor Anne Tessier

BE IT RESOLVED THAT By-Law No. **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, shall come into force and take effect on the date it is passed.

CARRIED

12.2 Adjourn the meeting

Resolution # 2023/40

Moved by: Councillor Anne Tessier

Seconded by: Councillor Jamie Restoule

BE IT RESOLVED THAT the meeting of Council held on February 7, 2023 be adjourned.

CARRIED



CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
Council and Committee of the Whole Meeting

Resolution #

Title: Approval of Social Media Policy

Date: February 21, 2023

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT the Social Media Policy be approved, as presented.

CARRIED

DEFEATED

DEFEATED

**CARRIED WITH
AMENDMENTS / REFERRED /
DEFERRED / DELETED**



CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Réunion du Conseil et Comité plénier

Résolution

Titre: Approbation de la politique sur les médias sociaux

Date: le 21 février 2023

Proposé par: _____

Appuyé par: _____

IL EST RÉSOLU QUE la politique sur le médias sociaux soit approuvée, tel que présenté.

ADOPTÉ

REJETÉ

REJETÉ

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SOCIAL MEDIA POLICY (Policy 2023/)

| | |
|--|------------------------------|
| Section: S | Policy Number: 2023/ |
| Department: Communications and Corporate Services Department | Effective Date: |
| Subject: SOCIAL MEDIA POLICY | Revision Date: |

1.0 PURPOSE:

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.

2.0 SCOPE:

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.

3.0 DEFINITIONS:

“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.

4.0 RELATED POLICIES:

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.

5.0 MUNICIPAL SOCIAL MEDIA ACCOUNTS MANAGEMENT:

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.

- 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.

6.0 Employees' Personal Use of Social Media

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.

7.0 Council's Use of Social Media:

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.



CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
Council and Committee of the Whole Meeting

Resolution #

Title: Approval of amended Stipend / Honorarium Policy

Date: February 21, 2023

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT the Stipend / Honorarium Policy be approved, as presented.

CARRIED

DEFEATED

DEFEATED

**CARRIED WITH
AMENDMENTS / REFERRED /
DEFERRED / DELETED**



CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Réunion du Conseil et Comité plénier

Résolution

Titre: Approbation de la politique modifiée sur les allocations et les honoraires

Date: le 21 février 2023

Proposé par: _____

Appuyé par: _____

IL EST RÉSOLU QUE la politique sur les Allocation / Honoraires soit approuvée, tel que présenté.

ADOPTÉ

REJETÉ

REJETÉ


**ADOPTÉ AVEC
MODIFICATIONS / REPORTÉ /
RÉFÉRÉ / RETIRÉ**

STIPEND-HONORARIUM FOR NON-ELECTED MEMBERS OF BOARDS / COMMITTEES POLICY (Policy 2019/284)

| | |
|---|-----------------------------------|
| Section: S | Policy Number: 2019/284 |
| Department: All | Effective Date: August 13, 2019 |
| Subject: STIPEND – HONORARIUM FOR NON-ELECTED MEMBERS OF BOARDS & COMMITTEES | Revision Date: Feb-21-2023 |

A Stipend or Honorarium is a fixed amount, agreed upon by Council, which is given to a non-elected member appointed by Council to a municipal board or committee in recognition of the service provided while serving on a board or committee.

STIPEND CALCULATION

- (1) A stipend of \$75.00 is payable to every non-elected member attending a board or committee meeting. In the event that a member is absent from a meeting - no stipend will be paid.
- (2) The stipend payable to non-elected members will be reduced to \$50.00 per meeting for any board or committee for which meals are provided.
-  (3) In addition to the amounts set out in items (1) and (2), above, non-elected committee or board members having a home address in any of Wards 5 – 8 shall be paid an additional sum of \$25.00 for each meetings that is attended in-person only.
- (4) This policy is not applicable to any board or committee where a stipend – honorarium policy is already in effect for compensation to non-elected members.

PAYMENT STRUCTURE

At the end of each month, the person responsible for meeting attendance (i.e. recording secretary, clerk, municipal staff, etc.) will submit an attendance report to the Accounts Payable Department for payment of the previous month's stipend-honorarium attendance payout.

ACCURACY OF RECORDS

To ensure accurate records, it is imperative that any changes to the non-elected membership (i.e. resignations and/or vacancies) be communicated immediately with the individual responsible for organizing the board or committee meetings.



CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council and Committee of the Whole Meeting

Resolution #

Title: By-Law 2023/11 to amend the Noise By-Law to prohibit excessive snowmobile exhaust noise

Date: February 21, 2023

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT By-law **2023/11** being a by-law to amend By-Law 1999/75, as amended, to control noise in the Municipality of West Nipissing be approved, as presented.

CARRIED

DEFEATED

DEFEATED

**CARRIED WITH
AMENDMENTS / REFERRED /
DEFERRED / DELETED**

**CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST****Réunion du Conseil et Comité plénier****Résolution #**

Titre: Règlement 2023/11 modifiant le Règlement sur le bruit afin d'interdire les bruit excessif des motoneiges

Date: le 21 février 2023

Proposé par: _____

Appuyé par: _____

IL EST RÉSOLU QUE le règlement **2023/11** est un règlement modifiant le règlement 1999/75, tel que modifié, afin de contrôler le bruit dans la municipalité de Nipissing Ouest, soit approuvé, tel que présenté.

ADOPTÉ**REJETÉ****REJETÉ****ADOPTÉ AVEC
MODIFICATIONS / REPORTÉ /
RÉFÉRÉ / RETIRÉ**

MEMORANDUM



TO: Jay Barbeau, CAO

FROM: Melanie Ducharme, Clerk

DATE: February 16, 2023

RE: **NOISE BY-LAW and MOTORIZED VEHICLE BY-LAW**

While updating the Noise By-Law 1999/75, we realized that the Municipality has a stand-alone by-law relating to the Regulating the Operation of Motorized Snow Vehicles #2011/65.

For consistency purposes, both by-laws were updated to reflect the prohibition of altered / non-standard ("can") exhaust systems generating excessive noise.

Accordingly, the prohibitions have also been added to penalty offence tables for both by-laws.

Respectfully,



BY-LAW 2023/11

**BEING A BY-LAW TO AMEND BY-LAW 1999/75, AS AMENDED,
TO CONTROL NOISE IN THE MUNICIPALITY OF WEST NIPISSING**

WHEREAS Council deems it necessary to amend the Control Noise By-Law 1999/75;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING ENACTS THAT BY-LAW 1999/75, AS AMENDED, BE AMENDED AS FOLLOWS:

1. **THAT** the following be added to Section 1 – **INTERPRETATION** :
- (m) **“Motorized Snow Vehicle”** means a vehicle as defined by the *Motorized Snow Vehicle Act*, R.S.O. 1990, chapter M.44, as amended, being a self-propelled vehicle designed to be driven primarily on snow
2. **THAT** the following be added to Section 2 – **GENERAL PROHIBITIONS** :
2. (8) The operation of a motorized snow vehicle with an altered / non-standard (‘can’) exhaust system generating excessive noise.
3. **THAT** the following offence be added to Appendix “A” – Part I – **PROVINCIAL OFFENCES ACT** :

| ITEM | <u>COLUMN 1</u> | <u>COLUMN 2</u> | <u>COLUMN 3</u> |
|------|--|--|-----------------|
| | SHORT FORM WORDING | PROVISION CREATING OR DEFINING OFFENCE | SET FINE |
| 50 | Sound resulting from the operation of a motorized snow vehicle with an altered / non-standard (‘can’) exhaust system | Section 2 (8) | \$100.00 |

4. **THAT** this by-law shall take effect on the date it is enacted.

ENACTED AND PASSED THIS 21st 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



CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
Council and Committee of the Whole Meeting

Resolution #

Title: By-Law 2023/12 to amend the Motorized Snow Vehicle By-Law

Date: February 21, 2023

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT By-law **2023/12** being a by-law to amend By-Law 2011/65, as amended, to regulate the operation of motorized snow vehicles in the Municipality of West Nipissing be approved, as presented.

CARRIED

DEFEATED

DEFEATED

**CARRIED WITH
 AMENDMENTS / REFERRED /
 DEFERRED / DELETED**



CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Réunion du Conseil et Comité plénier

Résolution

Titre: Règlement 2023/12 pour modifier le règlement pour les motoneiges

Date: le 21 février 2023

Proposé par: _____

Appuyé par: _____

IL EST RÉSOLU QUE le règlement **2023/12** est un règlement modifiant le règlement 2011/65, tel que modifié, afin de réglementer la conduite des motoneiges dans la municipalité de Nipissing Ouest, soit approuvé, tel que présenté.

ADOPTÉ

REJETÉ

REJETÉ

**ADOPTÉ AVEC
MODIFICATIONS / REPORTÉ /
RÉFÉRÉ / RETIRÉ**

MEMORANDUM



TO: Jay Barbeau, CAO

FROM: Melanie Ducharme, Clerk

DATE: February 16, 2023

RE: **NOISE BY-LAW and MOTORIZED VEHICLE BY-LAW**

While updating the Noise By-Law 1999/75, we realized that the Municipality has a stand-alone by-law relating to the Regulating the Operation of Motorized Snow Vehicles #2011/65.

For consistency purposes, both by-laws were updated to reflect the prohibition of altered / non-standard ("can") exhaust systems generating excessive noise.

Accordingly, the prohibitions have also been added to penalty offence tables for both by-laws.

Respectfully,



BY-LAW 2023/12

**BEING A BY-LAW TO AMEND BY-LAW 2011/65, AS AMENDED,
TO REGULATE THE OPERATION OF MOTORIZED SNOW VEHICLES
IN THE MUNICIPALITY OF WEST NIPISSING**

WHEREAS Council deems it essential to amend the Motorized Snow Vehicle By-Law 2011/65;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING ENACTS THAT BY-LAW 2011/65, AS AMENDED, BE AMENDED AS FOLLOWS:

1. **THAT** the following Definition(s) be amended:
- 1.3 **“MUNICIPAL LAW ENFORCEMENT OFFICER”**, means any person appointed by Council of the Municipality of West Nipissing for the enforcement of municipal by-laws including this by-law.
- 1.5 **“POLICE SERVICE”** means the Ontario Provincial Police;
2. **THAT** the following be added to Section 2 – **GENERAL** :
- (i) No person or persons shall operate/drive a motorized snow vehicle with an altered or non-standard exhaust (“can”) system which generates excessive noise;
3. **THAT** the following be added to Schedule **“A”** – PROVINCIAL OFFENCES TABLE :

| | <u>COLUMN 1</u> | <u>COLUMN 2</u> | <u>COLUMN 3</u> |
|------|---|--|-----------------|
| ITEM | SHORT FORM WORDING | PROVISION CREATING OR DEFINING OFFENCE | SET FINE |
| 10 | Operate snow vehicle with altered/non-standard (“can”) exhaust. | Section 2 (i) | \$ 105.00 |

4. **THAT** this by-law shall take effect on the date it is enacted.

ENACTED AND PASSED THIS 21st 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



CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council and Committee of the Whole Meeting

Resolution #

Title: By-Law 2023-13 to amend the Traffic & Parking By-Law to authorize increased fines for overnight parking (winter months)

Date: February 21, 2023

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT By-law **2023/13** being a by-law to amend By-Law 2019/60, as amended, to regulate traffic and parking in the Municipality of West Nipissing be approved, as presented.

CARRIED

DEFEATED

DEFEATED

**CARRIED WITH
AMENDMENTS / REFERRED /
DEFERRED / DELETED**



CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Réunion du Conseil et Comité plénier

Résolution

Titre: Règlement 2023-13 modifiant le Règlement sur la circulation et le stationnement afin d'autoriser l'augmentation des amendes pour le stationnement pendant la nuit (mois d'hiver)

Date: le 21 février 2023

Proposé par: _____

Appuyé par: _____

IL EST RÉSOLU QUE le règlement **2023/13** est un règlement modifiant le règlement 1999/75, tel que modifié, afin de réglementer la circulation et le stationnement dans la municipalité de Nipissing Ouest, soit approuvé, tel que présenté.

ADOPTÉ

REJETÉ

REJETÉ

**ADOPTÉ AVEC
MODIFICATIONS / REPORTÉ /
RÉFÉRÉ / RETIRÉ**

MEMORANDUM



TO: Jay Barbeau, CAO

FROM: Melanie Ducharme, Clerk

DATE: February 16, 2023

RE: **TRAFFIC AND PARKING AMENDMENTS**

The proposed By-Law 2023/13 contains the amendments as recommended by Council at the February 7th meeting; which amendments include:

- Increasing all set fines/penalties to be in line with other municipalities;
- Increasing the penalty for overnight parking during prohibited months (November to March) to \$100
- Removing the “No Parking” signs on the East side of Clark Street, Sturgeon Falls

Respectfully,



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

BY-LAW 2023/13

**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 “**A**” of By-law 2019/60, as amended, be repealed and replaced with Schedule “**A**” attached hereto; which shall form part of this By-law:
 - (a) remove “no parking” signs on the East side of Clark Street

- 2. 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

- 3. 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 21 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

| Municipality of West Nipissing | | | |
|--|-----------------|---|---------------------------|
| TRAFFIC and PARKING BY-LAW | | | |
| SCHEDULE “A” TO BY-LAW 2023/13 | | | |
| amending By-Law 2019/60 | | | |
| ➔ PARKING PROHIBITED AT ANY TIME (Section 4.2 (c)) | | | |
| HIGHWAY | SIDE | BETWEEN | Town/(ship) |
| Clark | East | Front & John | Sturgeon Falls |
| Clark | West | Front & John | Sturgeon Falls |
| Dovercourt | East & West | Lisgar & Domina Crescent | Sturgeon Falls |
| Ethel | North & South | Michaud & Coursol | Sturgeon Falls |
| Front (Hwy 17) | North & South | Easterly & Westerly boundaries | Sturgeon Falls |
| Holditch | East & West | 170 meters north from intersection of Front Street (Hwy 17) and Holditch Street | Sturgeon Falls |
| Holditch | East | John & Mackie | Sturgeon Falls |
| Holditch | East | William & Front Street (Hwy 17) | Sturgeon Falls |
| Imperial | North & South | Ottawa & Cache Bay Road | Sturgeon Falls |
| King | West | Market & Mackie | Sturgeon Falls |
| Main | West | Entire portion Market to Ethel | Sturgeon Falls |
| Michaud | West | 92 meters south of Ethel | Sturgeon Falls |
| 106 Michaud | Main entrance | Area as posted by ‘No Parking’ Fire Routes | Sturgeon Falls |
| Ottawa | East & West | Front & Imperial | Sturgeon Falls |
| Third | South | * West of Resurrection School | Sturgeon Falls |
| | | * 46 meters East of same | |
| William | South | 6 meters in front of 64 William Street | Sturgeon Falls |
| Clear Lake Road | ½ mi. each side | from entrance of Park Voyageur | Field |
| Queen | North & South | Holditch and River | Sturgeon Falls |



| | | | |
|----------------------------------|---|--|--------------------------|
| Municipality of West Nipissing | | | |
| TRAFFIC and PARKING BY-LAW | | | |
| SCHEDULE “I” TO BY-LAW 2023/13 | | | |
| 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 | \$ 25.00 \$50 |
| 2 | Maintain sign imitating authorized sign interfering with authorized sign/ traffic control device | Section 2.2 | \$ 25.00 \$50 |
| 3 | Display sign imitating authorized sign interfering with authorized sign/ traffic control device | Section 2.2 | \$ 25.00 \$50 |
| 4 | Place signal imitating authorized sign interfering with authorized sign/ traffic control device | Section 2.2 | \$ 25.00 \$50 |
| 5 | Maintain signal imitating authorized sign interfering with authorized sign/ traffic control device | Section 2.2 | \$ 25.00 \$50 |
| 6 | Display signal imitating authorized sign interfering with authorized sign/ traffic control device | Section 2.2 | \$ 25.00 \$50 |
| 7 | Place marking imitating authorized sign interfering with authorized sign/ traffic control device | Section 2.2 | \$ 25.00 \$50 |
| 8 | Maintain marking imitating authorized sign interfering with authorized sign/ traffic control device | Section 2.2 | \$ 25.00 \$50 |
| 9 | Display marking imitating authorized sign interfering with authorized sign/ traffic control device | Section 2.2 | \$ 25.00 \$50 |
| 10 | Place device imitating authorized sign interfering with authorized sign/ traffic control device | Section 2.2 | \$ 25.00 \$50 |
| 11 | Maintain device imitating authorized sign interfering with authorized sign/ traffic control device | Section 2.2 | \$ 25.00 \$50 |
| 12 | Display device imitating authorized sign interfering with authorized sign/ traffic control device | Section 2.2 | \$ 25.00 \$50 |
| 13 | Fail to remove “No Parking” signs by person in charge of funeral immediately after completion of funeral service. | Section 10.1(c) | \$ 25.00 \$50 |
| 14 | Fail to remove “No Parking” signs by person in charge of wedding immediately after completion of marriage ceremony. | Section 10. 2(c) | \$ 25.00 \$50 |
| 15 | Drive or enter vehicle upon any highway roped or barricaded or marked by words or writing prohibiting its use. | Section 16.1 | \$ 25.00 \$50 |
| 16 | Stand in/on vehicle not designed for carrying passengers or merchandise. | Section 16.2 | \$ 25.00 \$50 |
| 17 | Sit in/on vehicle not designed for carrying passengers or merchandise. | Section 16.2 | \$ 25.00 \$50 |
| 18 | Ride in/on vehicle not designed for carrying passengers or merchandise. | Section 16.2 | \$ 25.00 \$50 |
| 19 | Operate vehicle while person standing on vehicle | Section 16.2 | \$ 25.00 \$50 |
| 20 | Operate vehicle while person sitting on vehicle. | Section 16.2 | \$ 25.00 \$50 |
| 21 | Operate vehicle while person riding on vehicle. | Section 16.2 | \$ 25.00 \$50 |
| 22 | Reverse vehicle into intersection. | Section 16.3 | \$ 25.00 \$50 |
| 23 | Reverse vehicle over a crosswalk. | Section 16.3 | \$ 25.00 \$50 |
| 24 | Reverse vehicle in unsafe manner. | Section 16.3 | \$ 25.00 \$50 |
| 25 | Drive vehicle over curb where no ramp is provided. | Section 16.4 | \$ 25.00 \$50 |
| 26 | Drive vehicle over unprotected fire hose used in firefighting. | Section 16.5 | \$ 25.00 \$50 |
| 27 | Emerging from lane, driver fails to yield right-of-way to pedestrian. | Section 17.1 | \$ 25.00 \$50 |
| 28 | Emerging from lane, driver fails to yield right-of-way to avoid collision. | Section 17.1 | \$ 25.00 \$50 |
| 29 | Emerging from approach, driver fails to yield right-of-way to pedestrian. | Section 17.1 | \$ 25.00 \$50 |
| 30 | Emerging from approach, driver fails to yield right-of-way to avoid collision. | Section 17.1 | \$ 25.00 \$50 |

| | | | |
|----------------------------------|--|--|--------------------------|
| | | | REVISED: FEB-21-2023 |
| Municipality of West Nipissing | | | |
| TRAFFIC and PARKING BY-LAW | | | |
| SCHEDULE “I” TO BY-LAW 2023/13 | | | |
| 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 | \$ 25.00 \$50 |
| 32 | Emerging from driveway, driver fails to yield right-of-way to avoid collision. | Section 17.1 | \$ 25.00 \$50 |
| 33 | Emerging from lot, driver fails to yield right-of-way to pedestrian. | Section 17.1 | \$ 25.00 \$50 |
| 34 | Emerging from lot, driver fails to yield right-of-way to avoid collision. | Section 17.1 | \$ 25.00 \$50 |
| 35 | Emerging from building, driver fails to yield right-of-way to pedestrian. | Section 17.1 | \$ 25.00 \$50 |
| 36 | Emerging from building, driver fails to yield right-of-way to avoid collision. | Section 17.1 | \$ 25.00 \$50 |
| 37 | Drive vehicle on sidewalk. | Section 18.1 | \$ 25.00 \$50 |
| 38 | Person on roller skates going upon a roadway except while crossing. | Section 19.1 | \$ 25.00 \$50 |
| 39 | Person on coaster going upon a roadway except while crossing. | Section 19.1 | \$ 25.00 \$50 |
| 40 | Person on toy vehicle or similar device going upon a roadway except while crossing | Section 19.1 | \$ 25.00 \$50 |
| 41 | Board or alight from vehicle while it is in motion. | Section 20.1 | \$ 25.00 \$50 |
| 42 | Drive on or over newly painted lines or signs | Section 22.1 | \$ 25.00 \$50 |
| 43 | Tamper with newly painted lines or signs | Section 22.1 | \$ 25.00 \$50 |
| 44 | Walk on newly painted lines or signs | Section 22.1 | \$ 25.00 \$50 |
| 45 | U-turn where prohibited. | Section 23.2 | \$ 25.00 \$50 |
| 46 | Left turn at times and places where prohibited. | Section 23.3 | \$ 25.00 \$50 |
| 47 | Operate Heavy vehicles on highway not designated as truck route except to deliver or receive | Section 28.2(a) | \$ 25.00 \$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-21-2023

Municipality of West Nipissing
TRAFFIC and PARKING BY-LAW
SCHEDULE “J” TO BY-LAW 2023/13
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 |
|-----------------|---|---|---|--------------------------------------|
| <div>1</div> | Stop vehicle contrary to sign from Coursol Road to Floral Road | <div>Sect. 7.1</div> | <div>\$ 15.00</div> | <div>\$ 25.00</div> |
| <div>21</div> | Park on other than right side of highway | Sect. 3.1(a) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>32</div> | Improper angle park | Sect. 3.1(c) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>43</div> | Park vehicle on / overhanging a sidewalk | Sect. 4.1(a) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>54</div> | Park vehicle on boulevard | Sect. 4.1(b) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>65</div> | Park vehicle within an intersection | Sect. 4.1(c) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>76</div> | Park vehicle on crosswalk | Sect. 4.1(d) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>87</div> | Park vehicle within 3.5 meters of fire hydrant | Sect. 4.1(e) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>98</div> | Park vehicle within 9.5 meters of intersection. | Sect. 4.1(f) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>109</div> | Park vehicle within 9.5 meters of cross-walk. | Sect. 4.1(g) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>1110</div> | Park vehicle within 9.5 meters of stop sign at an intersection. | Sect. 4.1(g) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>1211</div> | Park vehicle in front of or within 1.5 meter of entrance to private driveway. | Sect. 4.1(h) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>1312</div> | Park vehicle to prevent ingress or egress to/from driveway. | Sect. 4.1(h) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>1413</div> | Park vehicle in front of or within 3.5 meters of entrance/exit from public lane/driveway. | Sect. 4.1(i) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>1514</div> | Park vehicle adjacent to either side or end of any central median that divides any roadway. | Sect. 4.1(j) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>1615</div> | Park vehicle on a bridge. | Sect. 4.1(k) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>1716</div> | Park vehicle in any subway or underpass. | Sect. 4.1(k) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>1817</div> | Park vehicle on approaches to bridges / subways / underpass. | Sect. 4.1(k) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>1918</div> | Park vehicle – prevent removal of previously parked vehicle. | Sect. 4.1(l) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>2019</div> | Park vehicle in front of entrance where goods or merchandise are delivered/removed. | Sect. 4.1(m) | <div>N/A</div> | <div>\$ 50.00 \$100</div> |
| <div>2120</div> | Park vehicle opposite the entrance to hospital. | Sect. 4.1(m) | <div>N/A</div> | <div>\$ 50.00 \$100</div> |
| <div>2221</div> | Park vehicle in front of entrance to or any emergency exit. | Sect. 4.1(m) | <div>N/A</div> | <div>\$ 50.00 \$100</div> |
| <div>2322</div> | Park vehicle on any roadway for longer than 4 consecutive hours. | Sect. 4.1(n) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>2423</div> | Park vehicle on highway to interfere with traffic. | Sect. 4.1(o) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>2524</div> | Park vehicle on highway to interfere with clearing snow. | Sect. 4.1(o) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>2625</div> | Park vehicle on highway within 23 meters of any intersection. | Sect. 4.2(a) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>2726</div> | Park vehicle on highway on any hill contrary to sign. | Sect. 4.2(a) | <div>\$ 15.00 \$30</div> | <div>\$ 25.00 \$50</div> |
| <div>2827</div> | Park vehicle on any highway adjacent or opposite to any school property contrary to sign. | Sect. 4.2(b) | <div>N/A</div> | <div>\$ 50.00 \$100</div> |
| <div>2928</div> | Park vehicle adjacent or opposite to municipal playground contrary to sign. | Sect. 4.2(b) | <div>N/A</div> | <div>\$ 50.00 \$100</div> |
| <div>3029</div> | Park vehicle adjacent or opposite to municipal park contrary to sign. | Sect. 4.2(b) | <div>N/A</div> | <div>\$ 50.00 \$100</div> |
| <div>3130</div> | Park vehicle adjacent or opposite to municipal ballfield contrary to sign. | Sect. 4.2(b) | <div>N/A</div> | <div>\$ 50.00 \$100</div> |

| Municipality of West Nipissing | | | | |
|-----------------------------------|--|---|---|---------------------------|
| TRAFFIC and PARKING BY-LAW | | | | |
| SCHEDULE “J” TO BY-LAW 2023/13 | | | | |
| 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 |
| 32 31 | Park vehicle adjacent or opposite to municipal recreation area contrary to sign. | Sect. 4.2(b) | N/A | \$ 50.00 \$100 |
| 33 32 | Park vehicle on highway where prohibited by sign. | Sect. 4.2(c) | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 34 33 | Park vehicle on any highway within 7 meters bus stop contrary to sign. | Sect. 4.2(d) | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 35 34 | Park vehicle on, in or upon any public lane contrary to sign. | Sect. 4.2(e) | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 36 35 | Park vehicle on Streets contrary to sign. | Sect. 4.3 | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 37 36 | Park vehicle on street at stated times contrary to sign. | Sect. 5.1 | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 38 37 | Park vehicle on any highway under municipal jurisdiction between 12:00 midnight and 7:00 AM —Unauthorized months (November to March) | Sect. 5.2 | \$ 15.00 \$50 | \$ 25.00 \$100 |
| 39 38 | Park Commercial vehicle between 9:00 p.m. and 7:00 a.m. | Sect. 5.3(a) | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 40 39 | Park Commercial trailer between 9:00 p.m. and 7:00 a.m. | Sect. 5.3(a) | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 41 40 | Park Commercial vehicle on municipally owned property where prohibited by sign. | Sect. 5.3(b) | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 4 41 | Stop vehicle contrary to sign from Coursol Road to Floral Road | Sect. 7.1 | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 42 | Park a vehicle between the hours of 9:00 a.m. and 6:00 p.m. in loading zone. | Sect. 8.1 | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 43 | Stop/Park vehicle upon highway of municipal property to display it for sale. | Sect. 9.1(a) | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 44 | Stop/Park vehicle upon highway of municipal property to store it | Sect. 9.1(b) | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 45 | Stop/Park vehicle upon highway of municipal property to wash. | Sect. 9.1(c) | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 46 | Stop/Park vehicle upon highway of municipal property to service. | Sect. 9.1(c) | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 47 | Stop/Park vehicle upon highway of municipal property to paint. | Sect. 9.1(c) | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 48 | Stop/Park vehicle upon highway of municipal property to repair. | Sect. 9.1(c) | \$ 15.00 \$30 | \$ 25.00 \$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) | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 50 | Park vehicle along curb space where “No Parking” signs placed by person re: marriage ceremony. | Sect. 10.2(b) | \$ 15.00 \$30 | \$ 25.00 \$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 | \$ 15.00 \$30 | \$ 25.00 \$50 |
| 53 | Stop a vehicle on intersection. | Sect. 16.6 | \$ 15.00 \$30 | \$ 25.00 \$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



CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
Council and Committee of the Whole Meeting

Resolution #

Title: Adopt Confirmatory By-law

Date: February 21, 2023

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT By-Law No. **2023/14**, being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 21st day of February, 2023, shall come into force and take effect on the date it is passed.

CARRIED

DEFEATED

DEFEATED

**CARRIED WITH
 AMENDMENTS / REFERRED /
 DEFERRED / DELETED**

**CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST****Réunion du Conseil et Comité plénier****Résolution #****Titre:** Adoption de l'arrêté confirmatoire**Date:** le 21 février 2023**Proposé par:** _____**Appuyé par:** _____

QU'IL SOIT RÉSOLU QUE le règlement n°. **2023/14**, étant un règlement de la municipalité de Nipissing Ouest pour confirmer les travaux du Conseil lors de sa réunion tenue le 21e jour de février 2023, entre en vigueur et prend effet à la date à laquelle il est adopté.

ADOPTÉ**REJETÉ****REJETÉ****ADOPTÉ AVEC
MODIFICATIONS / REPORTÉ /
RÉFÉRÉ / RETIRÉ**



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

BY-LAW 2023/14

**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING
TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETING
HELD ON THE 21st DAY OF FEBRUARY, 2023**

WHEREAS the Municipality of West Nipissing deems it desirable to confirm the proceedings of Council at its meeting held on the 21st 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 21st 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



CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
Council and Committee of the Whole Meeting

Resolution #

Title: Adjourn the meeting

Date: February 21, 2023

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT the meeting of Council held on February 21, 2023 be adjourned.

CARRIED

DEFEATED

DEFEATED

**CARRIED WITH
AMENDMENTS / REFERRED /
DEFERRED / DELETED**



CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Réunion du Conseil et Comité plénier

Résolution #

Titre: Ajourner la réunion

Date: le 21 février 2023

Proposé par: _____

Appuyé par: _____

QU'IL SOIT RÉSOLU QUE la réunion du Conseil tenue le 21 février 2023 soit ajournée.

ADOPTÉ

REJETÉ

REJETÉ

**ADOPTÉ AVEC
MODIFICATIONS / REPORTÉ /
RÉFÉRÉ / RETIRÉ**