



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

September 5, 2023, 6:30 PM
COUNCIL CHAMBER
101-225 Holditch Street,
Sturgeon Falls, ON. P2B 1T1

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

le 5 septembre 2023, 18 h 30

SALLE DE CONSEIL

101-225 rue Holditch, Sturgeon Falls, ON P2B 1T1

Sturgeon Falls, ON, P2B 1T1

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MEMORANDUM

TO: Mayor and Council

FROM: Jay Barbeau, CAO

DATE: August 31, 2023

RE: **Term Plan Progress Report**

It is my pleasure to provide our first report to Council on the progress made to date in accomplishing desired outcomes from the Council Term Plan.

The newly elected Council met on Saturday, January 14th, to discuss priorities for the upcoming term. The session was well facilitated by Mr. Neil Fox, Executive Director of Economic Partners. In hearing the many ideas shared by Council, it was clear to staff who attended the session, that this would be an exciting term with renewed enthusiasm by all. Once the raw data was received, our staff, led by our Communications team, worked with me and Mayor Rochon to package the information in a manner that provides key areas of focus. The draft was presented at the General Government portion of the April 4th meeting, and the final document was approved by resolution on April 18th.

The attached report is an operational update by all departments on the progress of the items in the Term Plan. This report honours the format of the approved plan by classifying the progress to date under five key pillars identified:

- Community Development for a Vibrant and Present Future
- Community-centric Facilities and Public Spaces
- Strategic Management and Policies
- Functional and Dependable Infrastructure
- Efficient and Effective Service Delivery

Within each broad area of focus, sub-categories are included to assist in refining Council's wish as indicated in the Plan.

This document illustrates the significant strides made by all staff in each service sector to fulfill Council's requests. I am especially pleased with the support received by all directors, managers and coordinators in working with our Communications team to produce this report. As CAO, it clearly shows me that staff is on-board in working under the leadership of this Council.

I look forward to presenting the report next Tuesday.

Jay Barbeau

Joie de vivre



www.westnipissingouest.ca

LEGEND Complete In Progress On Hold/Pending Council Discussion *Newly added

Community development for a vibrant present and future					
Economic Development, Prosperity, and Growth	STATUS	START	END	LEAD	NOTES
Former mill site development	IN PROGRESS	. 2022	ongoing	Economic Development	<ul style="list-style-type: none"> • Ec Dev: implementation of study recommendations and action items are ongoing • Corporate services to remain available to support in any CIP development, financing/funding, analysis • Corp. Services: Funding application for Phase II environmental has been submitted • Corp. Services: RFP for consultant is being developed
Complete and review development study	COMPLETE	March, 2022	May, 2023	Economic Development	<ul style="list-style-type: none"> • Study was adopted by Council in May of 2023
Complete next stage Environmental Assessment	IN PROGRESS	June, 2023	May, 2024	Economic Development	<ul style="list-style-type: none"> • To award contract (October 2023) • Completion of EA expected in the spring of 2024 • Funding requests have been submitted to FedNor and the Green Municipal Fund
Address housing needs	IN PROGRESS		ongoing		<ul style="list-style-type: none"> • Corp. Services: Finance staff have familiarized themselves with the study and keep these considerations during tax policy development
Complete and review Housing Development Study	COMPLETE	March, 2022	April, 2023	Economic Development	<ul style="list-style-type: none"> • Study was adopted by Council in May • Implementation of recommendations and action items are ongoing
Develop Housing Strategy	IN PROGRESS	May, 2023		Economic Development	<ul style="list-style-type: none"> • Funding application has been submitted to the CMHC Housing Accelerator Fund • Develop a strategy based on key findings and recommendations provided in the housing needs report • Consult with key partners and stakeholders • Work closely with the Economic Development Advisory Committee to provide recommendations to Council moving forward
Identify settlement areas with growth potential and assess surplus municipal land for housing suitability	IN PROGRESS	June, 2023		Economic Development	<ul style="list-style-type: none"> • Currently working with developers on potential housing development projects • To seek input from all municipal departments • To identify municipal properties that can be developed for housing • Provide detailed report and recommendations to Council

Supporting agriculture and tourism sectors	IN PROGRESS	May, 2023	ongoing	Economic Development & Corporate Services	<ul style="list-style-type: none"> • Corp. Services: preliminary research on tax programs (small business on farm tax incentive) completed. To bring to Council for discussion prior to pursuing further (short term goal) • Corp. Services: support of MPAC/legislated changes to exempt farm land and managed forests completed • Corp. Services: resurrect the tourism tax discussion with Council to see if that is an avenue they would like to pursue - longer term goal (not this year) • Corp. Services: ready to support if there is an appetite from Council/EcDev committee on CIP's that are targeted to specific areas. • Ec Dev: consult and engage local partners and stakeholders • Ec Dev: facilitate discussions between the Agriculture and Economic Development Advisory Committees • Ec Dev: develop a local needs and gap analysis for tourism and agriculture both sectors • Ec Dev: identify opportunities and develop actionable plans/strategies for advancement and growth in West Nipissing • Museum: KOA Campground coordinated visits via morning pontoon ride for guided tour • Museum: Emails sent to all local and regional lodges, resorts, and campgrounds • Museum: Communications, Technology and Social Life temporary exhibit covering local hotels, restaurants and culture of West Nipissing, unveiled in July 2023 • Museum: Upcoming Fall Festival on October 21st, 2023
Advocate for better Internet services in under-served rural areas	IN PROGRESS	April, 2023	ongoing	IT & Economic Development	<ul style="list-style-type: none"> • In collaboration with IT Director of Conseil Scolaire Catholique Franco-Nord, our IT Department will continue to monitor current internet performance and new upcoming technologies in northern West Nipissing areas • IT to continue working with Agilis Networks, Sudbury, to investigate the possibility of fibre optic services between Field and River Valley • Ec Dev. to work with key partners and stakeholders such as Blue Sky Net and advocate to ensure West Nipissing is considered for key infrastructure projects • Ec Dev to look for funding programs that support Internet/broadband for underserved areas
Explore expansion of natural gas access	IN PROGRESS	April, 2023	ongoing	Economic Development	<ul style="list-style-type: none"> • Ensure natural gas expansion is considered when moving forward with our housing development strategy • Identify funding programs for natural gas expansion projects • Develop a needs and gaps analysis that highlight key areas for natural gas expansion
Encourage redevelopment of Field school and gas station properties	COUNCIL DISCUSSION	Fall, 2022	TBD	Corporate Services & Economic Development	<ul style="list-style-type: none"> • Field gas station will be listed for tax sale this fall (late October or early November) • Field School has been registered for tax arrears again. • Eligible for tax sale 2024
Community Safety and Well-Being	STATUS	START	END	LEAD	NOTES
Work with community partners on key recommendations from the Safety and Well-Being Plan					

Work with community partners on key recommendations from the Safety and Well-Being Plan	IN PROGRESS	April, 2023	ongoing		<ul style="list-style-type: none"> • Council committed a small budget towards community initiatives • Heat Relief Strategy to be presented to Council in September; “climate related” plan to follow • Need to revisit the subject of CSWBP Advisory Committee with Council • Need to determine staff resources to follow up with meetings • Food security initiatives to be part of the CSWBP
Support development and delivery of food security initiatives	ON HOLD	December, 2022	2024-2026	Community Services	<ul style="list-style-type: none"> • Community Services to work with community partners to develop a community garden plan - funding application for Hydro One grant was not approved. • To continue to explore this and other initiatives for potential funding opportunities
Accessible Service Directory*				Community Services	<ul style="list-style-type: none"> • Project to explore with Accessibility Advisory Committee this term
Accessibility: Traffic and Parking by-law*		September, 2023	September, 2024	Community Services	<ul style="list-style-type: none"> • Accessibility Advisory Committee to revise by-law and provide recommendations on accessible parking
Continued participation in the recruitment of medical professionals	IN PROGRESS		Ongoing	Economic Development	<ul style="list-style-type: none"> • Recruitment and Retention Committee meetings to resume in the fall • Economic Development Officer to continue to provide support as a municipal resource/staff lead to the Committee
Continue to support community charitable and not-for-profit groups in the delivery of key services	IN PROGRESS	ongoing		Community Services	<ul style="list-style-type: none"> • Continue to develop partnerships and act as a municipal resource for local groups, non-for-profit and charitable organizations (i.e. Women Horizon Centre, WN Pride, CANO, Les Compagnons, West Nipissing Dream Catchers, WN Community Health Centre, Senior Clubs, Beautification Groups, Sports Associations, etc.)
Work with and lobby regional partners (Health Unit and DNSSAB) to implement and augment local service delivery	IN PROGRESS		Ongoing	CAO	<ul style="list-style-type: none"> • Continuous discussions with administrative leads of agencies
Update policies and plans relating to public safety					
Fire Master Plan and Risk Management Plan	IN PROGRESS	April, 2023	TBD 2024	Fire & Emergency	<ul style="list-style-type: none"> • Drafting RFP for approval to send to consultants, submit when ready • Recommend approval of consultant to Council • Work with consultant (Fire Prevention, Training, Call-Out Reports)
Emergency Preparedness Review			ongoing	Fire & Emergency	<ul style="list-style-type: none"> • Committee review and exercise by November 2023
Pandemic Plan and Emergency Measures				Fire & Emergency	<ul style="list-style-type: none"> • Part of the Emergency Preparedness Plan review with Emergency Control Group • Notes and various plans implemented during COVID-19 exist need to be consolidated into a formal plan • Ideally, a 2024 project
Emergency vehicle replacement (1)	IN PROGRESS	July, 2023	. 2025	Fire & Emergency	<ul style="list-style-type: none"> • Currently developing a draft RFP for vehicle replacement • To share RFP with potential suppliers • Submit recommendation to Council for approval • Aiming for 2025 completion, if supply chain issues are resolved
Reduce emergency response times*	IN PROGRESS	ongoing		Fire & Emergency	<ul style="list-style-type: none"> • 2023 acquired battery powered extrication tools for Station 4, 6, 7 for quicker safety response and less reliance on other stations.

A Vibrant and Engaged Community	STATUS	START	END	LEAD	NOTES
Build community engagement and involvement / encourage creation of community hubs and empower volunteers	IN PROGRESS	ongoing			<ul style="list-style-type: none"> • Community Dev: volunteer recognition promotion campaign/ radio blitz completed in summer of 2023 as part of the volunteer recruitment campaign • Fire: Empowering firefighters with up-to-date equipment and training • Fire: Providing public education sessions and demonstration of department equipment and capabilities to all age groups (i.e. Seniors info sessions, fire station tours with kids ect.) • Continue to participate in various community activities and have a local presence (i.e. local radio station)
Volunteer Recruitment and Retention	IN PROGRESS	ongoing		Community Services	<ul style="list-style-type: none"> • Volunteer recruitment is ongoing • At the beginning of the year, a pool of volunteers is contacted for various projects and ongoing communication takes place throughout the year <p>Recruitment Campaign Completed (June & July 2023)</p> <ul style="list-style-type: none"> • Promoted volunteer roles and importance through traditional and social media • Volunteer recognition incorporated in campaign (volunteer of the week nominated by the community on local 99.3 Moose FM) • New resources developed in 2023 (i.e. Volunteer Opportunities section on the website, Application Form, volunteer roles and descriptions, volunteer@westnipissing.ca email)
Youth Initiatives (activities, safe spaces) / create opportunities for youth	IN PROGRESS	January, 2023	ongoing	Community Services	<ul style="list-style-type: none"> • When planning yearly programming, Community Services ensures activities are being offered to various ages, are family oriented, majority bilingual and are held at various locations • Ensuring that youth sports clubs and associations are supported and that youth have access to the recreation facilities and programming • Museum partnership with ESC Franco-Cité: educational presentations in-class on native plants and pollinators, offering visits to museum to build a bee hotel and plant native flower beds • Educational presentations, museum tours, activities for youth ages 2-18 offered through the Museum (Spring 2023 - ongoing) • To adapt and focus the department's programming with the Youth Committee's recommendations and ideas • Create more partnership opportunities with local organizations who support youth
Establish new Recreation and Culture Committee	IN PROGRESS	March, 2023	October, 2023	Community Services	<ul style="list-style-type: none"> • Recruitment campaign occurred this spring • Members were appointed • First meeting to be held in September
Establish new Youth Advisory Committee	IN PROGRESS	March, 2023	October, 2023	Community Services	<ul style="list-style-type: none"> • Recruitment campaign occurred this spring • Applications received to be brought to Council for appointment in September • To repost and actively recruit to fill vacancies (work with Communications on a marketing strategy)

<p>Maximize use of facilities/support recreation and culture programming in all wards /Adaptive Programming</p>	<p>IN PROGRESS</p>	<p>ongoing</p>		<p>Community Services Corporate Services</p>	<ul style="list-style-type: none"> • Opened the fitness centre at the Verner Municipal Building in Spring of 2022 • Hired new Lead Lifeguard to increase daytime pool availability and to assist with training • Completed 206 hours of lifeguard training between January and August ; 126 hours of lifeguard training estimate for the rest of the year • Increase staffing levels in key areas of recreation, primarily pool lifeguards, to expand programming • Continue looking to increase events/programs in various wards • Develop new partnerships with community groups and support new and emerging sports in the community • Increase hall and venue use by developing a marketing campaign (new Facility Rental Package underway) • New Museum partnerships developed in 2023: WNGH Foundation (Run4Health), Alliance Centre (Mental Health Week), Horizon Centre (Butterfly Release), Science North (Camps), Compagnons des Francs Loisirs (Summer Theatre Camp and Art Camp), Community Living (July and August 2023), ESC Franco-Cité (Prom and Native Flower Plant Project), Société Historique Nipissing Ouest (AGM - September 2023) • Museum hall rentals for AGMs, weddings, family reunions and local Indigenous artists, yoga instructors and more workshops to offer • Corp. Services: established more detailed budgeting within the facilities department in 2023 – a continual evolution. • Corp. Services: In progress – providing improved data and reporting access to managers. Will start with testing phase in Sep. 2023. • Corp. Services: implementation of use of cost centres in accounting software. 2024 project. • Corp. Services: Incorporate facility review into asset management – in progress. Due by July 2024. • Corp. Services: re-organization of GL “department” codes in community services to support reporting – not started.
<p>Yearly Events and Programming*</p>	<p>IN PROGRESS</p>	<p>ongoing</p>		<p>Community Services</p>	<ul style="list-style-type: none"> • Offer events and programming for all age groups <p>2023 events/programming: Parade of Lights; Canada Day; International Women’s Day; Kids’ Safe Halloween; March Break activities; Family Day Weekend; Earth Day Community Clean-up; Outdoor Movie Night; Tree Lighting; Holiday Programming; Line Dancing; Pride Month Activities; Franco-Ontarian Day Ceremony</p>

Strengthen relationships with First Nations communities and residents	IN PROGRESS	ongoing			<ul style="list-style-type: none"> •Museum: Meetings and communication with NFN historian and Garden Village library •Museum has Dedicated Nipissing First Nation exhibit and Indigenous artefacts displayed including Medicine Wheel •Museum insight and guidance on Indigenous education and research provided by Indigenous summer staff 2023 •IT: Worked in collaboration with Spectrum Telecom to provide wireless communications services to NFN landfill site via services established at Sturgeon Falls landfill (Apr - Jun 2023) •IT: Actively seeking contact with NFN IT colleagues to explore collaborative projects and support •Public Works: Meeting held with Dokis First Nations to form partnership enhancing LOS to Dokis Road
Support beautification and community enhancement in all wards	IN PROGRESS	ongoing		Community Services	<ul style="list-style-type: none"> • New Community Sign installed in Crystal Falls in July 2023 • Ongoing support to Beautification Groups with initiatives and events (downtown Clean-up, Flags/Banners, X-Mas Lights, weeding/planting, flower bed maintenance and flower pots, garbage and recycling cans, benches etc.) • Continue to work with the Health Unit with monitoring and inspections of facilities (pool, beaches, canteens, well-water systems, etc.) • Continue to work with TSSA, ESA on Licensing and Code Compliance for all our facilities i.e. Log Books, Water Test Results, etc. where applicable • Ongoing work in all outlining areas, i.e. grass cutting, whipper snipping, brush cutting and tree clearing • Dock repairs at Lake Chebogan and Muskasong Lake boat launch, Lac Clair beach, Field playground/green spaces • Lavigne playground and Verner Plage St. Jean beach clean-up • Facility improvements done at Monetville Community Centre, Cache Bay Club 50 and Fire Hall, Verner arena (boards). • Banners installed in Verner and Sturgeon Falls downtown (ongoing seasonal) • Painted flag polls in Field and Cache Bay • Ensure continued communication with community groups and leads in various communities • Recruit and maintain volunteers, analyze yearly projects, research, and determine feasibility, develop yearly plan for community enhancement initiatives. • Continued efforts to receive authorization from third parties to add banners in various communities • To develop Community Project Application Form and Policy reserch - aiming to launch for Fall 2025 projects
Transition of new Community Services management software system	ON HOLD	April, 2023	TBD	Community Services IT & Management	<ul style="list-style-type: none"> • Behind schedule due to other priorities - aiming to transition in 2023. (Project is paused until 2023-24 arena booking season is completed) • Investigation of replacement software system (currently ActiveNet) still under way by Comm. Services and IT. Laying out the needs of the department from our recreation software. •Identifying downfalls of current system and areas for improvement. • Finance has made some improvements on software integration • Recreation services has made some changes and provided training to front end users • Discussions regarding solutions that use our existing municipal software are ongoing. Integration of invoicing for museum into municipal software is completed.

LEGEND Complete In Progress On Hold/Pending Council Discussion *Newly added

Community-centric Facilities and Public Spaces					
Refresh Aging Facilities	STATUS	START	END	LEAD	NOTES
Field covered Outdoor rink	IN PROGRESS	August, 2023	December, 2023	Community Services	<ul style="list-style-type: none"> Contract awarded May 16,2023 Contractor mobilized to site August 2023 Anticipated completion December 2023
Review Goulard Park redevelopment	COUNCIL DISCUSSION	. 2021			<ul style="list-style-type: none"> Preliminary concept design received and reviewed with previous council Review concept design with current council Public consultation recommended
Review Verner Municipal building rehabilitation	IN PROGRESS	. 2022	December, 2023	Community Services	<ul style="list-style-type: none"> Building condition assessment completed General structural condition assessment completed Masonry and roof detailed assessment completed Preliminary concept design for roof and masonry completed Finalize recommended rehabilitation budget and phases
Cache Bay outdoor rink	ON HOLD			Community Services	<ul style="list-style-type: none"> Project deferred to 2024 RFQ to be sent in April of 2024 to receive more competitive bids Anticipated start date mid June 2024
Fire hall repairs in Crystal Falls and River Valley	IN PROGRESS	September, 2022	October, 2024	Community Services	<ul style="list-style-type: none"> Ongoing repairs to both stations from 2022 - 2023 Additional remedial work scheduled for 2024
Field Dock (Muskosung)	IN PROGRESS			Community Services	<ul style="list-style-type: none"> Preliminary design completed Monitoring condition of existing docks Anticipated replacement within 3 years
River Valley rink storage	COUNCIL DISCUSSION		. 2026	Community Services	<ul style="list-style-type: none"> Preliminary investigation of location completed during previous Council term Limited existing options for storage To discuss long term goals for rink storage with Council
Improve usability of Museum trails	ON HOLD	. 2022	ongoing	Community Services	<ul style="list-style-type: none"> Preliminary investigation of permits and documents completed in 2022, was put on hold due to the ongoing recruitment of Museum Coordinator Brush and clean museum trails Build from past efforts (Winter 2023) working with volunteer team to groom winter trails and working with Project Manager of Community Services on proposal to improve museum trails Prioritize conversations and plans to fix trails Ensure environmental sustainability is prioritized in trail improvements.

Improvements to public beaches	IN PROGRESS	. 2022	. 2026	Community Services	<ul style="list-style-type: none"> • Comm. Development team completed the Beach by-law in spring of 2023 • Comm. Development team working on establishing a Friends of the Beach Volunteer Group • Ongoing preventive maintenance by staff to all beaches • Long-term improvement plan with local groups required • Work has been ongoing with Beach Tiling, Grass Cutting, Health Unit Signage replacements, picnic table repairs etc • Dealing with Vandalism at the Sturgeon Falls Beach and Clear Lake Beach
Scouts property in Verner	IN PROGRESS	. 2023	. 2024	Community Services	<ul style="list-style-type: none"> • Preliminary investigation completed with user group • Building condition assessment to take place in 2024
Maintenance to recreation areas*	IN PROGRESS	ongoing		Community Services	<ul style="list-style-type: none"> • Work has been ongoing at the Marina with board walk repairs, landscaping, staining, trail maintenance, civil work repairs associated with erosion and asphalt deterioration • Monetville building and site Improvements <ul style="list-style-type: none"> • Working on repairs to solar lighting systems for all welcome signs and ongoing work to brush/clear around all community signs • Verner Arena improvements: boards have been repaired, dressing rooms and floor have been painted • Sturgeon Falls Arena lobby has been patched, primed and painted • Painting. to do at the S. Falls, Lavigne & River Valley Outdoor Rinks • Repairs to be done to the Cache Bay Outdoor Rink
Maximize Use of Community Spaces	STATUS	START	END	LEAD	NOTES
Facilities and municipal space review	IN PROGRESS	. 2023	ongoing	Community Services	<ul style="list-style-type: none"> • Review replacement and/or decommissioning of depreciated buildings • Review Planning/Program Consideration and what is worth keeping
Building/facilities conditions report	IN PROGRESS	. 2022	December, 2023	Community Services & Public Works	<ul style="list-style-type: none"> • Building condition assessment of 24 buildings completed • Portfolio Summary report completed • Updating data received to new document format for council • Public Works should be included in the process
Sport fields review		. 2024	ongoing	Community Services	<ul style="list-style-type: none"> • Ongoing review replacement and/or decommissioning of depreciated Sports Fields • Ongoing review planning/program consideration - • Explore partnership opportunities
Consolidating the management of all municipal buildings	IN PROGRESS		ongoing	CAO	<ul style="list-style-type: none"> • Waiting for additional information on certain facilities
Health Centre expansion project	IN PROGRESS		December, 2023	Community Services	<ul style="list-style-type: none"> • Contract awarded May 16, 2023 • Contractor mobilized to site July 2023 • Anticipated completion December 2023

LEGEND Complete In Progress On Hold/Pending Council Discussion *Newly added

Strategic Management and Policies					
Development and Modernization	STATUS	START	END	LEAD	NOTES
Transportation and Roads					
Taxi/Vehicle for Hire by-law	IN PROGRESS	. 2022	September, 2023	Clerks Department	<ul style="list-style-type: none"> By-law to be adopted by Council on September 5th Set fines and preparation of application forms underway
5-year No-cut Policy review	COUNCIL			Public Works	<ul style="list-style-type: none"> To be added to council agenda for discussion
Municipal Road Load Restriction policy update	COUNCIL DISCUSSION			Public Works	<ul style="list-style-type: none"> To be added to council agenda for discussion
Building, Planning and Development					
Comprehensive Zoning by-law update and Official Plan 10-year review	IN PROGRESS	. 2023	. 2024	Planning	<ul style="list-style-type: none"> RFP drafted RFP to close mid-October
Development/Subdivision policy	IN PROGRESS		ongoing	Public Works	<ul style="list-style-type: none"> Public Works have been working on Municipal Standards and Drawings
User fees review	COMPLETE	. 2022	July, 2023	Planning & Building, Community Services and Public Works	<ul style="list-style-type: none"> Planning & Building: new user fees were adopted by Council on March 21 Planning & Building: public notice was provided via local newspaper, the municipal website, and social media Comm. Services: completed a review of facility fees, including comparison with other municipalities with similar venues/services, and proposed a increase plan for the next four years Comm. Services: fee increase recommended for January 2024 Comm. Services: include a revision of all sports fields and outdoor spaces such as King Street Amphitheatre, Goulard Park, and parks/playgrounds Comm. Services: Fee and Charges By-Law will need to reflect proposed changes Comm. Development: working on revising and updating Fee Waiver policy PW: will explore increase to water usage fees, hydrant set up fees, RV filling fees, etc.
Street Work Permit policy development	COUNCIL DISCUSSION				<ul style="list-style-type: none"> To be added to council agenda for discussion Municipal Consent and Street Work Permit form draft is complete
Safety and Emergency Measures					
(refer to Safety and Well-being section within the Community tab)					
Governance					
Procedural by-law review	COMPLETE	January, 2023	March, 2023	Clerks Department, CAO & Ad-hoc Committee	<ul style="list-style-type: none"> By-law 2023/27 was adopted at the Council meeting held on March 21, 2023

Comprehensive review of other by-laws	IN PROGRESS	January, 2023	ongoing	Clerks Department & Management	<ul style="list-style-type: none"> • Ongoing review and update of by-laws • A number of by-laws have been implemented and updated including the Procedural By-law, Council Code of Conduct, Appointment of Integrity Commissioner, Appointment of Municipal Law Enforcement Officer, Council Vacancy Appointment, etc. • Review suggestions from upcoming MMAH presentation on Sept 7, 2023
Comprehensive review of Fire and Safety related by-laws		July, 2023	February, 2024	Fire & Emergency	<ul style="list-style-type: none"> • To review Establishing and Regulating By-Law • To review By-Laws relating to Fire Department (Fees and Charges, Open Air Burning) • To review department and municipal Policies • Write job descriptions and review organizational structure both internal and external
Financial and Budget policy	COMPLETE			Corporate Services	<ul style="list-style-type: none"> • Completed and adopted by Council • Implementation complete • Ongoing monitoring
Capital Budget policy	COMPLETE			Corporate Services	<ul style="list-style-type: none"> • Capital Policy completed and adopted by Council • In progress of roll out to departments (capital budgets due in September)
Financial Control policies and formal Tax Collection policy	IN PROGRESS	ongoing		Corporate Services	<ul style="list-style-type: none"> • Tax collection policy – 2024 project • Reserve and reserve fund policy – ongoing. Drafting began in June. It has potentially bigger implications to how we budget and allocate to departments. Longer project than anticipated. Will continue to evolve through this Fall’s budget process.
Research options for shared services with neighbouring municipalities, including IT services				Public Works IT	
Hire full-time bylaw officer	COMPLETE		April, 2023	Corporate Services	<ul style="list-style-type: none"> • FT Bylaw officer hired • Bylaw transferred to Emergency Services in Org Chart • Supported by additional training to front line staff
Environmental Stewardship	STATUS	START	END	LEAD	NOTES
Camping Trailer by-law	IN PROGRESS	January, 2019	2023 or 2024	Planning	<ul style="list-style-type: none"> • Long delay due to COVID and other challenges • Staff report provided to Council on August 15th • Council voted to move forward with public consultation • Consultations TBD
Short-term Rental Accommodation by-law	IN PROGRESS	January, 2023	End of 2023	Planning	<ul style="list-style-type: none"> • Planning Advisory Committee to review draft 1 on Sept 12, 2023
Source water protection plan					
Review building requirements near waterways					

Lavigne Bridge waterway speed limit	COMPLETE	August, 2023	August, 2023	Public Works	<ul style="list-style-type: none"> • Universal Shoreline Speed Restrictions Signage installed at Lavigne Boat Launch
Tree Planting Initiative*	IN PROGRESS	Spring, 2023			<ul style="list-style-type: none"> • Council member brought forth the initiative • Locations to be determined • Environmental Services Board allocated \$1500 to purchase trees • Plan and logistics are under development, possibility of including volunteer force to help with the planting
Future Planning	STATUS	START	END	LEAD	NOTES
Operational review					
Roads Study	IN PROGRESS	April, 2023	Fall, 2023	Public Works	<ul style="list-style-type: none"> • Draft Study complete, consultant is finalizing for fall 2023
List of road repairs in priority					
Asset Management Plan completion	IN PROGRESS	Fall 2022	ongoing	Corporate Services	<ul style="list-style-type: none"> • Draft plan prepared - ready for update on with revised road needs study • Integration of facilities into AMP has started
Plan for Capital projects for the next 4 years	IN PROGRESS	August, 2023	Fall, 2023	Public works	
Build sustainable capital reserve fund	IN PROGRESS	June, 2023	ongoing	Corporate Services	<ul style="list-style-type: none"> • Reserve and reserve fund policy – ongoing. Drafting began in June. It has potentially bigger implications to how we budget and allocate to departments. This is going to be a longer project than anticipated. Will continue to evolve through this Fall’s budget process.
Building/facilities conditions report					
Fire and Emergency capital*	IN PROGRESS	July, 2023	December, 2023	Fire & Emergency	<p>Action items</p> <ul style="list-style-type: none"> • Review and plan for capital replacements including funding • Plan for future needs with community growth • Building Repairs/Replacements • May form part of Fire Master Plan Project
Asset retirement obligation*			March, 2024	Corporate Services	<ul style="list-style-type: none"> • Some training has been completed • New accounting standard rolling in this yea

LEGEND Complete In Progress On Hold/Pending Council Discussion *Newly added

Functional and Dependable Infrastructure					
Water and Wastewater	STATUS	START	END	LEAD	NOTES
Water supply to Verner from Sturgeon Falls	IN PROGRESS	. 2023		Water & Wastewater	<ul style="list-style-type: none"> • Engineering design underway • Timeline TBD pending availability of funding and budget • Project anticipated to be completed in three phases
Sanitary dumping and water filling stations	COUNCIL DISCUSSION	. 2022		Public Works & Water and Wastewater	<ul style="list-style-type: none"> • Quotations obtained with recommended location presented to council • Will need direction from Council at 2024 Budget deliberations
Verner lagoons continuing studies	IN PROGRESS			Water & Wastewater	<ul style="list-style-type: none"> • Awaiting Ministry of Environment approval of River Assimilation Study
Watermain trunk loop (secondary distribution trunk)	IN PROGRESS	September, 2023	Summer, 2024	Public Works & Water and Wastewater	<ul style="list-style-type: none"> • Phase 1 to start in September 2023 (John from River to King to Market) • Design complete for King and Ethel to Nipissing • Phase 2 - West side John Street Bridge to Ottawa for budget deliberations • Phase 3 - King and Ethel
Ongoing maintenance and upgrades: Sturgeon Falls Water Plant; Sturgeon Falls Wastewater Plant; Sturgeon Falls Pumping and Lift Stations; Sanitary and storm water system maintenance (Nipissing street); Sludge handling at Sturgeon Falls wastewater treatment plant; Sanitary force main for Bay Street Pumping Station; Verner water tower maintenance and upgrades; Verner Water plant maintenance	IN PROGRESS	. 2023		Water & Wastewater	<ul style="list-style-type: none"> • Verner Water Tower maintenance project has been tendered, but not awarded. Construction anticipated for spring of 2024 • Sewage Treatment Plant Modifications preliminary engineering design underway, detailed design in 2024 pending funding/budget. Construction anticipated in 2025 or later • Ongoing sewage pumping station maintenance and upgrades in progress
Extending water services within Sturgeon Falls					
Sturgeon Falls Pumping and Lift Stations IT maintenance and upgrades	IN PROGRESS	April, 2023	April, 2026	IT	<ul style="list-style-type: none"> • New design for secure cellular connectivity to lift stations designed and tested over May-June. • Technology adoption July and successful deployment to Field sewage plant • Deployment for most critical pumping and lift stations Mageau, King, Minnehaha, Cache Bay and Queen scheduled for late August-September • Additional subsequent deployments to all lift stations slated to occur monthly as priorities allow

New Scada Workstations*	IN PROGRESS	March, 2023	October, 2023	IT	<ul style="list-style-type: none"> • New wastewater Scada workstations built and running in IT Office • Additional setup being performed by Stroma Automation • New secure Scada remote control infrastructure “Splashtop” successfully tested and adopted • Water Plant Scada workstation purchases scheduled for November
Roads, Sidewalks and Drainage	STATUS	START	END	LEAD	NOTES
Capital projects					
Bridge replacements (Champlain, Eugene Road)	IN PROGRESS	ongoing		Public Works	<ul style="list-style-type: none"> • Eugene Road: will be retendered for 2024 construction • Eugene Road: looking into design options to reduce cost of construction • Champlain: Design is 90% complete, scope for replacement is beyond the capacity of West Nipissing <p>Currently waiting for a meeting with the MTO to discuss possibility of them taking over the replacement</p>
Hwy 539 reconstruction	IN PROGRESS			MTO	<ul style="list-style-type: none"> • MTO work in progress
Street reconstructions/engineering designs for shovel-ready projects (parts of John, King, Ethel and Nipissing Streets)	IN PROGRESS	. 2021	ongoing	Public Works	<ul style="list-style-type: none"> • Working with Greer Galloway • Currently have/working on draft design for Nipissing (Front to Ethel) Ethel (Church to King) King (John to Ethel) John (River to King) John (Clark to Nipissing) • Projects will be included in 5-year Capital Plan
Road, sidewalk and street lighting improvements					
Sidewalk Hwy 64 in Lavigne					
Roads and ditching and manholes in Cache Bay	COUNCIL DISCUSSION		ongoing	Public Works	<ul style="list-style-type: none"> • Most of Cache Bay was identified as a “Now Need” on the Road Needs Stud. • Working to include improvements to Cache Bay Roads in 4-year Capital Plan • Aiming to start after Budget Deliberations in 2024
Improve pedestrian safety - corner of King St and Hwy 17				Public Works & By-law	
SF improvements to roads, sidewalks, streetlights					
Policies					
Work with OPP to identify and target high-speed hot spots					
Explore options to address Dokis Rd winter road maintenance issues	IN PROGRESS	Spring, 2023	ongoing	Public Works	<ul style="list-style-type: none"> • Meeting held with Dokis First Nations to form partnership enhancing the level of service to Dokis Road
Solid Waste – Garbage and Recycling	STATUS	START	END	LEAD	NOTES

Field recycling program/re-use centre	COUNCIL DISCUSSION			Environmental	<ul style="list-style-type: none"> • Kipling store was completed in 2023 • Field scheduled for completion in 2024 • Pending budget approval
Change management structure for smaller landfills	IN PROGRESS			Environmental	<ul style="list-style-type: none"> • Goal to transition all sites to standardized municipal operations for consistency and efficiency • Lavigne, Kipling and Muskasung – transition complete • River Valley – scheduled to be completed by end of 2023 • Verner and Field and Sturgeon Falls – already operating as municipal units
Sturgeon Falls Landfill expansion and transfer station preparation	IN PROGRESS			Environmental	<ul style="list-style-type: none"> • In the engineering phase – geotechnical work is in progress • Data Gap Analysis/Report in under way • Road and site construction will span over 2023-2026
Landfills operation and improvements (waste capacity review, ground water monitoring, wood grinding, cameras)	IN PROGRESS	ongoing		Environmental	<ul style="list-style-type: none"> • Waste capacity reviews are done yearly at the SF landfill • Waste capacity reviews are done every other year at the Verner site • Initial waste capacity reviews were completed via drone survey by SNC Lavalin at Lavigne, River Valley and Field. Report is expected to be completed by end of 2023. • Wood grinding completed at SF, Verner, Lavigne and Field. Done yearly or every 2 years, dependent on volume. • Ground water monitoring (done every year, twice per year, required as per the Environmental Compliance Act. monitoring completed in Verner and SF. Another event scheduled for the Fall 2023 • Currently investigating expansion of yearly ground monitoring plans to smaller landfill sites (budget discussion).
Landfills initiatives (signage revitalizations and launch of free store pilot project)	IN PROGRESS			Environmental	<ul style="list-style-type: none"> • Ongoing development and maintenance of signage • Surveillance cameras at Sturgeon Falls landfill completed • Security is becoming a persistent issue and security cameras not always an option due to technology challenges at rural sites
Landfill IT Communication Improvements*	COMPLETE	April, 2023	May, 2023	IT	<ul style="list-style-type: none"> • Worked with Spectrum Telecom to design and deploy wireless network link between Sturgeon Falls water tower and Sturgeon Falls Landfill tower • Successful link on May 10 • Upgraded cellular phone to Field landfill
Recycling Transition (Blue Box program)*	IN PROGRESS		July, 2025	Corporate Services & Finance	<ul style="list-style-type: none"> • Province is implementing a new way to manage recycling for municipalities • Finance has completed the initial transition report (providing our households, collection status, etc.) August, 2023

LEGEND Complete In Progress On Hold/Pending Council Discussion *Newly added

Efficient and Effective Service Delivery					
Actively Engaged with Residents and Stakeholders	STATUS	START	END	LEAD	NOTES
Administrative services for areas outside Sturgeon Falls (satellite office options)				Corporate Services	<ul style="list-style-type: none"> Discussed at the August 2023 Council meeting. Will begin exploration of service delivery options IT ready to support with communications and tech infrastructure if/when needed
Self-service improvements to website, tax, building, community services	IN PROGRESS	ongoing		Corporate Services & Community Services	<ul style="list-style-type: none"> Waiting on our software provider to roll out property taxes online. No current timeline - likely an early 2024 project Additional payment options for building permits, licenses, and other revenues is ongoing (to be completed fall 2023) To conduct research on potential for other software Ongoing – tools to support emergency response (use of PAL portion of CGIS – Public Access tool) Started – municipal drains exist in CGIS, possibility of including drains in PAL portion of CGIS Communications team keeps converting documents to accessible formats and traditional forms to digital formats. Communications to continue to stay on top of web updates for OADA compliance and to meet accessibility standards
Measure performance of service requests responses	IN PROGRESS	ongoing		Corporate Services Public Works	<ul style="list-style-type: none"> Staff training ongoing Public Works to provide specific training, related to their department, to assist with front line response Management is performing some system testing Performed 2 spot audits – planning for a more regular spot audit process Refresher training has occurred with front line staff on the customer service policy Training provided to Recreation Centre clerks on customer service policy and use of reporting tools in CGIS to assist the department in managing service request for Community Services department Management continues to work with new hires on time management and timely responses to service requests PW actively working with clerks and area sub foremans to improve on level of detail and better notes to provide timely feedback to proponents

Improve resident communication strategy	IN PROGRESS	ongoing		Communications	<ul style="list-style-type: none"> • Continue to support all municipal departments with communication initiatives • Keep lines of communication open with customer service staff for consistency of messaging/responses • Keep the website and social media up to date on regular basis, respecting AODA standards • Planning to launch a communication survey to better understand local audience • Continue liaison with local media providers, through media releases and advertising campaigns • Continue corp/gov. communications research and education • Refine measurement parameters (documenting social media engagement, website analytics) • Challenge: reaching non-digital public (harder to measure impact and high cost of paper ads or physical mail-outs). • Working with service team to coordinate combined mail-outs.
Hold Council meetings at various locations	COUNCIL DISCUSSION	June, 2023	Fall, 2026	Council, Clerks Department & IT	<ul style="list-style-type: none"> • First remote meeting held in June at the Monetville Community Centre • Council to discuss next location and meeting date
Develop Level of Service policy	COUNCIL DISCUSSION	ongoing		Public Works	<ul style="list-style-type: none"> • Draft Winter Maintenance LOS policy ready for council discussion and input
Taxation model for seniors on fixed income					
Organizational Excellence	STATUS	START	END	LEAD	NOTES
Improvements to HR hiring, training and corporate purchasing procedures	IN PROGRESS	ongoing		Corporate Services	<ul style="list-style-type: none"> • Small improvements made to HR hiring this year • Communications has been using different tools and strategies for recruitment - we are receiving good response (volume) of applications and a better pool of candidates • Informal conversations about succession in multiple departments • Need to improve training/upgrading - a critical skill in our current search for HR Coordinator • Corporate purchasing – purchasing vs. procurement training completed for Finance Dept. Education session with Community Services staff. Still manual PO's but implemented a new control system in Finance. CS has implemented new departmental control system. Policy/SOP development has started. • To move towards Electronic PO's - working on filling HR roles • Improvements to procedures around issuing RFP/RFQ, etc. is ongoing. Some changes made in 2023 with varying levels of success. • Draft policy for driver's abstract - needs review and implementation • Revised performance management with established procedures
HR employee entrance and exit procedures	ON HOLD			IT & HR	<ul style="list-style-type: none"> • HR Coordinator being recruited
Firefighter Recruitment and Retention Plan	IN PROGRESS	August, 2022	ongoing	Fire & Emergency	<ul style="list-style-type: none"> • Recruitment of volunteers = 18 new members with 16 several more applications received • Current total volunteer members are 98
Consolidation/standardization of Health and Safety policies				Corporate Services	<ul style="list-style-type: none"> • Will be a critical skill for new HR Coordinator
Improving internal documentation (Standard Operating Procedures and manuals)*	IN PROGRESS	ongoing		Corporate Services	<ul style="list-style-type: none"> • Created documentation for the entire payroll cycle – data entry to filing • Started documentation for EFT file transfer process • Updated month end procedures documentation • Started to formalize customer service documentation

MEMORANDUM

TO: Jean-Pierre (Jay) Barbeau, CAO

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: August 31-2023

RE: **Request to purchase lands adjacent to 61 Riverfront Drive, Sturgeon Falls
Counter – Offer to Appraised Value**

At the meeting on June 6, 2023 Council discussed a proposed offer to purchase a 5m strip along the east boundary of the property located at 61 Riverfront Drive. The purpose of the request was to cure an existing encroachment by a garage and also to provide sufficient set-backs for the construction of another accessory building.

Subsequent to the meeting, an appraisal of the proposed lot addition lands was obtained indicating a value of \$40,000 which was calculated on per foot of frontage based on recent waterfront sales data in the area.

This appraised value was communicated to the proposed buyer who is requesting that council consider a counter offer of \$25,000.00, based on, what he believes to have been an oversight on the part of the municipality in the issuance of the building permit in 2001 to build the garage which has been found to be encroaching on the municipal land.

Joie de vivre



www.westnipissingouest.ca

From: [REDACTED]
To: [Melanie Ducharme](#)
Cc: [REDACTED]
Subject: Surplus land
Date: August 23, 2023 1:58:40 PM
Attachments: [image001.png](#)
[3853_001.pdf](#)

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

Melanie Ducharme
Municipal Clerk and Planner
101-225 Holditch St
Sturgeon Falls, ON P2B 1T1
705-753-6926

Hello Melanie

Albona owns the land at 97 Bay St. in Sturgeon Falls.

We had leased this property to Rainbow Concrete Industries Ltd. for the operation of a Ready Mix Concrete plant. This plant has now been removed and we are looking at the possibility of developing this lot. The municipality owns a historic road allowance on the west and north side which is surplus. Would this land be available for purchase and what would be the price?

Albona Investments Inc.
Boris Naneff P.Eng
President
2477 Maley Dr.
Sudbury On.
P3A 4R7



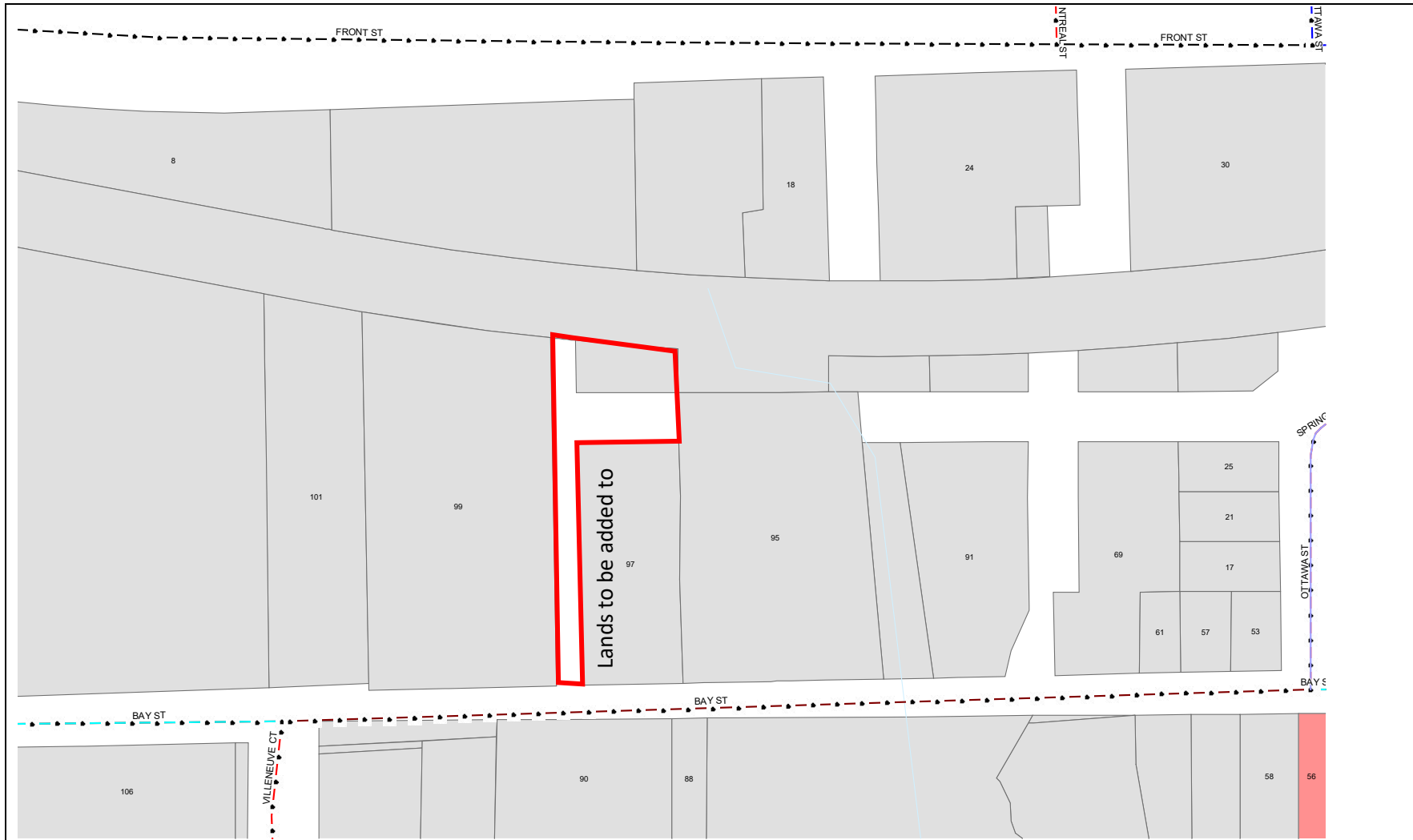



West Nipissing Ouest

DISPOSITION OF MUNICIPAL LAND

SUMMARY SHEET

Offer Summary :	An expression of Interest has been received from the abutting landowner to acquire the abutting unopened road allowance(s) and vacant municipal property for the purpose of an addition to the existing property at 97 Bay Street, Sturgeon Falls (former Rainbow Concrete)
Nature of Offer:	<input type="checkbox"/> Building Lot <input type="checkbox"/> Access <input checked="" type="checkbox"/> Addition to Lot <input type="checkbox"/> Other : expansion to existing development property
Legal description :	Part Pine Street, Part Spring Street, Part Lot 6 E/S Pine Street, Registered Plan 14, Town of Sturgeon Falls
Roll #:	n/a municipal road(s) 48-52-
Current Use / Zoning :	Vacant unopened road allowance(s) and vacant municipal land lying south of the CN rail bed.
Proport Dimensions :	Frontage: 33' Depth: 420' +/- Area: .78Ac
Water access :	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Survey Plan Attached :	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Property declared surplus :	<input type="checkbox"/> YES ➤ Date declared surplus: _____ <input checked="" type="checkbox"/> NO
Access to Property :	<input checked="" type="checkbox"/> Paved Road <input type="checkbox"/> Dirt Road <input type="checkbox"/> Private Road <input type="checkbox"/> Water Access <input type="checkbox"/> Other : No Access
Services Available :	<input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Sewer
NOTES :	<p>Requestor is seeking to acquire the road allowances and municipal vacant land to be added to the existing holding at 97 Bay Street. The road allowances would be required to be closed by by-law and the Part of Lot 6 would have to be declared surplus to the municipality prior to disposition.</p> <p>Note that two (2) other portions of the Spring Street Road allowance to the west have been previously closed and conveyed (Parts 2 and 3 on attached 36R-5993)</p> <p>There is a hydro pole on the Pine St. Road allowance which will require an easement by GSU, if road allowance closed.</p>



 Part Pine Street,
Part Spring Street,
Part Lot 6, E/S Pine Street
All as shown on Registered Plan 14
Town of Sturgeon Falls

Microsoft Edge. [Open in Microsoft Edge](#) [Learn more](#) ✕


Object sizes Reports

Measure ✕


↔ Distance

Area: 0.78 AC Units ▾

Done



5201000501700-Location: BAY ST-Name: WEST NIPISSING MUNICIPALITY-Property Code: 106 - Vacant industrial land-Legal Text: PL 1: 912 1,202 x 765 (ft)

Search 

PLAN AND FIELD NOTES OF SURVEY OF
 PART OF FLORAL STREET
 PART OF SPRING STREET
 AND
 PART OF LOTS 1, 2, 3, 4 and 5
 EAST SIDE OF FLORAL STREET
 REGISTERED PLAN No 14
 TOWN OF STURGEON FALLS
 DISTRICT OF NISSISSING
 SCALE: 1 INCH = 60 FEET
 P. T. CLARKE, O.L.S. — 1981

I REQUIRE THIS PLAN TO BE
 REGISTERED UNDER THE REGISTRY
 ACT.

N-66
PLAN 36R-5993

DATE: DECEMBER 17, 1981
P. T. Clarke
 P. T. CLARKE
 ONTARIO LAND SURVEYOR

RECEIVED AND DEPOSITED:
 DATE: Jan. 20/82

 REGISTRAR
 LAND REGISTRY FOR THE
 DISTRICT OF NISSISSING

CAUTION
 THIS PLAN IS NOT A PLAN OF
 SUBDIVISION WITHIN THE MEANING
 OF THE PLANNING ACT.

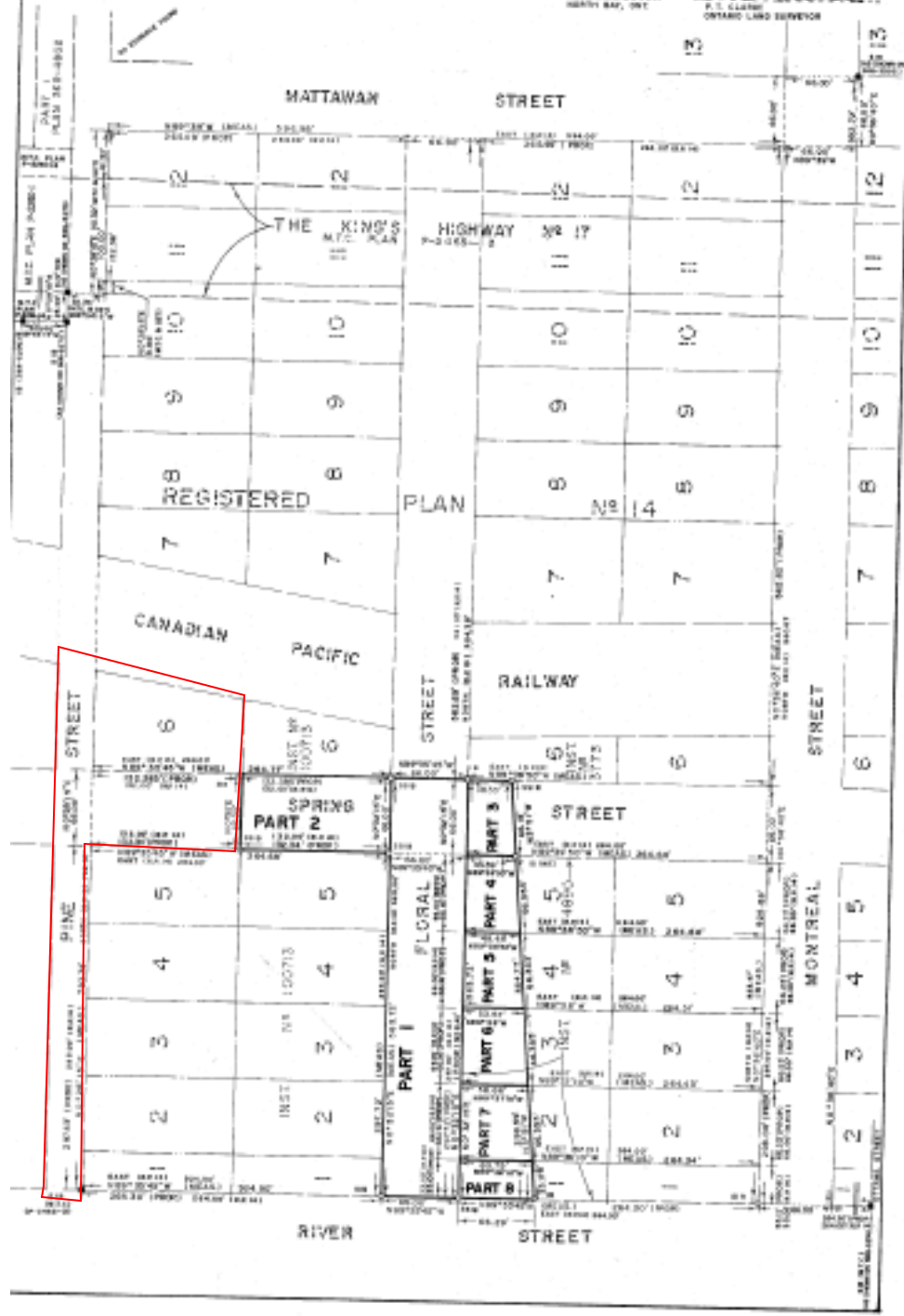
PART 1 — PART OF FLORAL STREET
 PARTS 2 and 3 — PART OF SPRING STREET
 PART 4 — PART OF WEST END OF LOT 11
 PART 5 — PART OF WEST END OF LOT 10
 PART 6 — PART OF WEST END OF LOT 9
 PART 7 — PART OF WEST END OF LOT 8
 PART 8 — PART OF WEST END OF LOT 7

NOTES
 BEARINGS AND DISTANCES ARE DERIVED FROM THE SOUTHWEST CORNER OF
 THE KING'S HIGHWAY 17 & T.E. PLAN P-2445-84 (DIST. DIST. L.S.O.) WHICH,
 ACCORDING TO PLAN 36R-6430, HAVING AN AZIMUTH COURSE OF 108°54' 00".
 ALL BEARING LINES HAVE BEEN VERIFIED.
 THIS PLAN IS PLACED IN CONFORMITY TO S. REG. 22(1)(b) SECTION 10 (1)
 BECAUSE OF SUBSEQUENT WORK.

SURVEYOR'S CERTIFICATE

- I CERTIFY THAT:
1. THE SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER.
 2. THE SURVEY WAS COMPLETED ON THE 16th DAY OF DECEMBER, 1981.

DECEMBER 17, 1981
P. T. Clarke
 P. T. CLARKE
 ONTARIO LAND SURVEYOR



August 14, 2023

To:

Ms. Melanie Ducharme
Municipal Clerk/Planner
225 Holditch Street, Suite 101
Sturgeon Falls, ON P2B 1T1

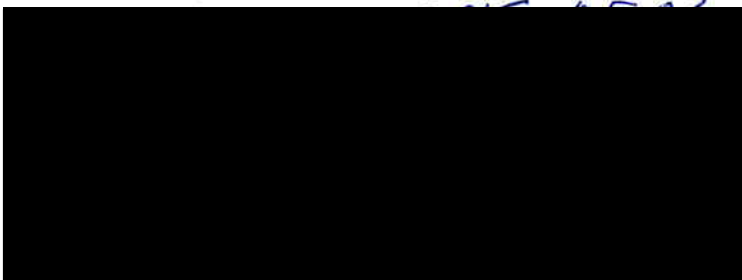
RE: Letter of Intent for Purchase

I am writing this letter to express my interest in purchasing a Municipally owned lot adjacent to my property. I own a lot named Part 2, Parcel 16742. I am interested in purchasing a lot being named Part ④ Parcel 19206 in the township of Field.

Please let me know a convenient time we can further discuss details regarding price and logistics.

Thank you for your consideration.

Arvin Lalwase




West Nipissing Ouest

DISPOSITION OF MUNICIPAL LAND

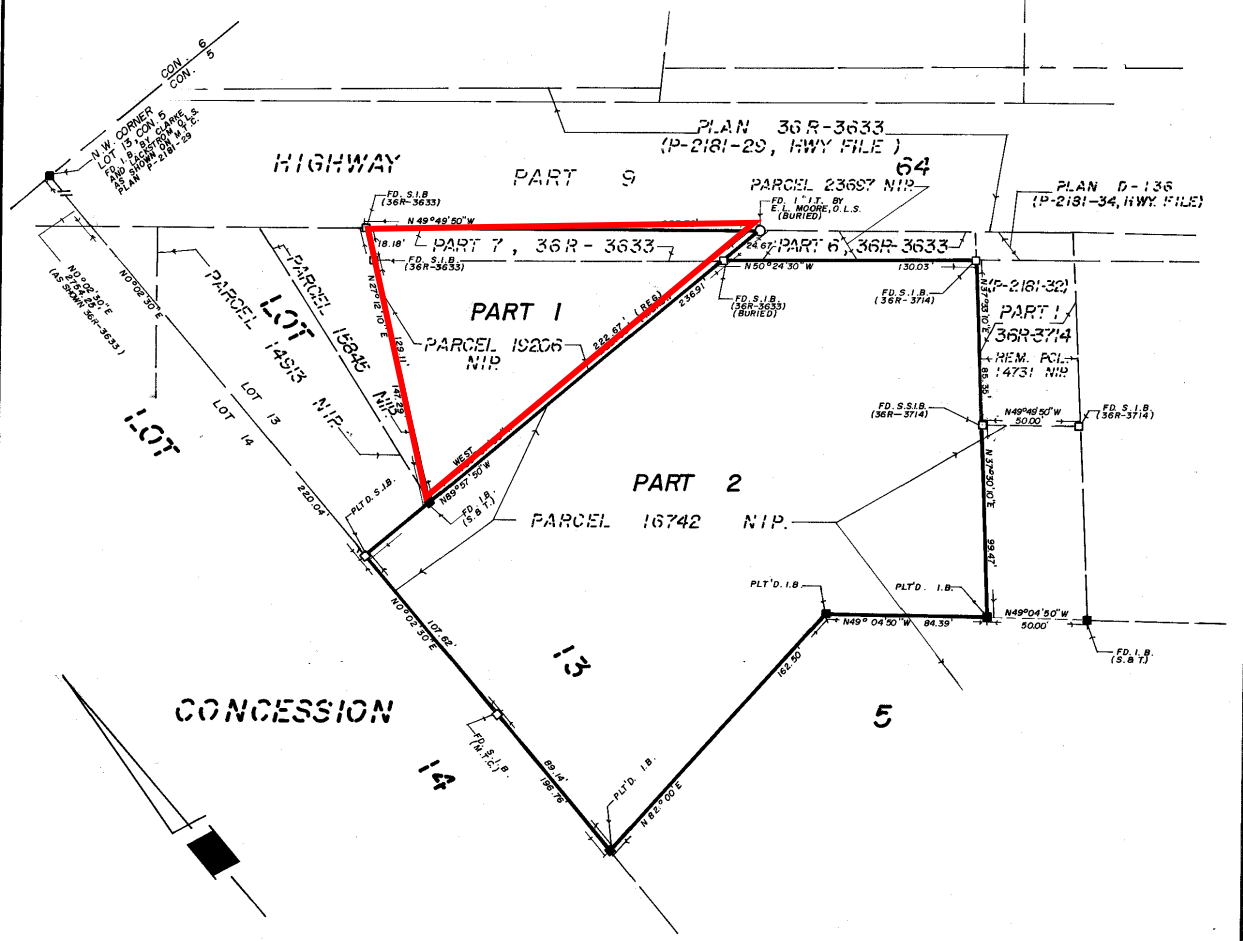
SUMMARY SHEET

Offer Summary :	An expression of interest has been received to acquire vacant abutting municipally owned lands on Highway 64 in Field. These lands are shown on the attached plan of survey and designated as Part 1. The Offeror owns Part 2.
Nature of Offer:	<input type="checkbox"/> Building Lot <input type="checkbox"/> Access <input checked="" type="checkbox"/> Addition to Lot <input type="checkbox"/> Other : expansion to existing development property
Legal description :	Part of Lot 13, Con. 5, Part 1, 36R-4232, Twp. Field
Roll #:	48-52-070-002-34600
Current Use / Zoning :	Vacant Residential Land (R2)
Proport Dimensions :	Frontage: 300'+/- Depth:irregular Area: .7Ac
Water access :	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Survey Plan Attached :	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Property declared surplus :	<input type="checkbox"/> YES ➤ Date declared surplus: _____ <input checked="" type="checkbox"/> NO
Access to Property :	<input checked="" type="checkbox"/> Paved Road <input type="checkbox"/> Dirt Road <input type="checkbox"/> Private Road <input type="checkbox"/> Water Access <input type="checkbox"/> Other : No Access
Services Available :	<input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Sewer
NOTES :	<p>The subject lands (along with a number of other properties) were transferred to the Township of Field in 1980 by owners in exchange for new building lots in the subdivision located behind the Caisse Populaire. At the time there was a dwelling on the property, which has long since been demolished. The owner at the time owned both Part 1 and Part 2, however Field Township only acquired the Part 1 and the Part 2 remained privately owned. The current owners of Part 2 are requesting to purchase the Part 1 from the Municipality as an addition to their lands.</p> <p>The lands are located within the Settlement Area of the Town of Field and they are not located in the designated Sturgeon River flood plain.</p>

4232

PLAN AND FIELD NOTES OF SURVEY OF
 PART OF LOT 13, CONCESSION 5
TOWNSHIP OF FIELD
 DISTRICT OF NIPISSING
 M. N. SIMPSON O.L.S., 1976
 SCALE: 1 INCH = 50 FEET

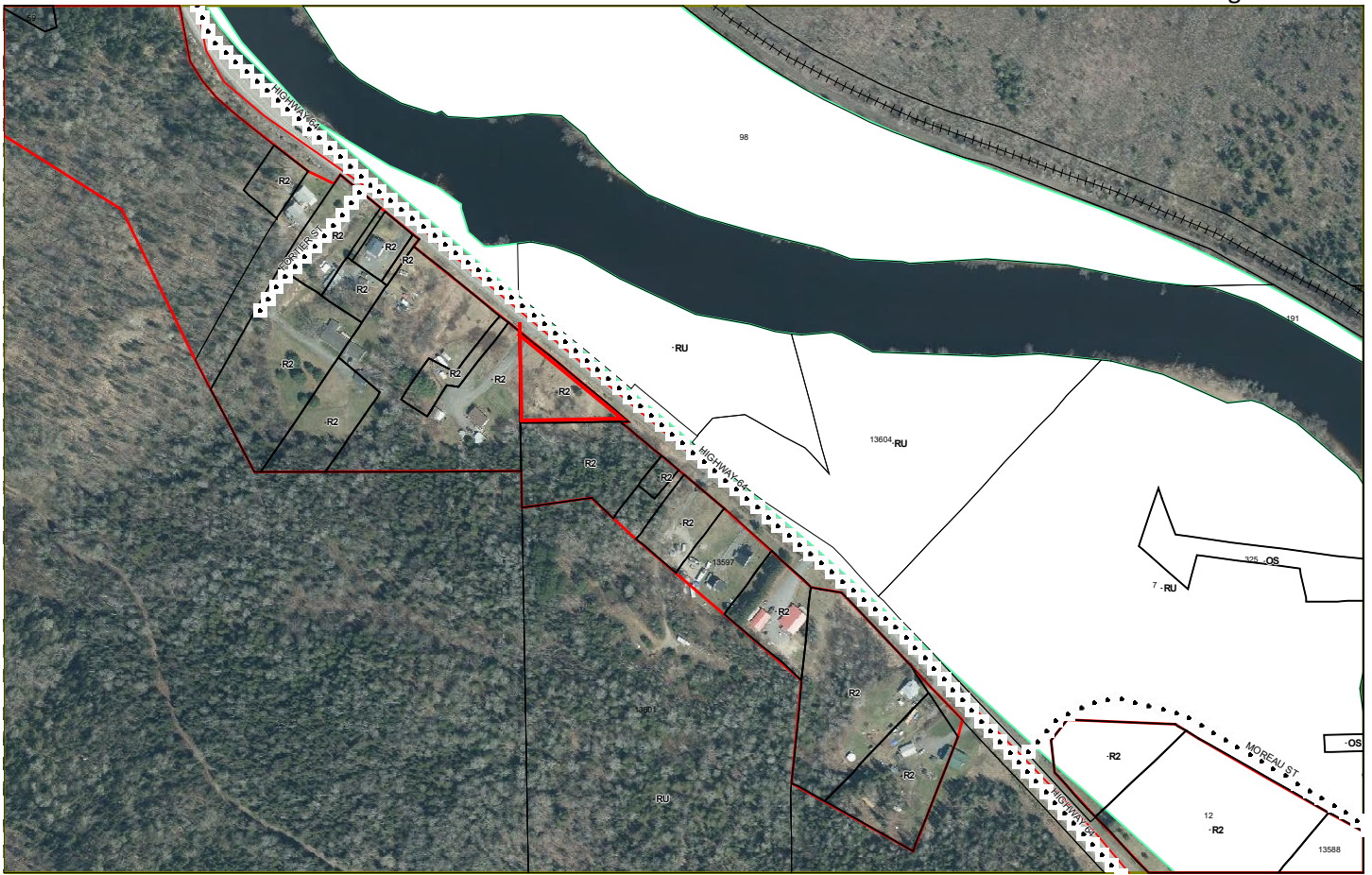
N - 4799
PLAN 36R-4232
 APPROVED
S.S. Lucey
 Asst. Examiner of Surveys
 PLAN 36R - 4232
 RECORDED UNDER NO 176680
 REGISTERED Nov. 10/76
S.S. Lucey
 Land Registrar
 PART 1 - ALL OF PARCEL 19206 NIP.
 PART 2 - PART OF PARCEL 16742 NIP.



ALL HANGING LINES HAVE BEEN VERIFIED.
 ALL MONUMENTS SHOWN HEREON OTHER THAN THOSE INDICATED AS FOUND (FD) ARE PLANTED IN CONFORMITY TO THE SURVEYS ACT AND RELEVANT REGULATIONS.
 BEARING REFERENCE
 BEARINGS ARE ASSUMED AND DERIVED FROM THE SOUTHERLY LIMIT OF PART 6, HAVING AN ASTROMOMIC COURSE OF N50°24'30"W AS SHOWN ON PLAN 36R-3633.
LEGEND
 STANDARD IRON BARS 1" SQ. X 48" L. PLANTED SHOWN: —○— S.I.B.
 SHORT STANDARD IRON BARS 1/2" X 24" L. PLANTED SHOWN: —□— S.S.I.B.
 IRON BARS 3/8" SQ. X 24" L. PLANTED SHOWN: —●— I.B.
 ROCK BARS 3/8" SQ. X 6" L. PLANTED IN ROCK SHOWN: —■— R.B.
 CROSS CUT ON ROCK SHOWN: —✂— C.C.
 (M) or (Meas) DENOTES MEASURED
 (Pl) or (Prop) DENOTES PROPORTIONED
 (P) or (Plan) DENOTES REGISTERED PLAN
 (S&T O.L.S.) DENOTES SIMPSON AND TAYLOR LIMITED
 (M.T.C.) DENOTES MINISTRY OF TRANSPORTATION & COMMUNICATION

I HEREBY CERTIFY:
 1. THAT THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE THEREUNDER,
 2. THAT I WAS PRESENT AT AND DID PERSONALLY SUPERVISE THE SURVEY REPRESENTED BY THIS PLAN,
 3. THAT THIS PLAN CONTAINS A TRUE COPY OF THE FIELD NOTES OF SURVEY,
 4. THAT THE SURVEY WAS COMPLETED ON THE 31 ST DAY OF AUGUST, 1976.
 DATED: SEPT. 13, 1976, NORTH BAY, ONTARIO.
M.N. Simpson
 M. N. SIMPSON
 ONTARIO LAND SURVEYOR
 For: SIMPSON AND TAYLOR LIMITED
 ONTARIO LAND SURVEYORS

P.T.C.O.L.S.
 FIELD: P.F.
 R.N.
 OFFICE:
 J. JOLLEY
 CLIENT:
 D. LAROCQUE
 WORK ORDER
 No 7478





West Nipissing Ovest

Heat Relief

PUBLIC RESPONSE PLAN

Municipality of West Nipissing

Joie de vivre

westnipissingouest.ca

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Organizations – Glossary of Acronyms

CSWBP	Community Safety and Well-Being Plan (West Nipissing)
DNSSAB	District of Nipissing Social Services Administration Board
ECCC	Environment and Climate Change Canada (Environment Canada)
ECG	Emergency Control Group (Municipality of West Nipissing)
HWIS	Harmonized Heat Warning and Information System (Ontario)
NBPS	North Bay Parry Sound (District Health Unit)
OPP	Ontario Provincial Police (West Nipissing Detachment)

1.0 Introduction

1.1 General

The Municipality of West Nipissing's Heat Relief – Public Response Plan (Heat Relief Plan) outlines the organization's protocol during extreme weather events pertaining to heat or humidity. The heat season begins in early May and ends in late September, although there may be occasions where periods of heat events fall outside of this range.

The West Nipissing Emergency Control Group is responsible for developing, monitoring and coordinating West Nipissing's response to hot weather events and heat emergencies. The group consists of municipal administration, officials from the West Nipissing Fire and Emergency Service and community partner organizations who provide direct services as part of the Municipality's critical services and emergency response.

1.2 Purpose

The Heat Relief Plan outlines the hot weather response activities coordinated by the Municipal Emergency Control Group with a focus on providing targeted relief for the most vulnerable populations at higher risk of negative health outcomes due to extreme heat. The Heat Relief Plan will be reviewed and updated as necessary.

1.3 Scope

The plan outlines the responsibilities and protocol of the Emergency Control Group in providing community-wide heat relief services.

Circumstances in which a Heat Warning reaches a level of severity or duration that exceeds the capacity of heat relief services is referred to as a "Heat Emergency" and may require additional actions implemented at a community or corporate level under the provisions of the North Bay Parry Sound District Health Unit or the Municipality of West Nipissing's Emergency Plan.

2.0 Heat and Humidity

Source: North Bay Parry Sound District Health Unit

2.1 Health Impacts and Vulnerable Populations

Everyone is vulnerable to the effects of heat and humidity, but certain groups of people are more at risk than others. Extreme heat and humidity events can pose a significant health risk to vulnerable individuals.

2.2 Heat-Vulnerable Populations

- Infants and young children
- Older adults
- People who are pregnant
- People who work outdoors
- People with pre-existing health conditions (e.g., heart disease, diabetes, respiratory disease)
- People experiencing homelessness
- People with reduced mobility
- People experiencing mental illness
- People without access to air conditioning
- People living alone or socially isolated
- People with lower income and fewer resources

2.3 Heat-Related Illnesses

Extreme heat is associated with a number of health impacts, such as sunburns, dehydration, heat exhaustion, heat stroke or more serious effects, such as cardiovascular-related disease and, in some cases, death.

2.4 Prevention Measures

In most cases, heat-related illnesses can be prevented by:

- Staying hydrated
- Recognizing the symptoms of sunburn, dehydration, heat exhaustion and heat stroke
- Staying out of the heat and/or finding shade
- Wearing light/loose clothing and sun protective gear
- Keeping homes cool, closing blinds and curtains
- Never leaving children or animals unattended in a parked vehicle
- Talking to a care provider about how exposure to heat may affect certain medications
- Taking health-appropriate work breaks and discussing needs with employers



3.0 Heat Warnings

Source: Environment & Climate Change Canada (ECCC)

3.1 Defined Triggers for Northern Ontario Heat Warning

Heat Warnings are issued by Environment & Climate Change Canada (ECCC) when the following conditions are met for a two-day period:

- Daytime high forecasted to be greater than or equal to 29°C; and
- Overnight low temperature forecasted to be greater than or equal to 18°C; or
- Humidex is forecasted to be greater than or equal to 36

3.1 Warning Process

When conditions are likely to meet two days or more of warning criteria, ECCC issues a public **Heat Warning**. When a Heat Warning continues beyond two days, ECCC issues an **Extended Heat Warning**.

3.2 Monitoring

Members of the West Nipissing Emergency Control Group (ECG) and municipal Communications Department regularly monitor weather forecasts and early notification messaging issued by Environment Canada and by Meteorological Service of Canada (MSC) via the ECAAlertMe system.

During Heat Warnings, Municipal staff who serve as the first point of contact with the public are to report to their supervisor any persistent heat-related concerns expressed by members of the community. This allows the Municipality to respond appropriately or to alert the proper response team.

4.0 Heat Relief

4.1 Publicly Accessible Cool Spaces

Publicly accessible facilities across the municipality may provide air-conditioning, shade, respite from heat, and other forms of cooling.

- Public Libraries
- Public Municipal Facilities (i.e. Town Hall, Verner Municipal Building)
- Beaches
- Public parks and other shaded green spaces
- Public Splash Parks

4.2 Designated Cooling Centres

These air-conditioned locations could be assigned and declared as ‘Cooling Centres’ in the event of an extended heat event or heat emergency.

Locations can include:

- Public Libraries (5 locations – Sturgeon Falls, Cache Bay, Verner, Field, River Valley)
- Municipal Buildings (2 locations – Sturgeon Falls and Verner)
- Arenas (2 locations – Sturgeon Falls and Verner)
- Community Centres and Halls (Lavigne, Monetville, Cache Bay, Marcel Noël Hall)

These facilities may be available during regular hours of operation or extended business hours, as needed. Cooling centre locations and hours are announced via public notice and are posted on the municipal website and social media channels.

4.3 Other Resources and Support

The [North Bay Parry Sound District Health Unit](#) offers heat-related information and advice.

For non-urgent health advice, members of the public can contact [Health811](#) to get connected to a registered nurse day or night, at no cost.

Those in need of shelter can contact the [Crisis Centre North Bay](#).

5.0 Public Communication

As per the Ontario Harmonized Heat Warning and Information System (HWIS), effectively coordinated heat-health communication campaigns can be strengthened through broad dissemination. The use of consistent and standardized messaging is integral.

The Municipality's Heat Relief public messaging and education plan includes the publishing and management of the [Safety Tips During Extreme Heat](#) page on the municipal website.

During and before Heat Warnings, relevant information is shared with the public and media using a multi-faceted communication approach to increase public awareness of:

- Environment Canada's Heat Warning status
- Notices by the NBPS District Health Unit or by Public Health
- Locations and operating hours of public cool spaces and cooling centres, when applicable
- Available supports and services and how to access them
- Signs and symptoms of heat-related illnesses and what to do if they occur
- Preventive measures from the effects of heat-related health risks

Municipal communication channels include:

- The municipal website
- Municipal social media channels
- Local newspaper via Public Notice
- Local radio stations via Public Notice
- Email (internal and external communications)
- Public-facing municipal personnel

Public Notices from the Municipality are published on the municipal website and shared using social media channels. Local news outlets, members of the municipal council and personnel receive Public Notices by email.



6.0 Response and Community Outreach

During or before a Heat Warning, the ECG works with community partners to coordinate community responses and communication efforts. Partners can include the NBPS District Health Unit, the Community Safety and Well-Being advisory committee, the local OPP detachment, DNSSAB, local health care organizations, emergency response agencies, municipal by-law enforcement, and other groups who work with at-risk populations. The response and outreach efforts are in place to:

- Increase public access to spaces where people can stay cool.
- Open well-identified, accessible community cooling centres and/or extend hours of operation of certain facilities/services.
- Modify, cancel or reschedule sports and outdoor events hosted by the Municipality or held at municipal facilities.
- Assess and plan for hydration solutions, such as portable water stations, drinking fountains at public facilities or distribution of drinking water.
- Link with health care partners regarding strategies for hospital activation, community care centres, and long-term care services.
- Maintain a “wellness check” approach within the community and with partner organizations.

7.0 Related Resources

[Environment Canada – West Nipissing Forecast](#)

[NBPS District Health Unit – Heat and Humidity](#)

[Ontario Ministry of Health – Heat Warning Information](#)

[Weather Alerts Map – Government of Canada](#)

[Homelessness – Crisis Centre North Bay](#)



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

August 15, 2023, 6:30 PM

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

1. OPENING AND LAND ACKNOWLEDGEMENT

2. DECLARATIONS OF PECUNIARY INTEREST

3. ADDENDUM & AGENDA

3.1 Approve the Addendum

Resolution # 2023-247

Moved by: Councillor Anne Tessier

Seconded by: Councillor Roch St. Louis

BE IT RESOLVED THAT the Addendum for the meeting of Council held on August 15, 2023, be approved, as presented.

CARRIED

3.2 Adopt the Agenda

Resolution # 2023-248

Moved by: Councillor Jérôme Courchesne

Seconded by: Councillor Anne Tessier

BE IT RESOLVED THAT the Agenda for the meeting of Council held on August 15, 2023, be approved, as presented.

CARRIED

4. DELEGATIONS & PETITIONS

4.1 Petition - Kipling Landfill

The CAO briefly explained the petition presented regarding the Kipling landfill, given that the request in the Petition is a budgetary consideration. The CAO will communicate directly with the Petitioner(s) to advise that the matter will be addressed in the 2024 budget deliberations.

5. COMMITTEE OF THE WHOLE

5.1 Planning Committee

1. Request to Transfer of Sandy Island Road Allowances - Additional Information and Update

The CAO provided additional information to the Council concerning the Sandy Island road allowance and offered an apology for the concern caused to the residents of the island. Since the last meeting, information has been received which confirms the municipality's ownership of the road allowances. The CAO indicated that the council can now proceed with all the information in hand. The CAO indicated that Council may proceed as originally contemplated and transfer the road allowances, keep the road allowances or transfer the road allowances for a fee. Following discussion, Council agreed to maintain status quo.

2. Request for Direction on Proposed By-Law to Regulate Camping Trailer/Recreational Vehicles

The CAO provided a brief summary of the history of the file dating back to 2019. At this time, staff are seeking whether Council wishes to move forward with creating some regulation of camping trailers. Following discussion, there was consensus that some sort of regulation is necessary for protecting the environment and ongoing enjoyment by residents. Staff will bring back options for future consultation.

3. Consideration of Engineer's Report for the Poitras Drain, Minor Improvement Project

The Municipal Clerk/Planner provided information regarding the Engineer's report for a Minor Improvement to the Poitras Drain. The purpose of the report is to provide the specifications and cost estimates for installing a culvert on the Petitioner's property. Council was advised that the Petitioners wish to proceed with the project. A By-law providing provisional consent will be presented for the first and second readings during the regular portion of the meeting.

5.2 General Government Committee

1. Re-Opening of a Municipal Office in Verner

The CAO provided a brief history of the Verner municipal office dating back to the time of amalgamation. Early on, the Verner office was very busy with Municipal Drains, which activity has subsided considerably in the last few years, resulting in much less traffic at the municipal office. In addition, structural issues with the building in the last council term necessitated the demolition of the space formerly occupied by OMAFRA, who have since been relocated to the space formerly occupied by the municipal office. The CAO indicated that the reopening of the municipal office would have a significant budgetary impact which Council would have to consider, and that there may be creative ways of offering services in the outlying areas. Members acknowledged the challenges that the geography of West Nipissing creates challenges, and it was agreed that staff would look at some options which may enhance services in the outlying areas and bring those options back to budget discussions later in the year.

5.3 Community Services Committee

1. Cache Bay Rink Tender

The Director of Community Services provided information concerning the recent tender for the upgrades to the Cache Bay outdoor rink. The one tender received far exceeded budget

amounts and the Director recommended that some interim work be done to make the rink usable for 2023 and that the construction be re-tendered in 2024 with a view of obtaining more competitive bids. A suggestion was made that the Director explore the possibility of replacing the existing two (2) rinks at a potentially lesser cost. It was also suggested that volunteers may be willing to assist, which will assist in mitigating the cost.

2. Capital Project Update - Verbal

The Director of Community Services and Economic Development provided an update on 2023 capital projects providing details of completed, in-progress and delayed projects.

5.4 Sewer and Water Committee

1. Verner Filling Station for Recreational Vehicles

In light of the fragility of the Verner system and the ongoing efforts to address it, it was agreed that the subject matter of the filling station be postponed to a later date once the remediations currently being undertaken by municipal staff and OCWA regarding the Verner water distribution system have been completed and assessed.

2. Verner Drinking Water System Update

Alan Korell provided an update on recent developments in addressing the ongoing issues regarding Verner water quality. Swabbing and unidirectional flushing has been undertaken, which have provided favourable results. In addition, variable speed pumps will ensure the constant movement of water and having no dead ends. The proposed project to bring water from Sturgeon Falls will address the overall looping of the system. Mr. Korell also noted that the water tower in Verner is in need of replacement, bids have been received for this work, and a recommendation on this project will be brought to the next meeting.

6. REGULAR MEETING

6.1 Consent Agenda

Resolution # 2023-250

Moved by: Councillor Jérôme Courchesne

Seconded by: Councillor Roch St. Louis

BE IT RESOLVED that the Consent Agenda for Aug 15, 2023 be approved as presented.

CARRIED

1. Council Minutes - July 11, 2023

Resolution # 2023-250

Moved by: Councillor Jérôme Courchesne

Seconded by: Councillor Roch St. Louis

BE IT RESOLVED THAT the minutes of the Council - Committee of the Whole meeting held on July 11, 2023 be adopted, as presented.

CARRIED

2. Planning Advisory Minutes - July 13, 2023

Resolution # 2023-250

Moved by: Councillor Jérôme Courchesne

Seconded by: Councillor Roch St. Louis

BE IT RESOLVED THAT the minutes of the Planning Advisory Committee meeting held on July 13, 2023 be adopted, as presented.

CARRIED

3. Committee of Adjustment Minutes - July 13, 2023

Resolution # 2023-250

Moved by: Councillor Jérôme Courchesne

Seconded by: Councillor Roch St. Louis

BE IT RESOLVED that the Minutes of the Committee of Adjustment Meeting held on July 13, 2023 be received.

CARRIED

4. By-Law 2023/64 to Assume and Dedicate Lands for Public Highway Purposes (Kipling Rd West, Hugel Twp)

Resolution # 2023-250

Moved by: Councillor Jérôme Courchesne

Seconded by: Councillor Roch St. Louis

BE IT RESOLVED THAT By-law **2023/64**, being a by-law to accept, assume and dedicate lands for public highway purposes (Kipling Rd West, Hugel Twp) in the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

CARRIED

5. By-Law 2023/65 to Assume and Dedicate Lands for Public Highway Purposes - Courchesne Rd, Macpherson Twp.

Resolution # 2023-250

Moved by: Councillor Jérôme Courchesne

Seconded by: Councillor Roch St. Louis

BE IT RESOLVED THAT By-law **2023/65**, being a by-law to accept, assume and dedicate lands for public highway purposes (Courchesne Rd, Macpherson Twp.) in the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

CARRIED

6.2 Planning

1. Authorize By-Law No. 2023/66 to rezone lands at 129 Salter Street, Sturgeon Falls

Resolution # 2023-251

Moved by: Councillor Jérôme Courchesne

Seconded by: Councillor Roch St. Louis

BE IT RESOLVED THAT By-law **2023/66**, being a by-law to amend Zoning By-law **2014/45**, to rezone certain lands located at 129 Salter Street, Sturgeon Falls, being Part of Lots 3, 4 and Block A, Plan M-3, Springer, Municipality of West Nipissing from C1 (General Commercial) to R4 (Residential Four), shall come into force and take effect on the date it is passed.

CARRIED

2. Authorize Provisional By-Law No. 2023/67 for the Borrowing on the Credit of the Corporation of the sum of \$23,760.00 - Poitras Drain 1972 - Delorme Minor Improvement

Resolution # 2023-252

Moved by: Councillor Jérôme Courchesne

Seconded by: Councillor Roch St. Louis

BE IT RESOLVED THAT By-law **2023/67**, being a by-law to provide for the construction of drainage work for the **POITRAS DRAIN 1972 (Delorme Minor Improvement Project)** in the Municipality of West Nipissing, in the District of Nipissing and for the borrowing on the credit of the Municipality the sum of \$23,760.00 for the completion of drainage work, which shall receive provisional first and second readings.

CARRIED

3. Authorize further Notice be given for changes to proposed amendment to By-law No. 2014-45 to rezone certain lands at 900 Quesnel Road - Proposed change from SR (Shoreline Residential) to C3 (Tourist Commercial)

Resolution # 2023-253

Moved by: Councillor Anne Tessier

Seconded by: Councillor Jamie Restoule

WHEREAS on July 14, 2023, a public meeting was held by the West Nipissing Planning Advisory Committee for the purpose of considering an application made by Shawn Larcher to rezone the property located at 900 Quesnel Road from (SR) Shoreline Residential to (SR-19) Shoreline Residential Exception Zone 19 to permit the construction of a second dwelling on the property;

AND WHEREAS the Planning Advisory Committee has not recommended the proposed amendment;

AND WHEREAS the Applicant is requesting to amend the application to change the zoning designation of the subject property to C3 (Tourist Commercial);

AND WHEREAS pursuant to Section 34(17) of the Planning Act (Ontario), Council for the Municipality may, prior to making a final decision and after a public meeting has been held, determine whether further notice be given regarding the proposed amended application;

AND WHEREAS the proposed amendment is substantially different than originally proposed;

BE IT THEREFORE RESOLVED that Council for the Municipality of West Nipissing hereby directs that further notice be given in relation to the proposed amended application to rezone the property at 900 Quesnel Road from SR (Shoreline Residential) to C3 (Tourist Commercial);

AND BE IT FURTHER RESOLVED that the Planning Advisory Committee hold a further public meeting for the purpose of considering the amended application;

CARRIED

6.3 Correspondence

6.4 Unfinished Business

6.5 New Business

1. Award of Toulouse Crescent Water and Sewer Installation.

Resolution # 2023-254

Moved by: Councillor Roch St. Louis

Seconded by: Councillor Anne Tessier

WHEREAS five (5) tenders for the Toulouse Crescent water and sewer installation were opened on July 13, 2023 by the Director of Corporate Services and the Public Works Manager;

AND WHEREAS Council concurs with the recommendation received;

BE IT THEREFORE RESOLVED THAT the Tender for the Toulouse Crescent water and sewer installation, in the Municipality of West Nipissing be awarded to Labelle Bros Excavating, for the sum of \$268,600.00 plus HST.

CARRIED

2. Accept Integrity Commissioner Report & Recommendations (Paul Cassan)

Resolution # 2023-255

Moved by: Councillor Anne Tessier

Seconded by: Councillor Jamie Restoule

WHEREAS the council meeting on July 11, 2023, the Integrity Commissioner presented the report on an investigation carried out with respect to a violation of the Code of Conduct by Councillor Pellerin;

BE IT RESOLVED that Council accepts the report and the recommendations from the Integrity Commissioner of the Municipality of West Nipissing.

CARRIED

3. Authorization - Federation of Canadian Municipalities Membership

Resolution # 2023-256

Moved by: Councillor Anne Tessier

Seconded by: Councillor Jérôme Courchesne

WHEREAS the membership for the Federation of Canadian Municipalities was cancelled in 2018;

AND WHEREAS the benefit of membership was reviewed during the council meeting held on July 11, 2023;

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of West Nipissing authorizes the municipality's membership with the Federation of Canadian Municipalities.

DEFEATED

4. Authorization - Consult the Public on Back-Yard Chickens

Resolution # 2023-257

Moved by: Councillor Jérôme Courchesne

Seconded by: Councillor Roch St. Louis

WHEREAS Council considered a report from staff regarding the regulation of back-yard chickens in the municipality of West Nipissing;

AND WHEREAS Council has agreed that public consultation be undertaken;

BE IT RESOLVED that staff is hereby authorized to proceed with public consultation on the matter of regulations for back-yard chickens in the Municipality of West Nipissing.

CARRIED

5. Adopt Vehicle for Hire By-Law 2023/68

Resolution # 2023-258

Moved by: Councillor Anne Tessier

Seconded by: Councillor Roch St. Louis

BE IT RESOLVED THAT By-Law **2023/68**, being the Vehicle for Hire by-law within the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

DEFERRED

Amendment:

Resolution # 2023-258A

Moved by: Councillor Anne Tessier

Seconded by: Councillor Roch St. Louis

BE IT RESOLVED that the adoption of the Vehicle For Hire By-Law No. 2023/68 be deferred to September 5, 2023 in order to obtain clarification regarding definition of "broker".

CARRIED6. LINO- Request for Financial Assistance

Resolution # 2023-259

Moved by: Councillor Jamie Restoule

Seconded by: Councillor Anne Tessier

WHEREAS Council has considered a request for financial assistance from improvisation du Nord de l'Ontario (LINO)

BE IT RESOLVED THAT Council of the Municipality of West Nipissing authorizes the financial contribution of \$1,500.00 to improvisation du Nord de l'Ontario (LINO).

DEFEATED7. Resolution to Authorize Noise By-Law Exemption

Resolution # 2023-260

Moved by: Councillor Jamie Restoule

Seconded by: Councillor Anne Tessier

BE IT RESOLVED THAT Council authorizes an exemption of the Municipality of West Nipissing Noise By-Law **1999/75**, for the following date and location.

- K. Gareau & N. Jongsma - 4187 Hwy 539 in Field on Sept 2, 2023, until 1:00 AM (Sept 3, 2023)

CARRIED8. Resolution to Receive the Second Quarter Variance Financial Report

Resolution # 2023-261

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Kris Rivard

BE IT RESOLVED THAT the 2023, 2nd Quarter Variance Financial Report for the Municipality of West Nipissing be received.

CARRIED

9. Award for the Verner Fire Station Roof Replacement

Resolution # 2023-262

Moved by: Councillor Kris Rivard

Seconded by: Councillor Fern Pellerin

WHEREAS two (2) tenders for the Verner Fire Station roof replacement were opened on August 3, 2023 by the Director of Corporate Services and the Fire Chief;

AND WHEREAS Council concurs with the recommendation received;

BE IT THEREFORE RESOLVED THAT the Tender for the Verner Fire Station roof replacement, in the Municipality of West Nipissing be awarded to 2622743 Ontario Ltd o/a Al's Mechanical & Construction, for the sum of \$59,000.00 plus HST.

CARRIED

7. NOTICE OF MOTION

8. ADDENDUM

8.1 **Request for Municipal Letter of Support - Bureau's Barn (11200 Highway 64, Verner)**

Resolution # 2023-263

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

WHEREAS Council has received a request from Damon and Drew Bureau, owners of "The Bureau's Barn", to provide support for a Fall Fair event to be held at 11200 Highway 64, Verner on September 16, 2023 by declaring the event to be municipally significant;

BE IT RESOLVED that Council for the Municipality of West Nipissing declares the Fall Fair to be held at 11200 Highway 64, Verner, Ontario, hosted by Damon and Drew Bureau, operating as "The Bureau's Barn" to be a municipally significant event.

CARRIED

8.2 **St. Therese d'Avila Church - Request to Use Cache Bay Hall for fundraising event(s)**

Resolution # 2023-264

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Daniel Gagné

WHEREAS a request has been received from the St. Therese d'Avila church to use the Cache Bay Hall, at no charge, for the purpose of parish fundraising events (electronic bingo);

BE IT RESOLVED that Council authorizes the use of the Cache Bay Hall at no charge by the St. Therese d'Avila committee for the purpose of parish fundraising events (electronic bingo).

DEFEATED

9. MAYOR'S REPORT AND ANNOUNCEMENTS**9.1 Mayor's Report****9.2 Resolution to extend curfew**

Resolution # 2023-265

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

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

CARRIED**10. CLOSED MEETING**

Resolution # 2023-266

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Daniel Gagné

BE IT RESOLVED THAT we proceed into a CLOSED meeting as authorized in Section 239 (2) of the Municipal Act (2001), to discuss the following:

- labour relations or employee negotiations - West Nipissing Professional Fire Fighters Association Local 1531;

CARRIED**10.1 Adopt - Minutes of June 6, 2023****10.2 Minutes of Settlement - West Nipissing Professional Fire Fighters Association Local 1531****10.3 Back to Open Session****11. NEW BUSINESS (continued)****11.1 Resolution to Adopt Minutes of Settlement - West Nipissing Professional Fire Fighters Association Local 1531**

Resolution # 2023-269

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

BE IT RESOLVED THAT Council for the Municipality of West Nipissing adopt the Minutes of Settlement made between the Corporation of the Municipality of West Nipissing and the West Nipissing Professional Fire Fighters Association Local 1531

CARRIED**12. ADJOURNMENT****12.1 Adopt Confirmatory By-law**

Resolution # 2023-270

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Daniel Gagné

BE IT RESOLVED THAT By-Law No. **2023/69**, being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on August 15, 2023, shall come into force and take effect on the date it is passed.

CARRIED

12.2 Adjourn the meeting

Resolution # 2023-271

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Kris Rivard

BE IT RESOLVED THAT the meeting of Council held on August 15, 2023, be adjourned.

CARRIED

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, June 28, 2023, via teleconference. The meeting was open to the public and live streaming of the proceedings was provided for the media and public through a link on the Health Unit's website.

PRESENT:

Nipissing District:

Central Appointee

Karen Cook

Central Appointee

Sara Inch

Central Appointee

Jamie Lowery

Central Appointee

Dave Wolfe

Eastern Appointee

Rick Champagne (*Chairperson*)

Parry Sound District:

Northeastern Appointee

Blair Flowers

Southeastern Appointee

Marianne Stickland

Western Appointee

Jamie McGarvey (*Vice-Chairperson*)

Public Appointees:

Tim Sheppard

ALSO IN ATTENDANCE:

Acting Medical Officer of Health/Executive Officer

Dr. Carol Zimbalatti

Executive Director, Clinical Services

Shannon Mantha

Executive Director, Community Services

Louise Gagné

Management Administrative Assistant, Facilities Operations
and Information Technology

Amanda Horn

Executive Assistant, Office of the Medical Officer of Health/
Executive Officer

Nelly Bothelo

REGRETS:

Central Appointee

Maurice Switzer

Western Appointee

Jamie Restoule

Public Appointee

Gary Guenther

RECORDER:

Management Administrative Assistant

Shelly Maki

1.0 CALL TO ORDER

The Board of Health members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference.

Rick Champagne, Board of Health Chairperson, called the meeting to order at 6:18 p.m.

2.0 APPROVAL OF THE AGENDA

The agenda for the June 28, 2023, Board of Health meeting was reviewed, and the following motion was read:

Board of Health Resolution #BOH/2023/06/01 *Cook/Flowers

Be It Resolved, that the Board of Health Agenda, dated June 28, 2023, be approved.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	R			Maurice Switzer	R		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

4.0 APPROVAL OF PREVIOUS MINUTES

4.1 Board of Health Minutes – April 26, 2023

The minutes from the Board of Health meeting held on April 26, 2023, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2023/06/02 *Wolfe/McGarvey

Be It Resolved, that the minutes from the Board of Health meeting held on April 26, 2023, be approved as presented.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	R			Maurice Switzer	R		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

5.0 DATE OF NEXT MEETING

Date: September 27, 2023

Time: To be determined

Location: To be determined

6.0 BUSINESS ARISING

Dr. Zimbalatti, Acting Medical Officer of Health/Executive Officer, and Rick Champagne, Board of Health Chairperson, reported on their recent attendance at the Association of Local Public Health Agencies (ALPHA) Annual General Meeting and Conference 2023.

Points of note included:

- Keynote speaker, Dr. Eileen De Villa, Medical Officer of Health for Toronto Public Health, highlighted current and future challenges related to the pandemic, and expressed confidence in public health's ability to address these challenges.
- Dr. Jim Chirico was awarded Emeritus membership by the Council of Medical Officers of Health (COMOH) for his contributions to public health.
- Resolutions on the following topics were passed at the combined business meeting and resolutions session:
 - An amendment to the constitution to increase the number of votes that public health units with populations over 1,000,000 (currently three health units) are allocated.
 - Recommending a renewed smoking and nicotine strategy in Ontario.
 - Advocating for strengthened building codes to prevent respiratory infections.
 - Supporting the Association of Municipalities of Ontario (AMO)'s call to action on housing and homelessness and call upon the Province of Ontario to work with ALPHA, AMO, and other partners to develop an action plan to end homelessness.
 - Monitoring food affordability and inadequacy of social assistance rates.
- Dr. Kieran Moore, Chief Medical Officer of Health, and Dr. Christopher Simpson, Executive Vice President, and Chief Medical Officer of Health at Ontario Health, took

part in a panel discussion on “What’s Next” following the pandemic. Some emerging themes included:

- Recognition that Public Health and acute care scaled up quickly to respond to the pandemic,
 - The goal to use sharper instruments in future emergencies (as opposed to blunt instruments like lockdowns and school closures),
 - The need to keep the government accountable for funding gaps and gaps in emergency planning,
 - The need to move away from disease/sick care to health promotion and illness prevention,
 - Being able to collect and use quality and timely data, and moving away from indicators of volume and focusing instead on quality and effectiveness of interventions, and
 - The need to turn the tide on mis/disinformation as a key challenge affecting the health of populations.
- Board of health leaders continue to advocate for increased public health funding at the provincial level; and
 - Several medical officers of health continue to advocate for a hybrid Association of Local Public Health Agencies Annual General Meeting and Conference delivery model that allows virtual attendance to reduce costs for northern health units while maintaining the networking value of in-person meetings.

7.0 REPORT OF THE MEDICAL OFFICER OF HEALTH

The Report of the Medical Officer of Health for the June 28, 2023, meeting was presented to the Board of Health for information purposes.

Comments and questions were taken and answered.

Dr. Zimbalatti and Louise Gagné provided additional information about the Icelandic Model noted on page 4 of the report:

- The model was developed in Iceland in 2005 in response to negative youth trends related to substance/alcohol/cigarette use and lack of connection to home by sponsoring youth to participate in after school activities supervised by adult role models and providing parents with opportunities to collaborate on ways to enhance a sense of community for youth. The model is based on collecting and using robust evidence to develop interventions at a community level.

- Planet Youth has exported this model globally whereby they facilitate data collection, data analysis, and community-lead interventions; and it has been adopted through an agreement with them by many locations including several in Canada.
- The Public Health Agency of Canada is very interested in the model, and Dr. Theresa Tam, Chief Public Health Officer, recently moderated a conference in Ottawa supporting it.
- Public health units do not need to lead the project as demonstrated in Lanark County where the program was spearheaded by the Rotary Club.
- Porcupine Health Unit has signed on with Planet Youth, and Timiskaming Health Unit is very interested, which may offer collaborative opportunities with shared school boards.
- Following some preliminary meetings in our districts, this health unit is close to obtaining buy in from all district school boards, and many community partners and organizations have expressed interest in participating or providing monetary support.
- Signing on with Planet Youth involves a five-year commitment at an approximate cost of \$40,000 plus additional costs for interventions, and funding ideally for a coordinator as well. Funding for interventions and coordinator role does not necessarily default to the project lead organization, and all costs are not the sole responsibility of the lead.
- This is not a provincially funded project, however there may be some provincial dollars available. Additionally, there are federal dollars available, as well as cost-sharing opportunities with community partners and municipalities, and in-kind financial support from interested organizations.

The Board of Health requested more information at the next regular meeting in the form of a presentation and/or briefing note describing the business case, how this model could look locally, and recommended actions.

8.0 BOARD COMMITTEE REPORTS

8.1 Personnel Policy, Labour/Employee Relations Committee

A Personnel Policy, Labour/Employee Relations Committee meeting was held prior to the Board of Health meeting.

The following motion was read:

Board of Health Resolution #BOH/2023/06/03 *Lowery/Wolfe

Whereas, Dr. Carol Zimbalatti was appointed as full-time Medical Officer of Health/Executive Officer for the North Bay Parry Sound District Health Unit by the Board of Health at the Board of Health meeting held on April 26, 2023; and

Whereas, An Employment Contract needs to be negotiated between the Health Unit and Dr. Carol Zimbalatti.

Therefore Be it Resolved, That the Personnel Policy, Labour/Employee Relations Committee recommends that the Board of Health approves the creation of an ad hoc committee of the Board of Health called “Employment Contract Negotiations - Medical Officer of Health/Executive Officer Ad Hoc Committee”, and the Chair of the Personnel Policy, Labour/Employee Relations Committee will call a meeting in August to review the draft contract with the Personnel Policy, Labour/Employee Relations Committee and get approval by the Board of Health; and

Furthermore Be It Resolved, That the Personnel Policy, Labour/Employee Relations Committee recommends the Board of Health approves the following members of the Employment Contract Negotiations - Medical Officer of Health/Executive Officer Ad Hoc Committee: Josée Goulet, Rick Champagne, and Jamie Lowery; and

Furthermore Be It Resolved, That the Personnel Policy, Labour/Employee Relations Committee recommends the Board of Health approves remuneration for activities related to this ad hoc committee in accordance with Board of Health policy #B-F-004 – Remuneration, Board of Health Members.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	R			Maurice Switzer	R		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

9.0 CORRESPONDENCE

Board of Health correspondence listed for the June 28, 2023, meeting is made available for review by Board members in the Board of Health online portal.

10.0 NEW BUSINESS

11.0 IN CAMERA

There was no in camera session.

12.0 ADJOURMENT

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 6:55 p.m.

Original signed by Rick Champagne

2023-08-16

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original signed by Shelly Maki

2023-08-16

Shelly Maki, Recorder

Date (yyyy/mm/dd)



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2023/70

BEING A BY-LAW TO ACCEPT, ASSUME AND DEDICATE LANDS FOR PUBLIC HIGHWAY PURPOSES – BURNT LAKE RD, STURGEON FALLS 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).

Part Lot 6, Concession 5
 Part 1, 36R-15102
 GEOGRAPHIC TOWNSHIP OF SPRINGER,
 MUNICIPALITY OF WEST NIPISSING,
 DISTRICT OF NIPISSING.

Being parts of the travelled roads known as Chemin Burnt Lake Road, Sturgeon Falls, Ontario.

ENACTED AND PASSED THIS 5th DAY OF SEPTEMBER, 2023 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

KATHLEEN THORNE-ROCHON,
 MAYOR

MELANIE DUCHARME,
 CLERK



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2023/72

**BEING A BY-LAW TO ACCEPT, ASSUME AND DEDICATE LANDS
FOR PUBLIC HIGHWAY PURPOSES – DUBUC RD, CRYSTAL FALLS 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).

E ½ LOT 11, CON. 2
BEING PARTS 2 & 3, 36R-15092
GEOGRAPHIC TOWNSHIP OF GRANT,
MUNICIPALITY OF WEST NIPISSING,
DISTRICT OF NIPISSING.

Being parts of the travelled roads known as chemin Dubuc Road, Crystal Falls, Ontario.

ENACTED AND PASSED THIS 5TH DAY OF SEPTEMBER, 2023 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

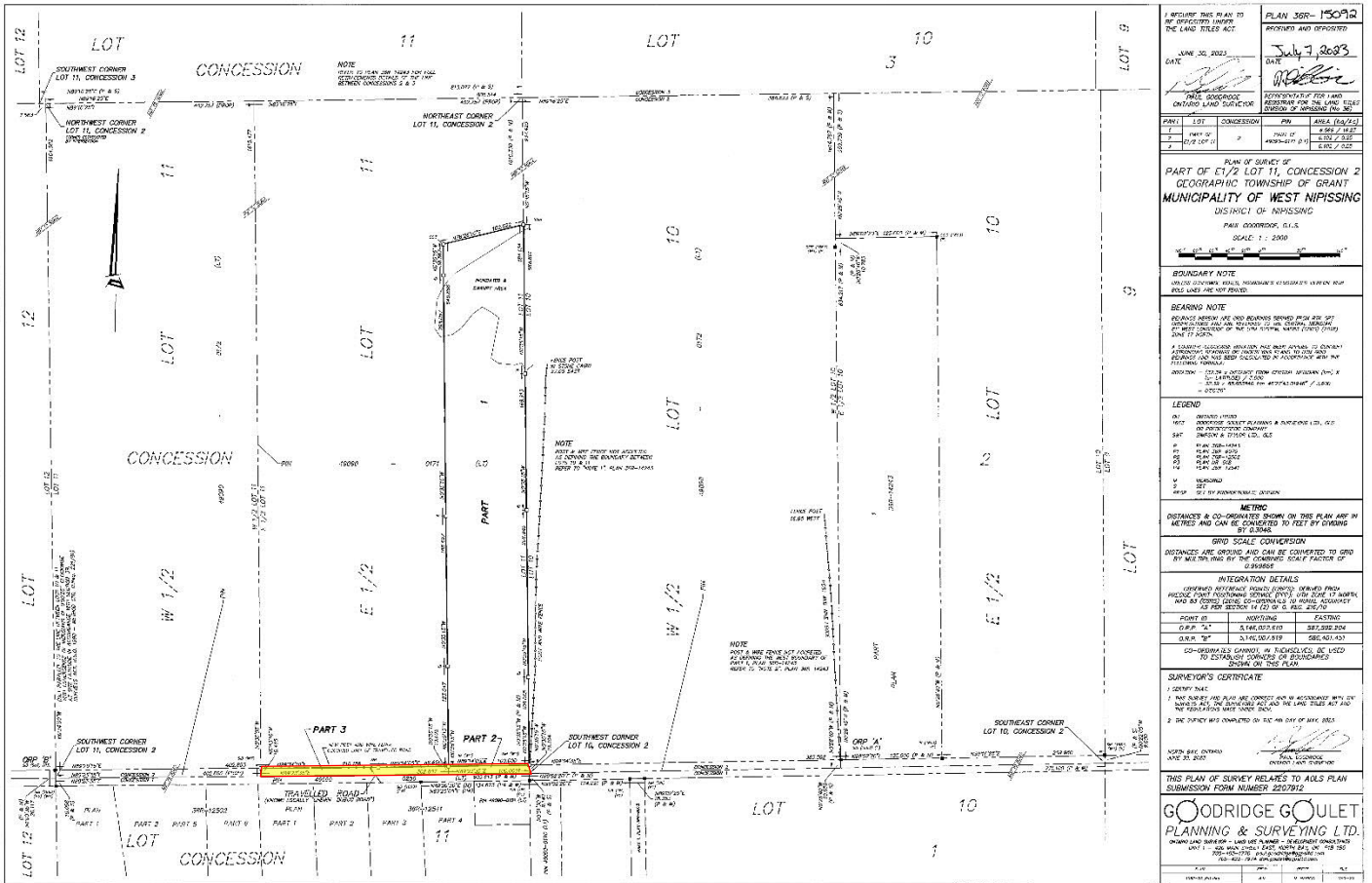
KATHLEEN THORNE-ROCHON,
MAYOR

MELANIE DUCHARME,
CLERK



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

SKETCH FOR BY-LAW 2023/72





THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2023/73

BEING A BY-LAW TO ACCEPT, ASSUME AND DEDICATE LANDS FOR PUBLIC HIGHWAY PURPOSES – NIPISSING STREET, STURGEON FALLS 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).

Part Lot 3, Concession A
 Parts 1 & 3, 36R-8556
 GEOGRAPHIC TOWNSHIP OF SPRINGER,
 MUNICIPALITY OF WEST NIPISSING,
 DISTRICT OF NIPISSING.

Being parts of the travelled roads known as Rue Nipissing Street, Sturgeon Falls, Ontario.

ENACTED AND PASSED THIS 5TH DAY OF SEPTEMBER, 2023 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

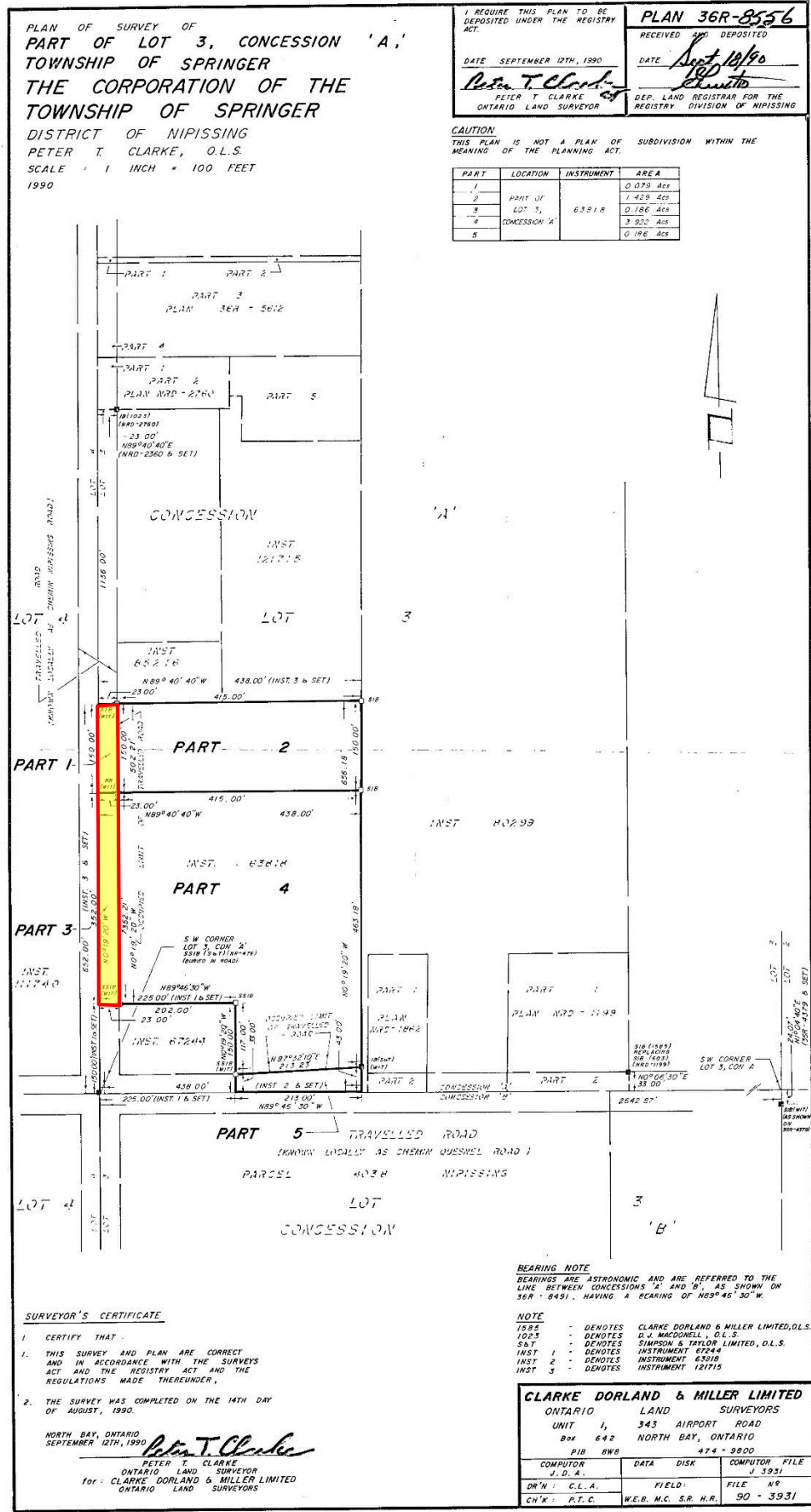
KATHLEEN THORNE-ROCHON,
 MAYOR

MELANIE DUCHARME,
 CLERK



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

SKETCH FOR BY-LAW 2023/73



**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2023-4205

August 22, 2023

Dear Head of Council,

Subject: Building Faster Fund

The housing supply crisis affects all of Ontario – from rural communities to large, urban centres. Our government is committed to building at least 1.5 million homes by 2031, with municipalities across the province as our key partners.

On August 21, 2023, Premier Ford announced the new Building Faster Fund, a new three-year-\$1.2 billion program to help municipalities meet or exceed their share of the province's 1.5 million homes goal.

As announced by Premier Ford, 10% of the overall funding will be set aside for small, rural and northern communities that have not been assigned a housing target by the province, in order to address their unique needs in supporting growth in housing supply.

Ontario will be consulting with the Association of Municipalities of Ontario and the Housing Supply Action Plan Implementation Team on program design details of the Building Faster Fund, including how the funds can best support small, rural and northern communities, and I look forward to sharing more information with you in the future. As Ontario grows, we need to build more homes. I look forward to your support in ensuring that everyone – newcomers, young families and seniors – can afford a place to call home.

Sincerely,

A handwritten signature in blue ink that reads 'Steve Clark'.

Steve Clark
Minister

c: Hon. Nina Tangri, Associate Minister of Housing
Ryan Amato, Chief of Staff, Minister's Office
Martha Greenberg, Deputy Minister
Joshua Paul, Assistant Deputy Minister, Market Housing Division
Sean Fraser, Assistant Deputy Minister, Planning and Growth Division
Caspar Hall, Assistant Deputy Minister, Local Government Division

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000



234-2023-4205

23 août 2023

Monsieur le président du conseil / Madame la présidente du conseil

Objet : Fonds pour l'accélération de la construction

La crise de l'offre de logements touche l'ensemble de l'Ontario, des collectivités rurales aux grands centres urbains. Notre gouvernement s'est engagé à construire au moins 1,5 million de logements d'ici 2031, en collaborant avec les municipalités de toute la province qui représentent nos principaux partenaires.

Le 21 août 2023, le premier ministre Ford a annoncé la création du nouveau Fonds pour l'accélération de la construction, un nouveau programme de 1,2 milliard de dollars sur trois ans visant à aider les municipalités à atteindre ou à dépasser leur part de la cible de 1,5 million de logements de la province.

Comme l'a annoncé le premier ministre Ford, 10 % du financement global sera réservé aux petites collectivités rurales et du Nord auxquelles la province n'a pas attribué de cible en matière de logement, afin de répondre à leurs besoins précis pour soutenir la croissance de l'offre de logements.

L'Ontario consultera l'Association of Municipalities of Ontario et l'Équipe de mise en œuvre du Plan d'action pour l'offre de logements concernant les détails de la conception du programme du Fonds pour l'accélération de la construction, notamment sur la manière dont les fonds peuvent soutenir au mieux les petites collectivités rurales et du Nord. De plus amples renseignements à ce sujet vous seront communiqués plus tard. Avec la croissance de l'Ontario, nous devons construire davantage de logements. Je me réjouis de pouvoir compter sur votre soutien pour faire en sorte que l'ensemble de la population, y compris les nouveaux arrivants, les jeunes familles et les personnes âgées, ait les moyens de s'offrir un chez-soi.

Cordialement,

A handwritten signature in blue ink that reads 'Steve Clark'.

Steve Clark
Ministre

c : L'hon. Nina Tangri, ministre associée du Logement
Kirstin Jensen, chef de cabinet adjointe, Bureau du ministre
Martha Greenberg, sous-ministre

Joshua Paul, sous-ministre adjoint, Division du logement à but lucratif

Sean Fraser, sous-ministre adjoint, Division de l'aménagement et de la croissance

Caspar Hall, sous-ministre adjoint, Division des administrations locales

MEMORANDUM

TO: Jay Barbeau, CAO

FROM: Melanie Ducharme

DATE: August 31, 2023

RE: Vehicle for Hire By-Law 2023-68

At the August 15, 2023 meeting, a request was made for clarification of the definition of a “Broker” as set out in the proposed Vehicle for Hire (VFH) By-Law.

A Broker’s license is obtained when a VFH company/individual will be dispatching VFH which they do not own. If a person who owns a vehicle and wishes to use it as a VFH, but does not want to start his own business, he could approach an existing VFH company and request to drive his car under the umbrella of that company. In this instance a Broker’s license is required in order to permit this “sub-contractor” arrangement.

Having a Broker’s License does not preclude also possessing an Owner’s license or a Driver’s license. A Broker’s License exists solely for the purpose of dispatching vehicles which are not owned by that person or company.

I have amended Note 2 on Schedule “A” for greater clarity.

Joie de vivre



www.westnipissingouest.ca



MUNICIPALITY OF WEST NIPISSING

BY-LAW NO. 2023/68

**VEHICLES FOR HIRE AND
PRIVATE TRANSPORTATION COMPANY VEHICLES BY-LAW**

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BY-LAW 2023/68

BEING A BY-LAW TO PROVIDE FOR THE LICENSING, REGULATING AND GOVERNING OF VEHICLES FOR HIRE, INCLUDING TAXIS, ACCESSIBLE TAXIS, LIMOUSINES, PRIVATE VEHICLES FOR HIRE AND ACCESSIBLE VEHICLES FOR HIRE, AS WELL AS PRIVATE TRANSPORTATION COMPANY VEHICLES IN THE MUNICIPALITY OF WEST NIPISSING

WHEREAS section 5(3) of the *Municipal Act, 2001*, SO 2001, c. 25 provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act, 2001* or any other Act;

AND WHEREAS section 10(1) of the *Municipal Act, 2001* provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS section 10(2) of the *Municipal Act, 2001* provides that a municipality may pass by-laws respecting: in paragraph 6, health, safety and well-being of persons; in paragraph 7, services and things that the municipality is authorized to provide under subsection (1); in paragraph 8, protection of persons and property, including consumer protection; and in paragraph 11, business licensing;

AND WHEREAS section 151(1) of the *Municipal Act, 2001* provides that, without limiting sections 9, 10 and 11 of the Act, a municipality may provide for a system of licences with respect to a business and may,

- (a) prohibit the carrying on or engaging in the business without a licence;
- (b) refuse to grant a licence or to revoke or suspend a licence;
- (c) impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- (d) impose special conditions on a business in a class that have not been imposed on all of the businesses in that class in order to obtain, continue to hold or renew a licence; and
- (e) impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence;

AND WHEREAS section 151(5) of the *Municipal Act, 2001* provides that subsection 151(1) applies with necessary modifications to a system of licences with respect to any activity, matter or thing for which a by-law may be passed under sections 9, 10 and 11 as if it were a system of licences with respect to a business;

AND WHEREAS section 156(1) of the *Municipal Act, 2001* provides that, without limiting sections 9, 10 and 11 of the Act, a local municipality, in a by-law under section 151 of the Act with respect to the owners and drivers of taxicabs, may,

- (a) establish the rates or fares to be charged for the conveyance of property or passengers either wholly within the municipality or from any point in the municipality to any point outside the municipality;
- (b) provide for the collection of the rates or fares charged for the conveyance; and
- (c) limit the number of taxicabs or any class of them;

AND WHEREAS the Council for The Corporation of the Municipality of West Nipissing considers it necessary and desirable for the public to regulate vehicles for hire and public transportation company vehicles for the purposes of health and safety, consumer protection, and service quality to ensure efficient vehicle for hire and public transportation company vehicle services are available to all persons including the travelling public in the Municipality of West Nipissing and that such services are provided in a manner that provides a safe environment for both passengers and drivers;

AND WHEREAS section 391(1) of the *Municipal Act, 2001* provides that a local board may impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any municipality or other local board; and
- (c) for the use of its property including property under its control;

AND WHEREAS section 391(3) of the *Municipal Act, 2001* provides that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration and enforcement;

AND WHEREAS section 429(1) of the *Municipal Act, 2001* provides that a municipality may establish a system of fines for offences under a by-law of the municipality passed under the Act and sets out parameters for a system of fines;

AND WHEREAS section 431 of the *Municipal Act, 2001* provides that, if any by-law of a municipality or of a local board of a municipality under the Act or any other Act is contravened and a conviction entered, in addition to any other remedy or penalty imposed by the by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order (a) prohibiting the continuation or repetition of the offence by the person convicted;

AND WHEREAS section 444(1) of the *Municipal Act, 2001* provides that, if a municipality is satisfied that a contravention of a by-law has occurred, the municipality may make an order to discontinue the contravention; and that a by-law passed under section 425 of the Act may provide that any person who contravenes such an order is guilty of an offence.

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

PART 1 – INTERPRETATION

1.1 Short Title

This By-Law may be cited as the “Vehicles for Hire and Private Transportation Company Vehicles By-Law”.

1.2 Severability

If any provision or part of a provision of this By-Law is declared by a court of competent jurisdiction to be illegal or inoperative in whole or in part, or inoperative in particular circumstances, such provision or part of the provision shall be deemed to be severable, and the balance of the By-Law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

1.3 Definitions

For the purposes of this By-Law:

“accessible taxi” means a taxi that is equipped as a physically disabled passenger vehicle in accordance with RRO 1990, Reg 629 made under the *Highway Traffic Act*, RSO 1990, c. H.8;

“accessible taxi owner” means a person who holds an accessible taxi owner licence;

“accessible vehicle” means an accessible taxi or an accessible private vehicle for hire or both as the context requires;

“accessible private vehicle for hire” means a private vehicle for hire that is wheelchair accessible permitting the loading, transportation and off-loading of a person with a disability confined to a wheelchair or other similar device without transfer, and is available for or providing a conveyance service, but does not include a taxi, accessible taxi or a limousine;

“applicant” means a person applying for a licence or renewal of a licence under this By-Law;

“broker” means a person who accepts orders for or dispatches a vehicle for hire and which vehicles for hire are not owned by that person or that person’s immediate family or employer;

“brokerage” means the business of a broker and shall be deemed to include the premises where the business is carried on;

“by-law enforcement officer” means the West Nipissing By-Law Enforcement Officer(s) or his or her designate, as appointed by the Municipality

“Canadian Standards Association” or “CSA” means the standards development organization and certification body accredited as such by the Standards Council of Canada;

“Municipality of West Nipissing” or “Municipality” means the area located within the geographic limits of the Municipality of West Nipissing;

“conveyance service” means conveying one or more persons in exchange for a fare, fee or other consideration wholly within the Municipality of West Nipissing or from any point in the Municipality to any point outside the Municipality;

“dispatch” means the sending of a vehicle for hire to a location for the purpose of offering or providing transportation to a passenger and includes, but is not limited to,

- (a) receiving telephone or radio calls from prospective passengers and directing a person operating a vehicle for hire to attend at the passenger’s requested location;
- (b) offering or operating any part of a mobile application or other electronic service that receives requests for conveyance services from prospective passengers and connects such requests to a person operating a vehicle for hire; or any other action that results in a passenger and a vehicle for hire being in the same place at the same time for the purpose of providing the passenger with conveyance services, regardless of whether the conveyance services are actually provided to the passenger;

“driver” means the individual who has care or control of a taxi, accessible taxi, limousine, private vehicle for hire, accessible private vehicle for hire or PTC vehicle;

“enforcement officer” means the West Nipissing By-Law Enforcement Officer(s) or his or her designate, as appointed by the Municipality

“fare” means the amount charged to a passenger for transportation provided in a vehicle for hire;

“fleet” means all vehicles for hire operating in association with a brokerage;

“Highway Traffic Act” means the *Highway Traffic Act*, RSO 1990, c. H.8 and the regulation made thereunder;

“licence” means a licence issued under this By-Law;

“licensee” means the holder of a licence issued under this By-Law;

“limousine” means a vehicle for hire for the transportation of passengers at a flat rate by agreement and includes a luxury motor vehicle with four or more doors, which is not a station wagon, panel truck, bus or van, and which is not equipped with a meter;

“Ministry of Transportation” means the Ministry of Transportation for Ontario;

“Municipal Licensing Issuer” means the Municipal Clerk or designate

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

“obstruct” means to hinder, mislead, knowingly provide false information or make false claim or statement, or to prevent the execution of a duty;

“operate” means to drive a taxi, accessible taxi, limousine, private vehicle for hire, accessible private vehicle for hire, or private transportation company vehicle while it is available for or providing a conveyance service, and operating and operation have the corresponding meanings;

“owner” means the person who is the registered owner of a taxi, accessible taxi, limousine, private vehicle for hire or accessible private vehicle for hire;

“police or police officer” means any local or provincial law enforcement agency or sworn officer employed by the law enforcement agency for the community policing of the municipality.

“police record check” means a criminal information report that is a result of a search of the local police records where the applicant resides and the national databases maintained by the Canadian Police Information Centre, or alternatively, a third party police record check with a grading of pass, fail or concern and in either case, must include a vulnerable sector check for the purpose of safeguarding the wellbeing of vulnerable persons pursuant to s. 6.3 of the *Criminal Records Act*, RSC 1985, c. C-47;

“private transportation company” or “PTC” means a person that offers, operates or facilitates prearranged conveyance services using a private transportation company platform or application

that receives requests for conveyance services from prospective passengers and connects such requests to a PTC driver and PTC vehicle, save and except an individual who connects such requests only to immediate family members, including the individual himself or herself;

“private transportation company driver” or “PTC driver” means any person who is authorized by a private transportation company to use a private transportation company platform or application to transport passengers in order to provide conveyance services using a PTC vehicle;

“private transportation company identifier” or “PTC identifier” means a sign, decal, emblem or symbol displaying the logo or name of the private transportation company;

“private transportation company platform” or “PTC platform” means any software or application or telecommunications platform to connect passengers with PTC drivers, which may include, but not be limited to Uber, Lyft, U-Ride, etc.;

“private transportation company vehicle” or “PTC vehicle” means a motor vehicle other than a taxi, limousine or private vehicle for hire, hired to provide conveyance services on behalf of a private transportation company;

“private vehicle for hire” means a motor vehicle that is available for or providing a conveyance service but does not include a taxi, accessible taxi, limousine or PTC vehicle;

“safety standards certificate” means a safety standards certificate issued under the *Highway Traffic Act*;

“smoke” or “smoking” or “vaping” includes the holding, inhaling or exhaling from a lighted cigar, cigarette, pipe, water pipe or hookah, or activated electronic cigarette, regardless of whether the device contains nicotine, tobacco, or medical or recreational cannabis;

“taxi” means a motor vehicle that is available for or providing a conveyance service, but does not include a limousine, private vehicle for hire or an accessible private vehicle for hire or a PTC vehicle;

“taximeter” means a mechanical or electronic device that is operated by a power drive cable attached to the transmission of a vehicle, which measures the distance travelled and waiting time, and computes the fare to be charged to a passenger;

“trip” means a journey in a vehicle for hire or PTC vehicle, commencing when a passenger enters the vehicle, continuing for the period that the vehicle is occupied, and ending when all passengers exit the vehicle;

“valid licence” means a current licence issued under this By-Law, which is not expired and which has not been suspended or revoked;

“vehicle for hire” or “VFH” means a motor vehicle that is conveying or available for conveying one or more persons in exchange for a fare, fee or other consideration and includes without limitation a taxi, accessible taxi, limousine, private vehicle for hire and accessible private vehicle for hire, but does not include a PTC vehicle;

“VIN” means the unique vehicle identification number assigned to a motor vehicle by the manufacturer.

PART 2 – EXEMPTIONS

2.1 Exemptions from By-Law

This By-Law shall not apply to:

- (1) a motor vehicle with a seating of 11 or more individuals, including the driver;
- (2) an ambulance or hearse;
- (3) a school bus as defined under the *Highway Traffic Act* that is licensed under the *Public Vehicles Act*, RSO 1990, c. P.54 while it conveys students to and from school as defined under the *Highway Traffic Act*;
- (4) a vehicle for hire that is being operated under a valid contract between the vehicle owner or broker and a school board recognized by the Ontario Ministry of Education or a school

- operating under a self-governing education agreement with the federal government;
- (5) a bus or other vehicle operated under the *Public Vehicles Act*;
- (6) a motor vehicle used by a not-for-profit organization registered in the Province of Ontario for the purposes of transporting senior citizens or persons with disabilities;
- (7) designated driver services for which a designated driver drives the customer in the customer's vehicle to at least one destination; or
- (8) courtesy vehicles where a customer is driven to a predetermined location, including, but not limited to those associated with motor vehicle repair shops and hotels.

PART 3 – ADMINISTRATION OF BY-LAW

3.1 Duties of Municipal Licensing Issuer

- (1) The administration of this By-Law is assigned to the Municipal Licensing Issuer, who shall generally perform all of the administrative functions in this By-Law and, without limiting the foregoing, the Municipal Licensing Issuer shall:
 - (a) receive and process all applications for licences and renewals of licences under this By-Law;
 - (b) issue licences in accordance with the provisions of this By-Law;
 - (c) impose terms and conditions on licences in accordance with this By-Law;
 - (d) refuse to issue or renew a licence, or revoke or suspend a licence, in accordance with this By-Law;
 - (e) maintain a register of all licences and transfers; and
 - (f) submit reports to the Board as required.
- (2) The Municipal Licensing Issuer shall issue a licence or renew a licence where the requirements or conditions of this By-Law have been met.

3.2 Delegation by Municipal Licensing Issuer

The Municipal Licensing Issuer may authorize any member of the West Nipissing By-Law Enforcement or officer of the OPP to exercise any power or perform any duty of the Municipal Licensing Issuer.

3.3 Powers of the Municipal Licensing Issuer

- (1) The Council for the Municipality of West Nipissing hereby delegates to the Municipal Licensing Issuer the authority to refuse to issue or renew a licence, to revoke or suspend a licence, to impose terms and conditions including special conditions, as provided in subsection (2), and to exempt any person from all or part of this By-Law.
- (2) The Municipal Licensing Issuer may refuse to issue or refuse to renew a licence, or revoke or suspend a licence, or impose terms or conditions on a licence on the following grounds:
 - (a) the conduct of the applicant or licensee or any partner, officer, director, employee or agent of the applicant or licensee, affords reasonable cause to believe that the applicant or licensee will not carry on business in accordance with the law, or with honesty or integrity;
 - (b) the applicant or licensee is carrying on activities that are in contravention of this By-Law;
 - (c) there are reasonable grounds to believe that an application or other document provided to the Municipal Licensing Issuer by or on behalf of the applicant or licensee contains a false statement;
 - (d) any information contained in the original application form or any other information provided to the Municipal Licensing Issuer has ceased to be accurate and the licensee has not provided up-to-date accurate information to the Municipal Licensing Issuer to allow the Licensing Issuer to conclude that the licence should continue;
 - (e) the applicant or licensee does not meet, at any time, one or more of the requirements of this By-Law or any conditions imposed on a licence;
 - (f) the applicant or licensee is not in compliance with any federal, provincial or municipal law, including this By-Law;
 - (g) the applicant or licensee, or any partner, officer or director, has been convicted of an offence for which a pardon has not been granted, pursuant to the *Criminal Code*, RSC

- 1985, c C-46, Part V (Sexual Offences), Part VIII (Offences Against the Person and Reputation), or Part IX (Offences Against Property) in the preceding five years;
- (h) the applicant or licensee, or any partner, officer or director, has been convicted of an indictable offence under any statute of Canada, including but not limited to the *Criminal Code* and the *Controlled Drugs and Substances Act*, SC 1996, c 19 in the preceding five years;
 - (i) the applicant or licensee has been convicted of any other criminal offence which causes the Municipal Licensing Issuer to believe that it would not be in the interest of public safety to issue a licence;
 - (j) the applicant or licensee is currently under a prohibition order issued by a court within Canada, which prohibits the operation of a motor vehicle;
 - (k) the applicant or licensee does not have a valid class G Ontario driver's licence or equivalent, or his or her driver's licence is under suspension;
 - (l) the applicant or licensee has accumulated seven or more demerit points under the *Highway Traffic Act* within a three year period;
 - (m) the applicant is in default of payment of any fine arising from a conviction for an offence under a municipal by-law; or
 - (n) there are reasonable grounds to believe that the equipment, vehicles or other personal property used or kept for hire in connection with the carrying on of or engaging in the business licensed hereunder are dangerous or unsafe.
- (3) Notwithstanding any other provision of this By-Law, the Municipal Licensing Issuer may impose terms and conditions on any licence at the time of issue or renewal or at any time during the term of the licence, including special conditions, as are necessary in the opinion of the Municipal Licensing Issuer to give effect to this By-Law.
- (4) Where the Municipal Licensing Issuer is of the opinion, based upon reasonable grounds, that:
- (a) an application for a licence or renewal of a licence should be refused;
 - (b) a reinstatement should not be made;
 - (c) a licence should be revoked;
 - (d) a licence should be suspended; or
 - (e) a term or condition of a licence should be imposed,
- the Municipal Licensing Issuer shall decide and issue notice as provided below.
- (5) Where the Municipal Licensing Issuer has made a decision under subsection (4), the Municipal Licensing Issuer shall give written notice of that decision, and the reasons for it, to the applicant or licensee by regular mail to the last known address of that person, which shall be deemed to have been given on the seventh day following the day on which it is mailed.
- (6) Service of notice on a corporation can be effected by regular mail to the address of the corporation's head office.
- (7) Service of notice on a partnership can be effected by regular mail to the mailing address of the partnership.
- (8) The written notice to be given under subsection (5) shall:
- (a) set out the decision;
 - (b) set out the grounds for the decision, including reasonable particulars; and
 - (c) state that the applicant or licensee is entitled to request a review of the decision of the Municipal Licensing Issuer by the Board within 15 days of notice being given;
- (9) Despite subsection (5), where a licence is voluntarily surrendered by the licensee for revocation, the Municipal Licensing Issuer may revoke the licence without notice to the licensee.
- (10) Where no request for review is filed within the required time period, the decision of the Municipal Licensing Issuer is final.
- (11) Where a request for review is filed within the required time period, the Board shall hear and determine the matter pursuant to section 3.4 of this By-Law and the rules set out in the *Statutory Powers Procedure Act*, RSO 1990, c S.22.
- (12) In addition to any other power, duty or function prescribed by this By-Law, the Municipal

Licensing Issuer may make regulations under this By-Law, including:

- (a) prescribing the form of any information required to be provided to the Municipal Licensing Issuer under this By-Law;
- (b) prescribing standards for the form and content of records required to be kept, maintained and surrendered to the Municipal Licensing Issuer by vehicle for hire owners, brokers and private transportation companies under this By-Law;
- (c) prescribing the format and content of any forms or other documents required under this By-Law;
- (d) prescribing the standards for vehicles for hire and PTC vehicles including, without limitation, standards relating to:
 - (i) classes of vehicles that may be used as limousines;
 - (ii) the condition of vehicles for hire and PTC vehicles;
 - (iii) colours and markings for vehicles for hire including, without limitation, roof signs or roof lights;
 - (iv) advertising on the exterior or interior of vehicles for hire and PTC vehicles;
 - (v) taximeters;
 - (vi) public notification for consumer protection purposes; and
 - (vii) submission requirements for supplementary safety standards certificates; and
- (e) prescribing operational standards for drivers of vehicles for hire and PTC drivers including, without limitation:
 - (i) standards for the display of fares and licences;
 - (ii) customer service standards; and
 - (iii) driver training standards.

3.4 Requests for Review

- (1) Any person who wishes to dispute a decision of the Municipal Licensing Issuer in regard to a refusal to issue or renew a licence, a revocation or suspension of a licence, or the imposition of a special condition on a licence may apply to the Board within 15 days of the date notice is given:
 - (a) requesting that the Board review the decision of the Municipal Licensing Issuer;
 - (b) setting out the grounds for the review; and
 - (c) setting out the relief sought.
- (2) In the event of a request for review, the decision of the Municipal Licensing Issuer shall remain in full force and effect until the final determination of the Board is made on the matter.
- (3) Within 30 days of receipt of an application for review under subsection (1), the Municipality shall provide notice of the hearing to the person requesting the review and the Municipal Licensing Issuer:
 - (a) specifying the time, date, place and purpose of the hearing, which shall be no more than 60 days from the date of the notice;
 - (b) informing the person that he or she is entitled to attend the hearing, to present evidence and to make submissions regarding the decision of the Municipal Licensing Issuer; and
 - (c) informing the person that the Board may proceed with the hearing in the person's absence.
- (4) The notice of hearing shall be served personally or by registered mail to the person requesting the review.
- (5) The Municipality shall hold the review hearing at the time, date and place set out in the notice.
- (6) All hearings shall be public hearings unless the person requests that the hearing be held *in camera* and the Board approves the request by a simple majority in accordance with the *Statutory Powers Procedure Act*.
- (7) At the hearing, the onus shall be upon the person requesting the review to show cause why the relief sought should be granted.

- (8) When a person, having been provided with written notice of a hearing pursuant to subsection (3), fails to attend at the appointed time, date and place, the Board may proceed in the person's absence and the person will not be entitled to any further notice in the proceedings.
- (9) The Municipality shall be bound by the *Statutory Powers Procedure Act* in hearing the matter.
- (10) The Municipality may uphold, reverse or vary the decision of the Municipal Licensing Issuer or make any decision that the Municipal Licensing Issuer was entitled to make in the first place.
- (11) At the conclusion of the hearing the Municipality may give its decision orally or reserve its decision but, in any event, the Board shall provide its decision in writing with reasons within 15 days of the hearing, to the person requesting the review and the Municipal Licensing Issuer.
- (12) The decision of the Board shall be final and binding.

PART 4 – LICENCE REQUIREMENTS

4.1 Vehicles for Hire – Licence Required

- (1) No person shall:
 - (a) own, operate or cause or permit the operation of a vehicle for hire for which there is no valid owner licence issued under this By-Law;
 - (b) operate a vehicle for hire without a valid vehicle for hire driver licence issued under this By-Law;
 - (c) cause or permit the operation of a vehicle for hire by a person who does not hold a valid vehicle for hire driver licence issued under this By-Law; or
 - (d) advertise, or cause or permit the advertisement of, the use of a vehicle for hire without a valid owner licence or broker licence issued under this By-Law.
- (2) No person shall act as a broker without holding a valid broker licence issued under this By-Law.
- (3) Without limiting the generality of subsection (2), no person shall dispatch, or cause or permit the dispatching of, a vehicle for hire except under the authority of a valid broker licence issued under this By-Law.

4.2 Private Transportation Company Vehicles – Licence Required

No person shall:

- (1) operate a private transportation company without holding a valid private transportation company licence issued under this By-Law;
- (2) own, operate, or cause or permit the operation of, a PTC vehicle unless authorized to operate by a private transportation company that holds a valid private transportation company licence issued under this By-Law;
- (3) advertise, or cause or permit the advertisement of, the use of a PTC vehicle without a valid private transportation company licence issued under this By-Law.

4.3 Representation of Licensing Status

No person shall publish or cause to be published any representation that the person is licensed under this By-Law, or hold himself or herself out as being licensed under this By-Law if the person is not so licensed.

PART 5 – LICENCE APPLICATIONS AND RENEWALS

5.1 Form and Content of Application – General

- (1) Every application for a licence or renewal shall be completed by an individual being at least 18 years of age and, in particular, unless otherwise provided in this By-Law:

- (a) if the applicant is an individual, by that individual;
 - (b) if the applicant is a corporation, by an officer or director of the corporation having signing authority; and
 - (c) if the applicant is a partnership, by one of the partners.
- (2) An applicant shall make application for a licence or renewal of licence to the Municipal Licensing Issuer on the forms provided by the Municipal Licensing Issuer. Without limitation, every application for a licence or renewal shall include at minimum the following information and documentation:
- (a) if the applicant is an individual:
 - (i) the name, date of birth, municipal address, telephone number and email address of the applicant; and
 - (ii) a sworn statement by the applicant certifying the truthfulness, accuracy and completeness of the application;
 - (b) if the applicant is a corporation:
 - (i) the correct legal name of the corporation, and the address of the head office of the corporation;
 - (ii) the name, address and telephone number of each director and officer;
 - (iii) proof, satisfactory to the Municipal Licensing Issuer, that the corporation is legally entitled to conduct business in Ontario;
 - (iv) articles of incorporation or other incorporating documentation duly certified by the proper government official or department of the Province of Ontario or the Government of Canada;
 - (v) a copy of the last Initial Return or Notice of Change filed with the provincial or federal government;
 - (vi) a Certificate of Status issued by the Ministry of Government and Consumer Services dated no later than 30 days prior to the date of the application;
 - (vii) a certified copy of an annual return listing all of the shareholders of the corporation;
 - (viii) the address and contact information of the corporation's registered business address in the Province of Ontario, which is not a post office box, to which the Board may send during business hours any notice or documentation or communication, together with the name, telephone and email contact information for the person authorized to receive and respond on behalf of the corporation to any and all communications from the Board relating to the corporation's licence or conduct of business; and
 - (ix) a sworn statement by an officer of the corporation duly authorized for that purpose, certifying the truthfulness, accuracy and completeness of the application; and
 - (c) if the applicant is a partnership:
 - (i) the name under which the partnership intends to carry on business and, if that name is not composed of the names of the partners, documentation proving that the firm name is registered to the partnership, duly certified by the proper government official or department of the Province of Ontario or the Government of Canada;
 - (ii) the mailing address and the address of the principal place of business of the partnership;
 - (iii) the name, address and telephone number of each partner;
 - (iv) details of each partner's interest in the partnership; and
 - (v) a sworn statement by each partner certifying the truthfulness, accuracy and completeness of the application.
- (3) Every person applying for a licence or a renewal of a licence shall provide in full, at the time the application is submitted, all of the information requested on the application form as well as:
- (a) payment of the prescribed annual fee as set out in Schedule "A" of this By-Law; and
 - (b) any other documentation or information as may be required in any other part of this By-Law or by the Municipal Licensing Issuer.

- (4) The Municipal Licensing Issuer may require additional affidavits in support of an application or a renewal of a licence at his or her discretion.
- (5) No person shall give false or incorrect information for the purposes of obtaining a licence under this By-Law.

5.2 Vehicle for Hire Driver Licence – Applications and Renewals

In addition to the requirements of section 5.1, every applicant for a vehicle for hire driver licence, or a renewal thereof or, alternatively, a broker acting on behalf of the applicant, shall submit to the Municipal Licensing Issuer:

- (1) documentation showing proof of Canadian citizenship, landed immigrant status, or a work permit to work as a driver issued by the Government of Canada;
- (2) proof of a valid class G driver's licence issued by the Province of Ontario, which is in good standing according to the records of the Ministry of Transportation, and demonstrating that the applicant is at least 18 years of age;
- (3) in the case of a limousine driver or private vehicle for hire driver, additional proof that the driver has held a class G driver's licence for a minimum of three years;
- (4) a Ministry of Transportation driver's abstract dated no more than 30 days prior to the submission;
- (5) a police record check with every initial application for a licence and every three years thereafter, that is dated no more than 60 days prior to the submission;
- (6) with every application for renewal in the years that a police record check is not required, a sworn affidavit stating that the police record check on file has not changed and that there are no new charges or convictions, subject to section 9.1(12) of this By-Law; and
- (7) where the person is applying for a vehicle for hire licence to drive a taxi, the name of the licensed broker with whom the applicant is affiliated.

5.3 Vehicle for Hire Owner Licence – Applications and Renewals

- (1) A separate owner licence is required for each vehicle for hire.
- (2) In addition to the requirements of section 5.1, every applicant for a vehicle for hire owner licence or renewal thereof or, alternatively, a broker acting on behalf of the applicant, shall file with the Municipal Licensing Issuer:
 - (a) proof that the vehicle to be licensed:
 - (i) has a current motor vehicle permit that is in good standing, issued under the *Highway Traffic Act*; and
 - (ii) is either registered in the applicant's name or leased by the applicant;
 - (b) proof of insurance that covers conveyance services in respect of the vehicle to be licenced, indemnifying and protecting the owner and the public, including passengers, in the amount of at least \$2,000,000.00 (two million dollars) per occurrence, which the owner shall keep in force during the period for which the licence is issued; and
 - (c) a safety standards certificate issued within the previous 14 days with respect to the vehicle.
- (3) Every applicant, or broker acting on behalf of the applicant, shall submit the vehicle for hire for inspection and approval by the Municipal Licensing Issuer, to ensure it meets all of the requirements of this By-Law, if requested by the Municipal Licensing Issuer.

5.4 Broker Licence – Applications and Renewals

In addition to the requirements of section 5.1, every applicant for a broker licence or renewal thereof shall file with the Municipal Licensing Issuer proof that the applicant has a system for receiving orders and dispatching vehicles for hire, satisfactory to the Municipal Licensing Issuer.

5.5 Private Transportation Company Licence – Applications and Renewals

In addition to the requirements of section 5.1, every applicant for a private transportation company licence or renewal thereof shall provide to the Municipal Licensing Issuer:

- (1) a PTC identifier to be displayed on its PTC vehicles, that may be in a removable format, for approval by the Municipal Licensing Issuer;
- (2) a list of all PTC drivers authorized to use the PTC platform, which list shall include the following information in a searchable electronic database in a form satisfactory to the Municipal Licensing Issuer:
 - (a) the full name, date of birth, address and phone number of the PTC driver;
 - (b) the year, make, model and Ontario licence plate number of the vehicle to be operated by the PTC driver as the PTC vehicle; and
 - (c) confirmation that the PTC driver is authorized to use the PTC platform;
- (3) a sworn declaration, sworn by the person required to submit the application pursuant to section 5.1(1) of this By-Law, confirming that all PTC drivers have provided to the private transportation company:
 - (a) proof that the driver currently holds, and has held for a minimum of three years, a valid class G driver's licence issued by Province of Ontario pursuant to the *Highway Traffic Act*;
 - (b) proof of being at least 18 years of age; and
 - (c) proof of Canadian citizenship or landed immigrant status or a work permit to work as a driver issued by the Government of Canada;
- (4) a police record check for every PTC driver for every initial application for a licence and every renewal thereafter, dated no more than one year old for existing drivers providing service for a private transportation company and no more than 30 days old for drivers in the first instance;
- (5) a Ministry of Transportation driver's abstract for every PTC driver for every initial application for a PTC licence and every renewal thereafter, dated no more than 30 days prior to the submission;
- (6) proof of a safety standards certificate dated not more than two weeks prior to the submission, issued by a certified mechanic duly licensed by the Province of Ontario for each vehicle associated with the private transportation company;
- (7) proof of automobile liability insurance required by the *Compulsory Automobile Insurance Act*, RSO, c C.25, and an endorsement or an automobile liability insurance form approved by the Financial Services Regulatory Authority of Ontario for use by a PTC driver;
- (8) proof of harmonized sales tax registration on behalf of all PTC drivers; and
- (9) proof of the applicant's own harmonized sales tax registration.

5.6 Extrinsic Investigation and Recommendation

Every application may be subject to investigations by, and comments or recommendations from, municipal, provincial or federal departments or agencies as the Municipal Licensing Issuer deems necessary.

PART 6 – ISSUANCE OF LICENCES

6.1 Issuance and Form of Licence

- (1) Every licence shall be in the form and manner as provided by the Municipal Licensing Issuer and shall, without limitation, include on its face:
 - (a) the licence number;
 - (b) the name of each licensee;
 - (c) the dates of issue and expiry;
 - (d) such terms or conditions as the Municipal Licensing Issuer determines should be imposed on the licence; and
 - (e) a current photo of the driver, taken by the Municipality.

- (2) No licence shall be issued to any individual who is less than 18 years of age. Where the applicant is a corporation or partnership, no licence shall be issued unless the individual submitting the application on behalf of the corporation pursuant to section 5.1(1) of this By-Law is at least 18 years of age.

6.2 Conditions of Licence

- (1) Every licence issued and every renewal thereof is subject to the following conditions of obtaining, continuing to hold, and renewing a licence, all of which shall be performed and observed by the applicant:
 - (a) the applicant shall pay the prescribed fee as set out in Schedule "A" of this By-Law;
 - (b) the applicant shall pay all fees and fines owed by the applicant to the Municipality; and
 - (c) the applicant shall meet all of the requirements of this By-Law.
- (2) Every licence issued or renewed under this By-Law shall be valid for a period of one year, unless a shorter or longer period of time is provided by the Municipal Licensing Issuer, which shall be set out on the licence in the issue and expiry dates.

6.3 No Transfer of Licence

- (1) A licence issued under this By-Law is only valid in respect to the person named therein and is not transferrable. Every licence, including any accompanying VFH plate, at all times is owned by and remains the property of the Board.
- (2) No person shall transfer or lease, or attempt or purport to transfer or lease, any licence issued under this By-Law, or in any way authorize any other person to exercise any of the rights exercisable by the holder of a licence under this By-Law, nor any accompanying VFH plate.
- (3) Where a licensee fails to comply with subsection (2), the licence shall be deemed to be revoked.
- (4) Upon suspension, revocation or expiry of a licence, the licensee shall immediately deliver and surrender the licence to the Municipal Licensing Issuer.

6.4 Renewal of Licence

- (1) A licence issued under this By-Law may be renewed provided the applicant meets all of the requirements of this By-Law.
- (2) An application for a renewal of a licence shall be delivered to the Municipal Licensing Issuer on or before the expiry date of the licence.

PART 7 – FEES

7.1 Licence and Other Fees

- (1) The annual licence fees and all other fees to be paid to the Board under this By-Law are set out in Schedule "A" to this By-Law.
- (2) Notwithstanding subsection (1), in the case of a limousine where the Municipal Licensing Issuer has provided for a licence term of other than one year, the accompanying licence fee shall be prorated based on the annual fee set out in Schedule "A" and the actual term of the licence.

7.2 Accessible Vehicles for Hire – Waiver of Licensing Fee

The Board shall waive the licence fees for an accessible vehicle for hire that is in full compliance with all requirements of this By-Law including, but not limited to, section 9.2(2).

7.3 Fees are Non-Refundable

All fees paid under this By-Law are non-refundable.

PART 8 – NOTIFICATION OF CHANGE OF INFORMATION

8.1 General

When a licensee changes his or her name, address, affiliated broker, employer or any other information relating to the licence, he or she shall notify the Municipal Licensing Issuer within two days of the change and, if necessary and as determined by the Municipal Licensing Issuer, shall immediately return the licence to the Municipal Licensing Issuer for amendment.

8.2 Corporations

In addition to the provisions of section 8.1, when the licensee is a corporation, it shall report changes to any of the following information to the Municipal Licensing Issuer within two days of the change and, if necessary and as determined by the Municipal Licensing Issuer, shall immediately return the licence to the Municipal Licensing Issuer for amendment:

- (1) the name of the corporation
- (2) the mailing address or the address of the principal place of business of the corporation;
- (3) the name of any officer or director;
- (4) the address or telephone number of any officer or director; or
- (5) ownership of shares.

8.3 Partnerships

In addition to the provisions of section 8.1, when the licensee is a partnership, the partners shall report changes to any of the following information to the Municipal Licensing Issuer within two days of the change and, if necessary and as determined by the Municipal Licensing Issuer, shall immediately return the licence to the Municipal Licensing Issuer for amendment:

- (1) the name of the partnership;
- (2) the mailing address or the address of the principal place of business of the partnership
- (3) the name of a partner;
- (4) the address or telephone number of a partner; or
- (5) a partner's interest in the partnership.

PART 9 – VEHICLE FOR HIRE – DRIVER REGULATIONS

9.1 Vehicle for Hire – Driver Duties

Every VFH driver shall:

- (1) carry both his or her driver's licence issued under the *Highway Traffic Act* and his or her VFH driver licence issued by the Municipal Licensing Issuer under this By-Law, at all times while operating a vehicle for hire and surrender those licences forthwith for reasonable inspection upon the demand of an enforcement officer;
- (2) have clearly displayed in the interior of the vehicle for hire the VFH driver licence issued by the Municipal Licensing Issuer, so that the licence is clearly visible to any passenger in the vehicle;
- (3) in the event that his or her VFH licence is lost or stolen, immediately report the loss or theft to the Municipal Licensing Issuer;
- (4) provide conveyance service to the first passenger requiring such service of the vehicle for hire;
- (5) convey only as many passengers as there are properly installed and operable seatbelts in the vehicle;

- (6) drive the most direct traveled route from the point of pickup of the passenger to the point of destination, unless otherwise directed by the passenger;
- (7) present a clean appearance and act in an orderly manner towards the passenger and the public generally;
- (8) be civil and courteous and refrain from using profanity;
- (9) upon the request of any passenger, give in writing his or her name, the name, address and telephone number of the owner and broker (if operating through a broker), and the licence number for the licence issued under this By-Law for the vehicle being operated;
- (10) upon the request of an enforcement officer, provide full information regarding the address of the house or place to or from which he or she has driven any passenger, along with a description, name and address of the passenger, if known to the VFH driver;
- (11) report immediately to the Municipal Licensing Issuer if he or she is charged or convicted of any offence under the *Criminal Code*, the *Controlled Drugs and Substances Act*, the *Highway Traffic Act*, or any other provincial statute regulating motor vehicles on highways, or any offence under the *Liquor Licence Act*, RSO 1990 c L.19 involving a motor vehicle;
- (12) report immediately to the Municipal Licensing Issuer if his or her driver's licence issued under the *Highway Traffic Act* is cancelled, suspended or revoked, or if it has expired, and immediately surrender his or her VFH driver licence issued under this By-Law to the Municipal Licensing Issuer;
- (13) maintain the interior of his or her vehicle for hire in a clean and tidy condition while operating it, including:
 - (a) in good repair;
 - (b) with working seat belts;
 - (c) with every seat securely mounted maintaining its position and adjustment;
 - (d) with a working dome light that will activate automatically when the vehicle doors open;
 - (e) with side windows that open and close;
 - (f) free from all dust, dirt, grease, oil, adhesive resin and any other substance that can be transferred on to the person, clothing or possessions of a passenger;
 - (g) free of noxious substances; and
 - (h) free of all waste paper, cans, garbage and any other debris; and
- (14) maintain the exterior of his or her vehicle for hire in good condition while operating it, including:
 - (a) free from exterior body damage which impacts the safe operation of the vehicle;
 - (b) with securely closing doors and trunk lid; and
 - (c) with all handles in good repair.

9.2 Accessible Vehicle for Hire – Additional Driver Duties

In addition to the requirements set out in section 9.1, every accessible vehicle for hire driver shall:

- (1) ensure that all wheelchairs or scooters being transported in the accessible VFH are securely fastened so as to prevent them from moving when the vehicle is in motion;
- (2) ensure that the accessible VFH is:
 - (a) in compliance with RRO 1990, Reg 629, "Accessible Vehicles" made under the *Highway Traffic Act*, including the applicable CSA Standard as set out in that regulation, and all other applicable federal and provincial legislation; and
 - (b) equipped with:
 - (i) wheelchair tie downs;
 - (ii) an extra tire, wheel and jack ready for use for that vehicle; and
 - (iii) a first aid kit; and
- (3) give priority to conveyance services for persons with disabilities over persons without disabilities.

9.3 Vehicle for Hire – Driver Prohibitions

No vehicle for hire driver shall:

- (1) operate a vehicle for hire without the License under this By-Law clearly displayed in the vehicle;
- (2) operate a vehicle for hire that is not mechanically safe;
- (3) operate a vehicle for hire without the insurance required by sections 5.3(2)(b) and 10.2(6) of this By-Law;
- (4) be under the influence of any intoxicant or take, consume or have in his or her possession any intoxicant while operating a vehicle for hire;
- (5) smoke, vape or permit any person to smoke or vape inside a vehicle for hire;
- (6) carry more than one party at a time, except with the consent of the first party engaged with the VFH driver;
- (7) transport a child under the age of 12 years in the front seat of the vehicle without first disengaging the front seat passenger air bag; or
- (8) leave any passenger at any location other than the destination requested by the passenger, unless the driver is unable to take the passenger to the requested destination for one of the following reasons:
 - (a) the condition of the VFH is such that it cannot be operated safely;
 - (b) the VFH driver is incapable of operating the vehicle safely; or
 - (c) the conduct of the passenger is such that the VFH driver can no longer operate the VFH safely and, in such cases, the VFH driver has requested the attendance of the police.

9.4 Parking, Standing or Soliciting Fares

- (1) Subject to subsections (2) and (3), no vehicle for hire driver shall park or stand a vehicle for hire for the purpose of soliciting passengers.
- (2) Subsection (1) does not prohibit the driver of a vehicle for hire from parking or standing while:
 - (a) taking on a passenger who has already engaged the vehicle;
 - (b) discharging a passenger from the vehicle; or
 - (c) under direction to remain by a passenger who has already engaged the vehicle, and in the continuance of a trip.

9.5 Private Vehicle for Hire – Additional Driver Prohibitions

In addition to the prohibitions set out in sections 9.3 and 9.4, no private vehicle for hire driver shall:

- (1) be dispatched by two-way radio, or receive orders for conveyance service by any means other than through electronic means or phone calls to one designated number;
- (2) solicit or accept passengers without a prearranged engagement.
- (3) drive a private vehicle for hire displaying the words “taxicab”, “taxi” or “cab”;
- (4) display a roof sign or roof light on the vehicle for hire; or
- (5) operate a private vehicle for hire equipped with a taximeter.

9.6 Vehicle for Hire – Driver Rights

Notwithstanding any other provision of this By-Law, every vehicle for hire driver has the right to refuse a potential passenger on the basis that:

- (1) the VFH driver is concerned for his or her personal safety;
- (2) the passenger refuses to give his or her destination;

- (3) the passenger is in possession of an animal other than a designated medical assistance animal;
- (4) the passenger is unruly, obnoxious or rude; or
- (5) the VFH driver has a reasonable belief that the customer may not be able to pay the fare.

PART 10 – VEHICLE FOR HIRE – OWNER REGULATIONS

10.1 Vehicle for Hire – Owner Records

- (1) Every owner of a vehicle for hire shall maintain accurate records of all vehicles for hire owned, including the make, model, Ontario licence plate number and VIN for each vehicle, and a copy of the owner's licence issued under this By-Law.
- (2) Every owner of a vehicle for hire shall maintain accurate records of all drivers employed, including name, Ontario driver's licence number, VFH driver licence number, address, and telephone number.
- (3) Every owner of a vehicle for hire shall maintain accurate records for at least one year of all orders for each vehicle for hire, including the following information:
 - (a) the date and time of dispatch;
 - (b) the driver's name and the number of his or her licence issued under this By-Law;
 - (c) the number of the owner licence issued under this By-Law for the vehicle for hire that is dispatched;
 - (d) the addresses to which the vehicle is dispatched for pickup and at which the vehicle drops off the fare;
 - (e) the times of arrival at pickup and drop off at destination; and
 - (f) the fare charged for all trips.
- (4) Every owner of a vehicle for hire shall maintain all records required to be kept pursuant to this By-Law as electronic records in a format that is consistent with the electronic record keeping requirements of the Canada Revenue Agency.
- (5) Upon the request of an enforcement officer, the owner of a vehicle for hire shall forthwith produce any record required to be kept pursuant to this By-Law.

10.2 Vehicle for Hire – Owner Duties

Every owner of a vehicle for hire shall:

- (1) keep at all times in the vehicle for hire, the original or a photocopy of each of the following documents:
 - (a) a current vehicle for hire owner licence issued under this By-Law;
 - (b) a current motor vehicle permit issued for the vehicle for hire under the *Highway Traffic Act*; and
 - (c) a valid certificate of insurance for the vehicle for hire obtained in accordance with the requirements of this By-Law;
- (2) ensure that the VFH license issued under this By-Law is clearly displayed in the vehicle;
- (3) in the event of the loss or theft of the VFH license, immediately report the loss or theft to the Municipal Licensing Issuer;
- (4) submit to the Municipal Licensing Issuer a safety standards certificate for the vehicle for hire, dated no more than 14 days prior to submission, at regular intervals based on the age of the vehicle as set out below:
 - (a) up to 5 years: once per year;
 - (b) greater than 5 years up to 8 years: every 6 months; and
 - (c) greater than 8 years: every 4 months;
- (5) repair all mechanical defects in the vehicle for hire immediately when reported by a driver or the Municipal Licensing Issuer, or when they otherwise come to the owner's attention;

- (6) maintain the insurance on the vehicle for hire as required under section 5.3(2)(b) of this By-Law;
- (7) at least five days prior to the expiry date of any current insurance policy, file with the Municipal Licensing Issuer an insurance renewal policy or certificate of insurance;
- (8) ensure that the vehicle for hire complies with all requirements as set out in this By-Law including, but not limited to, the provisions relating to the condition of the interior and exterior of the vehicle, set out in sections 9.1(14) and (15); and
- (9) ensure that every driver operating the owner's vehicle for hire complies with all of the requirements of this By-Law.

10.3 Taxi – Owner Duties

In addition to the requirements set out in section 10.2, every taxi owner and accessible taxi owner shall:

- (1) ensure that the taxi is equipped with a roof sign indicating that the vehicle for hire is a taxi; and
- (2) if using a taximeter for its conveyance service:
 - (a) ensure that the taximeter is fully-operational; and
 - (b) submit the taximeter for testing, inspection and sealing by such person as the Municipal Licensing Issuer directs at any time.

10.4 Accessible Vehicle for Hire – Owner Duties

In addition to the requirements set out in sections 10.2 and 10.3, every owner of an accessible vehicle for hire shall ensure that the accessible VFH complies with all requirements set out in section 9.2(2).

10.5 Vehicle for Hire – Owner Prohibitions

No owner of a vehicle for hire shall:

- (1) use or permit his or her owner licence to be used with respect to any vehicle other than the vehicle for which the licence was issued;
- (2) if using the services of a broker, operate or permit the vehicle for hire to be operated in affiliation with a broker who is not licensed under this By-Law;
- (3) operate or permit the operation of the vehicle for hire without the insurance required under sections 5.3(2)(b) and 10.2(6) of this By-Law;
- (4) operate or permit the operation of the vehicle for hire with any mechanical defect; or
- (5) operate or permit the operation of the vehicle for hire when it is not in compliance with the requirements of this By-Law.

10.6 Private Vehicle for Hire – Owner Prohibitions

In addition to the prohibitions set out in section 10.5, no owner of a private vehicle for hire shall:

- (1) use or permit the use of a two-way radio in the private VFH, or any other means of receiving orders for conveyance services other than through electronic means or phone calls to one designated number;
- (2) solicit or accept passengers, or permit the solicitation or acceptance of passengers, without a prearranged engagement;
- (3) display the words "taxicab", "taxi" or "cab" on the private VFH or permit the display of any such word;
- (4) display or permit the display of a roof sign or roof light on the private VFH; or

- (5) use or permit the use of a taximeter in the private VFH to calculate fares.

PART 11 – VEHICLE FOR HIRE – FARES

11.1 Communication of Fares

Every owner and driver of a vehicle for hire shall either post the rates for the vehicle for hire in the vehicle in a manner that is clearly visible to any passenger, or shall otherwise ensure that the passenger is aware of the fare to be charged before providing the conveyance service, including any charges for baggage carried with the passenger, or any other additional charge.

11.2 Fares for Persons with Disabilities

No owner or driver of a vehicle for hire shall charge:

- (1) a higher fare or an additional fee for persons with disabilities than for persons without disabilities for the same trip; or
- (2) a fee for the storage of mobility aids or mobility assistive devices.

PART 12 – BROKER REGULATIONS

12.1 Broker – Records

- (1) Every broker shall maintain accurate records of all vehicles for hire associated with the broker, including the make, model, Ontario licence plate number and VIN for each vehicle, the owner's name and contact information, and a copy of the owner's licence issued under this By-Law.
- (2) Every broker shall maintain accurate records of all drivers who operate through that broker, including name, Ontario driver's licence number, VFH driver licence number, address, and telephone number.
- (3) Every broker shall maintain accurate records for at least one year of all orders for each vehicle for hire, including the following information:
 - (a) the date and time of dispatch;
 - (b) the driver's name and the number of his or her licence issued under this By-Law;
 - (c) the number of the owner licence issued under this By-Law for the vehicle for hire that is dispatched;
 - (d) the addresses to which the vehicle is dispatched for pickup and at which the vehicle drops off the fare;
 - (e) the times of arrival at pickup and drop off at destination; and
 - (f) the fare charged for all trips.
- (4) Every broker shall maintain all records required to be kept pursuant to this By-Law as electronic records in a format that is consistent with the electronic record keeping requirements of the Canada Revenue Agency.
- (5) Upon the request of an enforcement officer, a broker shall forthwith produce any record required to be kept pursuant to this By-Law.

12.2 Broker – Additional Duties

In addition to the duties set out in section 12.1, every broker shall:

- (1) notify the Municipal Licensing Issuer within 72 hours of any addition to or deletion from the broker's fleet;
- (2) ensure that every owner and driver working through the brokerage complies with all provisions of this By-Law, including being licensed;
- (3) upon request, inform a passenger of the anticipated length of time for a vehicle to arrive at the pickup location; and

- (4) upon the request of an enforcement officer, provide full information regarding the dispatch of a vehicle for hire, including the address of the house or place to which the broker dispatched a vehicle for hire, address of pickup of passenger if different from the dispatched address or if the fare was a hailed ride, address of drop off, name and address of the fare, if known to the broker, the name and contact information of the VFH driver and the particulars of the vehicle for hire driven.

12.3 Broker – Accessible Taxi Requirements

- (1) When dispatching accessible taxis, every broker shall give priority to conveyance services for persons with disabilities over persons without disabilities.
- (2) Every broker shall maintain an accurate record of the number of trips each accessible taxi has made for persons with disabilities and persons without disabilities.

12.4 Broker – Prohibitions

- (1) No broker shall dispatch:
 - (a) any vehicle for hire, unless that vehicle has a current valid owner licence issued under this By-Law;
 - (b) any driver who is not licensed under this By-Law; or
 - (c) a vehicle for hire that does not comply with the requirements of this By-Law.
- (2) If using a mobile payment application or other electronic service that receives requests for conveyance services from passengers and connects such requests to a person operating a vehicle for hire, a broker shall not charge or receive payment for a trip for any amount other than as communicated to and accepted by the passenger prior to the start of the trip.

PART 13 – TRANSFER OF TAXI BROKER AND OWNER LICENCES BY ESTATE

13.1 Death of Taxi Broker, Taxi Owner or Accessible Taxi Owner

- (1) Upon the death of a taxi broker, taxi owner or accessible taxi owner, this Part applies.
- (2) Within 30 days following the death, the executor or administrator of the individual's estate shall file with the Municipal Licensing Issuer:
 - (a) proof of the death; and
 - (b) proof of the executor's or administrator's capacity.
- (3) The estate of the deceased may continue to hold the licence for up to one year from the date of death.
- (4) Notwithstanding subsection (3), in the event that an estate is not wound up within one year from the date of death, the estate may apply to the Municipal Licensing Issuer for an extension of the licence, and the Municipal Licensing Issuer shall not unreasonably withhold consent to the extension.

13.2 Exception to Rule Against Transfers

- (1) Notwithstanding the provisions of section 6.3 of this By-Law, and only with the prior written approval of the Municipal Licensing Issuer, the estate of the deceased may transfer the licence to anyone meeting the requirements of this By-Law for holding such licence.
- (2) In the event of a transfer of licence occurring pursuant to this Part:
 - (a) no person and no estate shall accept or arrange for payment in any fashion, and
 - (b) no person shall offer, provide, or agree to provide payment, of an amount of money, as consideration for the transfer, that is greater than the licence fee that was paid by the deceased licensee to the Board at the time the licence was originally issued.

PART 14 – PRIVATE TRANSPORTATION COMPANY – REGULATIONS

14.1 PTC – Insurance Requirements

- (1) A private transportation company shall maintain commercial general liability business insurance coverage of at least \$5,000,000.00 (five million dollars).
- (2) A private transportation company shall ensure that, from the moment a ride is accepted up until the moment of passenger drop off, every PTC driver using the PTC's platform and every PTC vehicle used in the service are insured with commercial automobile liability insurance with limits of not less than \$2,000,000.00 (two million dollars) per occurrence for bodily injury, death and damage to property.
- (3) The automobile liability insurance required by subsection (2) shall be provided through an endorsement or an automobile liability form approved by the Financial Services Regulatory Authority of Ontario for use by a private transportation company or PTC driver.
- (4) The automobile liability insurance required by subsection (2) may be maintained by the PTC driver, the private transportation company, or any combination of the two.
- (5) The private transportation company shall ensure that the insurance coverage it maintains shall apply in the event that the automobile liability insurance required by subsection (2) lapses or the PTC driver fails to obtain the coverage.
- (6) Every private transportation company and PTC driver shall ensure that the insurance policy maintained pursuant to this Part is endorsed to provide that the Board shall be given at least 15 days' notice in writing of any cancellation or material variation to the policy.

14.2 PTC – Duties with Respect to Driver Backgrounds

- (1) No person shall provide conveyance services for a private transportation company in any of the following circumstances, which shall be the responsibility of the private transportation company to ascertain and enforce:
 - (a) the PTC driver has been convicted of an offence for which a pardon has not been granted, that is relevant to the nature of the services of PTC driver or that directly affects the PTC driver's ability to competently and responsibly provide conveyance services, including but not limited to:
 - (i) an offence under the *Criminal Code*, including but not limited to Part V (Sexual Offences), Part VIII (Offences Against the Person and Reputation) and Part IX (Offences Against Property) in the preceding five years;
 - (ii) an indictable offence under any statute of Canada, including but not limited to the *Criminal Code* and the *Controlled Drugs and Substances Act* in the preceding five years; or
 - (iii) any other criminal offence communicated by the Municipal Licensing Issuer to the private transportation company that would cause concern for the safety of the public to receive conveyance services from an individual who has such a conviction;
 - (b) the PTC driver's licence issued under the *Highway Traffic Act* has been cancelled, suspended or revoked for any reason; or
 - (c) the Ministry of Transportation driver's record for the PTC driver shows seven or more demerit points within a three-year period.
- (2) Every private transportation company shall ensure that, prior to commencement as a PTC driver and annually thereafter, its PTC drivers submit to the private transportation company,:
 - (a) a police record check dated not more than 30 days prior to the submission;
 - (b) a Ministry of Transportation driver's abstract dated not more than 30 days prior to the submission; and
 - (c) proof of current valid insurance in compliance with the requirements of section 14.1(2).
- (3) Every private transportation company shall ensure that every PTC driver authorized to use its PTC platform discloses on an ongoing basis and forthwith to the PTC:
 - (a) any criminal charges or convictions for offences set out in subsection (1)(a);
 - (b) the cancellation, suspension or revocation of the PTC driver's licence issued by the Ministry of Transportation;
 - (c) a charge or conviction for any offence under the *Criminal Code*, the *Controlled Drugs and Substances Act*, the *Highway Traffic Act*, or any other provincial statute regulating

- motor vehicles on highways, or any offence under the *Liquor Licence Act* involving a motor vehicle;
 - (d) the accumulation of seven or more demerit points on the PTC driver's Ministry of Transportation driver's record within a three-year period;
 - (e) any accidents in which the PTC driver is involved, either directly or indirectly, while operating as a PTC driver; and
 - (f) any change in insurance.
- (4) No private transportation company shall permit a PTC driver to use or access its PTC platform if the PTC driver:
- (a) is not in compliance with the background requirements of subsection (1);
 - (b) fails to maintain the insurance required by section 14.1(2); or
 - (c) fails to comply with the initial, annual and ongoing duties to report as provided by subsections (2) and (3);
- (5) Every private transportation company shall notify the Municipal Licensing Issuer forthwith when a PTC driver is no longer authorized to access the PTC platform for any reason.

14.3 PTC – Records

- (1) Every private transportation company shall keep a current list of every PTC driver authorized to access the PTC platform and of every PTC vehicle in a readily accessible electronic format that includes:
- (a) the full name and address of every PTC driver;
 - (b) the make, model and licence plate of every PTC vehicle associated therewith; and
 - (c) operational data such as police record checks, Ministry of Transportation driver's records, any information reported pursuant to the PTC driver's ongoing duty to report as provided in section 14.2(3), proof of insurance, vehicle inspection records, trip sheets, and driver training.
- (2) Prior to the collection of any personal information from a PTC driver, the PTC company shall obtain from the driver a consent for the collection and potential disclosure of the information to the Municipal Licensing Issuer.
- (3) Every private transportation company shall maintain accurate records of all PTC vehicles operating through the PTC platform, including the make, model, Ontario licence plate number and VIN for each vehicle, the owner's name and contact information, and the name and contact information of the PTC driver operating the PTC vehicle.
- (4) Every private transportation company shall maintain accurate records for at least one year of each order for a PTC vehicle, including the following information:
- (a) the date and time the engagement was made;
 - (b) the date and time of commencement of the trip;
 - (c) the driver's name and Ontario licence plate number of the PTC vehicle;
 - (d) the name of the passenger;
 - (e) the addresses of pickup and drop off of the passenger;
 - (f) the time of drop off at the destination; and
 - (g) the fare charged.
- (5) Every private transportation company shall maintain all records required to be kept pursuant to this By-Law as electronic records in a format that is consistent with the electronic record keeping requirements of the Canada Revenue Agency.
- (6) Upon the request of an enforcement officer, a private transportation company shall produce any records required to be kept pursuant to this By-Law as soon as possible and, in any event, within seven days of the request.

14.4 PTC – Driver Identification

- (1) Every private transportation company shall issue to each affiliated PTC driver a current identification card in written or accessible electronic form bearing the following information:
- (a) the full name and photograph of the PTC driver;
 - (b) the make, model and Ontario licence plate number of the PTC vehicle used by the PTC

- driver; and
 - (c) the name and contact information of the private transportation company with which the PTC driver is affiliated.
- (2) Every private transportation company shall issue to each affiliated PTC driver a PTC identifier for the company, as submitted to the Municipal Licensing Issuer for that company pursuant to section 5.5(1) of this By-Law, for display on that driver's PTC vehicle.
 - (3) Every private transportation company shall ensure that every PTC driver authorized to use its PTC platform:
 - (a) has the PTC identifier affixed to his or her PTC vehicle in a conspicuous location when operating as a PTC vehicle;
 - (b) has in his or her possession the identification required by subsection (1) at all times when conveyance services are offered or provided; and
 - (c) surrenders the identification forthwith upon the request of an enforcement officer.

14.5 PTC – Driver Training

Every private transportation company shall ensure that driver training is provided to every PTC driver, specific to the use of the PTC platform, the handling of passengers, sensitivity towards diversity and accessibility, and providing assistance to passengers in need.

14.6 PTC – Vehicle Safety

Every private transportation company shall ensure that a PTC driver has no access to and is not authorized to use the PTC platform, in the event that:

- (1) the Municipal Licensing Issuer has reasonable grounds to believe the vehicle being operated by the PTC driver is unsafe, and conveys that information to the private transportation company;
- (2) through information from any other source, the private transportation company has reasonable grounds to believe that the vehicle being operated by the PTC driver is unsafe; or
- (3) the safety standard certificate relating to the PTC vehicle is not renewed annually.

14.7 PTC – Fares

- (1) Every private transportation company shall ensure that the company and its PTC drivers solely receive and accept orders for conveyance service through the PTC platform.
- (2) No private transportation company shall permit, encourage or condone the acceptance of hails, the solicitation of fares by its PTC drivers, or the parking or standing of a PTC vehicle at any location for the purpose of attracting or soliciting fares.
- (3) Every private transportation company shall set fares based on market conditions to be charged to passengers transported by PTC drivers.
- (4) For every fare, a private transportation company shall, prior to the start of the trip, provide the passenger with:
 - (a) the make, model and Ontario licence plate number of the PTC vehicle; and
 - (b) the first name and a photograph of the PTC driver.
- (5) Every private transportation company shall ensure that:
 - (a) the fare for a trip is communicated to the potential passenger clearly and transparently prior to the start of the trip;
 - (b) the PTC driver does not commence the trip until the passenger has provided electronic acceptance of the fare communicated in accordance with subsection (1);
 - (c) a record is maintained of the passenger's acceptance of the fare;
 - (d) the PTC driver charges the passenger the fare communicated and accepted in accordance with subsections (a) and (b);
 - (e) at the conclusion of the trip, the private transportation company provides the passenger an electronic receipt containing at least the following information:

- (i) the fare charged;
- (ii) the date, time and total time of the trip;
- (iii) the start and end locations of the trip; and
- (iv) the PTC driver name and the Ontario licence plate number of the PTC vehicle.

14.8 PTC – Prohibition on Offering Conveyance Services

A private transportation company shall not offer or facilitate conveyance services involving a PTC driver or PTC vehicle that does not meet the requirements of this By-Law.

14.9 PTC – Dispute Resolution

- (1) Every private transportation company shall ensure there is a dispute resolution process for dealing with any complaints regarding fees, customer service, or any other issues arising from the private transportation company operation, and that records of such complaints be maintained and made available to the Board or as requested by the Municipal Licensing Issuer.
- (2) No private transportation company shall impose a mandatory arbitration clause on PTC drivers or passengers whose transportation is offered, operated or facilitated by the private transportation company.
- (3) No private transportation company shall require that the law of any jurisdiction other than Ontario be applied in relation to the use of the PTC platform in the Municipality of West Nipissing by PTC drivers or passengers.

PART 15 – PRIVATE TRANSPORTATION COMPANY – DRIVER REGULATIONS

15.1 PTC – Driver Duties

Every PTC driver shall:

- (1) notify the private transportation company in writing of any change in any of the information required by the private transportation company prior to accessing the PTC platform including, but not limited to:
 - (a) criminal charges and convictions;
 - (b) driver's licence status;
 - (c) accumulation of demerit points;
 - (d) accidents; and
 - (e) insurance coverage;
- (2) upon the request of an enforcement officer, forthwith produce his or her driver's licence and proof of insurance, as well as his or her identification card issued by the private transportation company pursuant to this By-Law, and evidence that the driver is validly operating through a PTC platform;
- (3) maintain accurate trip records; and
- (4) upon the request of an enforcement officer, provide full information regarding the address of the house or place to or from which he or she has driven any passenger, along with a description, name and address of the passenger, if known to the PTC driver;

15.2 PTC – Driver Prohibitions

No PTC driver shall:

- (1) solicit fares or accept any request for conveyance services that is not prearranged using the PTC platform that the driver is authorized to use, including but not limited to street hails, or picking up fares at taxi stands or at any other location;
- (2) park or stand a vehicle for hire for the purpose of soliciting or attracting passengers;
- (3) accept payment by cash from a passenger;

- (4) operate a vehicle as a PTC vehicle unless the vehicle displays the PTC identifier issued by the private transportation company;
- (5) operate a vehicle as a PTC vehicle, while displaying a roof sign or roof light, or any markings that have the effect of making the vehicle look like a taxi, or which identify it as being available for hire other than the PTC identifier issued by the private transportation company under this By-Law;
- (6) operate a vehicle as a PTC vehicle equipped with a taximeter;
- (7) deviate from the shortest possible route to the destination requested by a passenger, as determined by a global positioning system, unless otherwise directed by the passenger; or
- (8) leave any passenger at any location other than the destination requested by the passenger, unless the driver is unable to take the passenger to the requested destination for one of the following reasons:
 - (a) the condition of the PTC vehicle is such that it cannot be operated safely;
 - (b) the PTC driver is incapable of operating the vehicle safely; or
 - (c) the conduct of the passenger is such that the PTC driver can no longer operate the PTC vehicle safely and, in such cases, the PTC driver has requested the attendance of the police.

PART 16 – INSPECTIONS

16.1 Inspections Required by Municipal Licensing Issuer

- (1) The Municipal Licensing Issuer may require a driver or owner of a vehicle for hire, or a PTC driver, to submit his or her vehicle for a random inspection, including an inspection by a designated mechanic or a designated representative of the manufacturer of a taximeter, at a time and place specified by the Municipal Licensing Issuer to ensure that the provisions of this By-Law are being complied with.
- (2) Every person required by the Municipal Licensing Issuer, pursuant to subsection (1), to submit a vehicle for inspection shall submit or cause to be submitted the vehicle for inspection:
 - (a) forthwith, if the vehicle is in the presence of the Municipal Licensing Issuer; or
 - (b) at a time set by the Municipal Licensing Issuer within the following 24 hours, if the vehicle is not in the presence of the Municipal Licensing Issuer.
- (3) During an inspection under section 16.1 of this By-Law, every driver or owner of a vehicle for hire, or a PTC driver shall, upon the request of the Municipal Licensing Issuer, produce all relevant licences, permits, invoices, vouchers, appointment books or like documents and an enforcement officer may remove any of these documents for photocopying provided that a receipt is given and the documents are returned within 48 hours.
- (4) When the Municipal Licensing Issuer believes on reasonable grounds that the condition of a PTC vehicle is such that it is a danger to the health and safety of the public, or does not comply with the requirements of this By-Law or any regulation prescribed by the Municipal Licensing Issuer, the Municipal Licensing Issuer shall notify the private transportation company, and the private transportation company shall immediately comply with section 14.6 of this By-Law.
- (5) When the Municipal Licensing Issuer believes on reasonable grounds that the condition of a vehicle for hire is such that it is a danger to the health and safety of the public, or does not comply with the requirements of this By-Law, the *Highway Traffic Act*, or any regulation prescribed by the Municipal Licensing Issuer, the Municipal Licensing Issuer may take any action he or she believes necessary to ensure compliance, including:
 - (a) order the owner to correct any identified deficiency within a reasonable time frame as allowed by the Municipal Licensing Issuer;
 - (b) remove the VFH plate from the vehicle;
 - (c) order the driver to have the vehicle towed to a place of repair or other private property at the driver's or owner's expense;
 - (d) order that the owner not operate or permit the operation of the vehicle until the danger is remedied, the vehicle has been inspected by the Municipal Licensing Issuer and, in the case of a taxi, the taximeter has been resealed; and

- (e) order the owner to file with the Municipal Licensing Issuer a safety standards certificate, dated after the date of the Municipal Licensing Issuer's order.
- (6) Notification of an inspection or an order made under section 16.1 of this By- Law shall be served in any of the following manners:
- (a) personally, on the owner;
 - (b) by regular mail to the last known address of the owner, in which case service shall be deemed to be given on the seventh day following the day on which it is mailed;
 - (c) personally, on the driver;
 - (d) by leaving a copy with an individual at the brokerage associated with the owner; or
 - (e) by facsimile or email to the last known facsimile number or email address of a broker associated with the owner.
- (7) An owner whose vehicle for hire is deemed unsafe or dangerous due to a mechanical defect may be required to attend before the Municipal Licensing Issuer to determine whether or not the owner's licence should be suspended, revoked, or subject to conditions.
- (8) For the purpose of subsection (7), "mechanical defect" includes, but is not limited to, a mechanical defect directly or indirectly related to any part of the vehicle involving or affecting:
- (a) the brakes or braking system;
 - (b) the steering system;
 - (c) the suspension system;
 - (d) the under body;
 - (e) the exhaust system;
 - (f) the condition of the tires;
 - (g) lighting;
 - (h) glass;
 - (i) seatbelt operation;
 - (j) wheelchair restraints, if applicable;
 - (k) the heating system; or
 - (l) the condition of the body of the vehicle.
- (9) When so ordered by the Municipal Licensing Issuer, the owner or driver of a vehicle for hire shall correct the identified deficiency within the time provided by the Municipal Licensing Issuer.
- (10) When so ordered by the Municipal Licensing Issuer, the owner of a vehicle for hire shall not permit a vehicle to be operated again as a VFH until:
- (a) the owner has had the vehicle repaired as ordered;
 - (b) the owner has provided the Municipal Licensing Issuer with a current safety standards certificate;
 - (c) the owner has resubmitted the vehicle to the Municipal Licensing Issuer for inspection; and
 - (d) the Municipal Licensing Issuer has authorized the vehicle to be operated again as a VFH.
- (11) Upon re-inspection and upon determining that a vehicle for hire is in compliance with the requirements of this By-Law and any regulations prescribed by the Municipal Licensing Issuer, the Municipal Licensing Issuer shall return the VFH plate to the owner, if the plate was removed.

16.2 Vehicle for Hire – Collisions

When a vehicle for hire has been in a collision, the owner shall:

- (1) immediately remove the vehicle from service;
- (2) notify the Municipal Licensing Issuer of the collision; and
- (3) upon repair of the vehicle, notify the Municipal Licensing Issuer of the details of the repairs.

16.3 Inspection by Enforcement officer – Ensuring By-Law Compliance

- (1) An enforcement officer may inspect a vehicle for hire or PTC vehicle that is not engaged for the purpose of ensuring compliance with this By-Law.
- (2) In addition to the power in subsection (1), an enforcement officer may inspect a vehicle for hire or PTC vehicle at any time to ensure compliance with the licensing requirements of this By-Law.
- (3) An enforcement officer may, for the purposes of ensuring compliance with this By- Law, require the production of any record required to be kept by this By- Law.

16.4 Investigations

- (1) An enforcement officer in the course of an investigation may require the driver of a vehicle for hire or a PTC driver to provide full information regarding the address of the house or place to or from which he or she has driven any passenger, along with a description, name and address of the passenger, if known to the driver and times of pickup and drop off.
- (2) An enforcement officer in the course of an investigation may require a broker or owner of a vehicle for hire to provide full information regarding the dispatch of a vehicle for hire, including the name and contact information for the driver, vehicle for hire descriptors, address of the house or place to which the broker dispatched a driver, address of pickup of passenger if different from the dispatched address or if the fare was a hailed ride, address of drop off, the name and address of the fare, if known to the broker, and times of pickup and drop off.
- (3) An enforcement officer in the course of an investigation may require a private transportation company to provide full information regarding an order for a PTC vehicle, including the name and contact information for the PTC driver, descriptors of the PTC vehicle, addresses of pickup and drop off of the passenger, the name and address of the passenger, if known to the private transportation company, and times of pickup and drop off.

PART 17 – OFFENCES AND PENALTIES

17.1 Obstruction

No person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this By-Law.

17.2 Violation of Order

Every person who contravenes an order made by the Municipal Licensing Issuer under this By-Law is guilty of an offence.

17.3 Offences and Penalty

- (1) Every person who contravenes any provision of this By-Law is guilty of an offence.
- (2) Any director or officer of a corporation who knowingly concurs in the contravention by the corporation of any provision of this By-Law is guilty of an offence.
- (3) Every person who contravenes an order issued by a court pursuant to this By-Law is guilty of an offence.
- (4) Every person who is convicted of an offence under this By-Law is liable:
 - (a) upon a first conviction, to a maximum fine of \$5,000.00; and
 - (b) upon any subsequent conviction, to a maximum fine of \$50,000.00, pursuant to sections 429(1) and (3) of the *Municipal Act, 2001*.
- (5) Notwithstanding the provisions of subsection (4), where the person convicted is a corporation, the corporation is liable:
 - (a) upon a first conviction, to a maximum fine of \$50,000.00; and
 - (b) upon any subsequent conviction, to a maximum fine of \$100,000.00.
- (6) If any provision of this By-Law is contravened and a conviction entered, in addition to any

other remedy and to any penalty imposed by this By-Law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted.

PART 18 – COMING INTO FORCE

18.1 Coming Into Force

This By-Law shall come into force and effect upon passing.

18.2 Repeal

Municipal By-Law No. **2016/63**, as amended, is hereby repealed.

ENACTED AND PASSED AUGUST 23, 2023 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

KATHLEEN THORNE ROCHON
MAYOR

MELANIE DUCHARME
CLERK

SCHEDULE "A"
WEST NIPISSING VEHICLE FOR HIRE BY-LAW NO. 2023/68

Fees¹	
Broker²	
Broker – Original Licence	100.00
Broker – Renewal of Licence	\$50.00
Vehicle for Hire Owner³	
Vehicle for Hire Owner – Original Licence (per vehicle) ⁴	100.00
Vehicle for Hire Owner – Renewal of Licence (per vehicle) ⁴	50.00
Vehicle for Hire Owner – Change of Vehicle During Term of Licence	50.00
Vehicle for Hire Owner – Transfer of Licence by Estate (per vehicle)	50.00
Vehicle for Hire Driver⁵	
Vehicle for Hire Driver – Original Licence	100.00
Vehicle for Hire Driver – Renewal of Licence	\$53.27
Replacement and Resealing	
Replacement of Vehicle for Hire Driver Licence (photo identification card)	15.00
Resealing of Taximeter During a Licence Year	50.0
Private Transportation Company	
Private Transportation Company – Original Licence (1 – 10 Vehicles)	1000.00
Private Transportation Company – Renewal of Licence	500.00

1. All fees include harmonized sales tax (HST).
2. The fee for a broker licence does not cover the fee for any vehicle for hire owned by the broker. If a broker is also an owner of vehicles for hire, they must also pay the vehicle for hire owner fee.
3. The fee for a vehicle for hire owner licence does not include the cost of any mechanical fitness inspection ordered by the West Nipissing By-Law Enforcement or otherwise incurred.
4. The fees for an original licence and renewal of licence for an accessible vehicle for hire that is in full compliance with this By-Law shall be waived by the Board, pursuant to section 7.2 of this By-Law.
5. The fee for a vehicle for hire driver licence includes the fee for the photo required for the driver licence.

MEMORANDUM

TO: Jay Barbeau, CAO

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

DATE: August 31, 2023

RE: Youth Advisory Committee

Only 5 applications were received for the Youth Advisory Committee. The terms of reference for this committee state the following;

1. **The Committee will be comprised of a maximum of 11 (eleven) Voting Members:**
 - 8 (eight) youth, ages 14-24, appointed by council representing each Ward (*candidates must be 14 years old prior to January 1st of the year they apply to participate.*)
 - 3 (three) youth representing each high school in West Nipissing

Members are selected by resolution of Council. To ensure a diverse and inclusive environment, when appointing individuals, Council will consider representatives from various race, religion, gender, gender identities or expressions, sexual orientation, national origin and disabilities.

The minimum term of the Committee is 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 recommendation to Council is to proceed and appoint the 5 applicants and post a request for interest to fill the 6 vacancies. Staff will work with local schools to promote and recruit candidates for appointment.

Joie de vivre



www.westnipissingouest.ca



YOUTH ADVISORY COMMITTEE - APPLICATION FORM 2023/2024 Term

CONTACT INFORMATION: PLEASE WRITE IN PRINT			
Name:	<small>(Last Name)</small> Rivest	<small>(First Name)</small> Michèle	
Address:	<small>(Street Address)</small> 1795 HWY 575		
	<small>(Apartment/Unit #)</small>	<small>(P.O. Box)</small>	<small>(Rural Route)</small>
	<small>(City/Town)</small> Field	<small>(Province)</small> ON	<small>(Postal Code)</small> P0H 1M0
Telephone:	<small>(Home)</small>	<small>(Cell)</small>	
E-mail: <small>*email will be used to distribute meeting agendas and information sharing</small>	[REDACTED]		
School Name	École secondaire catholique Franco-Cité		
Grade	Starting Grade 11 in September		
Birthdate	[REDACTED]		

ELIGIBILITY and REQUIREMENTS

Thank you for your interest in serving on the Youth Advisory Committee (YAC). Your participation will help give a voice to the youth of West Nipissing and assist 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.

Before you begin, please note:

- Members must be 14 to 24 years of age prior to January 1st, 2023.
- Applicants must not be employees of the Municipality of West Nipissing.
- Applicants must live in the Municipality of West Nipissing.
- The council term runs from September to June (one school year). Applicants should be able to serve for the full term of the appointment.
- The committee will hold a minimum of 6 meetings per term and as necessary.
- Dates and times for meetings will be determined by the committee, during their first meeting, to best fit their schedules.
- Members requiring transportation to meetings will be eligible for mileage reimbursement as per municipal policy.
- Meetings will be held in the Council Chambers at Town Hall. If the Council Chambers are not available, an appropriate alternative location will be selected.
- The volunteer hours spent on this Committee can be counted towards the 40 hours of community service needed to graduate from Ontario high schools, be added to a resume or post-secondary school application, and provide an opportunity for career exploration.
- Members under the age of 18 years must include a parent's signature of consent on this application.
- YAC is an inclusive council and accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities.
- Members are selected by resolution of Council. To ensure a diverse and inclusive environment, when appointing individuals, Council will consider representatives from various race, religion, gender, gender identities or expressions, sexual orientation, national origin and disabilities.

PLEASE EXPLAIN WHY YOU ARE INTERESTED IN JOINING THE YAC

I would like to join the YAC for different reasons. As a youth, I know that the well-being, the health and mental health of our region is impacted by a lot of illegal drugs and vaping. I'm concerned about these issues that are impacting the teenagers of my age. As a member of the committee, I can propose ideas and strategies that would help the youth in our community (ex. teenagers not getting id in pot shops.). I'm also concerned about the safety issues. We see a lot more mental health people in need on our streets.

WHAT TALENTS, PASSIONS, SKILLS, AND ABILITIES DO YOU HAVE THAT WOULD BENEFIT THE YAC?

I'm a very open and friendly person. I listen to the ideas and comments of people around me. I'm an empathetic person who accepts people who are different or have a different opinion from me. I am committed to making our community a better place for teenagers.

TEAMWORK IS AN IMPORTANT VALUE TO THE YAC. WHAT ACTIONS WOULD YOU TAKE DURING A YAC MEETING IF YOU OBSERVED THAT NOT EVERYONE WAS FEELING INCLUDED?

Communication is very important, and the key to the committee's success. It's important to have the voices of different groups of people represented at all times and make they are included.

IN YOUR OPINION, WHAT IS THE BIGGEST CHALLENGE YOUTH FACE IN WEST NIPISSING TODAY?

Drug is the biggest challenge in West Nipissing and the lack of different activities for teenagers is also a challenge.

ADDITIONAL INFORMATION

Please provide any additional information that will assist in the selection process:

Please indicate any accessibility requirements, limitations, etc.

Availability and willingness to attend meetings? Yes No

By signing this application, I consent to the release of the information on my application and understand that it will be made available, on an as needed basis, to the Municipality of West Nipissing Council and staff, for the purpose of making appointments to Committees and Boards. If selected to be a member of the Youth Advisory Committee, I agree to abide by the rules of the Committee/Board and I agree to attend meeting to the best of my ability.

Date completed: June 30 2023

Signature: Michèle Rivest

PARENTAL CONSENT

A parent's signature of consent is required if the applicant is under the age of 18 years.

I am aware and consent that the minor mentioned below is applying to become a member of the Youth Advisory Committee.

Name of minor: Michèle Rivest

Name of parent/guardian: Anne Rivest

Telephone number of parent/guardian: [REDACTED]

Signature of parent/guardian: [REDACTED] Date: June 30 2023

Please return your completed application to the attention of:

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

**OR
OR**

**Fax to: 705-753-3950
E-mail to: mducharme@westnipissing.ca**

Applicant information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for the purpose of committee appointments.
We thank all applicants in advance; however only those applicants selected for an interview will be contacted.

CONTACT INFORMATION: (PLEASE WRITE IN PRINT)

Name:	(Last Name) Rolling	(First Name) Michael
Address:	(Street Address) 18 Rose Street	
	(Apartment/Unit #)	(P.O. Box)
	(City/Town) River Valley	(Province) Ontario
Telephone:	(Home)	(Cell)
	[REDACTED]	[REDACTED]
E-mail: <small>*email will be used to distribute meeting agendas and information sharing</small>	[REDACTED]	
School Name	Northern Secondary School	
Grade	12	
Birthdate	[REDACTED]	

ELIGIBILITY and REQUIREMENTS:

Thank you for your interest in serving on the Youth Advisory Committee (YAC). Your participation will help give a voice to the youth of West Nipissing and assist 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.

Before you begin, please note:

- Members must be 14 to 24 years of age prior to January 1st, 2023.
- Applicants must not be employees of the Municipality of West Nipissing.
- Applicants must live in the Municipality of West Nipissing.
- The council term runs from September to June (one school year). Applicants should be able to serve for the full term of the appointment.
- The committee will hold a minimum of 6 meetings per term and as necessary.
- Dates and times for meetings will be determined by the committee, during their first meeting, to best fit their schedules.
- Members requiring transportation to meetings will be eligible for mileage reimbursement as per municipal policy.
- Meetings will be held in the Council Chambers at Town Hall. If the Council Chambers are not available, an appropriate alternative location will be selected.
- The volunteer hours spent on this Committee can be counted towards the 40 hours of community service needed to graduate from Ontario high schools, be added to a resume or post-secondary school application, and provide an opportunity for career exploration.
- Members under the age of 18 years must include a parent's signature of consent on this application.
- YAC is an inclusive council and accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities.
- Members are selected by resolution of Council. To ensure a diverse and inclusive environment, when appointing individuals, Council will consider representatives from various race, religion, gender, gender identities or expressions, sexual orientation, national origin and disabilities.



YOUTH ADVISORY COMMITTEE - APPLICATION FORM

2023/2024 Term

CONTACT INFORMATION: (PLEASE WRITE IN PRINT)			
Name:	<small>(Last Name)</small> Trudeau	<small>(First Name)</small> Riley	
Address:	<small>(Street Address)</small> 12301 Highway 17 East		
	<small>(Apartment/Unit #)</small> 4	<small>(P.O. Box)</small>	<small>(Rural Route)</small>
	<small>(City/Town)</small> Sturgeon Falls	<small>(Province)</small> Ontario	<small>(Postal Code)</small> P2B3K8
Telephone:	<small>(Home)</small>	<small>(Cell)</small>	
E-mail: <small>*email will be used to distribute meeting agendas and information sharing</small>			
School Name	Northern Secondary School		
Grade	10 (In September)		
Birthdate			

ELIGIBILITY and REQUIREMENTS:

Thank you for your interest in serving on the Youth Advisory Committee (YAC). Your participation will help give a voice to the youth of West Nipissing and assist 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.

Before you begin, please note:

- Members must be 14 to 24 years of age prior to January 1st, 2023.
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- The volunteer hours spent on this Committee can be counted towards the 40 hours of community service needed to graduate from Ontario high schools, be added to a resume or post-secondary school application, and provide an opportunity for career exploration.
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- YAC is an inclusive council and accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities.
- Members are selected by resolution of Council. To ensure a diverse and inclusive environment, when appointing individuals, Council will consider representatives from various race, religion, gender, gender identities or expressions, sexual orientation, national origin and disabilities.

PLEASE EXPLAIN WHY YOU ARE INTERESTED IN JOINING THE YAC.

I am interested in joining YAC because I enjoy helping people as well as resolving things and want to get more involved as a young teen in the community.

WHAT TALENTS, PASSIONS, SKILLS, AND ABILITIES DO YOU HAVE THAT WOULD BENEFIT THE YAC?

I am an indigenous teen that is passionate about art and music. I have been in groups helping youth before for indigenous youth specifically (IYC). I feel my ideas will be helpful and I've tried things in the community like singing and theater and am a supporting ally to everyone.

TEAMWORK IS AN IMPORTANT VALUE TO THE YAC. WHAT ACTIONS WOULD YOU TAKE DURING A YAC MEETING IF YOU OBSERVED THAT NOT EVERYONE WAS FEELING INCLUDED?

During a YAC meeting I would listen to everyone's ideas and make sure that everyone knows that their ideas and thoughts are valid and heard. If i notice a person/people not feeling included I would speak up and recommend going around the group to hear everyone and their ideas. If the individual or multiple people didn't want to speak up i would give them the option for me to say it aloud while still giving them credit for their ideas/thoughts.

IN YOUR OPINION, WHAT IS THE BIGGEST CHALLENGE YOUTH FACE IN WEST NIPISSING TODAY?

The biggest challenge I have as a young teen in Sturgeon Falls and West Nipissing is the safety and by that I mean walking around and not feeling entirely safe because of some people and their actions. But some other challenges the community has are substance abuse, individuals with no home, mental health, as well as properly getting rid of garbage and recyclables. At the end of the day I want to have a safe, clean and happy community.

ADDITIONAL INFORMATION:

Please provide any additional information that will assist in the selection process:

I have experience in the community and continue to find any way to help the community.

Please indicate any accessibility requirements, limitations, etc.

Transportation

Availability and willingness to attend meetings? Yes No

By signing this application, I consent to the release of the information on my application and understand that it will be made available, on an as needed basis, to the Municipality of West Nipissing Council and staff, for the purpose of making appointments to Committees and Boards. If selected to be a member of the Youth Advisory Committee, I agree to abide by the rules of the Committee/Board and I agree to attend meeting to the best of my ability.

Date completed:

June 25th 2023

Signature:

Riley Trudeau

PARENTAL CONSENT

A parent's signature of consent is required if the applicant is under the age of 18 years.

I am aware and consent that the minor mentioned below is applying to become a member of the Youth Advisory Committee.

Name of minor: Riley Trudeau

Name of parent/guardian: Tammy Trudeau

Telephone number: [REDACTED]

Signature of parent/guardian: [REDACTED] Date: June 25th 2023

Please return your completed application to the attention of:

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

**OR
OR**

**Fax to: 705-753-3950
E-mail to: mducharme@westnipissing.ca**

Applicant information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for the purpose of committee appointments.

We thank all applicants in advance; however only those applicants selected for an interview will be contacted.



YOUTH ADVISORY COMMITTEE - APPLICATION FORM

2023/2024 Term

CONTACT INFORMATION: (PLEASE WRITE IN PRINT)			
Name:	<small>(Last Name)</small> Lavoie	<small>(First Name)</small> Samantha	
Address:	<small>(Street Address)</small> 363 Nipissing St.		
	<small>(Apartment/Unit #)</small> none	<small>(P.O. Box)</small> none	<small>(Rural Route)</small> none
	<small>(City/Town)</small> Sturgeon Falls	<small>(Province)</small> Ontario	<small>(Postal Code)</small> P2B 3E1
Telephone:	<small>(Home)</small> none	<small>(Cell)</small> [REDACTED]	
E-mail: <small>*email will be used to distribute meeting agendas and information sharing</small>	[REDACTED]		
School Name	Ecole Secondaire Franco-Cité		
Grade	10th		
Birthdate	[REDACTED]		

ELIGIBILITY and REQUIREMENTS:

Thank you for your interest in serving on the Youth Advisory Committee (YAC). Your participation will help give a voice to the youth of West Nipissing and assist 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.

Before you begin, please note:

- Members must be 14 to 24 years of age prior to January 1st, 2023.
- Applicants must not be employees of the Municipality of West Nipissing.
- Applicants must live in the Municipality of West Nipissing.
- The council term runs from September to June (one school year). Applicants should be able to serve for the full term of the appointment.
- The committee will hold a minimum of 6 meetings per term and as necessary.
- Dates and times for meetings will be determined by the committee, during their first meeting, to best fit their schedules.
- Members requiring transportation to meetings will be eligible for mileage reimbursement as per municipal policy.
- Meetings will be held in the Council Chambers at Town Hall. If the Council Chambers are not available, an appropriate alternative location will be selected.
- The volunteer hours spent on this Committee can be counted towards the 40 hours of community service needed to graduate from Ontario high schools, be added to a resume or post-secondary school application, and provide an opportunity for career exploration.
- Members under the age of 18 years must include a parent's signature of consent on this application.
- YAC is an inclusive council and accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities.
- Members are selected by resolution of Council. To ensure a diverse and inclusive environment, when appointing individuals, Council will consider representatives from various race, religion, gender, gender identities or expressions, sexual orientation, national origin and disabilities.



YOUTH ADVISORY COMMITTEE - APPLICATION FORM

2023/2024 Term

CONTACT INFORMATION: (PLEASE WRITE IN PRINT)			
Name:	<small>(Last Name)</small> St. Georges	<small>(First Name)</small> Mikailla	
Address:	<small>(Street Address)</small> 55 Booth st		
	<small>(Apartment/Unit #)</small>	<small>(P.O. Box)</small> 165	<small>(Rural Route)</small>
	<small>(City/Town)</small> Cache Bay	<small>(Province)</small> ON	<small>(Postal Code)</small> P0H1G0
Telephone:	<small>(Home)</small>	<small>(Cell)</small>	
E-mail: <small>*email will be used to distribute meeting agendas and information sharing</small>	[REDACTED]		
School Name	St. Joseph Scollard Hall		
Grade	9		
Birthdate	[REDACTED]		

ELIGIBILITY and REQUIREMENTS:

Thank you for your interest in serving on the Youth Advisory Committee (YAC). Your participation will help give a voice to the youth of West Nipissing and assist 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.

Before you begin, please note:

- Members must be 14 to 24 years of age prior to January 1st, 2023.
- Applicants must not be employees of the Municipality of West Nipissing.
- Applicants must live in the Municipality of West Nipissing.
- The council term runs from September to June (one school year). Applicants should be able to serve for the full term of the appointment.
- The committee will hold a minimum of 6 meetings per term and as necessary.
- Dates and times for meetings will be determined by the committee, during their first meeting, to best fit their schedules.
- Members requiring transportation to meetings will be eligible for mileage reimbursement as per municipal policy.
- Meetings will be held in the Council Chambers at Town Hall. If the Council Chambers are not available, an appropriate alternative location will be selected.
- The volunteer hours spent on this Committee can be counted towards the 40 hours of community service needed to graduate from Ontario high schools, be added to a resume or post-secondary school application, and provide an opportunity for career exploration.
- Members under the age of 18 years must include a parent's signature of consent on this application.
- YAC is an inclusive council and accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities.
- Members are selected by resolution of Council. To ensure a diverse and inclusive environment, when appointing individuals, Council will consider representatives from various race, religion, gender, gender identities or expressions, sexual orientation, national origin and disabilities.

PLEASE EXPLAIN WHY YOU ARE INTERESTED IN JOINING THE YAC.

I am attempting to build my opportunities to connect with community organizations and initiatives. I believe that this involvement will help me to be prepared for working with mature teams in a work like situation as an adult.

WHAT TALENTS, PASSIONS, SKILLS, AND ABILITIES DO YOU HAVE THAT WOULD BENEFIT THE YAC?

I believe that my time spent being a part of West Nipissing Dream Catchers has shaped me into a young adult able to work well as a part of a team, whether that be leading them or working under someone else's direction. I have learned many valuable lessons in how to present myself, how to communicate effectively and respectfully with peers and adults and I have learned to work hard for my success in any aspect of life.

TEAMWORK IS AN IMPORTANT VALUE TO THE YAC. WHAT ACTIONS WOULD YOU TAKE DURING A YAC MEETING IF YOU OBSERVED THAT NOT EVERYONE WAS FEELING INCLUDED?

I am always a mentor and quick to respectfully stand for the rights of others. I am non-confrontational however I believe that everyone's opinion and voice should be heard because that is the way for a team to work cohesively together and to be most effective is for all to work together towards a goal we all feel a part of.

IN YOUR OPINION, WHAT IS THE BIGGEST CHALLENGE YOUTH FACE IN WEST NIPISSING TODAY?

I believe that the homelessness situation in West Nipissing as well as many families being low income makes it difficult for many families to access fun things for their kids. I also believe an initiative to allow youth to give their time a big way would be good. Because we have a lot of time to give but nothing is really arranged.

ADDITIONAL INFORMATION:

Please provide any additional information that will assist in the selection process:

My mom has run West Nipissing Dream Catchers to try and enrich our community and offer something to lower income families. Through this she has taught us that hard work pays off and I believe that makes me an ideal candidate for the Youth Advisory Committee in West Nipissing.

Please indicate any accessibility requirements, limitations, etc.

Availability and willingness to attend meetings? Yes No

By signing this application, I consent to the release of the information on my application and understand that it will be made available, on an as needed basis, to the Municipality of West Nipissing Council and staff, for the purpose of making appointments to Committees and Boards. If selected to be a member of the Youth Advisory Committee, I agree to abide by the rules of the Committee/Board and I agree to attend meetings to the best of my ability.

Date completed: June 2nd 2023

Signature: Mikaila St.Georges

PARENTAL CONSENT

A parent's signature of consent is required if the applicant is under the age of 18 years.

I am aware and consent that the minor mentioned below is applying to become a member of the Youth Advisory Committee.

Name of minor: Mikaila

Name of parent/guardian: Katherine Clark

Telephone number of parent/guardian: [REDACTED]

Signature of parent/guardian: Katherine Clark Date: June 2nd 2023

Please return your completed application to the attention of:

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

**OR
OR**

**Fax to: 705-753-3950
E-mail to: mducharme@westnipissing.ca**

*Applicant information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for the purpose of committee appointments.
We thank all applicants in advance; however only those applicants selected for an interview will be contacted.*



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2023/71

**BEING A BY-LAW TO AUTHORIZE THE TRANSFER OF ROAD ALLOWANCES
BEING BROUILLETTE STREET AND BIRCH STREET, PLAN 36M556
MUNICIPALITY OF WEST NIPISSING, DISTRICT OF NIPISSING**

WHEREAS the Municipality of West Nipissing has agreed to the disposition of the following lands in exchange for the granting of an easement for the purpose of drainage of a portion of Dutrisac Road;

Parcel Street – 1 Brouillette Drive
Parcel Street – 1 Birch Road
Section 36M-556

AND WHEREAS Council has by By-Law No. 2022-79, authorized the closure of the said road allowances;

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

That the Mayor and the Clerk be authorized on behalf of the Corporation of the Municipality of West Nipissing to transfer the following lands to Robert Brouillette in exchange for the granting of an easement over Part of Lot 1, Con. A, Springer, being Parts 1 and 2, Plan 36R-15059.

Parcel Street – 1 Brouillette Drive
Parcel Street – 1 Birch Road
Section 36M-556
Municipality of West Nipissing
District of Nipissing

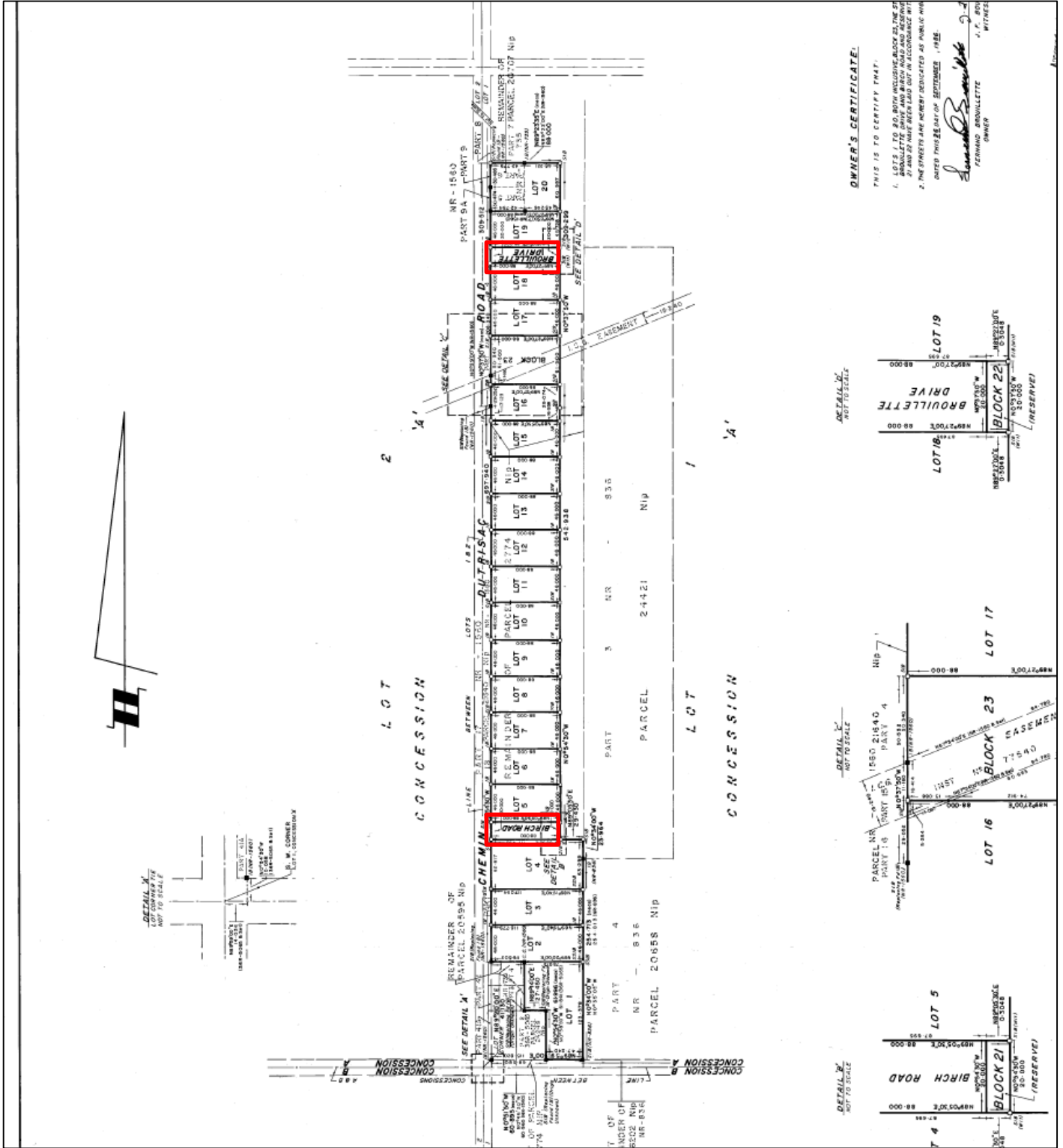
**ENACTED AND PASSED SEPTEMBER 5, 2023 AS WITNESSED BY THE SEAL OF THE CORPORATION
AND THE HANDS OF ITS PROPER OFFICERS.**

KATHLEEN THORNE ROCHON
MAYOR

MELANIE DUCHARME
CLERK

SCHEDULE "A" TO BY-LAW 2023/71

**BEING A BY-LAW TO AUTHORIZE THE TRANSFER OF LAND
BEING BROUILLETTE STREET AND BIRCH STREET, PLAN 36M556
MUNICIPALITY OF WEST NIPISSING, DISTRICT OF NIPISSING**



MEMORANDUM

TO: Jay Barbeau, CAO
FROM: Melanie Ducharme
DATE: August 31, 2023
RE: Exchange of Land for Drainage Easement

In 2021 and 2022 an evaluation and upgrades to the drainage on Dutrisac Road was undertaken. In so doing, it was determined that the municipality would require an easement over privately owned lands for outlet access of the road water into a nearby municipal drain. The owner of the property was approached and was agreeable to the granting of the easement in exchange for the municipality conveying to him two (2) "stub" unopened road allowances abutting his property. These had been created by current owner's father at the time the subdivision on the east side of Dutrisac Road was registered for the purpose of future development on the backlot property which did not and is not intended to ever occur.

Council agreed to the exchange and the two road allowances were closed by by-law 2022-79.




A survey was undertaken for the proposed easement and staff are now in a position to register the drainage easement and transfer the road allowance lands. Accordingly, authorization by by-law is required for the disposition of the closed road allowances.

Joie de vivre



www.westnipissingouest.ca



-  Location of Easement
-  Unopened road allowances to be conveyed
-  Outline of Owner's Lands

NO MORE TEARS WEST NIPISSING HELP THE HOMELESS DONATION DRIVE

Sept. 9 2023
9am - 4pm

Market on King street
in front of National
Bank

TAKE ACTION AND BE A PART OF THE SOLUTION.

- sleeping bags
- fall / winter outdoor wear
- socks / underwear
- sleeping bags
- tents
- tarps
- basic hygiene products
- hand/feet warmers
- first aid supplies
- back packs
- juice boxes
- bottled water
- soft foods
- protein bars
- canned food with easy open lids
- instant oatmeal
- hot chocolate / coffee
- pre packaged snacks
- flashlights
- rain ponchos
- gift cards to purchase listed items will also be accepted



Facebook: No More Tears West Nipissing

Email: nomoretearwestnipissing@gmail.com

Let's help those in need. Your help will make the world a better place. Be an agent of change!

August 26, 2023

Dear West Nipissing Council and whom this may concern,

The No More Tears West Nipissing group will be hosting a community donation drive on September 9, 2023. This drive will be held at the Market on King Street, from 9 a.m. to 4 p.m. Please see the poster attached to this email.

The No More Tears West Nipissing Group is a grassroots group of community volunteers trying to make a difference in the lives of those that are homeless or struggling within the West Nipissing Community. Our focus is on providing supportive services and practical assistance to our most vulnerable in the West Nipissing area. No More Tears West Nipissing operates, with the help of volunteers, a Soup Kitchen in collaboration with Our Lady of Sorrow Church with the use of their kitchen facility. We also have an Outreach team that walks/drives around the community for wellness-checks and to answer calls for assistance to provided needed items such as but not limited to food, water, clothing, tents, first aid kits and so forth.

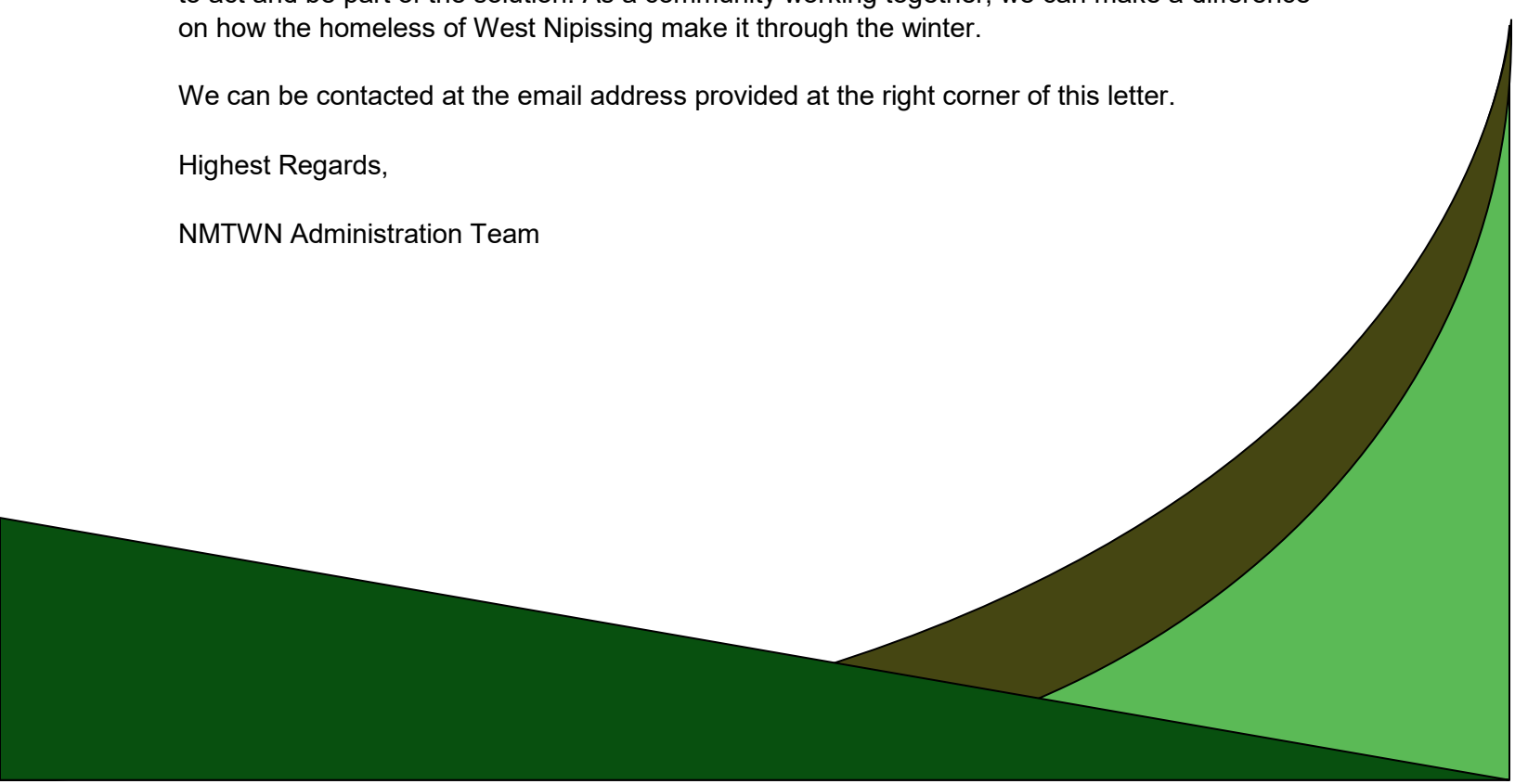
The group is requesting the permission and use of the city pylons. This will help alleviate the disturbance of traffic along King Steet on this date and facilitate the parking of those stopping to donate so many items needed by our most vulnerable. They need these items to survive this coming winter. Not forgetting the continuance need of weekly/daily necessities required to survive without shelter, food, and other daily necessities.

Attached is a copy of our event poster. We encourage all members of this beautiful community to act and be part of the solution. As a community working together, we can make a difference on how the homeless of West Nipissing make it through the winter.

We can be contacted at the email address provided at the right corner of this letter.

Highest Regards,

NMTWN Administration Team



MEMORANDUM

TO: Jay Barbeau, CAO

FROM: Melanie Ducharme, Municipal Clerk

DATE: August 31, 2023

RE: Ministry of Municipal Affairs and Housing Administrative Practices and Policy Review

On April 28, 2022, a Minister's Order and accompanying letter was issued by, Steve Clarke, Minister of Municipal Affairs and Housing to the Mayor and Council for the Municipality of West Nipissing. The Order directed the filling of the vacant Ward 7 Council seat and the accompanying letter stated that the Ministry would be undertaking a full review of the Municipality's policies and procedures.

That review has now been completed and a report issued by the Ministry, which will be presented by staff of the Municipal Services Office of the Ministry of Municipal Affairs and Housing at a Special meeting called for that purpose on September 7, 2023.

Joie de vivre



www.westnipissingouest.ca



West Nipissing Ouest

West Nipissing Community and Recreation Centre
 Centre communautaire et récréatif de Nipissing Ouest
 SEND COMPLETED FORM TO: reccentertaff@westnipissing.ca
 OR 219, rue O'Hara Street, Sturgeon Falls, ON P2B 1A2
 P/T 705-753-0160 | F/TC 705-753-3950

Facility Rental Fee Waiver

By filling out this form, you are requesting the full or partial waiver of facility fees from the Municipality of West Nipissing. Organizations and groups must comply with the Municipality's facility booking process (including filling out and submitting required forms and documents).

CONTACT INFORMATION	
Organization/Group Name	Cache Bay United Seniors 50 Club
Main Contact (Organization Representative)	Diane Baronette, Vice President
Phone Number	[REDACTED]
Email	[REDACTED]
Address	947B Levac Rd, Cache Bay ON P0H1G0
Organization/Group Type	Not-For-Profit <input checked="" type="checkbox"/> Community Organization/Group <input type="checkbox"/> Charitable Organization <input type="checkbox"/> Other <input type="checkbox"/> NFP/Charitable Number _____ Please Specify _____
Organization/Group Mandate <i>*Please provide a brief description</i>	To provide a safe place for events and support local initiatives thru donations and support
Type of Event or Program <i>*Please provide a brief description</i>	Bingo
Requested Facility/Hall	Cache Bay Large Hall
Requested Date(s)	Sept 10, Oct 15, Nov 12, Dec 10 2023, Jan 14, Feb 11, March 10, April 14, May 12, June 9 2024 +
Will your community event require an admission fee for participation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type Requested (Full or Partial?)	Full <input checked="" type="checkbox"/> Partial <input type="checkbox"/> Not Sure <input type="checkbox"/>



West Nipissing Ovest

West Nipissing Community and Recreation Centre
 Centre communautaire et récréatif de Nipissing Ovest
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 OR 219, rue O'Hara Street, Sturgeon Falls, ON P2B 1A2
 P/T 705-753-0160 | F/TC 705-753-3950

<p>Reason for Requesting Waiver of Rental Fees <i>*Please describe the financial need for the full or partial facility waiver</i></p>	<p>The Club is non-profit club and the waiver will help the club raise funds to support the up keep of the building, donate to local organizations, support events in the community</p>
<p>Has your organization/group requested full or partial fee facility waivers with the Municipality of West Nipissing this calendar year?</p>	<p>Yes <input checked="" type="checkbox"/> <i>Please Specify</i> <u>Bingo sessions in 2023</u></p> <p>No <input type="checkbox"/></p>
<p>Budget Summary <i>*Please include all budget details including revenues and expenses</i></p> <p>Revenue examples: admission fees, fundraising activities (such as raffles, 50/50 draw or other), donations, sponsorship/partner contributions, grant/funding, etc.</p> <p>Expenses examples: contractors (such as caterer, bartender, decorator), insurance certificate, entertainment, decor, food, event staff, activity related expenses, etc.</p>	<p>So far the club has raised approximately \$15,000 We have purchased new bingo equipment Now that our bingo is doing well we are working on a plan on how to disburse the funds. up keep and maintenance is a big reason why we have these bingo sessions. Covid affected the club since most fundraisers had to be cancelled. The club is slowly started to start up again and the proceeds from the bingo sessions will enable us to engage more within the community and ensure we are financially secure</p>

We hereby request the full or partial waiver of facility rental fees for the above stated facility on the above stated date(s). We understand that the facility booking process will remain the same.

I agree to the above statement and all terms and conditions associated.

Signature Diane Baronette

Date August 16, 2023



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



August 31, 2023

Municipality of West Nipissing
225 Holditch Street
Sturgeon Falls, Ontario
P1B 1T1

Attention: Municipal Clerk Office

Dear Sir/Madam:

Re: Outdoor Event Request for 201 River Street, Sturgeon Falls
For the Legion Outdoor Jamboree

The Legion is in the process of scheduling an outdoor approval for our Outdoor Jamboree for September 10, 2023 pending your Council approval. We request that you place this matter on your agenda for September 5, 2023 meeting. Attached is a sketch of the location of the event as the event will probably encroach onto the grass area.

This endeavour has not been undertaken by the Legion for years now and any procedural assistance would be greatly appreciated so our event can be successful.

The Legion will be undertaking to remove all debris generated by this event to set the property back to its original state.

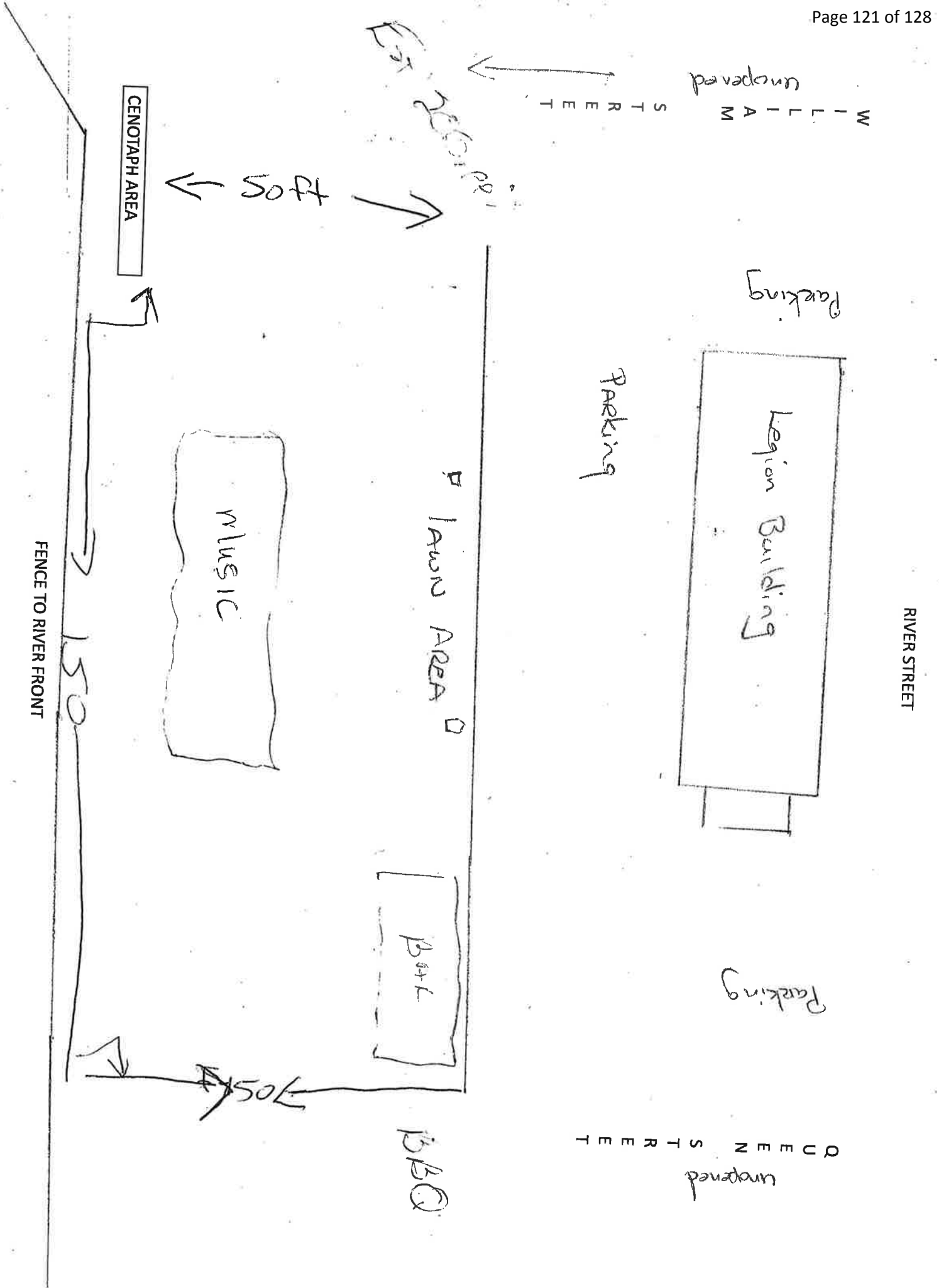
The washroom facilities will be provided by our building facilities, 10 toilets with accompanying handwashing basins.

If you have any additional queries, kindly do not hesitate to contact me.

Yours-in-Comradeship

ROYAL CANADIAN LEGION

Lori Richer, President
Branch 225



MEMORANDUM

TO: Jay Barbeau, CAO

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

DATE: August 31, 2023

RE: Fee Waiver Request – West Nipissing Child Care Corporation

West Nipissing Child Care Corporation is requesting for two community events. The requests are eligible under our facility rental fee waiver policy and staff is recommending approval. Details are provided in the attached request forms submitted by the WN Child Care Corp.

Joie de vivre



www.westnipissingouest.ca



West Nipissing Ovest

West Nipissing Community and Recreation Centre
 Centre communautaire et récréatif de Nipissing Ovest
 SEND COMPLETED FORM TO: reccentertaff@westnipissing.ca
 OR 219, rue O'Hara Street, Sturgeon Falls, ON P2B 1A2
 P/T 705-753-0160 | F/TC 705-753-3950

Facility Rental Fee Waiver

By filling out this form, you are requesting the full or partial waiver of facility fees from the Municipality of West Nipissing. Organizations and groups must comply with the Municipality's facility booking process (including filling out and submitting required forms and documents).

CONTACT INFORMATION	
Organization/Group Name	West Nipissing Child Care corporation / EarlyON
Main Contact (Organization Representative)	Lise Duhaime
Phone Number	705-753-4144
Email	lise@wnccc.ca
Address	131 Michaud street
Organization/Group Type	Not-For-Profit <input checked="" type="checkbox"/> Community Organization/Group <input type="checkbox"/> Charitable Organization <input checked="" type="checkbox"/> Other <input type="checkbox"/> NFP/Charitable Number <u>11888594</u> Please Specify _____
Organization/Group Mandate <i>*Please provide a brief description</i>	We provide free programs (such as playgroups...) to all families of West nipissing.
Type of Event or Program <i>*Please provide a brief description</i>	Halloween party for families and children
Requested Facility/Hall	Museum
Requested Date(s)	October 27, 2023
Will your community event require an admission fee for participation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type Requested (Full or Partial?)	Full <input checked="" type="checkbox"/> Partial <input type="checkbox"/> Not Sure <input type="checkbox"/>



West Nipissing Community and Recreation Centre
 Centre communautaire et récréatif de Nipissing Ovest
 SEND COMPLETED FORM TO: reccentertaff@westnipissing.ca
 OR 219, rue O'Hara Street, Sturgeon Falls, ON P2B 1A2
 P/T 705-753-0160 | F/TC 705-753-3950

<p>Reason for Requesting Waiver of Rental Fees <i>*Please describe the financial need for the full or partial facility waiver</i></p>	<p>All our programs are free of charge for families. We cover the cost of all supplies, equipment, food, activities,...We do not and cannot charge parents for anything.</p>
<p>Has your organization/group requested full or partial fee facility waivers with the Municipality of West Nipissing this calendar year?</p>	<p>Yes <input type="checkbox"/> Please Specify _____ No <input checked="" type="checkbox"/></p>
<p>Budget Summary <i>*Please include all budget details including revenues and expenses</i></p> <p>Revenue examples: admission fees, fundraising activities (such as raffles, 50/50 draw or other), donations, sponsorship/partner contributions, grant/funding, etc.</p> <p>Expenses examples: contractors (such as caterer, bartender, decorator), insurance certificate, entertainment, decor, food, event staff, activity related expenses, etc.</p>	<p>See attached sheet</p>

We hereby request the full or partial waiver of facility rental fees for the above stated facility on the above stated date(s). We understand that the facility booking process will remain the same.

I agree to the above statement and all terms and conditions associated.

Signature Josee' Drouin

Date August 30, 2023



West Nipissing Ovest

West Nipissing Community and Recreation Centre
 Centre communautaire et récréatif de Nipissing Ovest
 SEND COMPLETED FORM TO: reccentertaff@westnipissing.ca
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Facility Rental Fee Waiver

By filling out this form, you are requesting the full or partial waiver of facility fees from the Municipality of West Nipissing. Organizations and groups must comply with the Municipality's facility booking process (including filling out and submitting required forms and documents).

CONTACT INFORMATION	
Organization/Group Name	West Nipissing Child Care Corporation / EarlyON
Main Contact (Organization Representative)	Lise Duhaime
Phone Number	7057534144
Email	lise@wnccc.ca
Address	131 Michaud street
Organization/Group Type	Not-For-Profit <input checked="" type="checkbox"/> Community Organization/Group <input type="checkbox"/> Charitable Organization <input checked="" type="checkbox"/> Other <input type="checkbox"/> NFP/Charitable Number <u>1888594</u> Please Specify _____
Organization/Group Mandate <i>*Please provide a brief description</i>	We provide free programs (such as playgroups,...) to all families in the West Nipissing areas.
Type of Event or Program <i>*Please provide a brief description</i>	Christamas party for families and children.
Requested Facility/Hall	Cache Bay Hall and kitchen
Requested Date(s)	December 15, 2023
Will your community event require an admission fee for participation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type Requested (Full or Partial?)	Full <input checked="" type="checkbox"/> Partial <input type="checkbox"/> Not Sure <input type="checkbox"/>



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<p>Reason for Requesting Waiver of Rental Fees <i>*Please describe the financial need for the full or partial facility waiver</i></p>	<p>All our programs are free of charge for families. We cover the cost of all supplies, equipment, food, activities, ...We do not and cannot charge families for anything.</p>
<p>Has your organization/group requested full or partial fee facility waivers with the Municipality of West Nipissing this calendar year?</p>	<p>Yes <input checked="" type="checkbox"/> <i>Please Specify <u>for a Halloween party on October 27 '21</u></i></p> <p>No <input type="checkbox"/></p>
<p>Budget Summary <i>*Please include all budget details including revenues and expenses</i></p> <p>Revenue examples: admission fees, fundraising activities (such as raffles, 50/50 draw or other), donations, sponsorship/partner contributions, grant/funding, etc.</p> <p>Expenses examples: contractors (such as caterer, bartender, decorator), insurance certificate, entertainment, decor, food, event staff, activity related expenses, etc.</p>	<p>See attached.</p>

We hereby request the full or partial waiver of facility rental fees for the above stated facility on the above stated date(s). We understand that the facility booking process will remain the same.

I agree to the above statement and all terms and conditions associated.

Signature Josee Drouin

Date August 30, 2023.



VOLUNTEER PROFILE APPLICATION FORM FOR COMMITTEE or BOARD

CONTACT INFORMATION: (PLEASE PRINT)			
Name:	<small>(Last Name)</small> Don	<small>(First Name)</small> Parsons	
Address:	<small>(Street Address)</small> 207 Clark Street		
	<small>(Apartment/Unit #)</small>	<small>(P.O. Box)</small>	<small>(Rural Route)</small>
	<small>(City/Town)</small> Sturgeon Falls	<small>(Province)</small> ON	<small>(Postal Code)</small> P2B1A5
Telephone:	<small>(Home)</small>	<small>(Work)</small>	<small>(Cell)</small>
E-mail:	[REDACTED]		
Occupation:	Disability		
Employer:			

ELIGIBILITY and REQUIREMENTS:
<p><u>Application Criteria:</u></p> <ul style="list-style-type: none"> Applicants must not be employees of the Municipality of West Nipissing Applicants must live in the Municipality of West Nipissing Applicants should be able to serve for the full term of the appointment <p><u>Time Commitment:</u></p> <p>Time requirements vary among the Committees and Boards. Some Committees meet once a month in the day or evening for two to three hours while other Committees/Boards may meet less frequently.</p> <p><u>Remuneration:</u></p> <p>Successful candidates will be remunerated for their service in accordance with the Stipend-Honorarium for non-elected members of Boards/Committees Policy No. 2019/284.</p>

SELECT COMMITTEE(S) / BOARD(S) OF INTEREST:												
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;"><input checked="" type="checkbox"/> Accessibility Advisory Committee</td> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> Environmental Services Board</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Agricultural Advisory Committee</td> <td style="padding: 5px;"><input type="checkbox"/> Planning Advisory Committee</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Cemetery Board</td> <td style="padding: 5px;"><input type="checkbox"/> Police Services Board</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Committee of Adjustment</td> <td style="padding: 5px;"><input type="checkbox"/> Property Standards Committee</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Court of Revision (Municipal Drains)</td> <td style="padding: 5px;"><input type="checkbox"/> Public Library Board</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Economic Development Committee</td> <td style="padding: 5px;"><input type="checkbox"/> Recreation and Culture Advisory Committee</td> </tr> </table>	<input checked="" type="checkbox"/> Accessibility Advisory Committee	<input type="checkbox"/> Environmental Services Board	<input type="checkbox"/> Agricultural Advisory Committee	<input type="checkbox"/> Planning Advisory Committee	<input type="checkbox"/> Cemetery Board	<input type="checkbox"/> Police Services Board	<input type="checkbox"/> Committee of Adjustment	<input type="checkbox"/> Property Standards Committee	<input type="checkbox"/> Court of Revision (Municipal Drains)	<input type="checkbox"/> Public Library Board	<input type="checkbox"/> Economic Development Committee	<input type="checkbox"/> Recreation and Culture Advisory Committee
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PLEASE IDENTIFY YOUR AREA OF EXPERTISE/EXPERIENCE:						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> Volunteer Management</td> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> Program Development</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Arts Education</td> <td style="padding: 5px;"><input type="checkbox"/> Marketing and Promotion</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Fundraising Experience</td> <td style="padding: 5px;"><input checked="" type="checkbox"/> Business</td> </tr> </table>	<input type="checkbox"/> Volunteer Management	<input type="checkbox"/> Program Development	<input type="checkbox"/> Arts Education	<input type="checkbox"/> Marketing and Promotion	<input type="checkbox"/> Fundraising Experience	<input checked="" type="checkbox"/> Business
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<input type="checkbox"/> Fundraising Experience	<input checked="" type="checkbox"/> Business					
<input type="checkbox"/> Other (please describe): 						

PLEASE DESCRIBE YOUR SKILLS/QUALIFICATIONS/KNOWLEDGE THAT YOU WILL BRING TO THE COMMITTEE/BOARD:

As a sufferer of Primary Progressive MS with a deaf father a bring a deeply personal view of accessibility. I understand the challenges and limitations faced by a certain segment of the population while at the same time, able to see accessibility from the perspective of the individual and/or caregiver.

PLEASE PROVIDE A BRIEF SUMMARY OF YOUR BUSINESS AND EDUCATIONAL BACKGROUND:

I attended the University of Guelph - Bachelor of Commerce Honours. I worked for different federal governmental departments including Statstics (Federal) and Agriculture (Provincial) in management. I worked for a major international ERP company in the US and Canada (living in both the US and Canada). Prior to which, I lived and worked managing companies in England and Scotland.

PLEASE INDICATE YOUR COMMUNITY AND VOLUNTEER ACTIVITIES (PAST & PRESENT):

My community involvement/volunteer activites were and are primaily with sports and leisure. From a very young age, I administered, coached and officiated sports teams and leagues in West Nipissing (mainly baseball and hockey). In my teenage years, I developed and presented a project to have a teen center in Sturgeon Falls. Coucil at the time rejected the proposal due to insurance concerns and within 2 years of my presentation, implemented my plan. This can be viewed at council meetings in 1995. The center was opened as "The Zone" shortly thereafter.

ADDITIONAL INFORMATION:

Please provide any additional information that will assist in the selection process:

I've travelled extensively and as a result have a global view of accessibility. This brings a well rounded perspective - I've seen many successes and many failures in the world of accessibility. Growing up with a deaf father also brings insight from the caregiver perspective.

I am fluent in both official lauguages and fluent in Spanish (written, read and spoken). I also took courses in American Sign Language although i would consider my level to be very basic.

Please indicate any accessibility requirements, limitations, etc.

I use a mobility scooter. I am able to use a standard public washroom provided it can be accessed with my scooter.

Availability and willingness to attend meetings? Yes No

By signing this application, I consent to the release of the information on my application and understand that it will be made available, on an as needed basis, to the Municipality of West Nipissing Council and staff, for the purpose of making appointments to Committees and Boards. If selected to be a member of a Committee/Board, I agree to abide by the rules of the Committee/Board and I agree to attend meeting to the best of my ability.

Date completed:

June 6th, 2023

Signature:



Please return your completed application to the attention of:

Municipal Clerk

OR

Fax to: 705-753-3950

Municipality of West Nipissing

OR

E-mail to: mducharme@westnipissing.ca

101 – 225 Holditch Street

Sturgeon Falls, ON P2B 1T1

Applicant information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for the purpose of committee appointments.

We thank all applicants in advance; however only those applicants selected for an interview will be contacted.