

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

April 2, 2024, 6:30 PM

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

le 2 avril 2024, 18 h 30

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From: [West Nipissing Online](#)
To: [Melanie Ducharme](#); [Hollie Girouard](#)
Subject: Delegation Request
Date: February 20, 2024 3:40:38 PM
Attachments: [Waterpalooza-Flyer.pdf](#)

Name / Nom

Greg Demers

Email / Courrielwaterpalooza.event.greg@gmail.com**Phone / Téléphone**

[REDACTED]

Subject / Sujet

Waterpalooza On The Sturgeon River

Group or Persons being represented / Groupe ou personnes représentées

Joe Welna and Greg Demers - Co chairs of Waterpalooza On The Sturgeon River

Requested presentation date / Date de présentation demandée

03/19/2024

Purpose of the delegation / Objet de la délégation

This will be a West Nipissing event on the Sturgeon River. 3 Aug 2024 at 1PM - Waterpalooza On The Sturgeon River is the result of an insatiable love and passion for music. The Event will provide an opportunity for which individuals and groups can enhance their enjoyment on the water. Imagine relaxing on your boat on the Sturgeon River listening to classic tunes from talented local musicians echoing over the water, creating an atmosphere of unity and shared purpose. Stay tuned for more as we move forward with this epic event!
This event is a fund raiser for the KOA Kids Care Camps! carecamps.org

Additional documents / Dossiers supplémentaires

- [Waterpalooza-Flyer.pdf](#)

Charity Fundraiser Event Details On Facebook: @waterpaloozaonthesturgeon

waterpalooza

on the Sturgeon River

3 AUG
1-6PM



LIVE MUSIC CHARITY EVENT

Community Sponsors



Featuring
The Solution +
MEP
Joe Hart

waterpalooza

on the Sturgeon River

2024 Sponsorship Package



@WaterpaloozaOnTheSturgeon

The **largest** boating & musical event on Lake Nipissing.

waterpalooza

on the Sturgeon River

Event Profile

Waterpalooza On The Sturgeon River is the result of an insatiable love and passion for music. Its purpose is to provide an opportunity for which individuals and groups can enhance their enjoyment on the water.

Waterpalooza is derived from the word 'palooza' which means: an exaggerated event.

Imagine classic tunes from talented musicians echoing over the water, creating an atmosphere of unity and shared purpose.

This years fundraiser for the KOA Kids Care Camp promises an experience where the power of music merges with the spirit of giving. We invite you to be a vital part of this story of compassion, music and the alignment of your brand with a noble cause — Children facing adversity.

We look forward to setting sail with you!



waterpalooza

on the Sturgeon River

Joe Welna

As the Founder of Waterpalooza on the Sturgeon River, Joe is a retired military veteran and provincial public servant who served our country his entire career. Currently as Chairperson, Joe brings his musical skills and organizational knowledge to ensure this event will be the best in its class.





























Greg Demers

A Visionary who dared to dream of a large scale musical event and Co-chair of Waterpalooza on the Sturgeon River. Greg served in the military and as a North Bay police officer. Afterwards he created a successful drug and alcohol workplace testing business and is now the co-owner of the KOA Campground in the district with his son.

Ivan Arbour

A resident all his life in West Nipissing, Ivan has organized the largest gathering of musicians in the district via social media. As Co-chair of Waterpalooza on the Sturgeon River he brings his understanding of the community needs and has been deeply involved in community fundraising and charity events.

Sponsorship Benefits

	 Yachtsman	 Cruiser	 Sailor	 Fisherman	 Canoeist
	\$10,000 Plus	\$5,000 To \$10,000	\$2,500 To \$5,000	\$1,000 To \$2,500	\$500 To \$1,000
Advertising on Social Media					
Free Waterpalooza Merchandise					
Advertising on Posters					
Signs at Live Show ¹					
Radio Shout Outs					
VIP Boat Spot					
Plaque of Participation ²					
Announcements at Live Show					

1. Provided by Sponsor

2. In Person Presentation During Show

** Tax Receipts Available Upon Request



waterpalooza
on the Sturgeon River

Join the movement.

Become a sponsor today.

waterpal^ooza
on the Sturgeon River

PRESCRIBED PETITION FORM

SUBMIT TO:



Council of the Municipality of West Nipissing
 c/o Municipal Clerk
 101 – 225 Holditch Street
 Sturgeon Falls, ON L3B 3X4

RECEIVED
MAR 15 2024

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

Brief description: Change part of Rue Principale to
School Zoning Zone and ask MTO
for a 4 Way Stop at crossing of Hwy 64 and Principal St

PRINTED NAME	MAILING ADDRESS	CONTACT NUMBER	SIGNATURE
See Attached Documents			

MUST BE SIGNED BY SUBMITTING REQUESTOR

Contact Information:	Print Name: <i>Fern Pellerin</i>	Signature:
Mailing Address:	Street, City, Postal Code: <i>Box 421 Venner ON P0H 2M0</i>	

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

From Verner Residents

1° 0. We would ask for the Municipality to change the Zoning of Principal Street ~~to~~ from Marguerite D'Youville School to Hwy 64 to a School Zone

2° We would like the support from Council and the Municipality to petition the MTO to do something about the crossing at Rue Principale and HWY 64.

Reasons:

- 1° More kids walking back and forth since the splash Park was built
- 2° More and more people are walking just in general
- 3° More seniors are walking
- 4° We pay for a crossing Guard for school hours but what about the rest of the time
- 5° We see increase speed on HWY 64 going through town since the new paving of HWY 64

Fern Pellerin

Ward 7 Councillor

To Council and MTO

Suggestion:

We have a 4 way Stop at Dubear St (which runs parallel to HWY 64) and Rue Principale which is only 200' from the Splash Park.

We've just put in a 3 Way Stop in Cache Bay which doesn't start to compare to people having to cross HWY 64.

So I would ask the MTO for a 4 Way STOP at the intersection of Rue Principale and Hwy 64 before someone gets hurt or killed.

Thank you

Fern Pellerin

Vernier Resident

Ward 7 Councilor



Le 13 juin 2023

Monsieur Fernand Pellerin
Conseiller municipal
Municipalité de Nipissing Ouest
225, rue Holditch, Bureau 101
Sturgeon Falls (Ontario) P2B 1T1

Monsieur Pellerin,

Le Conseil scolaire catholique Franco-Nord considère la sécurité de ses élèves d'une importance primordiale. C'est pourquoi nous aimerions exprimer notre soutien à la prolongation de la désignation de la zone scolaire de l'école jusqu'à l'intersection de l'autoroute 64.

Plusieurs élèves de Verner et des environs fréquentent l'École élémentaire catholique Sainte-Marguerite d'Youville et il est essentiel que leur sécurité soit priorisée en tout temps, surtout pour les élèves qui marchent pour se rendre à l'école. Nous sommes d'avis que la désignation d'une zone scolaire aidera à ralentir la circulation des véhicules et à améliorer la visibilité de tous, réduisant ainsi les risques d'accident.

Nous sommes conscients que la désignation d'une zone scolaire peut causer certains inconvénients pour les automobilistes, mais la sécurité des enfants doit passer avant tout. En prolongeant la désignation de la zone scolaire de l'école jusqu'à l'intersection de l'autoroute 64, nous croyons que la sécurité des enfants de la communauté sera rehaussée et saura rassurer les parents des enfants qui marchent pour se rendre à l'école, au Parc France Gareau ou à l'Aréna de Verner.

Nous vous remercions de l'attention portée à cette requête importante et nous espérons que vous prendrez en compte notre soutien à la prolongation de la désignation de la zone scolaire de l'école jusqu'à l'intersection de l'autoroute 64.

Veuillez agréer, Monsieur, l'expression de mes sentiments les meilleurs.



Serge Levac
Directeur de l'éducation



École élémentaire catholique
STE-MARGUERITE-D'YOUVILLE



73, rue Principale Est, Verner, ON P0H 2M0



✉ lajeunst@franco-nord.ca

☎ 705 594-2385

🌐 ste-marguerite.franco-nord.ca/

📞 705 594-9007

Le 9 mai 2023

Madame,
Monsieur,

Je vous écris pour exprimer mon soutien à la prolongation de la désignation de la zone scolaire de l'école jusqu'à l'intersection de la route 64. En tant que membre de la communauté scolaire, je considère que la sécurité de nos enfants est d'une importance primordiale.

Plusieurs élèves du village fréquentent l'école Ste-Marguerite d'Youville et il est essentiel que nous fassions tout ce qui est en notre pouvoir pour assurer leurs sécurités. La désignation d'une zone scolaire aide à ralentir la circulation et à améliorer la visibilité de tous, ainsi en réduisent les risques d'accident.

Je suis conscient que la désignation de la zone scolaire peut causer des inconvéniens mineurs pour les automobilistes, mais je crois que la sécurité des enfants doit passer avant tout. En prolongeant la désignation de la zone scolaire, nous pouvons garantir que les enfants de notre communauté peuvent se rendre à l'école en toute sécurité.

Je vous remercie de votre attention à cette question importante et j'espère que vous prendrez en compte mon soutien à la prolongation de la désignation de la zone scolaire de l'école à l'intersection de la route 64.

Cordialement,

Stéphane Lajeunesse
Directeur



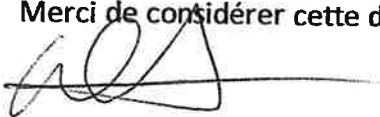
Le 1er mai 2023

À qui de droit,

Cette lettre sert d'appui à la demande de prolonger la désignation de la zone scolaire de l'école Ste-Marguerite d'Youville à Verner, de sorte à rendre l'intersection de la rue principale et de la route 64 plus sécuritaire pour les piétons, plus particulièrement les écoliers qui empruntent cette route avant et après l'école. En tant qu'ancien directeur de cette école, la brigadière m'a informé, à plus d'une reprise, d'incidents fâcheuses qui auraient pu facilement terminer en tragédie. La circulation à cet endroit se voit souvent trop rapide, et la courte distance entre la voie ferrée et cette intersection font en sorte que certaines voitures évitent de justesse le groupe d'enfants, malgré la vigilance de la personne qui agit de brigadière.

Cela étant dit, je peux vous confirmer que la municipalité de Nipissing Ouest reconnaît l'importance de fournir des moyens d'assurer la sécurité des enfants à cette intersection en fournissant une brigadière, ou encore en assignant un autre employé de la municipalité pour effectuer cette tâche en l'absence de la brigadière régulière. Je lève ainsi mon chapeau à ces personnes bienveillantes qui voient à la sécurité des enfants malgré les incidents fâcheux du passé. Je fournis ainsi mon appui inconditionnel à désigner cette zone comme étant une zone scolaire, ainsi que d'adopter un système d'arrêt qui servirait à ralentir la circulation à cet endroit, que ce soit des feux de circulation ou des panneaux de signalisation d'arrêt sur la route 64.

Merci de considérer cette demande pour assurer la sécurité de tous,



Denis Beaudry,

Directeur à la retraite de l'école Ste Marguerite d'Youville

To Whom it may concern,

AS THE FORMER CROSSING GUARD AT THE CORNER OF PRINCIPAL STREET & HWY 64, I WOULD LIKE TO EXPRESS MY CONCERNS ABOUT THIS BUSY INTERSECTION.

- This is a very busy crossing as you get TRAFFIC coming from HWY 17 & UP HWY 64 PLUS LOCAL TRAFFIC
- ON MANY OCCASSIONS CROSSING CHILDREN TO AND FROM SCHOOL WE HAVE NEARLY BEEN HIT ON MANY OCCASSIONS BY COMING TRAFFIC NOT OBEYING POSTED SPEED LIMITS OR STOP SIGNS OR JUST NOT PAYING ATTENTION TO THEIR DRIVING.
- THIS INTERSECTION IS ALSO BUSY FOR ALL CITIZENS WALKING TO AND FROM ONE END OF PRINCIPAL TO THE OTHER END.
- HOPEFULLY SOMETHING WILL BE DONE SOONER THAN LATER. THIS INTERSECTION IS AN ACCIDENT WAITING TO HAPPEN. THIS IS A CONCERN TO ALL THE CITIZENS OF VERNER & SURROUNDING AREA. THIS INTERSECTION IS PART MTO AND THE MUNICIPALITY OF WEST NIPISSING.

I REMAIN A CONCERNED AND FORMER EMPLOYEE OF WEST NIPISSING HOPING FOR A SOLUTION TO THIS PROBLEM

James Stinson

To whom this may concern

January 25, 2024

My name is Roseanne Beausoleil, i have been residing at 52 principal st east for almost 4 years, I absolutely love living in this small community. But i find myself not being able to cross the road to go to the post office in safety. To go to the post office in Verner I need to physically cross the intersection of principal st and highway 64, and just cannot do it.

Yes its nice and easy to say that we have a crossing guard, for a whole 45 minutes in the morning and another 45 minutes in the afternoon from Monday to Friday. So from Monday to Friday, we have a person with a stop sign to help children to cross the road, that 7.5 hours a week. What about the other 161.5 hours in the week? What about the rest of the people the rest of the times? Nothing: no speed bump, no yield sign, yes there is a speed zone sign, but no one listens to that.

After being hit by a car in 2015 in Sturgeon Falls, while walking my then 6 month old child, I can assure you it is very painful, I am one of the lucky few who were able to recover, those who are younger and those who are older may not be able to recover. I moved my family to Verner so we can live in safety, not to play frogger every time i decided to walk to the post office

I live across from the park, I understand it is a busy, but it is not the autobahn, it is principal st, at the intersection of highway 64 in town to say the least. Something needs to be done, before another animal, child, Parent or senior gets hit again.

Sincerely, a sacred and scarred mother

Roseanne Beausoleil

A handwritten signature in black ink, appearing to read 'Rose', with a large, sweeping flourish above it that loops back to the left.

RECEIVED
MAR 27 2024

BY: Melanie D.

Contact: Roch Belletier
705 825-1778

WHEREAS,

The proposed Short-Term Rental (STR) Bylaw (A BY-LAW TO LICENSE, REGULATE AND GOVERN SHORT TERM RENTAL ACCOMMODATIONS IN THE MUNICIPALITY OF WEST NIPISSING) is overly restrictive and costly, making licencing for a STR very difficult and unaffordable for most to attain.

and WHEREAS,

Only 57 residents were able to offer an opinion on the matter through an online survey.

and WHEREAS,

West Nipissing thrives on a vibrant tourism industry.

WE, THE UNDERSIGNED, Residents, and taxpayers of West Nipissing,

CALL UPON, West Nipissing Council to vote against the proposed Short-Term Rental (STR) Bylaw and/or delay the passing until more public consultations can occur.

Name	Address	Signature
Michelle Malotte	Ethel St	[Signature]
[Signature]	King St	[Signature]
Kevin Lavoie	Villeneuve Ct	[Signature]
RANDY RESTOON	Sturgeon Falls	Randy Restoon
GEORGE SAVAGE	ST-FALLS	[Signature]
DON BOUCHER	STURGER	Don Boucher
Jim Rancourt	Sturgeon Falls	Jim Rancourt
DON GARDNER	STURGEON FALLS	[Signature]
[Signature]	Sturgeon Falls	[Signature]
Alyssa Caliba	Sturgeon falls	[Signature]
Mike Girard	Sturgeon Falls	Mike Girard
NORM PASARMB	11 in	[Signature]
Rachel Thibault	Sturgeon	[Signature]

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<u>Name</u>	<u>Address</u>	<u>Signature</u>
Jail Dumont	341 Nipissing	Jail Dumont
Guy Ray	341 NIPISSING	Guy Ray
Celine Audette	Sturgeon falls	Celine Audette
Math Sem	Sturgeon falls	Math Sem
Angèle Dumont	Sturgeon	Angèle Dumont
Richard Dumont	" "	Richard Dumont
Amanda Desjardis	West Nipissing	Amanda Desjardis
Thu Ha	Sturgeon falls	Thu Ha
Destinee R.	Sturgeon falls	Destinee R.
Margaret Penasse	266 King St Sturgeon Falls	Margaret Penasse
Cyd Mayer	" "	Cyd Mayer
Sheldon Restoule	30 John St	Sheldon Restoule
Summer Belanger	441 Demers	Summer Belanger

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Name	Address	Signature
Jonathon Lagen	239 Nipissing St Sturgeon Falls	Jonathon Lagen
Micheline Laplante	566 PERKINS Sturgeon Falls	Micheline Laplante
Luc Laplante	Verner	LUC LAPLANTE
Matt ROBERGE	Sturgeon Falls	Matt Roberge
Philip Lagen	Laurie	Philip Lagen
GILYSLAIN FOURNIER	VERNER	Gilyslain Fournier
Mason Fex	Verner	Mason Fex
Jaysie Mayer	Verner	Jaysie Mayer
Crystal Morrison	Sturgeon Falls	Crystal Morrison
Maureen Lectere	Sturgeon Falls	Maureen Lectere
Roxanne St George	Sturgeon Falls	Roxanne St George
Yvon Brats	Sturgeon Falls	Yvon Brats
Kate Lepage	Sturgeon Falls	Kate Lepage

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Name	Address	Signature
Quint MacMillan	27 Vaillancourt Rd, Sturgeon Falls	
Marie-Josée MacMillan	27 Vaillancourt Rd, Sturgeon Falls	
Pierre Séguin Jr.	Sturgeon Falls	
Amyane Séguin	Sturgeon Falls	
Roch Arcand	62 Cache St. Cache Bay	
Jeannine Irvine	62 Cache St. Cache Bay	
Corine St-Jacques	17 St. Laurent Verner	
Lloyd Coolman	17 St. Laurent Verner	
Roger Major	Sturgeon Falls	
Yvonne LeVAC	Sturgeon Falls	
Anette Major	Sturgeon Falls	
Cathira Ouellet	Sturgeon Falls	
Patricia Langen	239 Nipissing St. Sturgeon Falls	

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Name / Signature	Address / Signature
Eric Philion	373 King St. Eric Philion
Goëtan Lafleur	21 LAURIN ROAD <i>St. Sébas</i>
Marc-André Leclerc	1111 , LAUVIGNE
Ray Poyette	Ray Poyette, Verner
BR Côté / André Côté	VERNER
<i>Eric</i> Eric Cazabon	606 Lecl. rd. Verner ON
Ray Pellerin / Das Pelli	200 Piquette Rd VERNER
Emeline Pellerin / Pelli	200 PIQUETTE RD VERNER
AUC VERDURE / Lullish	125 GILBERTAS VERNER
Cindy Mageau / C. Mageau	13586 Hwy 64 Field.
Crystal Fournier / C. Fournier	Sturgeon Falls
Jean Séguin / J. Séguin	Sturgeon Falls
Jess Séguin / Jess Séguin	Sturgeon Falls
André Arcand / A. Arcand	Sturgeon Falls
Téfanie Lavoie / T. Lavoie	Sturgeon Falls

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Name	Address	Signature
Paul St-Amant	377 Levesque St	Paul St-Amant
Cindy St-Amant	" St-Amand Falls	Cindy St-Amant
Andree Jackson	26 Principale Verner	Andree Jackson
Chantal Turpin	24 Crosby Rd	Chantal Turpin
Deborah Connor	326 Rainville Verner	Deborah Connor
Britt Connor	" "	Britt Connor
Michel St-Amant	Verner	Michel St-Amant
Samuel Ducharme	21 Stanhope Ave Warren	Samuel Ducharme
Crystal Poulin	22 Dubeau St Verner	Crystal Poulin
Chris Lettme	71 Principale Est Verner	Chris Lettme
Caroline Landuy	Kippisag	Caroline Landuy
Paul Martind	Verner	Paul Martind
Stephanie Fresco	Verner	Stephanie Fresco

WHEREAS,

The proposed Short-Term Rental (STR) Bylaw (A BY-LAW TO LICENSE, REGULATE AND GOVERN SHORT TERM RENTAL ACCOMMODATIONS IN THE MUNICIPALITY OF WEST NIPISSING) is overly restrictive and costly, making licencing for a STR very difficult and unaffordable for most to attain.

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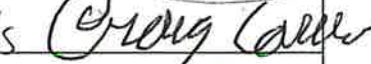




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CALL UPON, West Nipissing Council to vote against the proposed Short-Term Rental (STR) Bylaw and/or delay the passing until more public consultations can occur.

Name	Address	Signature
Miguel Prette	678 Lac 2000 Rd. ^{Sturgeon Falls}	
Brigitte Giroux	678 Lac Neux Milles. ^{Sturgeon Falls}	
Jessica Dumont	5860 Quesnel Rd. ^{Sturgeon Falls}	
Craig Carswell	5860 Quesnel Rd. ^{Sturgeon Falls}	
Dana Bauhnier	27 Principale St	Verner, ont
Shawn Mills	10366 Verner	
Jean CARON	VERNER	
arson Lbard	VERNER	
Rolland Larente	VERNER	
KAREN LAFANTASIE	VERNER	K. Lafantaisie
Robert Hurtibise	VERNER	Robert Hurtibise
Donna Lindsey	VERNER	Donna Lindsey
William Marshall	VERNER	William R. Marshall

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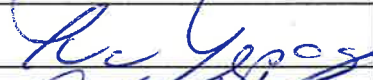


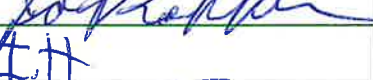



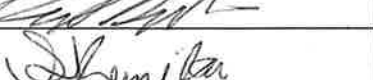
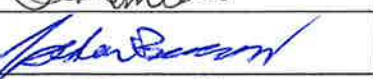
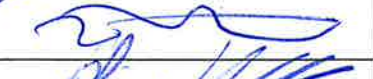


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Name	Address	Signature
Luc Lepage	334 Poirier Rd	
Joel Lepage	334 Poirier Rd	
MANFRED KOEHLER	41 HILLMAN Rd	
JOANNE KOEHLER	41 " "	
Izayah Hendby	33 Lakewood Rd	I.H.
Pat Robert	8 Abreau St.	
Toni Robert	8 Abreau St.	
Joel Olivier	11255 Hwy 64	
Danièle Binette	10541 Hwy 64/Levin	
Sophie Remillard	426 Michel rd	
Jordan Bernard	53 west principale	
Marc Dauphinais	1 Piette St	
Gaetan Gauthier	27 principale	

WHEREAS,

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Name	Address	Signature
David Fletcher	Verner	David Fletcher
STEPHANIE SIBARD	VERNER	Stephanie Sibard
RICK DEMONTAIN	VERNER	Rick Demontain
Danielle Gauthier	Verner	Danielle Gauthier
Julie Gauthier	Sturgeon Falls	Julie Gauthier
Christine Gareau	Verner	Christine Gareau
ANTOINETTE BENOIT	STURGEON FALLS	Antoinette Benoit
HUBERT GAREAU	VERNER	Hubert Gareau
J Rhocome	verner	Rhocome
Mary Patenaud	Cinche Bay	Mary Patenaud
Rosette	verner	Rosette
Alexandre	VERNER	Alexandre Gareau
STEVE WARD	LAUVIÈRE	Steve Ward

WHEREAS,

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Name	Address	Signature
Klaudia K Laurin	Sturgeon Falls	Klaudia
K. Bourgault	West Nipissing	K. Bourgault
Reg Gingras	Verner	Reg Gingras
Kiona Stabogosa	Verner	Kiona Stabogosa
Dalton Panasky	Verner	Dalton
Angèle Rainville	Verner	Angèle Rainville
Natalie Montreuil	Verner	Natalie Montreuil
Lisa Foubert	Sturgeon Falls	L. Foubert
Susan Blanchfield	Noelville	Susan Blanchfield
Lanyer Jerez	Sturgeon Falls	Lanyer Jerez
Tyran Fleet	Verner	Tyran Fleet
Jeremy Saurud	Verner	Jeremy Saurud
Sam McMurray	Verner	Sam McMurray

W.D.

A.M.

J.J.

WHEREAS,

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Name	Address	Signature
Alexie Lachance	Lavigne	Alexie Lachance
Jean Roberge	10519 Hwy 64 Lavigne	Jean Roberge
Vues Arbour	60 Arbour	Vues Arbour
Lynne Roberge	10519 Hwy 64 Lavigne	Lynne Roberge
Dawn Larkman	60 ARBOUR RD.	Dawn Larkman
Miseo Staspoang	Lavigne	Miseo Staspoang
Jonathan St-Jean	508 Rainville Rd	Jonathan St-Jean
Yvan Michel	704 Leclair Rd	Yvan Michel
Yvan Piquette	Principale Rue	Yvan Piquette
Susan Specht	St. Jean Rd	Susan Specht
VERNER	VERNER	VERNER
Lyne Dionne	54 Rue Principale Verner	Lyne Dionne
Mike Dionne	54 Rue Principale W. Verner	Mike Dionne

WHEREAS,

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Name	Address	Signature
Nicole de la Cour	Field	Nicole de la Cour
GARY LARRENIERE	Sturgeon Falls	Gary Larreniere
Lucie Rivest	Sturgeon Falls	Lucie Rivest
Darlene Cowper	Sturgeon Falls	Darlene Cowper
Dan Binette	Lauvigne	Dan Binette
Bern PIRE	Lauvigne	Bernard Pire
Gaetan Pellerin	40 Blake Rd Verner	Gaetan Pellerin
Ashely D'Amorco	42 whispering pine	Ashely D'Amorco
Daniel Leduc	Sturgeon Falls	Daniel Leduc
Jody Hallett	100 BALS + Sturgeon Falls	Jody Hallett
LORI RIVEST	54 King St	Lori Rivest
Ivan Brûlé	34 Church	Ivan Brûlé
GLENN McLEOD	VERNER	Glenn McLeod

WHEREAS,

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Name	Address	Signature
Tracy Sergegie	71 cache street	Tracy Sergegie
Richard Pafoc	231 CLARK street	[Signature]
Tohanic Ratelle	287 Parker St	J Ratelle
Melanie Jean	212 Russell	[Signature]
Derek Charles Norris	541 Ted Commandr.	Derek Norris
Daniel Chénier	10 Cedar Grove	[Signature]
Kyrby Lajeunesse	50 Spring	[Signature]
[Signature]	445 eugene Rd.	Robert Clements
Jamie Guay	29 St Laurent	Jamie Guay
Joe Nixon	20 William	Joe Nixon
Shanna Nicholson	7205 Hwy 17	Shanna Nicholson
Roch Pellerin	75 Pellerin Rd. Verner	Roch Pellerin
Serge Pellerin	10464 HWY 17 Verner	Serge Pellerin

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Name	Address	Signature
Sylvie Mousseau	Verner, Ont	S. Mousseau
Linda Dero	Sturgeon Falls Ont	Linda Dero
Therese	Catche Bay	Therese
Fernande Pellerin	Sturgeon Falls	Fernande Pellerin
Dennis Stashouff	STURGEON FALLS	Dennis Stashouff
Marcel Joly	232 Church Sturgeon Falls	Marcel Joly
Shawn Douville	Sturgeon Falls	Shawn Douville
Julie Grogan	Sturgeon Falls	Julie Grogan
Kyle Houlton	Sturgeon Falls	Kyle Houlton
Danielle Balthier	Sturgeon Falls	Danielle Balthier
Rolly Bigras	Sturgeon Falls	Rolly Bigras
Jason Branson	West Nip	Jason Branson
Julie Crispin	Verner, Ont	Julie Crispin

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Name	Address	Signature
Michelle Arcelair	Sturgeon Falls	Michelle Arcelair
geyay danda	Sturgeon falls	J
Anik Leclair	Verner	
Pat. LeKeur	VERNER	
Chris Khan	Verner	Chris Khan
DAVID ANNECOUR	Verner	David Anderson
BRIAN VALLILEE	Field	Brian Vallilee
Jamie St-Amour	Verner	Jamie St-Amour
Delin Gao	Verner	
Tao Tang	Verner	Tao Tang
Kelan Lu	Verner	Kelan Lu
Deborah Carrie	Verner	Deborah Carrie
Jaren Crisgin	Verner	Jaren Crisgin

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Name	Address	Signature
Michel Crachy	Cache Bay	Michel Crachy
Josee Savigna	Kipling	Josee Savigna
JOANNE CHOUINOR	VERNER	J. Chouinor
DONNA CULLEY	Vernier	Donna Culley
Ellen Simon	Verner	Ellen Simon
MICHEL MARSHALL	VERNER	Michel Marshall
Ked Marshall	Sturgeon Falls	Ked Marshall
Crystal Restak	verner	Crystal Restak
Linda Lecuyer	Sturgeon Falls	Linda Lecuyer
JOEY YOUNG	Sturgeon Falls	Joey Young
DON FARMER	STURGEON FALLS	Don Farmer
Robert Aubertin	Sturgeon Falls	Robert Aubertin
EDWARD HAWKINS	Sturgeon Falls	Edward Hawkins

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Name	Address	Signature
Charles Crispin	7 St Laurent	
Tammie Guay	5 St Laurent	
Francine Poirier	Verner	Francine Poirier
Harley Shipler	VERNER	H. Shipler
Bruce Fortin	Stromer Falls	B. Fortin
Sarah Zetka	Verner	
Stefan Rahaman	Verner	Stefan Rahaman
Patrick Grenier	VERNER	Patrick Grenier
Tracy Grenier	Verner	Tracy Grenier
GERALD FRAPPIER	VERNIER	
LILIANE FRAPPIER	VERNIER ONT	Liliane Frappier
Hui ZHeng	Languac	
Tao Liu	Languac	

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Name	Address	Signature
Willie Pellerin	265 Pine Pointe Rd.	Willie Pellerin
André Sénécal	Sturgeon Falls	André Sénécal
Stephane Sénécal (André Sénécal sister)	Sturgeon Falls	Stephane Sénécal
Luc Larocque	10 teles phone	Luc Larocque
Natalie Laframboise	10 Telesphone	Natalie Laframboise
Miguel Beaudry	VERNER	Miguel Beaudry
Beneé Beaudry	Verner	Beneé Beaudry
Sarah Poirier	Lavigne	Sarah Poirier
Marc Poirier	Lavigne	Marc Poirier
Ryan Thibault	Lavigne	Ryan Thibault
Gabrielle Poirier	Lavigne	Gabrielle Poirier

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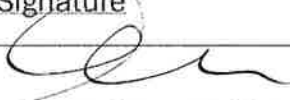





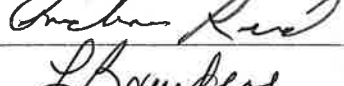

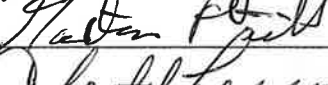
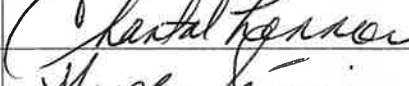
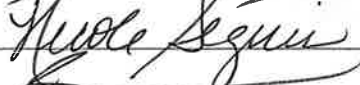


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Name	Address	Signature
Kelly Reed	100 Pellerin Rd.	
Lestey Reed	100 Pellerin Rd	
Michel Lepage	334 Poirier road	
Kristina Crockett	Lavigne ²¹⁸ Lafrenière Rd.	
Diane Crockett	Lavigne ²¹⁸ Lafrenière Rd.	
Sherry Burton	Verner, On.	
ANDRÉ GUÉRIER	VERNER	
LWIDA BEAUDRY	Verner	
Maria Pizelle	VERNER	
CHANTAL LENNON	Verner, On	
Musie Séguin	Verner	
Est Ouellet	Verner	
Don Pressman	Verner	

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Name	Address	Signature
Benoit Carmen Mary	98 Pellerin Rd	Carmen Mary
"	"	Benoit Mary
Gisèle Dalgout	691 Millrand rd. Lavigne	Gisèle Dalgout
Jacques Dalgout	691 Millrand rd. Lavigne	Jacques Dalgout
Brigitte Charette	29 Dubeau Verner	Brigitte Charette
Marc-André Charette	29 Dubeau Verner	Marc-André Charette
Carmen Beauparlant	5 Principal Verner	C. Beauparlant
SID PERRIN	7 PRINCIPAL Verner	Sid Perrin
Archibald	" "	Archibald
Josée Prépaneier	1 Téléphone St Verner	Josée Prépaneier
Marc Ducharme	1 Téléphone St Verner	Marc Ducharme
Maxime Ducharme	1 Téléphone St. Verner	Max Ducharme
Lynne Binette	28 Beauvois Rd Lavigne, POH1R0	Lynne Binette

WHEREAS,

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Name	Address	Signature
Sylvie Ducharme	S.F	
Pierre-elle Blais	S.F.	

RECEIVED
 MAR 28 2024
 Janice D.

Page 44 of 210
Contact: Roch Pellerin
 - 705-825-1778
 - collinscamp@hotmail.com

WHEREAS,

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Name	Address	Signature
Joseph Cushing	1094 Evansville Drive	[Signature]
Janice Cuff	Sturgeon Falls	[Signature]
Jan Lobb	155 Ethel St	Jan Lobb
Kim Cushing	1100 Evansville Dr.	[Signature]
Cheryl Grogan	1092 Evansville Dr	[Signature]
Jean Aubertin	92 Evansville Dr	[Signature]
Deborah Murray	67 Smeethill Rd	[Signature]
[Signature]	821 Evansville Dr	[Signature]
TJ Quessnel	11345 Hwy 170	TJ Quessnel

WHEREAS.

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Name	Address	Signature
Patricia Brown	208 Fort Road	P. Brown
Jerry Tallefer	500 Pencil Rd	J. Tallefer
Jake Tallefer	208 Fort Road	Jake Tallefer
Reed Percault	27 1/2 Fort Road	Reed Percault
Liz Ann Lalonde	Sturgeon Falls	Liz Ann Lalonde
Debra Ann	208 FORT RD STURGEON FALLS	Debra Ann
Penelope Ann	Sturgeon Falls	Penelope Ann
Karen Gaudet	Sturgeon Falls	Karen Gaudet
SAM CLARONIE	Sturgeon Falls	Sam Claronie
Marko Janyre	Richard Rd	Marko Janyre
Frank Van der Horst	1180 Amyl	Frank Van der Horst
John Shaw	#3 River Valley	John Shaw
Cameron Jones	#3 Area	Cameron Jones

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Name	Address	Signature
Hailey Jedynek	13 Booth St	H Jedynek
Steph Schiavo	111 King St ^{Sturgeon Falls}	Steph Schiavo
Jordan Mowat	23 Pavement	J Mowat
Aura O'Hagan	35 Sunset blvd	A O'Hagan
Tyler Pegey	335 Salter St.	Tyler Pegey
Anne-Marie Fox	175 Queen St.	A Fox
Allison Kingsbury	132 Vincent Ave	A Kingsbury
Mari-Anne Boudreau	955 Ann St. North Bay	M Boudreau

WHEREAS,

The proposed Short-Term Rental (STR) Bylaw (A BY-LAW TO LICENSE, REGULATE AND GOVERN SHORT TERM RENTAL ACCOMMODATIONS IN THE MUNICIPALITY OF WEST NIPISSING) is overly restrictive and costly, making licencing for a STR very difficult and unaffordable for most to attain.

and WHEREAS,

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CALL UPON, West Nipissing Council to vote against the proposed Short-Term Rental (STR) Bylaw and/or delay the passing until more public consultations can occur.

Name	Address	Signature
Melissa Lafond	37 Principal W	M Lafond
AIAIN IAFOND	37 Principal W.	A la IAFOND
Jacob Lafond	37 Principal W	Jacob Lafond
Sarina Trotta	151 Treadlightly Drive	Sarina Trotta
Kayleigh Rapp	988 Evansville Drive	Kayleigh Rapp
Karen Savage	58 Emerack Ave.	Karen Savage
Wendy Lachance	Kepling Rd	Wendy Lachance
Tana Fisher	Queen St.	Tana Fisher
Lisa Demers	Hwy 535	Lisa Demers
Julie Tremblay	6 Anderson St W	Julie Tremblay
Mandy Foucault-Landry	18 Morrison Court	Mandy Foucault Landry
Cherie Penasce	48 Emery Drive	Cherie Penasce
Lisa Faubert	275 Sweetgrass	Lisa Faubert

WHEREAS,

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Name	Address	Signature
SERGE BOURGOUIN	153 GARDEN VILLAGE	
Gerry Menard	365 Quesnel	
Lise Menard	" "	
Jean Boudreault	2-786 Leblanc Rd	
Michelle Martel	305-B Quesnel.	
Lynn Bourgouin	153 Garden Village.	
Nancy Bastien	103 Railway	
Nicole Muesford.	153 Garden V.	
BLAKE WARREN	Road 65 Rd. WEST NIP.	
Charlene Bolduc	661 Delorme	
DOWNEY LEBLANC	200 KING ST	
Stephen Gossard	34 SECOND ST	
Joseph Curto	160 Canyon Hte RD	

WHEREAS,

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Name	Address	Signature
Corey Rounding	218-B MAIN STREET	
Jessica Gosselin	675 Drive in Road	
John Desbais	675 Drive in Road	
Luc Charles	687 DRIVE IN RD	
Luis Galvan	18-1 John St.	

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Name	Address	Signature
Michelle Mainguy	264 Lillie St, Sturgeon Falls, ON	Michelle Mainguy
Julie Mainguy	274 Legault Rd. SF, ON	Julie Mainguy
GEORGE MAINGUY	274 Legault Rd	George Mainguy
Julien Ethier	264 Lillie st sturgeon falls	Julien Ethier
Jason Lefebvre	109 McInnes st sturgeon falls	Jason Lefebvre

WHEREAS,

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Name	Address	Signature
Carl Lecompte	768 Coursol Rd SF	CARL LECOMPTE
TINA LECOMPTE	1243 Gauthier Rd	Tina Lecompte
PAUL LECOMPTE	1243 GANTHIER	Paul Lecompte

WHEREAS,

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Name	Address	Signature
Joanne Poirier	1 Laurier Street Verner, On P0H2M0	Joanne Poirier
PETER STRANGE	1 LAURIER STREET VERNER ON P0H2M0	Peter Strange
Nicole Tellier	2 Laurier street Verner on P0H2M0	Nicole Tellier
Sydney Poirier	1 Laurier Street Verner, On P0H2M0	Sydney Poirier
Cortland Poirier	1 Laurier Street Verner, ON P0H2M0	Cortland Poirier
Michel Ricard	145 Clark ST APT 6 Sturgeon Falls, ON, P2B 1A3	Michel Ricard
Kim McIntyre	104 Arthur St. Sturgeon Falls	Kim McIntyre
Clifford McIntyre	104 Arthur Street Sturgeon Falls	Clifford McIntyre

WHEREAS,

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Name	Address	Signature
Renée Giguère	LaVigne	Renée Giguère
Lynn Savinsky	Verner	Lynn Savinsky
Roger Fortin	Norville	Roger Fortin
Kristy Stevenson	Jocko Point Rd	Kristy Stevenson
Pauline Jodouin	Sturgeon Falls	Pauline Jodouin
Lise LARABIE	STURGEON FALLS	Lise Larabie
Kirk Voger	Sturgeon	Kirk Voger
Mandy Easter-Brosseau	Verner	Mandy Easter-Brosseau
Pat Brown	Verne	Pat Brown
Jody Wood	Field	Jody Wood
Fresca Laergne	Sturgeon Falls	Fresca Laergne
Rachelle Gagné	Sturgeon	Rachelle Gagné
Keré Annetaquette	Sturgeon falls	Keré Annetaquette

WHEREAS,

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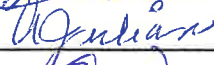




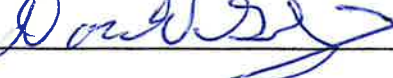
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Name	Address	Signature
Natolie Paquier	Sturgeon Falls	
Tason Grouing	Sturgeon Falls	
Tamara Joyce	Sturgeon falls	
Michelle	Sturgeon falls	
Nelyne Desormeaux	Sturgeon Falls	
Brighte Marleau	Sturgeon Falls	
Robert Cousineau	Sturgeon Falls	
Anita Julian	Verner	
Phil St Germain	Sturgeon Falls	
Jason Julian	Field	
Jeanne Labonte	Sturgeon	
Dan Labonte	"	
Donald Ciguere	Lavigne	



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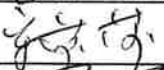

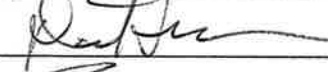

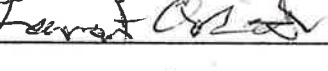
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Name	Address	Signature
Wesley Green	170 Main Sturgeon Falls	
Shasha Song	243 John St	
Benoit Coent'ic	259 King St	
DAVE FRASER	360 Ouellette	
Georges Phazard	8 Comeau, Lacigne	
Laurent Arcand	11	



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Name	Address	Signature
Marie-Joëlle Robey	636 Deborne Rd	Marie-Joëlle Robey
Miguel + Brigitte Piette	Sturgeon Falls	Miguel Piette
Jean-Yves Piette	Lavigne Ln.	Jean-Yves Piette
Rachel Beauchamp	Lavigne Ln	Rachel Beauchamp
Danielle Cormier	Lavigne Ln	Danielle Cormier
Jessica Simon	34 Comeau Rd auqun	Jessica Simon
Gail Cowling	63 Brouillette Rd	Gail Cowling
Caroline Desbois	182 Duteisac Rd	Caroline Desbois
Frank Desbois	182 Duteisac Rd	Frank Desbois
Serge Desbois	182 Duteisac Rd	Serge Desbois
Reyane Lefebvre	Sturgeon Falls	Reyane Lefebvre
Guy Madore	Lavigne	Guy Madore
Brigitte Giroux	Sturgeon Falls	Brigitte Giroux

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Name	Address	Signature
Jordan Landhault	Verner	
ERIC GAREAU	56 COMEAU RD LAUVILLE	
Gerry Gareau	55 COMEAU ROAD, LAUVILLE	
Shane Adams	62 ARBOUR RD, LAUVILLE	
KATRINA ADAMS	62 ARBOUR RD, LAUVILLE	
Martin Larcher	Comeau Rd	
MIKE STIER	STURGEON FALLS	
Fesée Canavelle	River Valley	
Nathalie Lalonde	Sturgeon Falls	
Gilberte Lalonde	Sturgeon Falls	
Amber Desbois	Verner, Ontario	

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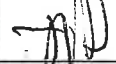
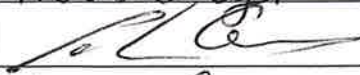
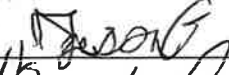
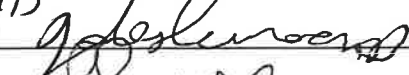
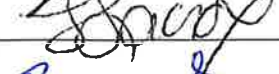

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Name	Address	Signature
Wendy Garcia	2 Blake	
Joëlle Lembay	37 Lakewood Rd L'Assommoir	
James Plante	37 Lakewood Lavigne	
Emile Dalairé	0. Dalairé	Davigne
Melissa Cyr	33 Lavigne Rd	Melissa Cyr
Annie Gagnon	49 Lakewood Rd	
Jason Gervais	49 Lakewood Rd	
Janelle desJardins	25 Thiel St. Sturgeon Falls	
Gina Racoux	41 Lakewood R.	
Pierre Gagné	1172 Leval Rd	

WHEREAS,

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Name	Address	Signature
Dave Lavoie	152 JOHN ST	[Signature]
PIERRE PUCHANZ	76 TAMERACZ	[Signature]
Tracey McLeod	222 Main St Apts	Tracey McLeod
Kathleen Lerac	Sturgeon Falls	[Signature]
Normand Beikaru	431 Levesque ST	[Signature]
Nicole SAUAGE	767 Drive INRD	[Signature]
Paulette Leveille	182 Birch Cnd	Paulette Leveille
Andre Desrosiers	182 BIRCH CND	[Signature]
Pauline Paquette	Sturgeon Falls	Pauline Paquette
Guy Larocque	1 1	[Signature]
Stephanie meo	1 1	[Signature]
John Horner	103 LOUIS ST	John Horner
Gille Lanthier	1-240 Main St	[Signature]

WHEREAS,

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Name	Address	Signature
Bryanne Hurtubise	Sturgeon Falls	<i>Bryanne Hurtubise</i>
Sarah Rondeau	Sturgeon Falls	<i>[Handwritten Signature]</i>
Michael Rondeau	Sturgeon Falls	<i>[Handwritten Signature]</i>
Stéphanie Giroux	Cache Bay	<i>[Handwritten Signature]</i>

WHEREAS,

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Name	Address	Signature
Valerie Dixon	150 Michaud St	Valerie Dixon
ERIKA WHITE	Field	Erika White
Derek Shand	Field	Derek Shand
ROBERT BARONIO	52 GIBSON AVE. VISSEARD. FIELD, ON.	Robert Baronio
Yvon Larbour	Hwy 17	Yvon Larbour
Rylee Labine	17 balsam ct	Rylee Labine
Jovette Martin	Sturgeon Falls	J Martin
Steve Martin	Sturgeon Falls	SMartin
Stephen Caldwell	224 Russell St.	Stephen Caldwell
Lorraine Vantour	Sturgeon Falls	Lorraine Vantour
Emmanuel Theriault	Sturgeon Falls	Emmanuel Theriault
Angela Coelings	Sturgeon Falls	Angela Coelings
Scott Smith	Sturgeon Falls	SS

CC Z

cc

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Name	Address	Signature
Luz Charles	523 Sabourin Rd	Luz Charles
Vera Charles	523 Sabourin Rd	Vera Charles
Robin Klitzer	523 Sabourin Rd	Robin Klitzer
Jean Lyzotte	71 Courten Rd	Jean Lyzotte
Benoit Lyzotte	71 Courten Rd	Benoit Lyzotte
Yvette Gauthier	241 Spryngst	Yvette Gauthier
Yves Veilleux	241 Spryngst	Yves Veilleux
Pierre Deschamps	146 Leloir Rd	Pierre Deschamps
REJEAN GAUDETTE	CEPAR GROVE	Rejean Gaudette
Mona Martin	312 Aubin	Mona Martin
Sylvie Martin	312 Aubin	Sylvie Martin
Wendy Lorraine	524 Sabourin Rd	Wendy Lorraine
Yvon Gauthier	41 Tamarack Ave	Yvon Gauthier

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Name	Address	Signature
Sara Gaudette	18 Cedar Grove Dr.	S Gaudette
Justin Case	173 Pike Lake	Justin Case
Lynn Ouellette	466 Marbeau Rd Sturgeon Falls	Lynn Ouellette
Maurice Ouellette	466 Marbeau Rd Sturgeon Falls	Maurice Ouellette
Sara Subero	Morrisson Court.	Sara Subero
Stephan Subero	Morrisson Court.	Stephan Subero
Louis Colombe	Sturgeon Falls	Louis Colombe
Gary Carswell	Verne	Gary Carswell
Gophie Savignac	Sturgeon Falls	Gophie Savignac
Jennifer Sukha	Field	Jennifer Sukha
Michael Markus	Sturgeon Falls	Michael Markus
Charlote Luazon	St. Falls	Charlote Luazon
Melanie Guette	Lavigne	Melanie Guette

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Name	Address	Signature
DAN DORVAL	674 2 mile L. Rd	
Jean Paul Denis	Field	Jean Paul Denis
Brian Feltz	Field.	Brian Feltz
Fudy Hutchinson	River Valley	Fudy Hutchinson
Rachelle Davis	Sturgeon Falls	Rachelle Davis
Will Seave	Sturgeon Falls	Will Seave
Kouline Betty	Upper	Kouline Betty
Gaston Betty	Upper	Gaston Betty
Gaetan Denis	S. Falls	Gaetan Denis
XXXXXXXXXX		
MARCO L Imbeau	S FALLS	
Armande Imbeau	S. Falls	Armande Imbeau
Marie Beaupre	S Falls	Marie Beaupre

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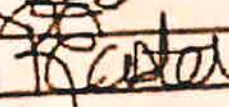
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Name	Address	Signature
Kevin Easter	74 Chebogan Rd, Crystal Falls, On, P0H1L0	
Roxanne Easter	74 Chebogan Rd, Crystal Falls, On, P0H1L0	

WHEREAS,

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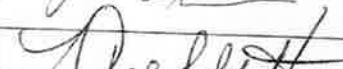
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CALL UPON, West Nipissing Council to vote against the proposed Short-Term Rental (STR) Bylaw and/or delay the passing until more public consultations can occur.

Name	Address	Signature
JP Ouellette	89 Second St.	
Lynn Ouellette	89 Second St.	

WHEREAS,

The proposed Short-Term Rental (STR) Bylaw (A BY-LAW TO LICENSE, REGULATE AND GOVERN SHORT TERM RENTAL ACCOMMODATIONS IN THE MUNICIPALITY OF WEST NIPISSING) is overly restrictive and costly, making licencing for a STR very difficult and unaffordable for most to attain.

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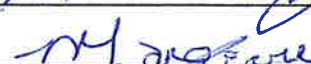




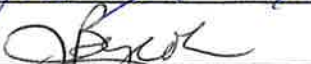

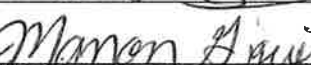


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Name	Address	Signature
MATT LEMINE	Sturgeon Falls Lem. matt Portloof.ca	
Luc Ethier	Sturgeon Falls	
Ron Beaurvais	Sturgeon Falls	
monique langrain	107 Ethel SF	
Eddy Gagnette	Sturgeon Falls	
Mary Lallier	Sturgeon Falls	
Quintae Lallier	Sturgeon Falls	
Patricia Dumas	Coché Bay	
Jean BÉCOK	Sturgeon Falls	
Gaul BÉCOK	Sturgeon Falls	
Manon Giguère	Verner	
Réjean Giguère	Verner	
Diane Legault	River Valley	

WHEREAS,

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Name	Address	Signature
PAUL LEBAVLÉ	31 FORGET AV ^{RIVER}	Paul Leblavé
Nicole Lachance	Lanigine	Nicole Lachance
MYLES MERRILL	LANIGINE	Myles Merrill
Rebecca Blais	Sturgeon Falls	Rebecca Blais
Raymond Boutin	Vernon	Raymond Boutin
Cynthia Boutin	Vernon	Cynthia Boutin
Ryan Lee	Sturgeon Falls	Ryan Lee
Juliane B. D. L.	" "	Juliane B. D. L.
DAN LALONDE	" "	Dan Lalonde
Morgan Budgell	" "	Morgan Budgell
Lindy Senteen	Sturgeon Falls	ES

WHEREAS,

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Name	Address	Signature
CAROLE BEAUPARLANT	20 DOMINA ^{Sturgeon falls} CRESCENT	Carole Beuparlant
Stephane Beuparlant	20 Domina ^{Sturgeon falls} CRESCENT	Stephane Beuparlant
RONALD MURRISON	32 THIRD ST. ^{STURGEON FALLS}	Ronald Morrison
Lise Morrison	32 Third St.	Lise Morrison
Julie Bidal	179 Church St	Julie Bidal
Diane Denis	137 Queen St	Diane Denis
Roxanne Beuparlant	308 Belanger St	Roxanne Beuparlant
Suzanne Audet	32 Third St	Suzanne Audet
Guy Bida	179 Church St	Guy Bida
Philip Bidal	179 Church St	Philip Bidal
Sam Deshaïs	4 Edward St.	Sam Deshaïs
Richard Audet	4 Edward St.	Richard Audet
Jessica Belanger	278 Main St	Jessica Belanger

WHEREAS,

The proposed Short-Term Rental (STR) Bylaw (**A BY-LAW TO LICENSE, REGULATE AND GOVERN SHORT TERM RENTAL ACCOMMODATIONS IN THE MUNICIPALITY OF WEST NIPISSING**) is overly restrictive and costly, making licencing for a STR very difficult and unaffordable for most to attain.

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Name	Address	Signature
.	45 William St Sturgeon Falls	
Brian MacEachern Anique Bourgoin	45 William St Sturgeon Falls	

WHEREAS,

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Lise Morrison	32 Third St.	Lise Morrison
Julie Bidal	179 Church St	Julie Bidal
Diane Denis	157 Queen St	Diane Denis
Roxanne Beuparlant	308 Belanger St	Roxanne Beuparlant
Suzanne Audet	32 Third St	Suzanne Audet
Guy Bida	179 Church St	Guy Bida
Philip Bidal	179 Church St	Philip Bidal
Guy Desbois	4 Edward St	Guy Desbois
Richard Audet	4 Edward St.	Richard Audet
Jessica Belanger	278 Main St	Jessica Belanger

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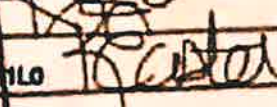
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Name	Address	Signature
Kevin Easter	74 Chebogan Rd, Crystal Falls, On, P0H1L0	
Roxanne Easter	74 Chebogan Rd, Crystal Falls, On, P0H1L0	

WHEREAS,

The proposed Short-Term Rental (STR) Bylaw (A BY-LAW TO LICENSE, REGULATE AND GOVERN SHORT TERM RENTAL ACCOMMODATIONS IN THE MUNICIPALITY OF WEST NIPISSING) is overly restrictive and costly, making licencing for a STR very difficult and unaffordable for most to attain.

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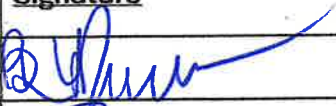


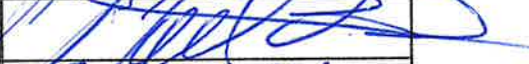








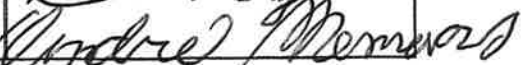
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Name	Address	Signature
Esme Serre	101 St Jean Rd	
DAN JACKSON	216 Principal west	
LARRY JACKSON	67 LABELLE RD	
Ted Shen	Verner	
Claudette Villemare	381 Nipissing	
Fern Serre	222 Shoreline RD	
Alisha Danis	Cache bay	
Sarah Milly	Verner	
Sean	99 St Jean RD	
Mageline	99 St Jean RD	
Brenda Denise	96 St Jean RD	
Kim McKeown	Cache Bay	
Andre Menard	Verner	

WHEREAS,

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Name	Address	Signature
Dorothy Villemine	351 Nipissing	Dorothy Villemine
Claude Marcoux	Uerner	Claude Marcoux
Sean Jaiho	Sturgeon	Sean Jaiho
Sean Jacques Francois West nip		S J Francois

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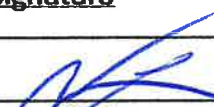






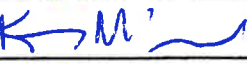


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Name	Address	Signature
Nicholas Serre	101 St Jean RD	
Brooke Mazerolle	3 Laurier St	
RENE Villemaire	361 Nipissing St	Rene Villemaire
Rene McLeburt	499 Demaris St	
Doreen Whitty	Venev.	
Idella Skiper	Jocko	
Elisa Simard	Jocko	
Jancy Hillier	Jocko Point Rd	J Hillier
Nicole Raymond	Sturgeon Falls	Nicole Raymond
Makenna Hirst	Jocko Point Rd	
KENNETH McLEOD	GARDEN VILLAGE 274 TCD	
Xos Binette	80 50th Rpt 2	
Allan Desrosiers	104 Levesque	

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Name	Address	Signature
Brigitte Cote	54 Church St	<i>[Signature]</i>
AROLE GIRARD	252 Cache Bay	<i>[Signature]</i>
NORM BERGERON	618 Sandhill RD	<i>[Signature]</i>
ANSON SHARPE	2-204 Toronto	<i>[Signature]</i>
J Pulon	178 Lesgen	Sturgeon Falls
Brooke Lemire	213 Cache Bay Rd.	Sturgeon Falls
Lorie Cote'	97 Cache Ottawa	street Sturgeon Falls
RENE VILLEMARE	335 MAIW	<i>[Signature]</i>
Paul Robinson	5 main Street	<i>[Signature]</i>
LIVIN OUELLET	406 Demers	<i>[Signature]</i>
YVES LAVERGNE	340 Nipissing St ^{Apt 2}	<i>[Signature]</i>
Pon's Philiea	4 Bay View Court	<i>[Signature]</i>
Alexis Mazeroille	410 Demers St	<i>[Signature]</i>

WHEREAS,

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Name	Address	Signature
Morgan MAZEROLLE	210 Dennes	[Signature]
Amber LeSeaux	512 Nippissing St	[Signature]
Sylvie Lapointe	317 Shoreline St.	[Signature]
Andrie Ouelon	26 Principale St	[Signature]
JEAN-GUY SERRE	214 SHORELINE RD	[Signature]
LOUIS-DEMS GUENETIE	202 SHORELINE RD	[Signature]
Lise LAUVIGNE	202 Shoreline Rd	[Signature]
Aria Serre	101 ST JEAN RD	[Signature]
Ihn Newfield	153 Danis Rd	[Signature]
Andrew Lucas	153 Danis Rd	[Signature]
Ashly Lucas	153 Danis Rd	[Signature]
Anna Berger-Newfield	153 Danis Rd	[Signature]
Roy Lucas	Sturgeon Falls	[Signature]
Joanne Serre	Sturgeon Falls	[Signature]

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Name	Address	Signature
Linda Bazinet	Verner	Linda Bazinet
Constance Castillon	Sturgeon Falls	Constance Castillon
Sylvie Rochon	Lavigne	Sylvie Rochon
Carole Rochon	Lavigne	Carole Rochon
Tim DESBOIS	CACH BAY	Tim Desbois
Tana fisher	sturgeon-falls	Tana Fisher
Louis Piette	Verner	Louis Piette
Marcellin Piette	Verner	Marcellin Piette
Sylvie Levesgue	Verner	Sylvie Levesgue
Eric Levesgue	Verner	Eric Levesgue
Alex Dionne	Verner	Alex Dionne
Robert Gossy	Verner	Robert Gossy
Spade Jackson	Verner	Spade Jackson

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Name	Address	Signature
Eddie Caron	Sturgeon Falls	Eddie Caron
John Livingston	Livinge	John Livingston
Zoe Dionne	Verner	Zoe Dionne
Riley Robert	Sturgeon Falls	Riley Robert
Phoenix Martin	Verner	Phoenix Martin
Corinne Dionne	Sturgeon Falls	Corinne Dionne
Mike Dionne	Sturgeon Falls	Mike Dionne
Zacary Mervy	Sturgeon Falls	Zacary Mervy
Carole Lafond	Verner	Carole Lafond
Hailey Essensa	Verner	Hailey Essensa
Durand noct	Verner	Durand
Lise Martin	Verner	Lise Martin
Zacary Desormeaux	Verner	Zacary Desormeaux

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Name	Address	Signature
Kevin Hayes	61 Bain	Kevin Hayes
Diane Baronette	Edward St CB	Diane Baronette
Dannil Boyko	Sturgeon Falls	Dannil Boyko
Ken Landry	Sturgeon Falls	Ken Landry
Cécile Jodouin	Sturgeon Falls	Cécile Jodouin
TYLER RAINVILLE	Sturgeon Falls	TYLER RAINVILLE
Lise Larocque	Sturgeon Falls	Lise Larocque
Carl Bruce	Sturgeon Falls	Carl Bruce
Karla Morin	Verner	Karla Morin
Matt MacIntosh	Sturgeon Falls	Matt MacIntosh
Jill Leung	Sturgeon Falls	Jill Leung
Mathieu Lachance	Sturgeon Falls	Mathieu Lachance
Jane GREATHREAD	Sturgeon Falls	Jane Greathread
Mathieu Trohier	Sturgeon Falls	Mathieu Trohier

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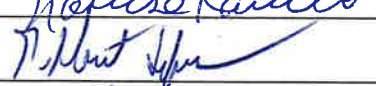

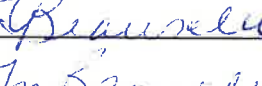


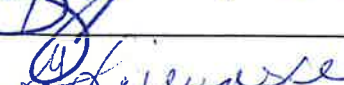
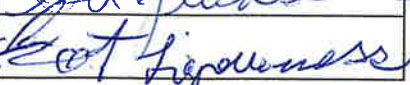



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Name	Address	Signature
DENIS LABROSSE	Le HERITAGE CR.	
Stéphanie Labrosse	Verner	
Renée-Anne Borechi	Verner	
Louise Rainville	Verner	
Gilbert Lefebvre	Verner	
K A L E O. O'Neil	Verner	
Yvette Beausoleil	Verner	
Marcel Beausoleil	Verner	
Sylvain St-Amour	Verner	
DANIEL ST-AMOUR	Verner	
Denis Beausoleil	West Nip.	
Bert Lajeunesse	Sturgeon Falls	
Robert Lajeunesse	Sturgeon Falls	

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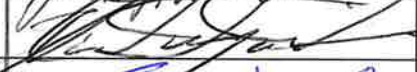
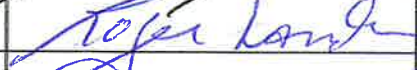


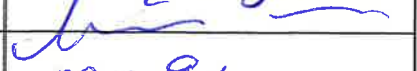



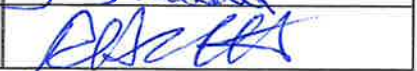

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Name	Address	Signature
A. Leppine	Verner, on	
S. Burtin	Verner, on	
J. Aubertin	Verner, on	
P. Desjardins	Verner, ON	
ROGER LANDRY	Sturgeon Falls	
Amanda Westington	Sturgeon Falls	
Amanda Westington	Verner, ON	
Evelyn Cormier	Sturgeon 88 John St	
David	ST FALLS	
Kylan Turcotte	Sturgeon Falls	
Andrée Courchesne	Sturgeon Falls	
THE RESA FREDETTE	STURGEON FALLS	
RICHARD FREDETTE	STURGEON FALLS	



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Name	Address	Signature
Katie Lajinessse	Sturgeon Falls	Katie Lajinessse
Holly Long	Sturgeon Falls	Holly
Jameson Long	Sturgeon Falls	Jameson
Patrick St-Amour	Sturgeon Falls	Patrick St-Amour
Tim Giusti	WEST NIPISSING	TIM GIUSTI
Annette Giusti	west nipissing	Annette Giusti
Cassandra Giusti	Cassandra Giusti	West Nipissing
Jordan Giusti	Jordan Giusti	West Nipissing
Lyme Hamilton	West Nipissing	Lyme Hamilton
Katie [unclear]	Sturgeon Falls	Katie [unclear]
Don B [unclear]	Sturgeon	Don B [unclear]
Don B [unclear]	Sturgeon Falls	Sturgeon Falls
Luc ARCANO	Sturgeon Falls	Luc Arcano

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and WHEREAS,

Only 57 residents were able to offer an opinion on the matter through an online survey.

and WHEREAS,

West Nipissing thrives on a vibrant tourism industry.

WE, THE UNDERSIGNED, Residents, and taxpayers of West Nipissing.

CALL UPON, West Nipissing Council to vote against the proposed Short-Term Rental (STR) Bylaw and/or delay the passing until more public consultations can occur.

Name	Address	Signature
Nathalie Toelly	Sturgeon Falls	Nathalie Toelly
Nicole Fournier	Sturgeon Falls	Nicole Fournier
John D. Allen	Warroad	John D. Allen
K. Smith	River Valley	K. Smith
F. Smith	" "	F. Smith
Natasha Desroches	" "	Natasha Desroches
Caitlyn Desroches	Sturgeon	Caitlyn Desroches
Sylvie Mageau	Field	S. Mageau
Luc Mageau	Field	L. Mageau
Rick Bernis	Cache Bay	Rick Bernis
Glenna Kyrway	Sturgeon Falls Field	Glenna Kyrway
Cynthia Coverley	Sturgeon Falls	Cynthia Coverley
Anne Rivest	Field	Anne Rivest

WHEREAS,

The proposed Short-Term Rental (STR) Bylaw (A BY-LAW TO LICENSE, REGULATE AND GOVERN SHORT TERM RENTAL ACCOMMODATIONS IN THE MUNICIPALITY OF WEST NIPISSING) is overly restrictive and costly, making licencing for a STR very difficult and unaffordable for most to attain.

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Name	Address	Signature
Pierre Philion	Sturgeon Falls	Pierre Philion
Jasmine Brélan	Sturgeon Falls	Jasmine Brélan
J Bourgeois	Cache Bay	J Bourgeois
Jeremy Beaudy	Sturgeon Falls	Jeremy Beaudy
ROBERT KATHOR	WEST NIPISSING	Robert Kathor
Richard Drouin	Sturgeon Falls	Richard Drouin
Josee Drouin	Sturgeon Falls	Josee Drouin
Sean Fortin	CACHE BAY	SEAN FORTIN
Julie Ducharme	Sturgeon Falls	Julie Ducharme
LISE LAJEUNESS	Vernor on	Lise Lajeunesse
Louise Shank	Sturgeon Falls	Louise Shank
Elaine Ducharme	Sturgeon Falls	Elaine Ducharme

WHEREAS,

The proposed Short-Term Rental (STR) Bylaw (**A BY-LAW TO LICENSE, REGULATE AND GOVERN SHORT TERM RENTAL ACCOMMODATIONS IN THE MUNICIPALITY OF WEST NIPISSING**) is overly restrictive and costly, making licencing for a STR very difficult and unaffordable for most to attain.

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CALL UPON, West Nipissing Council to vote against the proposed Short-Term Rental (STR) Bylaw and/or delay the passing until more public consultations can occur.

Name	Address	Signature
Krista Vaillancourt	Sturgeon Falls	[Signature]
David Lavoie	Sturgeon Falls	[Signature]
Jean Joseph	Sturgeon Falls	[Signature]
Corrin Smith	Sturg. Falls	[Signature]
Alita Corriveau	Sturgeon Falls	[Signature]
Ben Gaudette	Verner	[Signature]
Mike Lefler	Verner	[Signature]
Joelynn	Sturgeon Falls	[Signature]
C.M. Solomon	Sturgeon Falls	[Signature]
F. J. Steis	Sturgeon Falls	[Signature]
Jeanette Pomeroy	Sturgeon Falls	[Signature]
Erica Pomeroy	Sturgeon Falls	[Signature]
Andri Bernhelet	Sturgeon Falls	[Signature]

STAFF REPORT



To: Jay Barbeau, Chief Administrative Officer
From: Melanie Ducharme
Department: Clerk
Subject: Policy Manual Review
Date: March 26, 2024

Recommendation:

That this report be received for information.

Background:

At a recent meeting of council, the subject of the Municipal Policy Manual was discussed. Staff advised that a review of the manual would be undertaken with a view of ensuring that the municipality's policies and procedures are up to date.

A review of the Policy Manual has been undertaken by the Clerk's department and attached is a list of municipal policies have been identified as needing review and/or update.

Further, in the course of the review, there were some policies noted, which have been superseded by newer policies, by-laws or Provincial Legislation. Since these policies are of no force and effect given that newer regulations exist, they will be removed from the policy manual to avoid any conflict or confusion.

Recommendation

Over the next number of months, staff will endeavour to review and update those policies which have been identified and those amendments will be brought to council for consideration and adoption, as they are completed.

Attachments:

Attachment 1 – Policy Manual Review – Policies to be updated.

POLICY MANUAL REVIEW – POLICIES FOR REVIEW					
Policy #	Policy Name	Department	Comments	Current policy/by-law, if applicable	Recommended Action
2007/71	Advertising	All	Policy written prior to website, internet and electronic methods of advertising		Review /Update Policy
2011/88	Asset Sharing	All	Impractical for efficient service delivery		Review/Update Policy
1999/155	Assumption of private rural roads	Public Works			Review/Update Policy
2008/375	Bank Accounts	Corporate Services	New signing authority by-laws adopted every council term	2022/103	Review/Update Policy
2008/432	Delinquent Accounts	Taxation	Policy for sending reminders and notices		Review/Update Policy
2004/29	Emergency Deployment Strategy	Public Works			Review/Update Policy
2008/107	Employee Training and Development	All			Review/Update Policy
1999/131	Evaluations	Administration			Review/Update Policy
2000/78	Hiring Committee	Administration			Review/Update Policy
2006/70	Honorarium – Volunteer Firefighters	Fire	Remuneration not current		Review/Update Policy
2002/261	Internet (use of)	All Departments			Review/Update Policy
2003/206	Mayor's Car Allowance	Council			Review/Update Policy
1999/131	Special Leave	Admin, Museum, Rec. & PW	Additional Vacation allowance for certain employees		Review/Update Policy

POLICY MANUAL REVIEW – POLICIES FOR REVIEW					
Policy #	Policy Name	Department	Comments	Current policy/by-law, if applicable	Recommended Action
2007/281	Street – Road Closure Requests from Individuals/Private Organizations	Council – PW/Emergency Services			Review/Update Policy
2006/246	Street Lighting	Public Works			Review/Update Policy
2010/14	Tangible Capital Assets	Corporate Services			Review/Update Policy
2003/429	Trees on Municipal Property	Public Works			Review/Update Policy
1999/131	Vacations	All Departments			Review/Update Policy
2006/332	Validity of Tenders	Administration			Review/Update Policy

STAFF REPORT



To: Jay Barbeau, Chief Administrative Officer

And to:

From: Kassandre Jolin, Communications and Corporate Services Officer

Department:

Subject:

Date: March 28, 2024

Council has expressed a need to establish a formal application process by which individuals and organizations can apply for financial support from Council.

Recommendation:

Establishing a Discretionary Grant Policy could help Council ensure that funds are allocated in a way that supports the community's goals as well as Council's Term Plan objectives.

Furthermore, the process will serve to document yearly requests more efficiently and could help eliminate potential redundancies in funding.

Analysis/Consideration:

Statements and regulations that Council may wish to include in the Discretionary Grant By-law/Policy:

- Applicants are required to complete a Discretionary Grant Application (draft attached) to have fees waived or to get financial support from Council.
- Applications for funding requests exceeding the threshold of \$_____ are brought before Council for review to ensure a comprehensive evaluation and alignment with strategic objectives.
- Applicants are eligible to apply for funding if they represent an organization based in West Nipissing, or are a permanent resident of West Nipissing, and are at least 18 years of age. Those under the age of 18 may apply with parental or guardian consent.
- Eligible projects are expected to demonstrate alignment with the Council's Term Plan goals.

- Grant requests are accepted on an ongoing basis throughout the year, or; Grant requests are accepted during a set time of the year, prior to budget deliberations (example: between June 1 and October 1).
- Applicants are eligible to receive one grant per calendar year per event or project to a maximum of \$_____.
- For requests exceeding \$_____, applicants are required and include:
 - i) proposed budget, and
 - ii) financial statements from the previous year (if applicable)
- Example of disbursement model. If the approved grants are:
 - i) Less than or equal to \$1500, 100% of the grant is payable as soon as possible.
 - ii) Greater than \$1500, contact finance staff at the Municipality to arrange payment details and timing based on event.
- It is not the intention or mandate of the Discretionary Grant program to provide ongoing operational funding to any organization in West Nipissing.

Attachments:

Discretionary Grant Application – Draft 1

Discretionary Grant Application

Type of Request

Waiver of fees Halls and Facility Rentals

Name of the event
Date

Financial Support

Name of the project
Length of project
Total amount of funds requested

Applicant Information

Name of Applicant
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No

Organization (if applicable)
Is this a registered not-for-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No

Mailing Address
Phone number(s)
Email address(es)

Purpose and Eligibility

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

--

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

--

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

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

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

- Yes No

If yes, for what purpose or project?

What was the waived fee or amount received?

Supporting Documentation

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

Please attach a list all current executive members of the organization (or write in the box below).

Be sure to obtain each person's consent to share their name.

Acknowledgement and Consent

- I have reviewed the [[Council Discretionary Grant By-law or Application guidelines](#)].
- I accept responsibility for provision of all required details and documents included in this application.
- If approved, I understand there is a requirement for follow-up reports to be provided by the applicant or organization.

[[Privacy Statement](#) + [Public Forum Statement](#)]

Date

Signature

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

Signature



Please submit your completed application form to mducharme@westnipissing.ca
For more information, you may reach the Municipal Clerk's office at 705-753-6926.

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Clerk

DATE: March 27-2024

RE: **BURIAL PERMITTING POLICY AND PROPOSED FEE INCREASE FOR BURIAL PERMITS**

The municipality is responsible for the issuance of Burial Permits pursuant to the Vital Statistics Act. The permitting process is carried out by the Clerk's Department pursuant to requests received from Funeral Homes. The Municipality is also responsible for the remittance of the required documentation, on a weekly basis, to the Office of the Registrar General's (ORG) office in Thunder Bay. The ORG does not accept photocopies or electronic copies of documents and further, they have a very specific format for dealing with corrections on the forms. The forms are all handwritten and must be originally signed by the Doctor and by the Funeral Director.

Since COVID, when we began taking Burial Permit requests electronically while the municipal office was closed to the public (a practice we have continued), we have experienced ongoing difficulties in obtaining original documents and corrections from the Funeral Homes and the Physicians.

Currently, there is no clear directive on the permitting process or who is responsible for ensuring that original and correct documentation is submitted in support of Burial Permit requests. In adopting a policy, the process is spelled out and the responsibility for proper documentation is placed in the hands of the Funeral Home as they are the conduit through which the paperwork flows (they receive the body of the deceased and the Form 16 from the hospital and subsequently prepare the Form 15 (Funeral Director's Statement) based on the Physician's information.

Setting timelines for exchange of original documents and including statements that no permits will be issued unless original documents for prior permits have been received may assist the Clerk's department in ensuring that documents are delivered to the ORG in a timely manner.

I am also recommending that the fees for Burial Permits be increased. We have, since 2018 been issuing Permits for Simple Wishes of the North (a Sudbury basic cremation service) because Simple Wishes is owned by the same owner as Theoret Bourgeois, and it is more convenient to obtain the permits from West Nipissing than the City of Sudbury. There is additional paperwork in processing permits for people who die outside West Nipissing and, accordingly, the fees should reflect the additional work involved.:

(1) Burial Permits – Funeral Homes located in West Nipissing	\$45.00
(2) Burial Permits – Funeral homes located outside West Nipissing	\$60.00
(3) Burial Permits – evening and weekend (all Funeral Homes)	\$60.00

Joie de vivre



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Section:	Policy Number: 2024/
Department: Clerk's Department	Effective Date:
Subject: BURIAL PERMITTING PROCESS	Revision Date:

OBJECTIVE:

To establish a clear and consistent process for the issuance of Burial Permits by the Municipality of West Nipissing.

SCOPE:

This policy outlines how the Municipality of West Nipissing receives and processes requests for burial permits by Funeral Homes and subsequent reporting to the Office of the Registrar General. This policy applies to all Burial Permits issued by the Municipality of West Nipissing pursuant to the *Vital Statistics Act*;

DEFINITIONS:

Burial Permit(s) or Permits means Form 18 – Acknowledge of Registration of Death and Form 19 – Burial Permit issued by the Municipality for the purpose of interring or cremation of human remains;

Clerk means the Municipal Clerk or his or her designate.

Division Registrar means a person or persons appointed by the Clerk and authorized by the Registrar General to execute Burial Permits.

Funeral Home means any funeral home or its Director or other person licensed by the Bereavement Authority of Ontario to undertake the disposition of human remains

Disposition Forms means Forms 15 – Statement of Death, Form 16 Medical Certificate of Death or a Warrant to Bury issued by the Coroner.

POLICY STATEMENTS

1. Funeral Homes will submit, by e-mail or in person, completed Disposition Forms. The e-mails will be received by the Clerk's Department between the hours of 8:30 am and 3:30 pm, Monday through Friday.
2. Burial Permits will be issued by the Clerk's Department and delivered electronically to the recipient Funeral Home within the hours of 8:30am to 3:30PM of the day they are received.
3. Disposition Forms submitted after 3:30 p.m. will be processed the following day.
4. For long weekends or periods where the municipal office is closed to the public for more than 48 hours, arrangements will be made, prior to the long weekend or holiday, between the Clerk and the Funeral home for a mutually acceptable method of issuing permits outside of regular business hours. Additional fees shall apply to Permits issued outside of regular hours.

5. The Funeral Home is responsible to provide correct information on the Disposition Forms. The Municipality will not be responsible for contacting attending physicians or hospital/hospices to obtain corrections to or original signatures to Form-16(s) – Medical Officer’s Statement of Death or Warrants to Bury issued by the Coroner.
6. Upon receipt, the Clerk will review the Disposition Forms and will, as soon as possible, advise the Funeral Home of any corrections to be made to the Disposition Forms. If there are errors, the information on the two (2) Disposition Forms does not match, if there is missing information or if corrections have been incorrectly dealt with (not placed in brackets and initialed), the Disposition Forms will be returned for correction which will delay the issuance of a burial permit. The funeral home must submit corrected electronic copies prior to Permits being issued.
7. Once corrections have been made by the Funeral Home, to the satisfaction of Clerk, the Burial Permits will be prepared, signed by the Division Registrar and a scanned electronic copy of the Burial Permits will be delivered to the Funeral Home.
8. The Clerk will save a scanned copy of the Permits in the Vital Statistics folder located on the Clerk’s Drive in the following format **LAST NAME, First Name (DOD: 12-25 -2023)**.
9. The original Burial Permits are placed in an envelope with the Funeral Home’s name in order to exchange original documents with the Funeral Home.
10. On a scheduled weekly date and time, to be agreed upon by the Funeral Home and the Clerk, Clerk’s Services staff will be available to exchange original Disposition Forms for the original burial permits with the Funeral Home(s);
11. Clerk’s Services staff will verify and ask for corrections/initials if required before exchange original documentation (Forms 15 and 16) with the funeral home for the original burial permits.
12. As obtaining original copies is a directive from the Deputy Registrar General, Funeral Homes will be advised that permits will not be issued the following week unless the required originals from the prior week have been exchanged with the Clerk.
13. Once completed original Disposition Forms have been exchanged, the information from the Disposition Forms will be entered into the Municipality’s record of Vital Statistics and assigned a registration number. The completed original completed Disposition Forms will be signed by the Division Registrar and submitted weekly to the Registrar General’s Office.
14. If Disposition Forms are returned by the Registrar General’s office, those additional corrections will be handled at the next weekly exchange of documents.
15. Funeral Homes will be invoiced monthly for permits issued to it in accordance with the Municipality’s Fees and Charges by-law, as amended;

MEMORANDUM

TO: Jay Barbeau CAO

FROM: Alisa Craddock CPA, CMA

DATE: March 28, 2024

RE: Land Sales update

Council had requested an update on the land disposed of since the beginning of their term and an update on the proceeds transferred to the land reserve. The transferring of proceeds to the reserve began with the Cache Bay Trailer Park.

	2023	
Street Address	Sale Price	Reserve Transfer
Pt. Legault Ave, Crerar	\$ 4,000	\$ -
Pt. Simcoe St.,	\$ 13,000	\$ -
130 Montreal Street	\$ 10,000	\$ -
Cache Bay Trailer Park	\$ 761,000	\$ 741,037

	2024	
Gauthier Road, Cache Bay	\$ 20,000	\$ 20,000
Riverfront Drive Nside	\$ 40,000	\$ 39,600

Joie de vivre



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From: [West Nipissing Online](#)
To: [Jay Barbeau](#)
Subject: Agenda Item Request: Demande pour nommer le nouveau parc polyvalent à Lavigne:
Date: March 7, 2024 2:15:27 PM

Requested Council Meeting Date

03/19/2024

Name of Councillor/Requestor

Jérôme Courchesne

Phone

(705) 845-0507

Your email addressjcourchesne@westnipissing.ca**Requested Agenda Item**

Demande pour nommer le nouveau parc polyvalent à Lavigne

Description · Details · Background Information

Le Centre Communautaire de Lavigne (CCL) et le Centre Social et Culturel de Lavigne (CSCL) ont soumis une demande conjointe pour nommer le nouveau parc polyvalent à Lavigne à : Parc La Visitation Park. Le nouveau parc est situé sur le chemin Caron, en plein cœur du village, soit sur la moitié Est de l'ancien site de l'École de La Visitation.

Le nom a été soumis de bonne foi afin de souligner l'importance qu'a eue l'école La Visitation pour la communauté de Lavigne et les générations d'élèves qui l'on fréquenté.

La demande initiale a été soumise en août 2023 et les deux organisations et les résidents aimeraient un suivi en lien avec la demande présentée.



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

BY-LAW 2021/58

BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING TO ESTABLISH A PROCESS FOR THE COMMEMORATIVE NAMING OF MUNICIPAL ASSETS WITHIN THE MUNICIPALITY OF WEST NIPISSING

WHEREAS the Municipal Act, S.O. 2001, C25, Section 8 provides the authority for Municipalities to govern its affairs as it considers appropriate;

AND WHEREAS Council for the Municipality of West Nipissing is desirous of appointing establishing a by-law respecting the naming of certain municipal assets including commemorative naming or renaming.

1. PURPOSE

- 1.1 The purpose of this by-law is to provide the Municipality of West Nipissing with a fair, consistent and efficient process for the commemorative naming and/or renaming of any municipal buildings, facilities, open space, properties or parks (herein called “the Municipal Asset”).
- 1.2 This by-law will ensure that all stakeholders are provide opportunity to comment and/or provide input on the proposed naming/re-naming however, the final decision for naming Municipal Assets will rest with Municipal Council.
- 1.3 In order to ensure a clear and efficient commemorative naming process; the provisions of this by-law will be applied in order to determine the validity of a proposed commemorative name.

2 COMMEMORATIVE NAMING PRINCIPLES

2.1 Proposed names of Municipal Assets shall:

- a) portray a strong positive image of the Municipality of West Nipissing, have geographic, historical, cultural, aboriginal or social significance to the location of the property.
 - b) provide permanent recognition of the individual or organization for which it is named.
- 2.1.1 The Municipality should be under no obligation to accept a proposed name.
 - 2.1.2 Municipal Assets of broad community importance such as town halls should not ordinarily be renamed.
 - 2.1.3 Names may recognize the contributions of organizations such as a partnership with or without financial contributions.
 - 2.1.4 Names may, on an exceptional basis, honour the significant contributions of an individual or family.

2.2 Names of municipal assets shall not:

- 2.2.1 Impair the ability of First Responders to respond to emergencies or impair the Municipality’s ability to deliver services.
- 2.2.2 Duplicate or closely resemble an existing asset name within the Municipality.
- 2.2.3 Result in, or be perceived to confer any competitive advantage, benefit or preferential treatment or advertisement to the named party.
- 2.2.4 Be or be perceived to be discriminatory or derogatory.

3 CRITERIA FOR COMMEMORATIVE NAMING

3.1 The individual or group for whom the commemorative naming is proposed shall:

- 3.1.1 shall have demonstrated excellence, courage, exceptional service to the West Nipissing community, the province of Ontario, or Canada.
- 3.1.2 shall have an extraordinary community service record.

- 3.1.3 shall have worked to foster equality and reduced discrimination.
- 3.1.4 shall have a direct relationship with the place or community efforts after which they are being named.
- 3.2 Written consent shall be obtained from the individual, if living, or from his/her executor or personal representatives, if posthumously nominated;
- 3.3 The naming of a Municipal Asset for a currently elected official, appointed public official or current employee may be permitted.
- 3.4 The naming of an asset for a former elected official, appointed public official or former employee shall not be required to be posthumous;

4 APPLICATION PROCESS

- 4.1 Completed submissions form, **Schedule "A"** may be submitted at any time by any member of Administration, Council or the public who wishes to recommend the commemorative naming of any Municipal Asset;
- 4.2 To be considered, submissions relating to individuals or family names will require the consent of the family member or estate; and a written history outlining the contribution made or the historical significance of the individual/name.
- 4.3 Completed submissions for naming Municipal Assets will be received by the Clerk's Office.
- 4.4 Council shall make a final recommendation following which Council will adopt a resolution to name or rename the Municipal Asset.
- 4.5 Applications will be retained on file until a naming or renaming opportunity arises.
- 4.6 From time to time, Council may also solicit names when the Municipality determines it is necessary to name all or part of a new Municipal Asset or rename an existing Municipal Asset.
- 4.7 Council has the final authority for naming and renaming of Municipal Assets.

ENACTED AND PASSED THIS 30th DAY OF AUGUST 2021 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

« *Mayor Joanne Savage* »

JOANNE SAVAGE
MAYOR

« *Melanie Ducharme* »

MELANIE DUCHARME
CLERK

CREATED: **AUG-30-2021**



West Nipissing Ouest

Municipality of West Nipissing
NAMING OF MUNICIPAL ASSETS BY-LAW
SCHEDULE "A" TO BY-LAW 2021/58

SUBMISSION FORM / DEMANDE DE SOUMISSION

RECOGNITION/COMMEMORATIVE NAMING / RECONNAISSANCE/DÉNOMINATION COMMÉMORATIVE

Individual/Organization Submitting Name: /
Personne/Organisation faisant demande :

Mailing Address : /
Adresse postale :

Telephone/Cell : /
Téléphone/cellulaire :

E-mail : /
Courriel :

Location of Building, Facility, Property, Open Space, Park : /
Emplacement de l'immeuble, de l'installation, de la propriété, de l'espace ouvert, du parc :

Suggested Name :
Nom suggéré :

Rationale for Suggested Name : (if required, attach additional page) /
Justification du nom suggéré : (si nécessaire, joindre une page supplémentaire)

When submitting a name of an Outstanding Resident or Canadian (individual or family name, living or deceased) please attach:
Si vous soumettez le nom d'un résident exceptionnel ou d'un Canadien (nom de personne ou de famille, vivant ou décédé), veuillez joindre :

- (1) Written documentation confirming the consent of a family member or estate if the individual is deceased.
Documents écrits confirmant le consentement d'un membre de la famille ou d'une succession si la personne est décédée.
- (2) Written history of the contribution made or the historical significance of the name.
Historique écrit de la contribution apportée ou de la signification historique du nom.

When the suggested name is not an individual or family name, please attach a written rationale for the suggested name : /
Lorsque le nom suggéré n'est pas le nom d'une personne ou de famille, veuillez joindre une justification écrite pour le nom suggéré :

- (1) Location / *Emplacement.*
- (2) Historical significance / *Importance historique*
- (3) Geographical or natural/environmental feature / *Situation géographique ou caractéristique naturelle / environnementale*

- Applications from an Organization must include an official letter of support from that Organization. /
Les demandes d'une organisation doivent inclure une lettre d'appui officielle de cette organisation.

Please return completed application to: / *Veuillez soumettre formulaire complété à :*

NAMING MUNICIPAL ASSETS
Municipality of West Nipissing
Attn: Clerk / *Greffier(ière)* Dept.
101-225 rue Holditch Street • Sturgeon Falls, ON • P2B 1T1
Fax/Télec. : 705-753-3950 / E-mail/courriel : info@westnipissing.ca

MEMORANDUM

TO: Jay Barbeau CAO

FROM: Alisa Craddock CPA, CMA

DATE: March 28, 2024

RE: Financial support of local organizations

The Municipality supports a variety of community organizations. Support can be direct financial contributions, waivers of fees, or payment of expenses. The following is a summary of support paid in 2023.

	Fee Waiver	Financial Support
Alliance Centre	508.50	-
United 50 Club	5,600.00	1,906.30
CANO	8,928.00	-
Centre Horizon Women's Centre	508.50	-
Chevalier Colomb	3,080.00	-
Club Richelieu	700.00	-
OFA West Nipissing Sudbury East	60.00	-
Community Living	1,050.00	-
Les Filles d'Isabelle	-	3,600.00
West Nipissing Food Bank	1,050.00	8,149.80
West Nipissing Child Care Corporation/early ON	700.00	-
North Bay Parry Sound Health Unit	1,400.00	-
West Nipissing Community Health Centre	600.00	-
Royal Canadian Legion	-	6,059.63
Conseil Scolaire Catholique Franco-Nord		9,646.49
Club d'age d'or Field	-	6,792.10
Club d'age d'or River Valley	-	1,575.00
Club d'age d'or Sturgeon Falls	-	6,070.00
Centre Communautaire de Lavigne	-	34,234.47
North Monetville Community Centre	-	28,974.51
Total	24,185.00	107,008.30

Joie de vivre



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MEMORANDUM

TO: Jay Barbeau CAO

FROM: Alisa Craddock CPA, CMA

DATE: March 28, 2024

RE: Strategic Plan

In 2022, the Municipality engaged a consultant to assist with developing a Community Strategic Plan. It was funded through the Efficiency and Effectiveness funding provided by the provincial government. The consultant engaged in community surveys, focus groups, and in person consultation. The results of those consultations are included in the Draft Backgrounder. In drafting and wrapping up the plan, after all of the consultation, there were issues in arriving at a satisfactory presentation of the plan. We worked with the consultant through to the end of 2022 and received a final draft. The total cost paid to the consultant was \$54,500 + HST.

In early 2023, Council undertook a comprehensive term plan. After all of the term plan work, our Communications and Corporate Services officers undertook a revision of the strategic plan, incorporating the consultation information available in the backgrounder and the direction from Council outline in the term plan. The revised Strategic Plan and Draft Backgrounder are included for Council.

Joie de vivre



www.westnipissingouest.ca



Four-Year Community Strategic Plan

STRATEGIC PLAN REPORT

Prepared by MNP for the Municipality of West Nipissing

Revised 2023

Our Vision

“ West Nipissing is a community we are proud to call home, where *joie de vivre* and opportunity is possible for all. ”

Our Mission

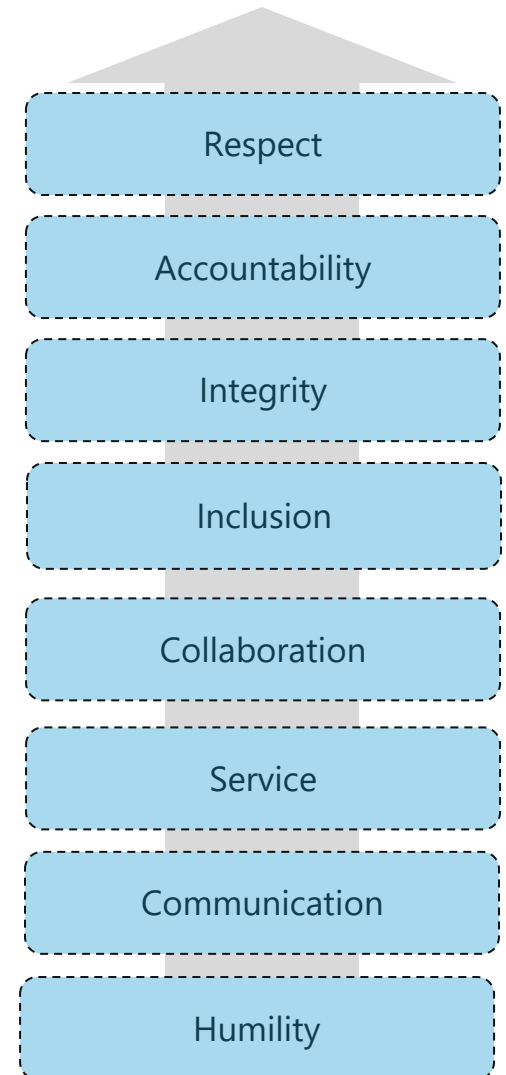
Providing a high quality of life to the residents of West Nipissing by:

- strengthening our services and assets
- fostering community and partnerships
- investing in strong business and employment sectors and engaging in the environmental shift for a sustainable future

Strategic Priorities



Guiding Values



NOTES:

Our Strategic Priorities

Economic Development & Growth

Developing the economic engines of the Municipality by investing in pre-existing municipal assets, supporting a diverse economy and redefining a direction for tourism.

Environmental Awareness and Advocacy

Proactively doing our part at a municipal government level to develop policies and bylaws that ensure environmental safeguards and support environmental initiatives.

Community Health & Well-Being

Working with community partners to understand and raise awareness of mental, physical, and emotional health. Focus on encouraging and prioritizing initiatives that connect our communities, engage our youth and empower volunteers.

Investing in infrastructure & Facilities

Increasing our attention to the accessibility and development of infrastructure and assets that respond to the communities growing and changing needs. Making strategic investments that support the development of new infrastructure and maintain existing ones.

PERFORMANCE MEASUREMENT

- Increase of partnerships and collaboration initiatives
- Strengthen and increase programs and services
- Community satisfaction and perception feedback from consultations and surveys
- Offset investments in programs and initiatives
- Increase in investments in programs and initiatives
- Increase in government funding
- Milestones of various plans/studies

NOTES:

Economic Development & Growth

OBJECTIVES

1. Regular communications and education on Economic Development programs, and initiatives and opportunities for entrepreneurs, associations and clubs
2. Conduct a *Tourism Needs Assessment*
3. Review and expand *Tourism Study* and develop a comprehensive *Tourism Plan*
4. Review and implement objectives from the *Former Mill Site Land Use and Development Strategy* and the *Housing Strategy*.
5. Revitalize the downtown core and major arterials by supporting existing businesses and attracting new businesses (facilitate in establishment of new business opportunities as much as possible while making the most of areas of development, etc.)
6. Conduct a labour analysis to identify and assist in reducing current and potential barriers to access skilled labour for businesses.

MEASURES

To measure the effectiveness of *outbound communications*, the number of notices/messages and the level of engagement from the target audience will be tracked.

Tourism Needs and Gaps Assessment will be measured by completion of the plan and implementation strategies

The *implementation of objectives* from the Former Mill Site Land and Development Strategy and Housing Strategy will be quantified through accomplished initiatives from the plans.

To measure the *revitalization of the downtown core*, the number of initiatives and local buy-in will be tracked, including any investments into the CIP and other future programs.

CRITICAL SUCCESS FACTORS & BARRIERS

Critical Success Factors

Critical success factors for Economic Development include collaboration, investments from private sector, maintain business development approach, complete required studies, and develop a comprehensive plan that encompasses all studies.

Barriers

Barriers for Economic Development include budget and time constraints, human resources, buy-in, limited government funding and lack of housing progress.

DEPARTMENTS

The lead departments involved include:

- Economic Development
- Community Services
- Building and Planning
- Public Works
- Communications

NOTES: _____

Environmental Awareness

OBJECTIVES

1. Develop policies and bylaws to ensure environmental safeguards and support environmental initiatives (i.e. Tree Canopy Bylaw, Land Use Planning Policy)
2. Develop an environmental plan with specific indicators.
3. Invest in the sustainability and enhancement of current assets (i.e., green spaces, trails, etc.).
4. Explore opportunities to invest and partner in green technologies/energy that support the community in its efforts (i.e. electrical charging stations (EV).)
5. Reduce storm infiltration in our systems.

MEASURE

To measure the first objective of *developing municipal policies*, West Nipissing will count and track the number of environmental policies developed.

The progression of an Environmental Plan will be measured by the development of said plan and progress reports on specific indicators.

Environmental Stewardship public awareness campaign will be measured through the amount of money spent on the campaign and participation.

CRITICAL SUCCESS FACTORS & BARRIERS

Critical Success Factors

Critical success factors for Environmental Stewardship include collaboration with our First Nation communities, further developing and evaluating policies, focusing on education/awareness and community buy-in.

Barriers

Barriers for Environmental Stewardship include financial limitations and geographical challenges.

DEPARTMENTS

The departments involved include Public Works, Economic Development, Environmental Services, and the Communications Team.

NOTES:

Community, Health & Well-being

OBJECTIVES

1. Fostering opportunities for collaboration and knowledge sharing between local partners, organizations and municipal departments.
2. Encourage and support volunteerism in our communities (i.e., ongoing volunteer recruitment, and focus on volunteer recognition initiatives).
3. Ensure that the Municipality attracts organization and agencies to support a healthy community (i.e., mental health services)
4. Work with key community partners to implement and monitor progress of the *Community Safety and Well-being Plan (CSWBP)*.
5. Focus on youth involvement (i.e., Youth Advisory Committee) and community involvement initiatives (i.e., Culture and Recreation Committee)
6. Review of current community programming and amenities and explore additional opportunities community-wide.

CRITICAL SUCCESS FACTORS & BARRIERS

Critical Success Factors

Critical success factors for Quality of Life & Well-being include engagement by participants, a strong communications strategy, volunteer support, and leadership in youth and senior programs.

Barriers

Barriers for Quality of Life & Well-being include human resource and budget constraints, volunteer burn-out, and geographical challenges.

MEASURE

The first objectives for fostering *opportunities for collaboration and knowledge sharing*, can be measured by the increase of cross-functional initiatives, new partnerships and engagement.

Encourage and support volunteerism can be quantified by the increased number of volunteer, satisfaction level from volunteers through feedback/surveys and evaluating the positive outcomes of the program.

The focus on *attracting organizations and agencies to support a healthy community* will be measured by the number of newly founded wellness services and initiatives.

The progression of the CSWB Plan will be tracked through to completion of implementation plan and execution of related initiatives and positive outcomes of each.

To quantify the *focus on youth*, the Municipality will track the amount of youth involvement as well as for seniors' involvement, in social, cultural and wellness

DEPARTMENTS

The departments involved include Community Development, Community Services, and the Communications.

NOTES: _____

Dependable Infrastructure and Facilities

OBJECTIVES

1. Review of our existing infrastructure and exploring opportunities to improve or consolidate (incl. docks, roads, etc.),
2. Review of connectivity across the municipality and exploring high-speed internet investment opportunities for rural communities.
3. Based on the *Housing Strategy*, develop a plan to implement the recommendations and report on progress.
4. Invest in capital infrastructure and projects (budget)
5. Develop policies that facilitate infrastructure planning, maintenance and development (i.e. Reserve Plan Policy).

MEASURE

To monitor the development of the *Housing Strategy*, the Municipality will refer to document recommendation and implementation, monitor implementation and report on progress. Further, the Municipality will track the execution on related initiatives and implementation phases completed.

The execution of next steps in the *operational review* will be measured through the execution of related initiatives.

CRITICAL SUCCESS FACTORS & BARRIERS

Critical Success Factors

Critical success factors for Investing in our Community include staff buy-in, communication of benefits, consistent efforts, championing of objectives, completion of related studies, and comprehensive plan encompassing all studies.

Barriers

Barriers for Investing in our Community include finding consultants and contractors, inflation, human resources, and time constraints associated with the short season.

DEPARTMENTS

The lead departments involved include Public Works, Economic Development, Planning and Building.

NOTES:

STRATEGIC PLANNING CONTEXT

The Municipality of West Nipissing is also guided by many other completed studies including:

Council Term Plan (2023)

Economic Development Priorities (2021)

Tourism Attraction Study (2016)

Community and Business Profile (2016)

Leakage Analysis and Market Feasibility (2015)

Industrial Park Feasibility and Development Study (2015)

Official Plan (2011)

Positioning Plan (2004)

NOTES:



Four-Year Community Strategic Plan

STRATEGIC PLAN BACKGROUNDER REPORT

Prepared by MNP for the Municipality of West Nipissing

August 2022

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1.0 Introduction

1.1 Project Background and Context

The Municipality of West Nipissing engaged MNP (the “Project Team”) to develop a Four-Year Community Strategic Plan. The primary goal of this project was to identify strategies and recommendations that will assist West Nipissing and its stakeholders in guiding the future of the Municipality.

This report has been developed in collaboration with West Nipissing, community leaders, stakeholders, local residents, and businesses. The final product provides the Municipality with a road map to propel West Nipissing into community growth.

The “Project Team” adhered to the following project objectives:

- Source and present relevant local and regional data, information, statistics, and assets to help position the area for strategic growth;
- Renew the mission, vision, and values of West Nipissing;
- Develop strategic priorities, identify key objectives and their timelines;
- Identify gaps between current state and future state through a SWOT analysis and document review;
- Create a Strategy to support and retain continuous growth;
- Engage stakeholders and community members in the development of the Strategy;
- Create an implementation plan with specific priorities and approaches for new initiatives.

1.2 Report Objectives and Structure

The West Nipissing Community Strategic Plan consists of three key documents: the Backgrounder document, the Strategic Plan, and the Placemat document.

The Backgrounder document is a compilation of stakeholder feedback and research which provides the background analysis, evidence, and rationale for each of the recommendations outlined in the Strategic Plan. This document provides a summary of the findings associated with the following deliverables:

- Project Planning and Background Research
- Data Collection and Document Review
- Stakeholder Consultations and Workshops
- SWOT Analysis
- Recommendations / Implementation Plan

The Strategic Plan (a consolidated version of the backgrounder) provides a summary of the findings associated with the following deliverables:

- Summary of key baseline research findings;



- Results stemming from stakeholder engagement and document review;
- Renewed mission, vision, and values;
- Strategic priorities and objectives;
- Review of best practices.

The Placemat document is presented in the form of an interactive resource to help guide the community through the development and implementation process. The purpose of the action-oriented tool is to ensure that West Nipissing and its stakeholders have a user-friendly, practical document to support the implementation of the recommendations.

All three resources are intended to be aids in seamlessly guiding West Nipissing through the first steps of community growth.

1.3 Acknowledgements

The work of the MNP “Project Team” was enhanced by the participation of West Nipissing’s Steering Committee made up of Municipal staff with skills, knowledge, and expertise relative to their respective group as well as other local key stakeholders that provided our team with relevant data and insights. The insights and contributions provided by the members of each group has been instrumental to the overall process. A complete list of the Stakeholders can be found in Appendix A.

The contributions made by the residents of West Nipissing, its staff, survey respondents, and stakeholders who agreed to be interviewed and participate in the workshops, focus groups, and town halls provided great value to the development of this plan. While assembled by the “Project Team”, the following document is a true reflection of the wide-ranging and insightful ideas of numerous individuals and groups who are actively engaged in the various facets of West Nipissing.

1.4 Limitations

MNP relied upon the completeness, accuracy, and fair presentation of all information, data and representations obtained from various sources, which were not audited or otherwise verified by MNP. These sources (collectively “**the information**”), include:

- Data provided from West Nipissing;
- Internal databases and information developed by MNP;
- Information obtained from individuals and organizations consulted as part of this plan;
- Other relevant publicly available studies.

The findings in this plan are conditional upon such completeness, accuracy, and fair presentation of the information, which could not have been independently verified by the “Project Team”.

MNP reserves the right at its discretion to withdraw or make revisions to this report should we be made aware of facts existing at the date of the plan that were not known to the “Project Team” when preparing this Strategy. The reports are as of the date hereof the “Project Team” is under no obligation to advise any person of any change or matter brought to its attention after such date, which would affect the findings. MNP reserves the right to change or withdraw Strategy.



1.5 Note to the Reader

This report has been prepared by MNP based on data and information provided by West Nipissing and other sources as referenced throughout. Our assessment and recommendations for the Four-Year Community Strategic Plan are based on our professional interpretation of the information we obtained as well as our professional insight towards creating sustainable growth. In preparing this plan and strategy, we have strived to be as transparent as possible in terms of the methodology employed, data sources utilized, and any assumptions made.

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2.0 Project Methodology

2.1 Scope of Work

The “Project Team” conducted both primary and secondary research, placing a significant emphasis on stakeholder consultation.

Primary research was conducted to help in developing a deeper understanding of the current state in West Nipissing, as well as gather any ideas for potential growth opportunities foreseen by West Nipissing’s stakeholders. Primary research included:

- Web-based surveys accessible to members of the community and local businesses;
- Stakeholder focus groups and town halls;
- Two half-day workshops;
- One-on-one interviews with regional partners and community stakeholders.

Secondary research included a desktop review of the existing data, research and analysis with particular attention to recommendations, and relevant opportunities for future implementation. Secondary research also included a document review of past reports and studies carried out by the Municipality.

Best practices research was also conducted as part of the secondary research in order to ascertain critical success factors required to achieve each of the goals outlined in the Strategic Plan. A “best practice” is commonly defined as “a procedure that has been shown by research and experience to produce optimal results and that is established or proposed as a standard suitable for widespread adoption¹.” In the context of growth, a practical definition of a “best practice” is “Best practices serve as a roadmap for an organization on how to conduct business and provide the best way to deal with problems and issues that arise².”

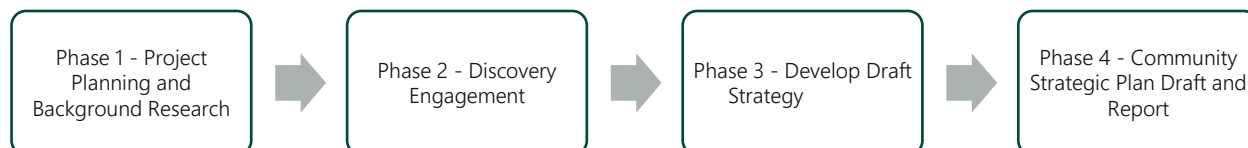
2.2 Approach

MNP has completed the project in four phases: planning, discovery engagement, drafting the Strategy, and Action Plan, and building out the Community Strategic Plan. These four phases flow seamlessly into

¹ [Webster Dictionary](#)

² [Investopedia](#)

one another to producer a comprehensive and detailed Four-Year Community Strategic Plan as an end product.



2.3 Data Analysis

All data and information collected through the research phase was analyzed and summarized, leading to the identification of a series of goals and recommendations for West Nipissing. Based on the research findings, key themes were highlighted and acknowledged. This process led to the identification of strategic priorities and objectives to address each theme. The analysis includes an overarching situational analysis and SWOT analysis.

2.4 Recommendations

The findings from the analysis were then used to develop recommendations for the Strategic Plan. For each of the recommendations, the “Project Team” identified strategic priorities and objectives, recommended project partners, the priority, the rationale, and whether it fits within a short, medium, or long-term implementation timeframe.

3.0 Situation Analysis

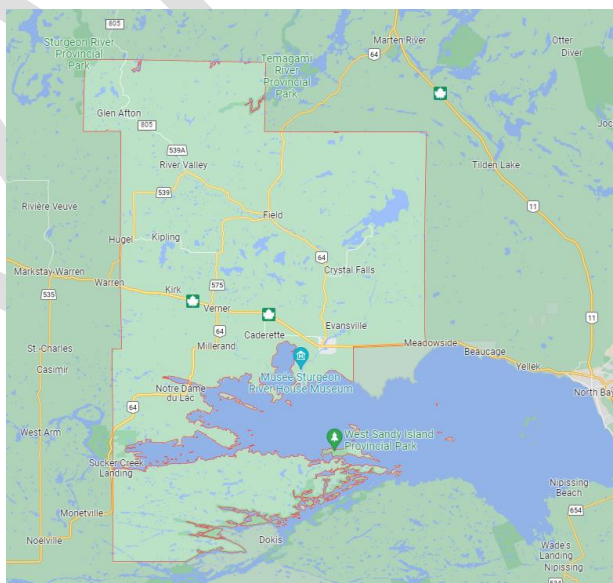
A situation analysis is a synopsis and evaluation of an organization, business, community, or region’s current situation, opportunities, and areas for improvement. Undertaking such an analysis was key to understanding the trends, forces, and conditions that currently influence and shape West Nipissing’s Community Strategic Plan. Following the collection and compilation of relevant data, the “Project Team” reviewed and analyzed the information and identified strengths, weaknesses, opportunities, and threats that exist within the Municipality’s landscape. The information obtained from the situational analysis provided the foundation for the creation of the comprehensive and collaborative Strategic Plan, identifying tangible strategic priorities for implementation.

3.1 Secondary Research

Secondary research consists of collecting and analyzing data that has already been produced. For the purposes of this project, the process included sourcing and reviewing, local and regional data, studies, strategies, research papers and other documents as they relate to West Nipissing’s Community Strategic Plan.

3.1.1 Community Profile

20 years ago, more than 17 unincorporated townships came together to form West Nipissing, a vibrant community of 14,364 citizens (2016 census) located in Northeastern Ontario in the Nipissing





District³. It the midpoint between two of Northeastern Ontario’s major cities, situated approximately 40km West of North Bay and 90km Southeast of Sudbury.

West Nipissing is easily accessible from all four geographic corners. By way of the Trans-Canada Highway 17, and near the Highway 11 junction, the Municipality is only a 4-hour (400km) drive from Ottawa and Toronto⁴. In addition to these road connections, West Nipissing is centrally connected by rail and air. A freight rail line parallels Highway 17 through the Municipality. West Nipissing is in proximity to airports in Sudbury and North Bay. The Municipality is home to breathtaking scenic views and a vibrant waterfront community. This has served West Nipissing to become a significant tourist destination over the years, attracting visitors throughout Ontario and the United States. At the heart of the beautiful waterfront scenery is the new full-service Minnehaha Bay Marina.

In addition to the lake and waterfront offerings, West Nipissing boasts 4 provincial parks, breathtaking beaches, the Sturgeon River House Museum, two arenas, and a variety of winter activities. With 68% of bilingual residents, there is a strong francophone presence that creates a unique experience for visitors.

West Nipissing also has several economic engines other than tourism. Leveraging West Nipissing’s scenery, there has been a significant increase of investment in the form of hotels, restaurants, and waterfront parks. West Nipissing is composed of land that is part of the basin of an ancient lake – the land is richer relative to Northeastern Ontario’s soil, which makes for excellent farming conditions. Particularly Dairy farming, which contributes upwards of \$8 million to the economy. Further, as the midpoint of Canada’s largest mining cluster (North Bay and Sudbury), West Nipissing has experienced significant industrial investment, evident when Jennmar opened their first Canadian base there. This has helped spring the retail sector, with over 230 of the 500 businesses in West Nipissing related to the retail and service sector⁵.

In short, a centralized location, rich cultural history, and diverse economic engines poise West Nipissing for sustainable growth in the coming years. Now with a renewed mission, vision, and values, West Nipissing has the guidance they need to clear the path to success.

3.1.2 Current and Proposed Studies and Reports

West Nipissing has done an incredible job conducting a wide variety of reports and studies in recent years. An overview of the current studies and reports shared with the MNP “Project Team” is provided below.

³ [West Nipissing Website](#)

⁴ [West Nipissing Industrial Park Study](#)

⁵ [West Nipissing Industrial Park Study](#)



Current Studies and Reports

Study	Year	Status	Objective
Land-Use Development Strategy	2022	In Progress	The purpose of this study is to determine the most efficient use of land for the Municipality to coordinate municipal growth, economic development, and infrastructure investment actions.
Housing and Development Study	2022	In Progress	The purpose of this study is to understand population and housing forecasts, socio-economic breakdowns, modelling options for types of dwellings, and proposed locations of future housing developments.
Community Safety and Well-Being Plan	2022	Draft for Council	Reassert West Nipissing's commitment to safety, well-being, and belonging as it pertains to prevention, harm reduction, and risk intervention strategies.
West Nipissing's Economic Development Priorities	2021	Complete	Displays visuals of illuminating and developing existing assets.
Community and Business Profile	2016	Complete	Overview of West Nipissing statistics (ex. demographics, population, labour, etc.), transportation, and economic drivers.
West Nipissing Tourism Attraction Study	2016	Complete	List of priorities and objectives to focus on as it pertains to economic development.
Leakage Analysis and Market Feasibility	2015	Complete	Develop a long term plan to increase tourism in the area, which will also create jobs and attract new investment.
West Nipissing Leblanc Road Industrial Park Feasibility and Development Study	2015	Complete	Prepared to provide the Municipality with guidance related to the development of 75 acres of industrial zoned land.



Study	Year	Status	Objective
West Nipissing Official Plan	2011	Complete	The purpose of the Official Plan is to set out goals and objectives for development in the Municipality for the next 20 years (2008-2028) while having regard for the effects on the social, economic, and natural environment of the municipality.
West Nipissing Positioning Plan	2004	Complete	The aim is to discover the level of leakage in West Nipissing.

Through the “Project Team’s” research and stakeholder consultation, MNP has also put together a brief list of studies to be done in the future. The additional studies and report are expected to provide West Nipissing with the data needed to make strategic and informed decisions going forward.

Proposed Studies and Reports

Proposed Study	Proposed Year	Objective
Asset Management Plan	TBC	To better understand existing assets and how to increase utilization rates.
Tourism Needs Assessment	TBC	Analyze existing tourist segments, gaps, and opportunities to maximize the economic benefit.
Roads Needs Study	TBC	To determine which roads may need the most support and maintenance, and how to approach that.
Community Safety and Well-Being Implementation Plan	TBC	Implementation plan to bring to action the great work that was already done with the Community Safety and Well-Being Plan.



3.2 Primary Research

Primary research involves collecting data directly from first-hand experience and observations. For the purpose of this project, the focus of the community consultation and stakeholder engagement process was primarily placed on the following key groups:

- Residents
- Local businesses, key partners, and organizations
- Municipal personnel
- West Nipissing's Steering Committee

A variety of engagement methods were utilized in order to gain as much input into the process as possible. This included:

3.2.1 Stakeholder Consultation Approach

Group	Medium	Number of Participants
Residents	Online Survey	503
	Town Halls (2)	16 total
Local Businesses, Key Partners & Organizations	Focus Group (2)	24 total
Chief Administrative Officer (CAO) & Municipal Personnel	Individual Interviews	6
	Focus Group	10
West Nipissing's Steering Committee	Workshops (2)	28 total

The stakeholder engagement process provided the following benefits:

- Education and increased awareness about the Municipality's determination to collaborate with organizations and community to build a sustainable Community Strategic Plan;
- Set the stage for future engagement with organizations and businesses that may be able to play a role in implementing the plan;
- Acquired input from various perspectives regarding the community's opportunities;
- Acquired knowledge and intelligence regarding existing initiatives at the community and organization level;
- The development of a renewed vision, mission, and values;
- The development of strategic objectives, timelines, and priority.



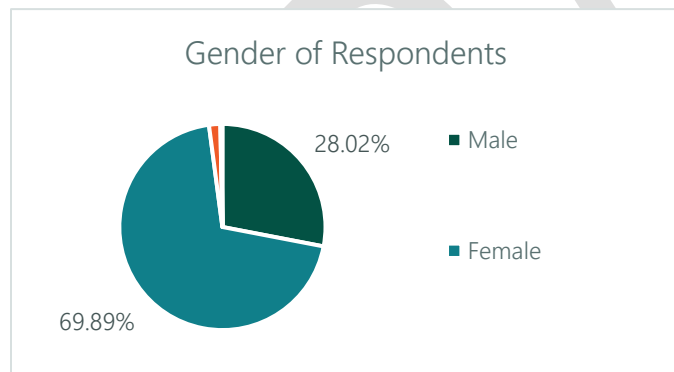
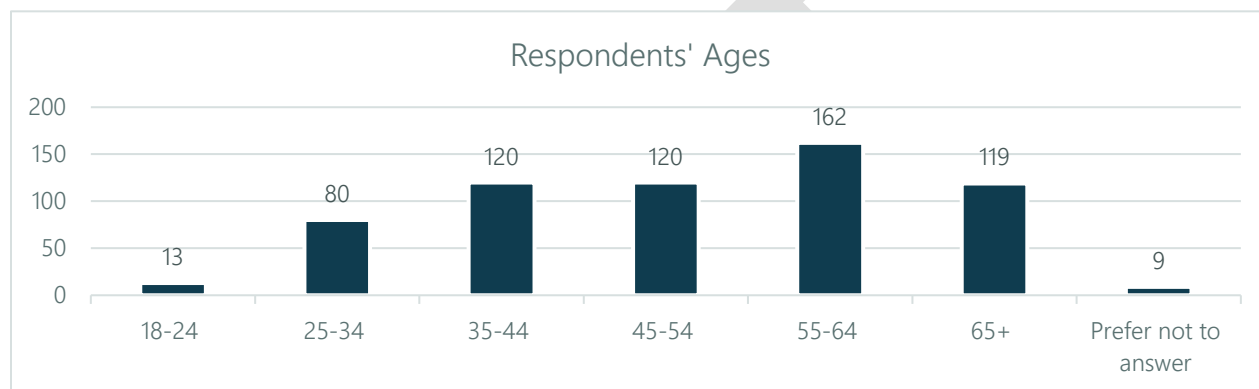
3.2.2 The Community Survey

In order to garner insight and ideas from as many residents as possible, the “Project Team” developed a bilingual survey, which was deployed online (paper copies were also available at the Municipality).

3.2.2.1 Survey Results

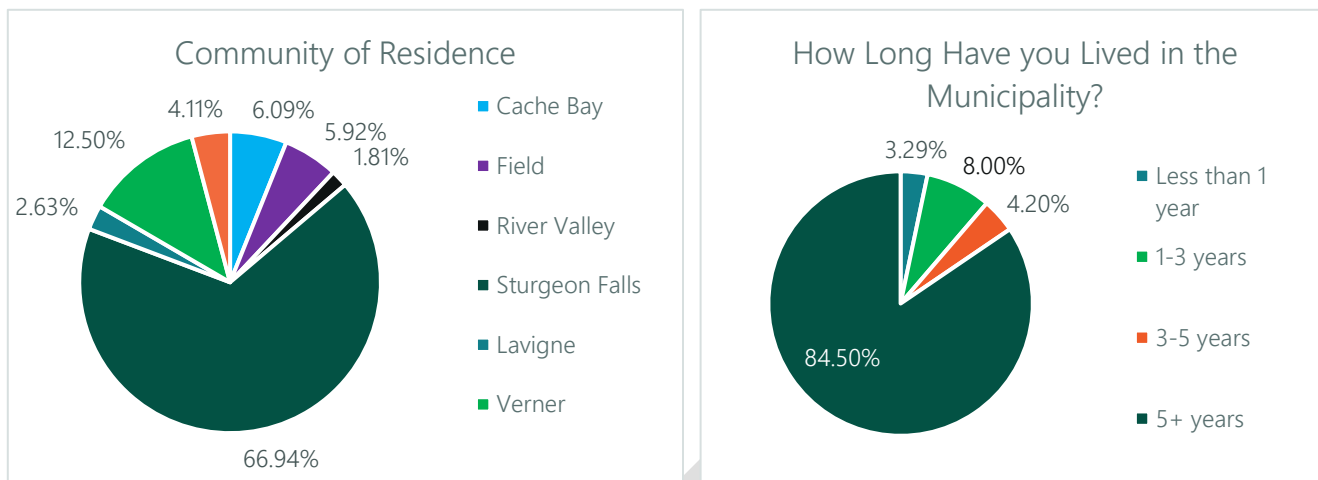
In total, 503 respondents (473 in English and 30 in French) completed the survey. Given the number of respondents, the statistical significance of the sample is high and thus provides confidence in the extent to which the data can be explored.

i. Survey Demographics



The median age of a survey respondent was an expected 50.9 years old. 28% of survey respondents were male and 70% were female.

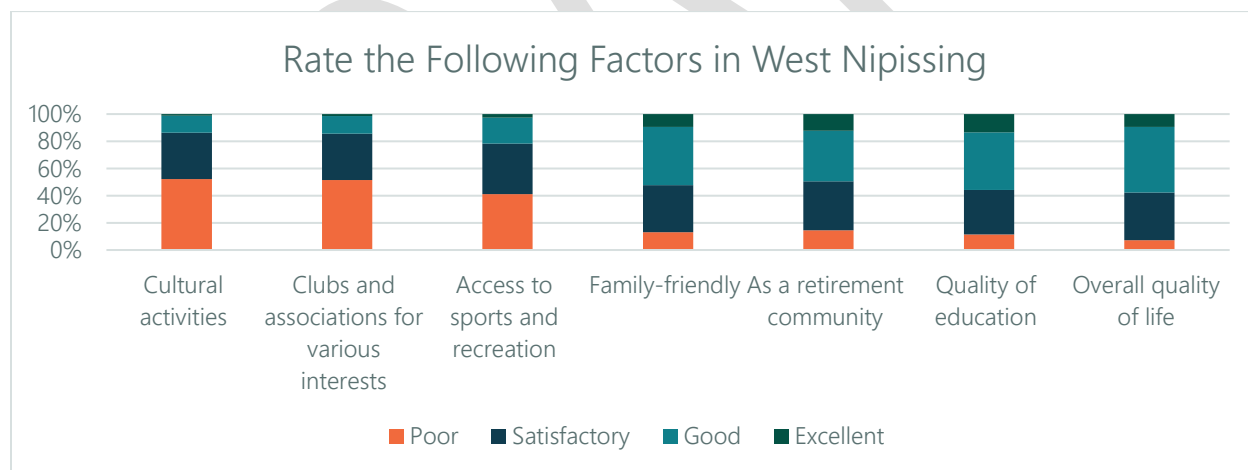
Further details on the survey demographics is provided on the following page.



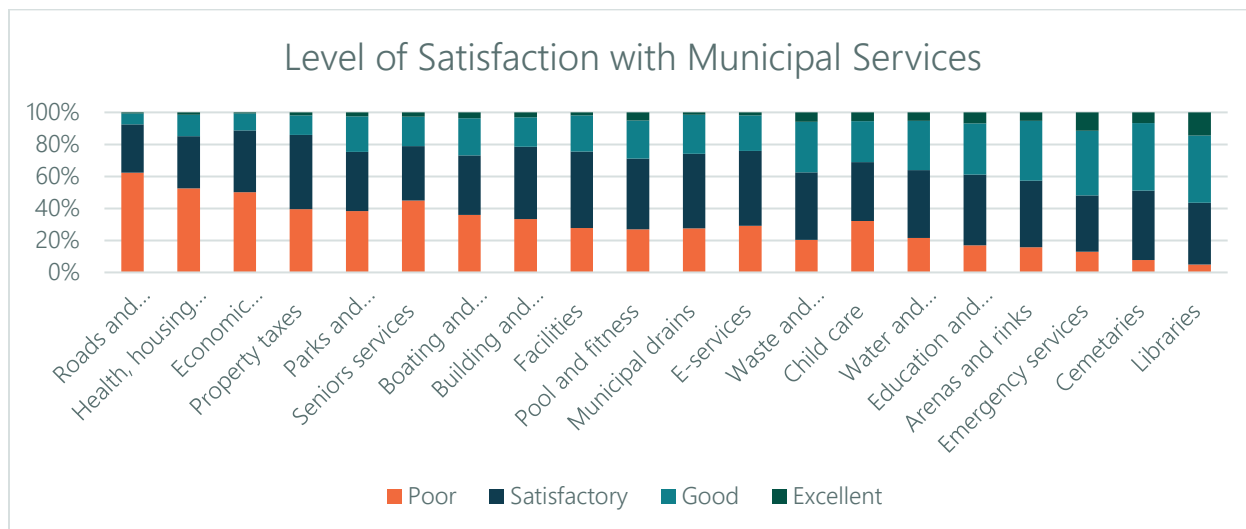
Approximately 2/3 of survey respondents reside in Sturgeon Falls, with the next largest being River Valley residents (1/8 of respondents). Almost 85% of respondents have lived in the Municipality longer than 5 years.

In addition to the demographic information, the following key elements were also included in the surveys: resident satisfaction, spending on services, tourism, doing business in the Municipality, and future outlook. Further details on each element are provided below.

ii. Resident Satisfaction

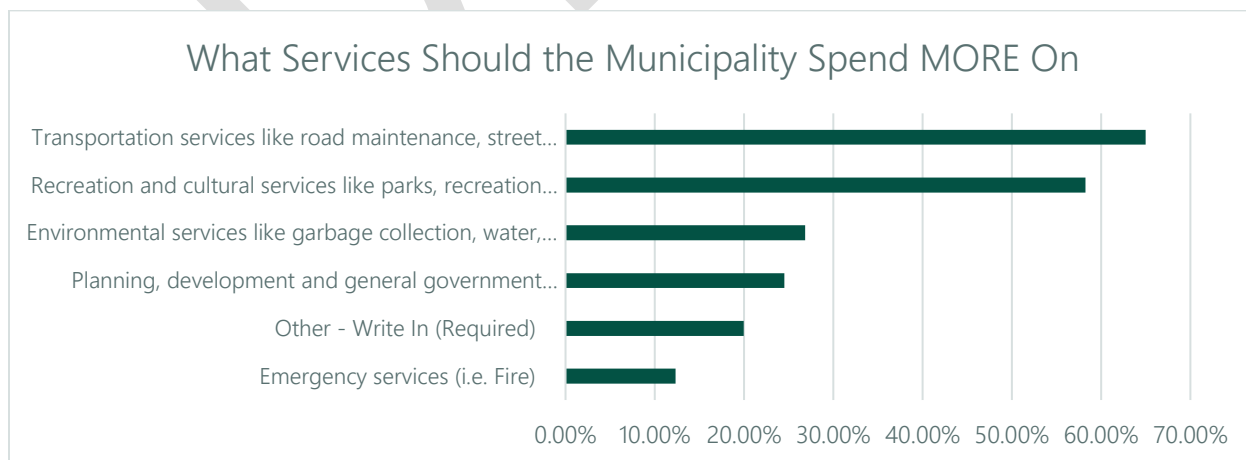
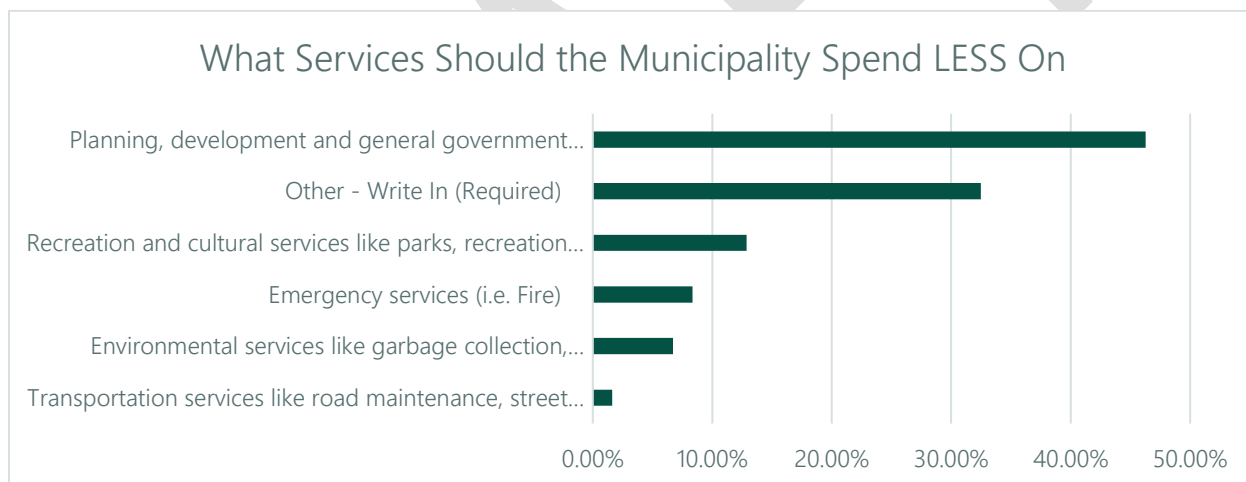


“Cultural activities” and “Clubs and associations for various interests” received the poorest ratings (50%+ “Poor”), 10%+ of residents gave West Nipissing an “Excellent” rating for its “Quality of life and “As a retirement community.”



“Roads and sidewalks”, “Health, housing and support”, and “Economic development” received the lowest levels of respondent satisfaction, with “Emergency services” and “Libraries” receiving the highest levels.

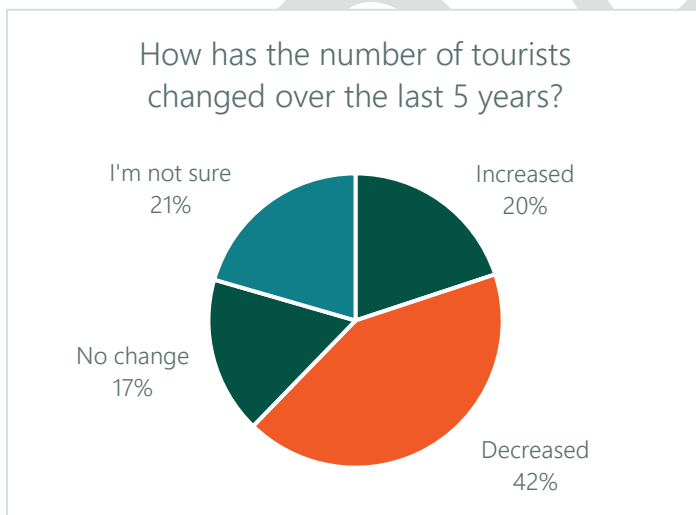
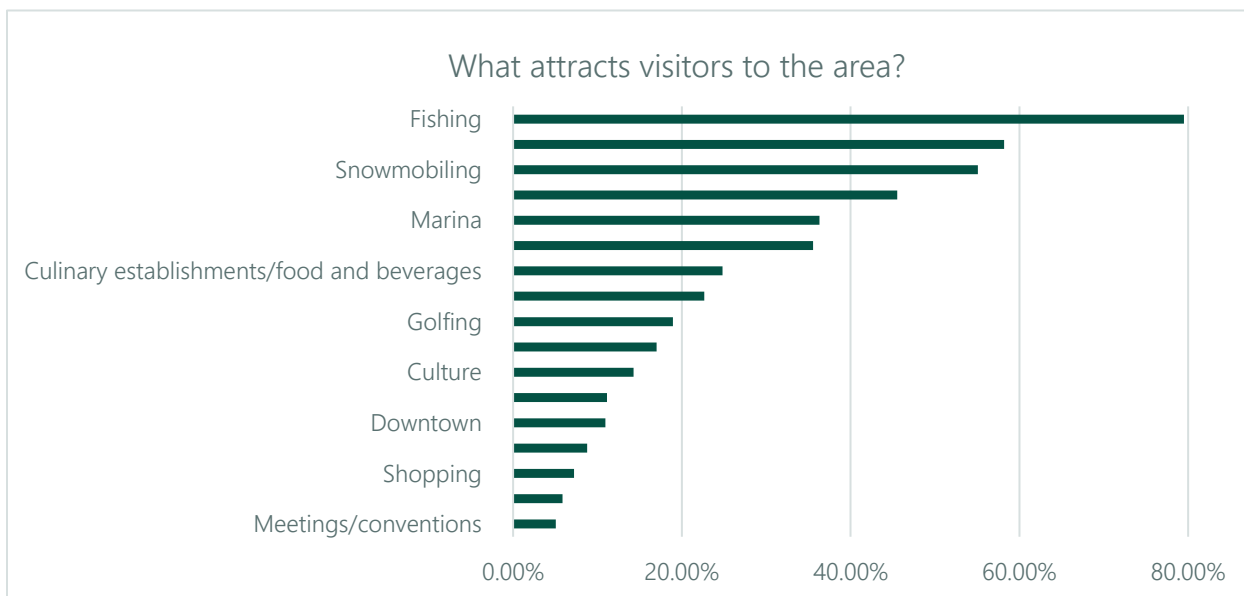
iii. Spending on Services





Administrative services were the most frequently recommended as a service for the Municipality to spend less on. Transportation services was the most popular response for services to spend more on and the least popular response for services to spend less on. More than half of the respondents believe that Transportation Services and Recreation and Culture Services should receive more spend.

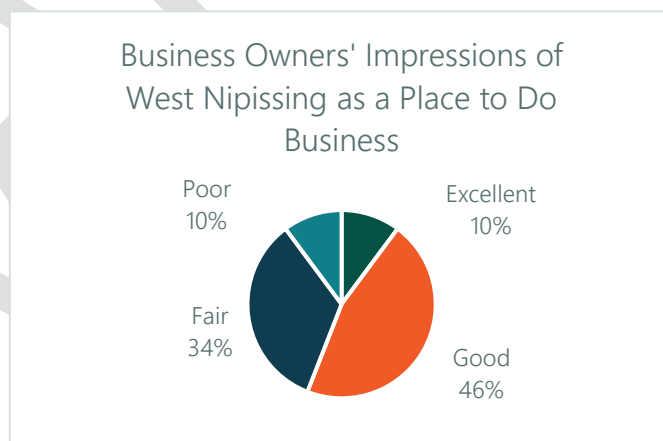
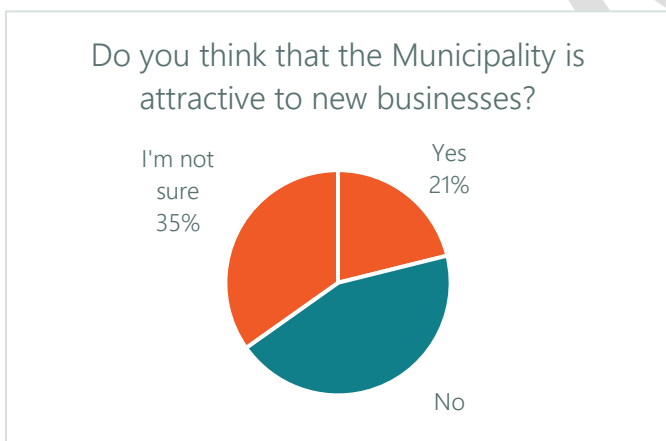
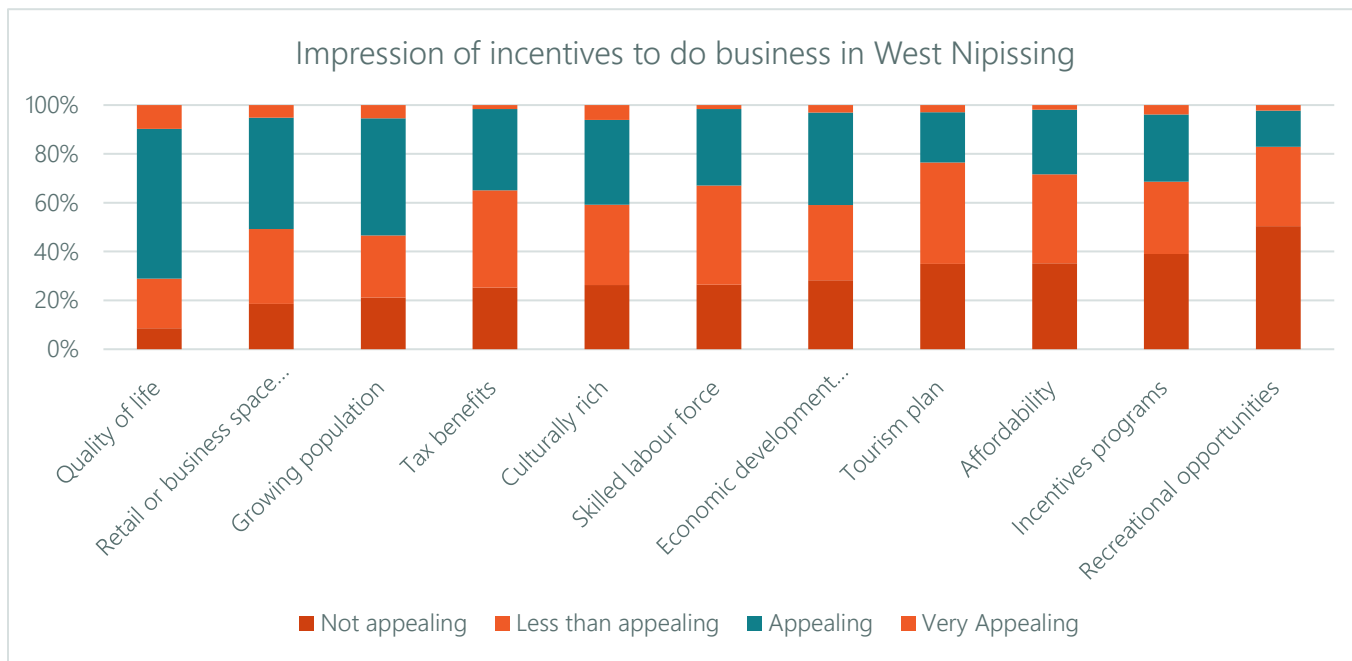
iv. Tourism in the Municipality



Almost 4/5 of respondents believed that fishing was bringing visitors to the Municipality, with almost 2/3 also stating hunting and snowmobiling as being drawing factors. Meetings / conventions, museums, shopping, heritage, and downtown were not perceived as tourism magnets by over 90% of respondents. Only 1/5 of respondents believed that there was an increase in tourism in West Nipissing over the last 5 years.



v. Doing Business in the Municipality

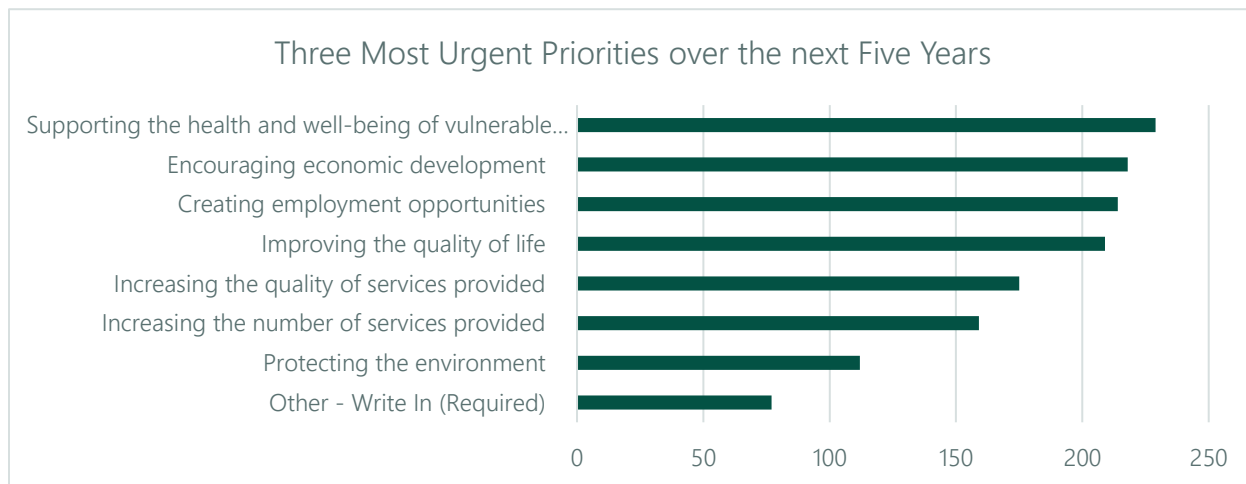


“Quality of life” and “Retail or business space available” were rated as the most enticing incentives to do business in West Nipissing. West Nipissing’s tourism plan, affordability, and incentives received poor ratings as incentives to do business in the Municipality. Only approximately 1/5 of business owners in West Nipissing thought that the Municipality is attractive to new businesses, and only 1/10 rated it as an excellent place to do business.



vi. Future Outlook

The most urgently reported priority is supporting the well-being and health of vulnerable citizens. Economic development was found to be the number one lever to increase the overall quality of life in the Municipality.



3.2.2.2 Summary of Survey Highlights

The table below provides a summary of the key highlights from the survey, looking at the main strengths and weaknesses for each element.

Theme	Strengths	Weaknesses
Resident Satisfaction	<ul style="list-style-type: none"> ✓ 10% of residents gave the Municipality an “Excellent” rating for its “Quality of life” and “As a retirement community” 	<ul style="list-style-type: none"> X “Cultural activities” and “Clubs and associations for various interests” received the poorest ratings (50% “Poor”) relative to the other responses



Theme	Strengths	Weaknesses
Current Spending on Services	✓ More than half of the respondents believe that Transportation Services and Recreation, as well as Culture Services should receive more spend	X Administrative services were the most frequently recommended as a service for the Municipality to spend less on in relation to the other responses
Tourism in the Municipality	✓ Almost 4/5 of respondents believe that fishing was bringing visitors to the Municipality, with hunting and snowmobiling following closely behind	X Relative to other responses, Meetings/conversations, museums, shopping, heritage, and downtown were not perceived as tourism magnets by over 90% of respondents
Municipal Services Satisfaction	✓ "Emergency services" and "Libraries" received the highest levels of respondent satisfaction	X "Roads and sidewalks", "Health, housing and support" and "Economic development" received the lowest levels of respondent satisfaction compared to "Emergency services" and "Libraries"
Doing Business in the Municipality	✓ "Quality of life" and "Retail or business space available" were rated as the most enticing incentives to do business in West Nipissing	X Only approximately 1/5 of business owners in West Nipissing who replied to the survey thought that the Municipality is attractive to new businesses
Looking Forward	✓ The most urgently reported priority is supporting the well-being and health of vulnerable citizens	X Economic development was found to be the number one lever to increase the overall quality of life in the Municipality in comparison to the other options

3.2.3 Focus Group Consultations, Town Halls & Interviews

The "Project Team" facilitated a series of focus group sessions, town halls, workshops, and multiple one-on-one interviews to collect additional primary data and gain further insight. Samples of the materials used for these discussions can be found in Appendix B.



3.2.3.1 Summary of Stakeholder Engagement Findings

A series of open-ended questions were raised and discussed during the stakeholder engagement sessions. The questions related to topics including:

- Strengths of the community
- Key resources and attractions
- Future external opportunities and key areas of untapped potential
- To identify what residents and businesses owners are asking for
- Understanding an ideal future and what the Municipality is passionate about
- How to track and measure Key Performance Indicators (KPIs)

Through the stakeholder analysis, the “Project Team” was able to identify common themes as it relates to West Nipissing’s Community Strategic Plan:

Theme	Description
A Bilingual, Friendly and Well-Located Community	All stakeholders reported that the community is very well located, with a plethora of natural resources, bilingual and friendly residents, activities for seniors, many accessible hospitals, and a cheaper cost of living.
A Wealth of Assets, but an Ageing Infrastructure	Stakeholders consistently reported that the Municipality has a lot of great assets (including natural resources, Minnehaha Bay, etc.), but that the infrastructure is lacking or not maintained. Additionally, it was reported that there is a lack of financing to revitalize this ageing infrastructure.
A Housing Shortage Within the Community	A housing shortage was reported to be a key challenge facing the Municipality. This shortage has reportedly affected business owner’s ability to recruit and retain labour and, more generally, has affected the Municipality’s ability to attract new residents.
A Sense of Division Amongst the Communities Within the Municipality	Stakeholders reported that there is a need to create unity amongst the various communities (e.g., West Nipissing (previously Sturgeon Falls), Verner, Field, etc.) within the Municipality, to create an identity for the community as West Nipissing.
The Municipality Needs to Focus More on Economic Development Going Forward	It was reported that the Municipality should revitalize its downtown core and more generally, improve and encourage economic development to attract more businesses and investments, retain the youth within the community, etc.
There is a Lack of Communication between the Municipality and the	It was reported that the community is not always aware of what projects and initiatives the Municipality is undertaking and does



Theme	Description
Community	not often see or hear about its decisions, outcomes, and/or implementation.
A Passionate and Dedicated Volunteer-Base	The Municipality benefits from its passionate and dedicated volunteers, who have mobilized to help the community (e.g., clean up of beaches and roads, organize fundraisers). However, it was reported that this volunteer-base requires support from the Municipality to continue working and maximize efficiency and effectiveness.

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4.0 SWOT Analysis

4.1 Definition

SWOT is an acronym for Strengths, Weaknesses, Opportunities and Threats. Strengths (S) and Weaknesses (W) are considered to be internal factors over which there is some measure of control. Opportunities (O) and Threats (T) are considered to be external factors which are outside of the range of control. A SWOT views all positive and negative factors inside and outside an organization / industry / community that affect success. The SWOT analysis for West Nipissing was developed after analyzing the input from various stakeholders through the interview, town hall, and focus group consultation sessions.

4.2 SWOT Analysis

Strengths

Outstanding Service Offerings

The Municipality takes great pride and goes above and beyond in providing exceptional services. Readily available hospitals and access to diverse school boards show that the foundation is stable.

Active Community and Culture

Home to a friendly community where diversity is welcomed and celebrated, evident in the bilingualism and in collaborations with Indigenous residents. Community members get involved when others are in need.

Passionate Volunteer Force

The Municipality benefits from hard working volunteers dedicated to making the community a better place each and every day through their support of service offerings.

Growth Oriented

The people of the Municipality are ready for growth. They have amazing ideas to propel the area into a vibrant, lively, and supportive community.

Weaknesses

Siloed Identity

While each community has their own attributes that make them unique, there are cultural differences of background and interests that makes unifying and integrating the culture much more difficult. Rather than identifying as "one West Nipissing" communities are fractured causing misalignment in resourcing needs and priorities.



Disconnected Accessibility

A lack of infrastructural integration between communities including areas without sidewalks, restricted room for biking, and limited taxi service hinders members' mobility for those who do not own vehicles.

Time, Budgetary, and Resource Constraints Hinder Staff Impact

Staff members are dedicated to their work and making the Municipality a better place to live. However, some feel as though they do not possess the tools they need to maximize their impact and are constrained through their time and budget. This has resulted in the disruption of building maintenance and missed opportunities.

Communication

The public is often unaware of the breadth of service offerings made available by the Municipality. They also seem to not be aware of project outcomes or future priorities.

Opportunities

Expanding the Utility and Development of Existing Assets

By investing in existing resources and possibly increase seasonality, the Municipality can increase their offerings without building or acquiring new assets. For example, winterizing the beach with a skating rink, or adding snowmobile and ATV routes increasing the Municipality's accessibility represent opportunities to leverage the utility and development of assets.

Capitalization on Tourism

The Municipality is home to tourism multiple times each year, however, there is a gap between what the community offers, and what tourists are aware of. There is an opportunity to capitalize on the supply of tourists through an increased effort on communication by way of knowledge sharing mediums such as an Information Centre.

High-Skilled Job Creation

Increasing the amount of high skilled labour opportunities will provide youth an incentive to stay, while clearing an avenue for professional skill development. Reigniting discussions around the Industrial Park may be a step in the right direction.

Strategic External Partnerships

Collaboration with Indigenous communities, local businesses, farmers, and volunteer groups represent an opportunity for growth while maintaining the Municipality's authenticity.

Threats



Dwindling Labour Market

The shrinking labour market makes it challenging for business to not only enter, but to keep their doors open. The smaller the market becomes, the more expensive labour gets, and the harder it is for local businesses to meet their bottom line.

Low Taxation Rate

With consistently very low taxes, budgets are heavily constrained. Because of this constraint, the Municipality is increasingly reliant on grants. However, grant writers are hesitant to distribute grants because of the low tax rate.

Political Pressure Amongst Internal and External Stakeholders

There is an unsustainable relationship between staff and Council that prioritize personal relationships over the betterment of the community. The relationship between the Municipality and certain local businesses has limited and inconsistent touchpoints, business owners sometimes find frustration in working with the Municipality.

Aging Infrastructure and Housing Shortage

West Nipissing owns an ageing portfolio of public infrastructure that requires demanding maintenance and renewal. Ageing infrastructure's associated costs may limit the Municipality's growth and ability to capitalize on new opportunities. The Municipality is also facing a housing shortage, which is affecting its ability to recruit and retain labour and new residents.

4.3 Summary of Stakeholder Consultations

The qualitative research confirmed that West Nipissing provides excellent services, has a passionate volunteer force, and is home to beautiful land. The research also identified opportunities for growth and areas to prioritize.

These opportunities for growth were segmented in to four exclusive and exhaustive themes. The themes are listed below:

1. Economic Development
2. Environmental Stewardship
3. Quality of Life & Well-being
4. Investing in our Community

The key themes will be further explained in **Section 6**, along with objectives, critical success factors, metrics, key performance indicators, and a timeline for each.



5.0 Renewed Mission and Vision Statements

Although West Nipissing’s mission and vision statements encompass many great ideas, a lot has changed since they were developed. As part of this project, the “Project Team” was asked to renew the mission, vision, and values of West Nipissing through participant collaboration in the half-day workshops. The group was provided with examples of other mission and vision statements and asked to think about what West Nipissing means to them, what it means to the public, and key messages to communicate.

5.1 Current Statements

	Current	Renewed
Mission	The Municipality of West Nipissing is focused on service excellence, collaboration, and resourcefulness. We are committed to providing quality services for urban and rural residents while maintaining one of the lowest tax rates in Ontario.	West Nipissing is passionate about providing quality services to its residents and visitors. This will support the Municipality in ensuring residents/visitors’ “joie de vivre.”
Vision	The people of West Nipissing are friendly, welcoming, and outdoorsy. The community is culturally rich and proudly celebrates its Bilingual, Francophone, and Aboriginal roots. Lake Nipissing, the Sturgeon River and the region’s numerous lakes provide an attractive residential and recreational setting for residents, newcomers, and retirees. West Nipissing is a distinguished agricultural hub that is well surrounded by opportunities from key sectors including mining, healthcare, public service, retail trade, education, construction, forestry, and transportation.	West Nipissing celebrates our uniqueness and working together to create a place we are proud to call home where “joie de vivre” is possible for all.

Additional drafts of a vision statement may be found in Appendix C. Note: this vision statement represents a draft, the communications team is to further develop the vision statement to best reflect West Nipissing’s messaging and brand.

5.2 Value Development

MNP has collaborated with West Nipissing to create values that act as principles of operations for the Municipality. To take effect, these values must not lay idle on a website, but rather, be lived by the



organization. Constantly referenced and used to influence decision making, acting as a Municipality-wide compass. The eight values include:

1. Respect & Trust
2. Integrity
3. Humility
4. Inclusivity & Accessibility
5. Support/Compassion
6. Collaboration/Harmony
7. Openness
8. Safety & Well-Being

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6.0 Strategic Recommendations & Implementation

Through the research and consultations, recommendations have been extrapolated into a separate document and tool. The Strategic Plan encompasses a series of recommendations that will serve the Municipality and its stakeholders in ensuring implementation of initiatives that will help grow the community.

As highlighted in **Section 4**, extensive Primary Research has guided the “Project Team” towards the development of four unique strategic priorities. The four strategic priorities are listed below:

1. Economic Development
2. Environmental Stewardship
3. Quality of Life & Well-being
4. Investing in our Community

During the half-day workshop, West Nipissing was tasked with filling out objectives, activities, priority, measures, critical success factors, barriers, and partners involved as it pertains to each strategic priority. Highlights from the activity are listed in the charts that follow.



6.1 Economic Development

Strategic Priority		Economic Development		
1. Objective (ranked in priority)		2. Measure		
<ul style="list-style-type: none"> a. Regular communications and education on Economic Development programs and initiatives <ul style="list-style-type: none"> i. Support the development of activities/clubs/associations in communities (e.g. canoe club in Verner) b. Conduct a Tourism Needs and Gaps Assessment c. Review and expand Tourism Study and develop a comprehensive Tourism Plan d. Implement findings from <i>Weyerhaeuser</i> Lands Study e. Develop and implement marketing strategy for business and resident attraction (branding, tourism) f. Revitalize Downtown Core (support local businesses and attract new local businesses, open empty lots to new business opportunities, etc.) 		<ul style="list-style-type: none"> a. Number of public facing communications b. Completed Tourism Needs and Gaps Assessment c. Completed Tourism Plan d. Number of completed initiatives from <i>Weyerhaeuser</i> Lands Study e. Completed marketing strategy; number of accomplished initiatives from marketing strategy f. Dollars invested in downtown revitalization 		
3. Critical Success Factors		4. Barriers		5. Departments & Partners Involved
<ul style="list-style-type: none"> • Collaborate, partner, investments from private sector • Maintain current approach and processes to business development • Specific and completed studies/plans • Comprehensive and integrated plan that encompasses all studies/plans 		<ul style="list-style-type: none"> • Budget & time constraints • Human resources • Lack of housing 		<ul style="list-style-type: none"> • Public Works • Recreation and Fitness Programming • Community Development • Economic Development



6.2 Environmental Stewardship

Strategic Priority		Environmental Stewardship	
1. Objective (ranked in priority)		2. Measure	
<ul style="list-style-type: none"> a. Develop municipal policies to support environmental initiatives (incl. recycling programs, etc.) <ul style="list-style-type: none"> i. Encourage virtual meetings versus in person meetings (to reduce car use) ii. Environmental plan (to show ROI) b. Enhance current assets (i.e., green spaces, trails, etc.) <ul style="list-style-type: none"> iii. Invest in electrical/charging stations (EV) c. Improve waste management programs d. Reduce storm infiltration in our systems (untreated water) e. Create opportunities for investments & partnerships in green tech/energy <ul style="list-style-type: none"> iv. Link events to be green, educate in school, organize workshops f. Public awareness campaign on Environmental Stewardship 		<ul style="list-style-type: none"> a. Number of environmental policies developed b. Dollars invested in current assets c. Number of waste management initiatives introduced d. Dollars invested in system infrastructure e. Number of partnerships f. Number of awareness events; dollars spent on marketing 	
3. Critical Success Factors		4. Barriers	
<ul style="list-style-type: none"> • Collaboration with Indigenous partners • Develop policies • Education • Buy-in 		<ul style="list-style-type: none"> • Financial • Geography 	
		5. Departments & Partners Involved	
		<ul style="list-style-type: none"> • Public Works • Economic Development • Environmental Services • Communications Team 	

6.3 Quality of Life & Well-Being

Strategic Priority		Quality of Life & Well-being		
1. Objective (ranked in priority)		2. Measures		
<ul style="list-style-type: none"> a. Remove siloes by creating opportunities for collaboration & knowledge sharing between organizations and departments b. Support, Encourage & Collaborate with Volunteers to Develop Cultural Activities, Clubs & Associations, etc. c. Increase & Recruit Additional Services to the Municipality (i.e., Mental Health Services) d. Based on the Community Safety and Well-being Study, develop and execute an implementation plan e. Focus on Youth (i.e., Youth Advisory Council) and Seniors (i.e., Healthy Community Committee) 		<ul style="list-style-type: none"> a. Number of cross-functional initiatives and interactions b. Number of clubs and associations c. Number of wellness focused services d. Completed Well-being Study; accomplished or implemented related initiatives e. Amount of youth involvement in wellness services 		
3. Critical Success Factors		4. Barriers		5. Departments & Partners Involved
<ul style="list-style-type: none"> • Buy-in by decision-makers and participants • Solid Communications Strategy • Volunteer Recruitment, Retention, Support • Leadership in Volunteer/Youth & Senior programs 		<ul style="list-style-type: none"> • Human Resources • Budget • Volunteer Burn Out & Ageing • Geographical Challenges 		<ul style="list-style-type: none"> • Community Development • Community Services • Communications Team



6.4 Investing in our Community

Strategic Priority		Investing in our Community		
1. Objective (ranked in priority)		2. Measures		
<ul style="list-style-type: none"> a. Develop Road Needs Study b. Develop Asset Management Plan (roads maintenance, facilities and building maintenance) c. Improve and maintain our existing infrastructure (incl. docks, roads, etc.) <ul style="list-style-type: none"> i. Explore high-speed internet investment opportunities for rural communities d. Based on the Housing Study, develop a plan to implement recommendations e. Execute next steps in Operational Review 		<ul style="list-style-type: none"> a. Completed Road Needs Study b. Completed Asset Management Plan c. Dollars invested in infrastructure d. Completed Housing Study implementation plan; execution on related initiatives e. Number of initiatives acted upon from Operational Review 		
3. Critical Success Factors		4. Barriers	5. Departments & Partners Involved	
<ul style="list-style-type: none"> • Buy-in • Communication of benefits and reasons • Ongoing efforts to accomplish the objectives • Objectives need to be championed • Specific and completed studies • Comprehensive and integrated plan that encompasses all studies 		<ul style="list-style-type: none"> • Finding consultants and contractors • Financial & Inflation • Human resources to implement recommendations • Short season (time constraints) 	<ul style="list-style-type: none"> • Public Works • Economic Development • Planning and Building 	



6.5 Strategic Plan Key Performance Indicators (KPI)

To guide the implementation, the following KPIs can help monitor and determine if the implementation process is successful. KPIs differ from Critical Success Factors, as Critical Success Factors ask how to *achieve* success, whereas KPIs ask how to *measure* success.

The following KPIs were developed through Interviews, Town Halls and Focus Groups by a diverse set of stakeholders across the Municipality. Commonly mentioned KPIs include:

- Number of partnerships
- Number of programs and services
- Number of internal progression meetings
- Community satisfaction and perception feedback surveys

7.0 Final Thoughts

Armed with the information provided within this report and the accompanying Strategic Plan and Placemat, the Municipality of West Nipissing is well positioned to work with its partners to grow as a community. The key will now be to see through implementation, maintain engagement, and stay focused on the end goal.

Keep in mind, implementing a strategic plan may take time. In order to be successful at moving the community forward, West Nipissing needs to first concentrate on low hanging fruit, achieving small success, being transparent and consistent, and celebrating and sharing its victories.

8.0 Appendices

8.1 Appendix A: List of Stakeholders Engaged

Municipal Leadership			
Name	Title	Engagement Type	Engagement Date
Richard Maranda	Fire Chief	Individual Interview	June 14, 2022
Alisa Craddock	Director of Corporate Services, Treasurer	Individual Interview	June 14, 2022
Stephan Poulin	Director of Economic Development and Community Services	Individual Interview	June 14, 2022
Jay Barbeau	Chief Administrative Officer	Individual Interview	June 15, 2022

Business Owners and Organizations			
Name	Title	Engagement Type	Engagement Date
Zack Lafleur	West Nipissing Chamber of Commerce	Focus Group	June 15, 2022
Dan Olivier	Farmer, Business Owner		
Bruno Lepage	RIV Chip Stand Owner		
Denis Catonguay	Co-op Verner		
Ken Paquette	Field Regional Economic Development		
Patrick de Boer	River Valley Bluegrass Festival		
Mitch	Leisure Farms		



Deschatelets			
Jesse Demers	KOA		
Theo Tsiogas	Mr. Sub		

Municipal Staff			
Name	Title	Engagement Type	Engagement Date
Marc Ayotte	Facilities Manager	Focus Group	June 22, 2022
Sarah Furchner	Recreation and Fitness Programming Coordinator		
Catherine Levac-Lafond	Community Development Officer		
Kassandra Girard	Economic Development Officer		
Peter Ming	Manager of Water and Wastewater Operations		
Jason Sullivan	Solid Waste Manager		
Melanie Ducharme	Planner/Municipal Clerk		
Alain Bazinet	Chief Building Officer		
Greg Carello	Operations Manager at WN Power Generation		
Larissa Yantha	Special Projects Coordinator		

8.2 Appendix B: Focus Group Consultations, Town Halls, and Interview Guides



8.2.1 Focus Groups

Business Owners Focus Group	
Topic	Questions
Strengths	<ol style="list-style-type: none"> 1) What are we doing well? 2) What are some of the positive aspects of the Municipality's services that benefit you? 3) What are we known for? 4) What key resources and offerings attract business to the Municipality?
Opportunities	<ol style="list-style-type: none"> 5) What future external opportunities exist for the Municipality? 6) What are key areas of untapped potential? 7) As a business owner, what would you like to see change?
Aspirations	<ol style="list-style-type: none"> 8) Let's dream – what does our ideal future look like? 9) As business owners in the community, what excites us most? 10) What do we need to do to achieve our aspirations?
Results	<ol style="list-style-type: none"> 11) Considering what we have talked about thus far, what meaningful measures will indicate that we are on-track to achieving our goals? 12) What would be the best indicators of a successful Community Strategic Plan to you? 13) What measurable results do you want to see?
Municipal Staff Focus Group	
Topic	Questions
Mission & Vision	<ol style="list-style-type: none"> 1) Do you feel that the current mission and vision represent what West Nipissing has accomplished and strives to continue to achieve in the future?



Current and Past Initiatives	<ul style="list-style-type: none"> 2) What are the current strategic goals and priorities of West Nipissing? What have the focus areas been? 3) Which initiatives have been successfully completed? Why were they successful? 4) What were the challenges the Municipality faces with respect to its strategic initiatives in the past?
Strengths, Challenges, and Opportunities	<ul style="list-style-type: none"> 5) What are some of West Nipissing's biggest strengths? 6) What are some of West Nipissing's key challenges/areas of improvement? 7) What are the potential opportunities for West Nipissing?
Partnerships	<ul style="list-style-type: none"> 8) Do you currently have strong partnerships or collaborations that benefit the Municipality in some way? 9) Does the Municipality possess the resources and capacity to meet the needs of potential business opportunities? 10) What types of partnerships do you feel the Municipality would benefit most from?
Priorities and Critical Success Factors	<ul style="list-style-type: none"> 11) What would your ultimate top three (3) strategic priorities be if you had no barriers? 12) Are there any considerations that you would specifically like to see incorporated in the strategic plan? 13) What are the critical success factors to implementing a strategic plan and its goals? 14) How would you measure success for West Nipissing in 4 years?

8.2.2 Town Halls

Topic	Questions
Strengths	<ul style="list-style-type: none"> 1) What are we doing well? 2) As a Municipality, what key achievements are we most proud of?



	<ul style="list-style-type: none"> 3) What positive aspects of the Municipality's services have citizens and business owners commented on? 4) What are we known for? 5) What makes us unique? 6) Why do people choose to live here? 7) What key resources, attractions and offerings give us an advantage?
Opportunities	<ul style="list-style-type: none"> 8) What future external opportunities exist for the Municipality? 9) What are key areas of untapped potential? 10) What are resident and/or business owners asking for? 11) How can we highlight our community's strengths and distinguish ourselves from other Municipalities?
Aspirations	<ul style="list-style-type: none"> 12) Let's dream, what does our ideal future look like? 13) What, as a broader community are we passionate about? 14) What do we need to do to achieve our aspirations?
Results	<ul style="list-style-type: none"> 15) Considering what we have talked about today thus far, what meaningful measures will indicate that we are on-track to achieving our goals? 16) What would be the best indicators of a successful Community Strategic Plan?

8.2.3 Interview Guide

Topic	Questions
Vision & Mission	<ul style="list-style-type: none"> 1) Do you feel that the current mission and vision represent well what West Nipissing has accomplished and strives to continue to achieve in the future?
Current & Past Initiatives	<ul style="list-style-type: none"> 2) What are the current strategic goals or priorities of West Nipissing? What has been the focus areas?



	<p>3) Which initiatives in your community have been successfully completed? Why do you feel they were successful?</p> <p>4) Can you describe any challenges the Municipality has faced with respect to its strategic initiatives?</p>
Strengths, Challenges & Opportunities	<p>5) What are some of West Nipissing's biggest strengths?</p> <p>6) What are some of West Nipissing's key challenges/ areas of improvement?</p> <p>7) What are the potential opportunities for West Nipissing?</p>
Partnerships	<p>8) Do you feel that West Nipissing is prepared for new business opportunities?</p> <p>9) Do you currently have strong partnerships or collaborations that benefit the Municipality in some way?</p> <p>10) Does the Municipality possess the resources and capacity to meet the needs of potential business opportunities?</p> <p>11) What types of partnerships do you feel the Municipality would benefit most from?</p>
Other Questions	<p>12) What would be your ultimate top 3 strategic priorities if you had no barriers?</p> <p>13) How would you measure success for West Nipissing in 4 years?</p> <p>14) Are there any considerations that you would specifically like to see incorporated in the strategic plan?</p> <p>15) Do you have any other additional comments related to West Nipissing's 4-year strategy?</p>

8.3 Appendix C: Additional Vision Statement Drafts

Draft Number	Vision Statement
Draft 1	Proudly celebrate a place to call home where 'joie de vivre' is achievable by all.



Draft 2	We celebrate our uniqueness and work together to create a place we are proud to call home where 'joie de vivre' is achievable for all.
Draft 3	Celebrating it's rich resources and uniqueness, West Nipissing strives to create a place for everyone to call home and embrace it's Joie de Vivre.
Draft 4	Small town, big deal / It's a vibe. Small town big heart / Small town big vibes. Happy to be here.

DRAFT

MEMORANDUM



To: Jay Barbeau, Chief Administrative Officer

From: Melanie Ducharme, Municipal Clerk/Planner

Subject: Backyard Chickens - Update

Date: March 25, 2024

On July 11, 2023, Council discussed a request to consider enacting a by-law for the keeping and regulation of chickens in residential zones which do not currently permit such activity. Currently, agricultural activities, including the raising of fowl, are only permitted in the Rural and Agriculture zones. Council requested staff undertake preliminary consultation in order to determine whether there is sufficient support within the community for such an initiative, and, if so, what type of regulations such a by-law would contain.

Communications Staff are currently preparing an online survey which is anticipated to go “live” the first week of April. The Survey is expected to run for two weeks and will target residents in the urban areas of the municipality. Social media platforms as well as advertising in the Tribune will attempt to focus on residents within the urban areas with a view of obtaining opinions and input on the subject. In addition to the online survey, persons wishing to submit comments, in writing, directly to the Clerk, may do so.

A report and recommendation on the findings of the survey will be brought back to Council the first week of May.

SCHEDULE "B" OF BY-LAW 2019/24

AGENDA ITEM REQUEST FORM



PLEASE PRINT CLEARLY:

Requested Council Meeting Date:		April 2/2024	
Name of Requestor:	Fern Pelletier	Date submitted: March 18/2024	
Address:	Full mailing address: Box 421		
Phone:	Home: 705 493 9790	Business / Cell:	Fax:
E-Mail:			

Requested Agenda Item/Subject: **By Law Backyard Chicken**

Additional details / background information: see below
 Supporting documents attached separately

Please attach/include pertinent information to support this item. This will assist staff in conducting any research or obtaining background information; which may be required to make an informed decision in the best interest of the municipality.

By Law backyard chickens

ADMINISTRATIVE APPROVAL

STEP 1 → Submit your completed form to the CAO or designate for required review and approval. Every effort will be made to accommodate requests however the complexity of subject may require the matter to be heard on another date other than the original date requested and the requestor will be notified.

Signature of CAO or designate:	<i>[Signature]</i> for Barbicour	Date:	March 21/24
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MUNICIPAL OFFICE USE

STEP 2 → This form must be returned to the Clerk's office no later than 12 noon on the Wednesday preceding the Council Meeting at which the item is to be considered, subject to CAO approval and scheduling.

Date Received:	March 18, 24	Received from:	F. Pelletier
Meeting Date Requested:	April 2/2024	Mode of Notification:	<input checked="" type="checkbox"/> in person <input type="checkbox"/> by telephone <input type="checkbox"/> by e-mail <input type="checkbox"/> other: _____
Processing of request:	<input checked="" type="checkbox"/> Information only <input type="checkbox"/> Action Item <input type="checkbox"/> Discussion/Action Item <input type="checkbox"/> Report Required <input type="checkbox"/> Public Hearing <input type="checkbox"/> Closed Session		

APPROVED FOR AGENDA:

Scheduled for (date):	April 2/24	<input type="checkbox"/> Regular meeting <input type="checkbox"/> Committee of Whole meeting
Requestor Notification:	The above requestor <u>was</u> was notified on _____ (date)	

Action Taken:

Notes / Comments:

SCHEDULE "B" OF BY-LAW 2019/24



AGENDA ITEM REQUEST FORM

PLEASE PRINT CLEARLY:

Requested Council Meeting Date:	April 2, 2024		
Name of Requestor:	Kathleen Thorne Rochon	Date submitted: March 21, 2024	
Address:	Full mailing address:		
Phone:	Home:	Business / Cell: 705-753-6900	Fax:
E-Mail:	krochon@westnipissing.ca		

Requested Agenda Item/Subject:	Backyard chickens public consultation
Additional details / background information:	<input checked="" type="checkbox"/> see below <input type="checkbox"/> Supporting documents attached separately <i>Please attach/include pertinent information to support this item. This will assist staff in conducting any research or obtaining background information; which may be required to make an informed decision in the best interest of the municipality.</i> <p>On Aug 22, 2023 council directed staff by resolution 2023-257 to proceed with public consultation on the matter of regulations for back-yard chickens in the Municipality of West Nipissing.</p> <p>Requesting an update on progress, process and timelines for the public consultation and subsequent council deliberations.</p>

ADMINISTRATIVE APPROVAL

STEP 1 → Submit your completed form to the CAO or designate for required review and approval. Every effort will be made to accommodate requests however the complexity of subject may require the matter to be heard on another date other than the original date requested and the requestor will be notified.

Signature of CAO or designate:	Date:
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MUNICIPAL OFFICE USE

STEP 2 → This form must be returned to the Clerk's office no later than 12 noon on the Wednesday preceding the Council Meeting at which the item is to be considered, subject to CAO approval and scheduling.

Date Received:	Received from:
Meeting Date Requested:	Mode of Notification: <input type="checkbox"/> in person <input type="checkbox"/> by telephone <input type="checkbox"/> by e-mail <input type="checkbox"/> other: _____
Processing of request:	<input type="checkbox"/> Information only <input type="checkbox"/> Action Item <input type="checkbox"/> Discussion/Action Item <input type="checkbox"/> Report Required <input type="checkbox"/> Public Hearing <input type="checkbox"/> Closed Session

APPROVED FOR AGENDA:

Scheduled for (date):	<input type="checkbox"/> Regular meeting <input type="checkbox"/> Committee of Whole meeting
Requestor Notification:	The above requestor _____ was notified on _____ (date)
Action Taken:	
Notes / Comments:	



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

March 19, 2024, 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

Members Absent: Councillor Kaitlynn Nicol

1. OPENING AND LAND ACKNOWLEDGEMENT

2. DECLARATIONS OF PECUNIARY INTEREST

Councillor Rivard declared a conflict for item 5.1.1

3. ADDENDUM & AGENDA

3.1 Approve the Addendum

Resolution # 2024-59

Moved by: Councillor Anne Tessier

Seconded by: Councillor Jérôme Courchesne

BE IT RESOLVED THAT the Addendum for the meeting of Council - Committee of the Whole held on March 19, 2024 be adopted, as presented.

CARRIED

3.2 Adopt the Agenda

Resolution # 2024-60

Moved by: Councillor Roch St. Louis

Seconded by: Councillor Anne Tessier

BE IT RESOLVED THAT the Agenda for the Council - Committee of the Whole meeting held on March 19, 2024 be adopted, as presented.

CARRIED

4. DELEGATIONS & PETITIONS

4.1 Delegation - Verner RAM Rodeo (Presented by: Caroline Marx, Joanne Laberge and Roseanne Beausoleil)

Council received a presentation from the group who will be hosting the Verner Ram Rodeo in September. The Rodeo will be held on September 7-8 on Millrand Road in Verner.

5. COMMITTEE OF THE WHOLE

5.1 **Planning Committee**

1. Short Term Rental Accommodations By-Law

Councillor Kris Rivard declared a conflict on this item. (It may result in a financial benefit to his employer.)

The Chair provided the structure by which she intends to review the by-law with a view of reaching a consensus from members on each item. Thereafter the Chair went through the by-law, section by section, providing rationale for the various items and obtaining consensus on each. The by-law with the agreed to modifications will be brought back at the next meeting for adoption.

2. Motion for Recess

Resolution # 2024-61

Moved by: Councillor Roch St. Louis

Seconded by: Councillor Jérôme Courchesne

MOTION FOR RECESS:

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

CARRIED

5.2 **Public Works Committee**

1. Petition for Quesnel Road to be paved

Council discussed a petition received for paving on Quesnel Road. A memo was provided by the Director of Infrastructure recommending that the existing granular surface be maintained. Council concurred with the Director's recommendation. It was noted that the municipality has invested in a Roads Needs Study which should be considered in making decisions on which roads to improve.

5.3 **Community Services Committee**

1. Council Committee of the Whole Meeting - May 21, 2024

Council received a memo confirming that the second Council meeting in May will be held in Lavigne.

6. REGULAR MEETING

6.1 **Consent Agenda**

Resolution # 2024-62

Moved by: Councillor Anne Tessier

Seconded by: Councillor Jérôme Courchesne

BE IT RESOLVED that the Consent Agenda for the Council-Committee of Whole meeting of March 19, 2024, be approved, as presented.

CARRIED

1. Adopt Council - Committee of the Whole minutes - March 5, 2024

Resolution # 2024-62A

Moved by: Councillor Anne Tessier

Seconded by: Councillor Jérôme Courchesne

BE IT RESOLVED THAT the minutes of the Council - Committee of the Whole meeting held on March 5, 2024 be adopted, as presented.

CARRIED

2. Receive West Nipissing Police Board minutes - Sept. 13, 2023

Resolution # 2024-62B

Moved by: Councillor Anne Tessier

Seconded by: Councillor Jérôme Courchesne

BE IT RESOLVED that the Minutes of the West Nipissing Police Services Board Meeting held on September 13, 2023 be received.

CARRIED

3. Receive Committee of Adjustment minutes February 13, 2024

Resolution # 2024-62C

Moved by: Councillor Anne Tessier

Seconded by: Councillor Jérôme Courchesne

BE IT RESOLVED that the Minutes of the Committee of Adjustment Meeting held on February 13, 2024 be received.

CARRIED

4. Adopt By-Law No.: 2024-16 being a by-law for the assumption of Part of Betty Road, Verner

Resolution # 2024-62D

Moved by: Councillor Anne Tessier

Seconded by: Councillor Jérôme Courchesne

BE IT RESOLVED THAT By-law **2024/16** being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

PT OF W½ LOT 1, CON. 4

BEING PART 4, 36R-15190

GEOGRAPHIC TOWNSHIP OF KIRKPATRICK,

MUNICIPALITY OF WEST NIPISSING

DISTRICT OF NIPISSING.

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

CARRIED

6.2 New Business

1. Adopt By-Law 2024-17 being a by-law to amend the Sale and Disposition of Land By-Law No. 2021-18

Resolution # 2024-63

Moved by: Councillor Jérôme Courchesne

Seconded by: Councillor Anne Tessier

BE IT RESOLVED THAT By-Law No. **2024-17**, being a By-law to Amend Schedule "A" to By-Law 2021/18, being a By-Law to Establish a Procedure for the Sale and Disposition of Land owned by the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

CARRIED

2. Adopt By-Law 2024-18 being a By-Law to Set Tax Ratios for 2024

Resolution # 2024-64

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

BE IT RESOLVED THAT By-Law **2024/18**, being a by-law to set the Tax Ratios for the Municipality of West Nipissing for the year 2024; shall come into force and take effect on the date it is passed.

CARRIED

3. Adopt By-Law No. 2024-19 being a By-Law to set the 2024 rates for a Solid Waste Management System

Resolution # 2024-65

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Daniel Gagné

BE IT RESOLVED THAT By-Law **2024/19**, being a by-law to set the rates for a solid waste management system in the Municipality of West Nipissing for the year 2024, shall come into force and take effect on the date it is passed.

CARRIED

4. Adopt By-Law No. 2024-20 being a By-Law to set the Water and Sewer Rates for 2024

Resolution # 2024-66

Moved by: Councillor Daniel Gagné
Seconded by: Councillor Fern Pellerin

BE IT RESOLVED THAT By-Law **2024/20**, being a by-law to set the rates for the Water and Sewer in the Municipality of West Nipissing for the year 2024, shall come into force and take effect on the date it is passed.

CARRIED

5. Adopt By-Law no. 2024-21 to Amend Transparency Policy No. 2019/55

Resolution # 2024-67

Moved by: Councillor Fern Pellerin
Seconded by: Councillor Daniel Gagné

BE IT RESOLVED THAT By-Law No. **2024-21**, being a By-law to Amend Schedule "A" to By-Law 2019-55, being a By-Law to Adopt an Accountability and Transparency Policy for the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

CARRIED

6. Authorize Disposition of Surplus Equipment

Resolution # 2024-68

Moved by: Councillor Daniel Gagné
Seconded by: Councillor Kris Rivard

BE IT RESOLVED THAT certain West Nipissing Fire Service equipment described herein be declared as surplus for the Municipality of West Nipissing; and

BE IT FURTHER RESOLVED THAT Council hereby authorizes the disposal of the following surplus equipment:

1997 Freightliner Pumper, VIN # 1FV6JLCBXVH860958

CARRIED

7. NOTICE OF MOTION

8. ADDENDUM

9. MAYOR'S REPORT AND ANNOUNCEMENTS

9.1 **Mayor's Report**

Madam Mayor provided Council with a verbal report.

10. ADJOURNMENT

10.1 **Adopt Confirmatory By-law 2024-22**

Resolution # 2024-69

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Daniel Gagné

BE IT RESOLVED THAT By-Law No. **2024-22**, being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its Council - Committee of the Whole held on March 19, 2024 shall come into force and take effect on the date it is passed.

CARRIED

10.2 Adjourn the meeting

Resolution # 2024-70

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Kris Rivard

BE IT RESOLVED THAT the meeting of Council - Committee of the Whole held on March 19, 2024 be adjourned.

CARRIED

**Minutes of the Regular Meeting
of the Board of Management of Au Château
held on February 21, 2024 at 12:00 noon**

PRESENT:	Daniel Gagné	Chair
	Catherine Neddow	Vice-Chair
	Jérôme Courchesne	
	Ronald Demers	
	Jacques Dupuis	Administrator / Secretary
	Fernand Pellerin	
	Corinne Restoule	CFO / Treasurer
	Jamie Restoule	

REGRETS: Temagami Representative

01. Meeting called to order

Meeting was called to order.

02. Declaration of Conflict of Interest

No declaration of conflict of interest declared.

03. Adoption of Agenda

Resolution No. 9

Moved by : Jamie Restoule

Seconded by : Ronald Demers

BE IT RESOLVED THAT the Agenda of the Regular Meeting on February 21, 2024 be approved as presented at 12:05 pm.

Carried

04. Adoption of Minutes

Resolution No. 10

Moved by : Jérôme Courchesne
Seconded by : Catherine Neddow

BE IT RESOLVED THAT the Minutes of the Annual Meeting held January 17, 2024 be approved as presented.

Carried

05. New Business:

a) Health & Safety Committee Meeting Minutes

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

Resolution No. 11

Moved by : Fernand Pellerin
Seconded by : Catherine Neddow

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

Carried

b) Sprinkler Installation Tender

The Administrator updated the Board on the tender process and the results. Architect is reviewing documents as well as effect of not having to implement negative air pressure. Once this analysis is completed, Administrator shall update the Board.

c) **Declaration of Compliance**

The Board approved the signing of the Declaration of Compliance Report as part of our commitment to the Long-Term Care Service Accountability Agreement therefore, the following resolution was passed having a recorded vote with a unanimous decision:

Resolution No. 12

Moved by : Jamie Restoule
Seconded by : Jérôme Courchesne

BE IT RESOLVED THAT the Board Chair sign the Schedule E – Form of Compliance Declaration of the Long-Term Care Service Accountability Agreement.

Carried

d) **AdvantAge Ontario Pre Budget Submission**

The Administrator provided a highlight of advantage Ontario's provincial pre-budget priorities and recommendations, focusing on Health Human Resources, Long-Term Care level care funding, Long-Term Care Capital development and Assisted Living in seniors' supportive housing.

e) **Budget Presentation**

The Chief Financial Officer and Administrator presented the budget for review. After discussion, the following resolution was adopted:

Resolution No. 13

Moved by : Ronald Demers
Seconded by : Fernand Pellerin

BE IT RESOLVED THAT the Budget for the year 2024 be approved as presented.

Carried

06. **Unfinished Business:**

a) **Financial Report**

No Financial Report was provided due to the finalization of year end.

b) Administrative Report

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

Resolution No. 14

Moved by : Catherine Neddow

Seconded by : Ronald Demers

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

Carried

07. In-Camera Session

Resolution No. 15

Moved by : Jérôme Courchesne

Seconded by : Fernand Pellerin

BE IT RESOLVED THAT the Board go in-camera to discuss matters regarding a Legal Matter at 1:08 pm.

Carried

a) Legal Matter

The Administrator updated the Board on legal matters surrounding the Municipality of Temagami.

Resolution No. 16

Moved by : Jamie Restoule

Seconded by : Catherine Neddow

BE IT RESOLVED THAT the Board returns to its Regular Meeting at 1:14 pm.

Carried

08. Other Business / Information Items

a) **Next Meeting**

The next meeting is scheduled March 20th, 2024 at 12:00
The meeting of April will be held on April 24th, 2024 at 12:00 noon to accommodate
the Auditors in order to finalize the audit and financial statements.

b) **Information Items**

None

09. Adjournment

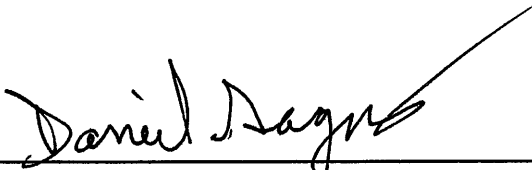
Resolution No. 17

Moved by : Fernand Pellerin

Seconded by : Ronald Demers

BE IT RESOLVED THAT the meeting now adjourns at 1:15 pm.

Carried



Chair



Administrator / Secretary

BY-LAW 2024/23**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING
TO LICENSE, REGULATE AND GOVERN SHORT TERM RENTAL
ACCOMMODATIONS IN THE MUNICIPALITY OF WEST NIPISSING**

WHEREAS the Council of The Corporation of the Municipality of West Nipissing deems it desirable to license, regulate and govern short-term rentals as defined in this By-law for the purpose of protecting long-term housing availability, the health and safety of the persons residing in rental premises and the natural environment by ensuring that regulations are met and that the required amenities such as heat, sanitary and water services are provided, and to ensure that the rental premises do not create a nuisance to the surrounding properties and neighbourhood and to protect the amenity, character and stability of the area;

AND WHEREAS section 8 of the *Municipal Act, 2001* provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS section 9 of the *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;

AND WHEREAS section 10(2) of the *Municipal Act, 2001* provides that a single-tier municipality may pass by-laws respecting business licensing;

AND WHEREAS section 128 of the *Municipal Act, 2001* provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS section 151 of the *Municipal Act, 2001* provides that a municipality may provide for a system of licenses with respect to a business and may prohibit the carrying on or engaging in the business without a license; refuse to grant a license or to revoke or suspend a license; impose conditions as a requirement of obtaining, continuing to hold or renewing a license; impose conditions, including special conditions, as a requirement of continuing to hold a license at any time during the term of the license; and license, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it;

AND WHEREAS Section 436 of the *Municipal Act, 2001* permits a municipality to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine compliance with a by-law direction, order or license;

AND WHEREAS Section 444 of the *Municipal Act, 2001* provides that if a municipality is satisfied that a contravention of a by-law of the municipality passed under this Act has occurred, the municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity;

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

- a) for services and activities provided or done by or on behalf of it; and
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board;

NOW THEREFORE BE IT RESOLVED that the Council of The Corporation of the Municipality of West Nipissing hereby enacts as follows:

PART 1 – INTERPRETATION AND APPLICATION**1.1 Short Title**

1.1.1 This By-law may be referred to as "The Short-Term Rental By-law".

1.2 Application

1.2.1 This By-law shall apply to all buildings within the geographic limits of the Municipality of West Nipissing for the purposes of the business or occupation of providing short-term rentals.

1.2.2 Notwithstanding section 1.2.1 the requirements of this By-law do not apply to camping



establishments, hotels, motels, hostels, boarding, lodging or rooming house or group home.

1.3 Reference Aids

- 1.3.1 The headings and subheadings used in this By-law are inserted for convenience of reference only and do not form part of the By-law and shall not affect in any way the meaning or interpretation of the provisions of this By-law.

1.4 Severability

- 1.4.1 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.

1.5 Compliance with Legislation

- 1.5.1 Nothing in this By-law relieves any person from complying with any provision of any federal or provincial legislation, or any other by-law of the Municipality of West Nipissing and, without limiting the generality of the foregoing, this includes the *Municipal Act, 2001*.

1.6 Conflict

- 1.6.1 If a provision of this By-law is in conflict with a provision of any applicable act, regulation or other by-law, the provision that establishes the higher or more restrictive standard shall apply.

1.7 Schedules

- 1.7.1 The Schedules referred to in this By-law form an integral part of this By-law.

1.8 Delegation

- 1.8.1 The administration of this By-law is hereby delegated to the Chief Building Official and the By-Law Enforcement Officer or their designate.

1.9 Definitions

- 1.9.1 Definitions in the *Building Code Act, 1992*, S. O. 1992, c.23 and the Building Code, O.Reg.332/12 shall apply with respect to matters pertaining to buildings unless otherwise defined in this By-law. In addition, the following definitions shall apply in this By-law.

“Agent” means a person duly appointed by an owner or the Municipality of West Nipissing to act on their behalf, who shall be at least 18 years of age.

“Applicant” means the person applying for a license or renewal of a license under this By-law.

“Bed and Breakfast” means a bed and breakfast as defined in Zoning By-law 2014-45 or any successor by-law thereto.

“Boarding, Lodging or Rooming House” means a boarding, lodging or rooming house as defined in Zoning By-law 2014-45 or any successor by-law thereto.

“Chief Building Official” means the chief building official appointed by Council under section 3 of the *Building Code Act, 1992*, or their designate.

“Corporation” means a body incorporated pursuant to the *Business Corporations Act*, R.S.O. 1990 c. B.16, or the *Corporations Act*, R.S.O. 1990, c 38.

“Dedicated Responsible Person” means the owner or agent assigned by the owner or licensee of the short-term rental, who shall be at least 18 years of age, to ensure the short-term rental is operated in accordance with the provisions of this By-law, the license and applicable laws.

“Dwelling” means dwelling as defined in Zoning By-law 2014-45 or any successor by-law thereto.

“Dwelling Unit” means dwelling unit as defined in Zoning By-law 2014-45 or any successor by-law thereto.



“Entire Unit Rental” means a short-term rental in which the renter occupies an entire dwelling unit.

“Group Home” means a group home type 2 as defined in Zoning By-law 2014-45 or any successor by-law thereto.

“Guest Room” means a room within a dwelling, offered for short-term rental intended primarily for overnight occupation.

“Guest” means a consumer of short-term rental services.

“Hotel” means a hotel as defined in Zoning By-law 2014-45 or any successor by-law thereto.

“License” means the license issued under this By-law as proof of licensing under this By-law.

“Licensee” means a person who holds a license or is required to hold a license under this By-law.

“License Class” means the classification of a short-term rental.

“License Issuer” means any person or persons provided the authority by the Municipality of West Nipissing to issue a license under this By-law.

“Listing” means any individual short-term rental advertised on an online platform.

“Municipality” means The Corporation of the Municipality of West Nipissing or the area within the geographical limits of the Municipality of West Nipissing, as the context requires.

“Noise By-law” means the Municipality of West Nipissing Noise By-law No. 1999/75, as amended, or any successor by-law thereto.

“Non-Principal Dwelling Unit Short-Term Rental” means a short-term rental that is not someone’s principal dwelling unit (where they do not live primarily).

“Occupant” means any person or persons over the age of 18 years occupying a lot.

“Officer” means a Building Inspector or Municipal Law Enforcement Officer for the Municipality of West Nipissing.

“Operator” means any person who operates a short-term rental.

“Overcrowding” means occupancy of a premises in excess of the maximum permitted by a license issued under this By-law.

“Owner” means the person holding title to the property on which the short-term rental is located, and “ownership” has a corresponding meaning.

“Partial Unit Rental” means a short-term rental in which the renter occupies a part of the dwelling unit only.

“Person” means an individual, a corporation, a partnership, or an association, and includes a licensee or an applicant for a license under this By-law as the context requires.

“Platform” means an online matching and/or payment processing platform for transactions between short-term rental operators and guests.

“Premises” means property upon which a short-term rental is operated, inclusive of all buildings or structures or any part thereof used for such purposes.

“Principal Dwelling Unit” means a person's permanent residence to which, whenever absent they intend to return.

“Principal Dwelling Unit Short-Term Rental” means a short-term rental which is someone’s principal dwelling unit or located on the same property as the owner’s principal dwelling unit (where they live primarily).



“Procedural By-law” means the Municipality of West Nipissing Procedural By-law No. 2023/27 or any successor by-law thereto.

“Property” means the land upon which a short-term rental is operated, exclusive of buildings or structures or any part thereof.

“Property Standards By-law” means the Municipality of West Nipissing Property Standards By-law No. 2001/71 or any successor by-law thereto.

“Short-Term Rental” means all or part of a dwelling unit used to provide sleeping accommodations for any rental period that is less than 28 days in exchange for payment and shall include a Bed and Breakfast establishment. Short-term rental uses shall not mean or include an institutional establishment, tourist establishment, tourist camping establishment, motel, resort, or similar commercial or institutional use.

“Short-Term Rental Code of Conduct” means a document that has been prepared by the Municipality that prescribes the roles and responsibilities of the guest and owner/operator, including but not limited to: behavioral expectations as they relate to non-disturbance of neighbours; compliance with applicable municipal by-laws, and adherence to the provisions of this By-law.

“Tourist Camping Establishment” means camping establishment as defined in Zoning By-law 2014-45 or any successor by-law thereto.

“Zoning By-law” means The Corporation of the Municipality of West Nipissing Zoning By-Law No. 2014-45 being a By-law to regulate the use of land, and the character, location and use of the buildings and structures in the Municipality of West Nipissing, or any successor by-law thereto.

PART 2 – REGULATIONS

2.1 Prohibitions

- 2.1.1 No person shall use or operate any short-term rental premises unless they hold a current and valid license issued pursuant to this By-law.
- 2.1.2 No person shall advertise or operate, or permit the advertisement or operation of a short-term rental without a license.
- 2.1.3 No person shall publish or display, or cause to be published or displayed, any representation that premises are licensed under this By-law, or hold premises out as being licensed under this By-Law, if the premises are not so licensed.
- 2.1.4 No person shall alter a license issued under this By-law in any fashion.
- 2.1.5 No person shall use or operate any short-term rental premises for any commercial activity other than the operation as a short-term rental.
- 2.1.6 No short-term rental shall be used for the purpose of hosting any type of special event which may include, but not limited to, a wedding, pre-wedding party, fundraising event, etc.
- 2.1.7 No person shall provide false or incorrect information in an application for a short-term rental license.
- 2.1.8 No person shall permit premises under their ownership or care and control to be operated in contravention of a license issued under this By-law.
- 2.1.9 Without limiting the generality of section 2.1.7 above, no person shall allow premises under their ownership or care and control to be operated in contravention of the site plan and floor plan that has been approved by the License Issuer pursuant to a license issued under this By-law.
- 2.1.10 Without limiting the generality of section 2.1.7 above, no person shall rent any guest room in a short-term rental dwelling unit other than a guest room that was identified and approved with the application for the short-term rental license.
- 2.1.11 No person shall permit a camping trailer, travel trailer, tent, utility trailer or any other mobile accommodation for the purpose of a Short-Term Rental unless located in a tourist camping establishment, trailer park or tourist establishment where such a use is permitted;



- 2.1.12 Without limiting the generality of section 2.1.7 above, no person shall cause, permit or contribute to overcrowding in a short-term rental.
- 2.1.13 No person shall violate the provisions of the Short-Term Rental Code of Conduct.
- 2.1.14 No guest shall remove the list of information required to be posted pursuant to section 2.2.7 or the information package required to be provided pursuant to section 2.2.8.

2.2 General Provisions

Any person who operates a short-term rental shall comply with the provisions of this By-law, as well as with all applicable municipal by-laws and provincial and federal legislation.

- 2.2.1 The owner and operator of a short-term rental shall restrict the occupancy of the premises to a maximum of 2 persons per guest room and a maximum of one sofa-bed or day-bed providing occupancy for no more than two (2) persons, is permitted., as set out in the license for the premises. All occupants of a short-term rental shall be counted in calculating occupancy.
- 2.2.2 The owner and operator of a short-term rental shall maintain a minimum of two million dollars (\$2,000,000. 00) of commercial general liability insurance per occurrence on the premises, which shall be specific to the operation of the short-term rental.
- 2.2.3 Any lapse in maintaining the insurance coverage required by section 2.2.3 above invalidates a license issued under this By-law. An owner or operator whose insurance coverage lapses must reapply for a license to operate the short-term rental.
- 2.2.4 The owner and operator of a short-term rental shall provide parking on the site in accordance with the parking requirements for the applicable zone and permitted use within the Zoning By- law. The applicant will be required to clearly indicate where parking spaces are to be located on an approved site plan.
- 2.2.5 The owner and operator of a short-term rental shall ensure that parking is only permitted in a parking area consisting of a hard- surfaced material (concrete, interlock brick, permeable pavers, asphalt, crushed stone or other hard surface or dustless materials).
- 2.2.6 The owner and operator of a short-term rental shall ensure that the following information is posted on the interior of each short-term rental premises, within a maximum of 1m from the main entrance, is clearly visible to guests and is made available for inspection:
 - a) copy of current license;
 - b) address of the short-term rental premises;
 - c) name of short-term rental premises owner or agent;
 - d) name, address, phone number and email address of the dedicated responsible person; and
 - e) Emergency Services Statement, only applicable if the type of access to the short- term rental premises is not a year-round maintained public road. *If this is applicable, the following statement must be posted within a maximum distance of 1m from the main entrance: "Due to this short-term rental premises not being accessible by a year-round maintained public road, emergency response times may be delayed to this location in the event of an emergency."*
- 2.2.7 The owner and operator of a short-term rental shall ensure that an information package is available for guests containing the following;
 - a) copy of approved site plan and floor plan;
 - b) Short-term Rental Code of Conduct as prepared by the Municipality, shown as Schedule "E"; and
 - c) quick reference guide for applicable by-laws as prepared by the Municipality.
- 2.2.8 A person who posts a short-term rental listing on a short-term rental platform shall include the license number as set out on the license issued under this By-law. An owner, agent or dedicated responsible person shall respond to phone calls and/or emails and attend the short-term rental premises within 60 minutes to an emergency or contravention of any Municipality of West Nipissing by-law.
- 2.2.9 Where a license is issued under this By-law, the application for license and issued license, along with



the legal description of the property, civic address, and names and contact information of the associated owner, and/or authorized agent and/or dedicated responsible person will be posted on the Municipality of West Nipissing’s website.

2.2.10 The provisions of this By-law shall not apply when the short-term rental is not being rented and is not being offered for rent.

PART 3 – LICENSE CLASS

3.1 License Class

3.1.1 Class A - Principal Dwelling Unit Short-Term Rental

- (a) A Class A Principal Dwelling Unit Short-Term Rental shall be permitted within any zone in which a residential dwelling is a permitted use.
- (b) A Class A Principal Dwelling Unit Short-Term Rental (Partial Unit Rental) shall be permitted to be rented for a maximum of 28 days for any single stay and a maximum of 365 days per year.
- (c) The Class A License shall be the owner’s principal dwelling unit.
- (d) The maximum number of Class A Principal Dwelling Unit Short-Term Rentals permitted to be operated by the same owner. Either in his or her personal name or in a corporation owned or controlled by him or her shall be limited to one (1).

3.1.2 Class B – Non-Principal Dwelling Unit Short-Term Rental

- (a) A Class B Non-Principal Dwelling Unit Short-Term Rental shall be permitted within any zone in which a residential dwelling is a permitted use.
- (b) A Class B Non-Principal Dwelling Unit Short-Term Rental shall be permitted to be rented for a maximum of 28 days for any single stay..
- (c) The Class B License shall not be the owner’s principal dwelling unit.
- (d) The number of Class B Non-Principal Dwelling Unit Short-Term Rentals operated by the same owner, either in his or her personal name or in a corporation owned or controlled by him or her, shall be limited to one (1).
- (e) The number of Class B, Non-Principal dwelling unit short term rental accommodations licenses shall be limited to 100 licenses. Additional completed license applications may be put on a waiting list for when a license becomes available. Complete applications on the waiting list shall, at all time, have priority over new applicants.
- (f) For a period of sixty (60) days from the passing of this By-Law, owners who can demonstrate, to the satisfaction of the municipality, that they have operated a Non-Principal Dwelling short term rental accommodation in the 2023 calendar year shall have the right, in priority to an owner who has not operated a non-principal dwelling short term rental accommodation, to make application for a Class B, Non-principal dwelling short term rental accommodation license. After the expiry of the sixty (60) days, no priority shall be given and licenses shall be issued on a first-come, first-serve, basis.
- (g) No license for a Class B Non-Principal dwelling unit short term rental accommodation shall be issued for any property where there exists a Class B Non-Principal Dwelling License within a radius of 1 kilometer from the boundaries of the property. This provision shall not apply to owners who have obtained licenses pursuant to paragraph (f) hereof;

PART 4 – LICENSING REQUIREMENTS

4.1 License Application Requirements

4.1.1 Every application for a new license, or the renewal of an existing license, shall include:

- (a) a completed application in the form required by the Municipality of West Nipissing;
- (b) the following documents:
 - i. site plan of the premises;



- ii. interior floor plan of the dwelling unit which shall be labeled to include interior rooms, including the guest rooms;
 - iii. a completed Dedicated Responsible Person Consent and Acknowledgment Form on a form as prepared by the Municipality; and
 - iv. Any other documents as determined by the Municipality.
- (c) copy of Transfer/Deed or Property Identifier Number (PIN) Sheet proving evidence of ownership;
- (d) proof that the applicant is at least 18 years of age (in the form of government identification), if the applicant is an individual;
- (e) name and contact information of the owner, agent or dedicated responsible person who can be readily contacted and respond to an emergency or contravention of any Municipality of West Nipissing By-law, including attendance on site of the short-term rental premises within 60 minutes of being notified of the occurrence;
- (f) certificate of insurance demonstrating compliance with the insurance requirements set out in section 2.2.3 of this By-law, including but not limited to the fact that the premises is insured as a short-term rental;
- (g) proof that the applicant, if a corporation, is legally entitled to conduct business in Ontario, including but not limited to:
 - i. articles of incorporation or other incorporating documents, duly certified by the proper government official or department of the Province of Ontario or the Government of Canada; and
 - ii. a list containing the names of all shareholders of the corporation;
- (h) in the case of an applicant being a partnership, the names and addresses of each member of the partnership as well as the name under which the partnership intends to carry on business;
- (i) in the case of an applicant or agent acting on behalf of the owner, an owner's written authorization is required;
- (j) for any short-term rental on a septic system, the applicant will be required to provide proof, in the form of a 'valid permit of record' or File Review, provided by the North Bay-Mattawa Conservation Authority of an installed septic system and its capacity that will support the short-term rental premises; and
- (k) payment of the applicable fees referred to in Schedule "B".

4.1.2 Other Requirements:

- (a) The licensee shall inform the Municipality in writing of any changes to the approved information contained within the license application or any deviation to the approved plans within seven days of such change or deviation. Nothing herein authorizes a licensee to have guest rooms other than those identified on the application for a license and approved by the Municipality in the license.

4.2 License Issuer – Responsibilities

- 4.2.1 Upon receipt of an application for a license the License Issuer shall receive and review the application and any accompanying documents for completeness.
- 4.2.2 Upon receipt of a completed application for a new license with all required documentation and the required fee, the License Issuer will contact the applicant to schedule the necessary inspection and shall ensure the relevant Officers have carried out the necessary inspections to satisfy the Municipality that the premises comply with provisions of this By-law. The inspection shall include, but not be limited to, the items shown on Schedule "D".
- 4.2.3 Upon receipt of a completed application for a renewal of a license, along with all required documentation and required fee the License Issuer may contact the applicant to schedule an inspection and may ensure the relevant Officers have carried out the inspections to satisfy the Municipality that the premises comply with provisions of this By-law.
- 4.2.4 During the inspection process for the purpose of determining license eligibility, all relevant departments of the Municipality may provide comment on any known matters that would assist in determining license eligibility.
- 4.2.5 The determination of whether a license application is complete in accordance with this By-law shall be within the discretion of the License Issuer.
- 4.2.6 Upon determination by the License Issuer that information requirements and all regulatory and by-law requirements of the Municipality are met, a license shall be issued.



4.2.7 In addition to any terms and conditions of a license imposed by this By-law, the License Issuer may impose additional terms and conditions as are necessary in their discretion.

4.3 License – Validity, Expiry, Suspension & Revocation

4.3.1 A license issued pursuant to the provisions of this By-law shall expire one year from the date it was issued unless it is revoked in accordance with any provisions of this By-law.

4.3.2 A short-term rental license that has been issued pursuant to this By-law shall expire upon the earliest of the following events:

- a) the date that is one year after the date of the issuance of the license; or
- b) upon the sale of the short-term rental premises.

4.3.3 A demerit point system shall be used in the consideration of the issuing, suspension, refusal or revocation of a short-term rental licenses and demerit points shall be administered in accordance with Schedule ‘A’ without prejudice to options otherwise available to enforce this or any section of the by-law, Provincial Act or regulation including, but not limited to, the *Provincial Offences Act*, the *Building Code Act*, *Fire Protection and Prevention Act*. The number of demerit points references in Schedule “A” will be assessed against a short term rental accommodation premises and licensee in respect of the infraction noted in Column 1.

4.3.4 A Licensee may be assessed demerit points as outlined in Schedule “A” for a contravention of this By-Law or as a result of a fine or conviction imposed for a breach of this By-Law;

4.3.5 A Licensee shall be given notice forthwith upon any Demerit Points being issued against their License.

4.3.6 The License Issuer may refuse to issue or renew a license or revoke or suspend a license, as per Schedule ‘A’ of this By-law, or where:

- a) there are reasonable grounds for belief that the operation of a short-term rental at specific premises may be averse to the public interest;
- b) a premises or applicant has had a license that has been previously revoked, suspended, or made subject to terms and conditions;
- c) a premises or applicant applying for a license has presented a history of contravention of this By-law, or other Municipality of West Nipissing by-laws;
- d) the Short-Term Rental Code of Conduct has been violated at this premises;
- e) the septic system requirements are not met;
- f) the proposed use of the premises is not permitted by the Zoning By-law;
- g) the owner is indebted to the Municipality of West Nipissing in respect of fines, penalties, judgements, or any other amounts owing, including awarding of legal costs, disbursements, outstanding property taxes and late payment charges, against an owner’s property; or
- h) the property does not conform with applicable federal and provincial law and regulations or municipal by-laws, including, but not limited to, the Zoning By-law, Property Standards By-law, the *Building Code Act, 1992*, or the *Fire Protection and Prevention Act, 1997, S. O. 1997, c. 4*.

4.3.7 The License Issuer, upon confirming a licensee has received an order issued under section 7.4 of this By-law, may, for the time and subject to such conditions as are considered appropriate, suspend a license for not more than 14 days. If after this period, the License Issuer is satisfied that the continuation of a license will continue to pose a danger to the health or safety of any person, he/she may further suspend the license for not more than 14 days or revoke the license.

PART 5 – FEES AND COST RECOVERY

5.1 Fees

5.1.1 Fees shall be levied in accordance with Schedule “B” hereto.

5.1.2 Where an Officer conducts an inspection and determines that a short-term rental is not in compliance with this By-law, the Officer may impose an inspection fee in accordance with Schedule “B”.

5.1.3 Every owner shall pay the fees as set out in Schedule “B”, which becomes due and payable upon written notification by an Officer, or upon issuance of an invoice by the Municipality.



- 5.1.4 Payments received by the Municipality on the 31st day or later after the date of being requested, shall be subject to an “administrative fee” as set out in Schedule “B”, and Demerit Points as per the Demerit Point System as set out in Schedule “A” attached.
- 5.1.5 Where an owner is in default of payment of fees for more than 30 calendar days after due, the Municipality may add the cost to the tax roll of the subject property and collect the amount in the same manner as property taxes.

PART 6 - APPEALS

6.1 Appeals

- 6.1.1 Where the License Issuer has refused to issue or renew a license under section 4.3.4 of this By-law the applicant may appeal such decision to Council through a letter of appeal to the Chief Building Official within ten days of the decision.
- 6.1.2 The appeal under section 6.1.1 of this By-law shall contain the following information:
 - a) reasons for the appeal; and
 - b) Order Appeal Fee as provided in Schedule “B”.
- 6.1.3 Where no request for an appeal is received in accordance with section 6.1.1 of this By-law, the decision of the License Issuer shall be final and binding.
- 6.1.4 Where a request for an appeal is received, in accordance with section 6.1.1 of this By-law, the Chief Building Official shall schedule a meeting of the West Nipissing Property Standards Committee (the “Committee”)g, for the purpose of holding a hearing of the appeal, and the applicant or licensee shall be provided reasonable written notice thereof.
- 6.1.5 The power and authority to conduct hearings of appeals under this By-law are hereby delegated to a the Committee constituted pursuant to the provisions of the Procedural By-law.
- 6.1.6 The provisions of the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S. 22 shall apply to all hearings conducted by a Hearing Committee under this By-law.
- 6.1.7 After such opportunity to be heard is afforded to the person, the Committee shall make a decision. When making its decision; The Committee may consider any matter pertaining to this By-law, or other matter that relates to the general welfare, health or safety of the public. When making its decision, the Committee may refuse to issue or renew a license, revoke, suspend, or impose any condition to a license.
- 6.1.8 If the owner/agent fails to appear at the appointed time for their appeal hearing, the decision of the License issuer shall be final and binding.
- 6.1.9 The Committee’s decision is final and binding and shall not be subject to review.

PART 7 – INSPECTION AND ENFORCEMENT

7.1 Authority to Enforce

- 7.1.1 This By-law may be enforced by an Officer.

7.2 Inspection – At Any Reasonable Time

- 7.2.1 In addition to scheduled inspections conducted during the license application process, every Officer may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:
 - a) the provisions of this By-law;
 - b) a direction or order of the Municipality made under this By-law;
 - c) a condition of a license passed under this By-law; and
 - d) a court order made pursuant to section 431 of the *Municipal Act, 2001* and section 7.5 6 of this By-law.



- 7.2.2 A person exercising a power of entry on behalf of a municipality under this By-law shall not enter or remain in any room or place actually being used as a dwelling unless:
- a) the consent of the occupier is obtained, the occupier first having been informed that the right of entry may be refused and, if refused, may only be made under the authority of an order issued under section 438 of the *Municipal Act, 2001*, or a warrant issued under section 439 of the *Municipal Act, 2001*;
 - b) an order issued under section 438 of the *Municipal Act, 2001* is obtained;
 - c) a warrant issued under section 439 of the *Municipal Act, 2001* is obtained; or
 - d) the delay necessary to obtain an order or warrant under section 438 or 439 of the *Municipal Act, 2001*, or to obtain the consent of the occupier would result in an immediate danger to the health or safety of any person.

7.2.3 The Municipality's power of entry may be exercised by an Officer, or agent for the Municipality and this person may be accompanied by any person under their direction, including law enforcement services.

7.2.4 During any inspection carried out under this By-law, an Officer may be accompanied by other Municipality of West Nipissing employees, agents or authorities as deemed necessary.

7.3 Obstruction

- 7.3.1 No person shall hinder or obstruct, or attempt to hinder or obstruct, an Officer in the lawful exercise of a power or the performance of a duty under this By-law.
- 7.3.2 Any person who is alleged to have contravened any provision of this By-law shall identify himself or herself to the Officer upon request. Any failure to do so shall be deemed to be an obstruction or hindrance to the officer in the execution the Officer's duties.

7.4 Orders

- 7.4.1 An Officer who finds that a property does not conform with any of the provisions of this By-law may make an Order:
- a) stating the municipal address or the legal description of the property;
 - b) giving reasonable particulars of the activity to be discontinued;
 - c) indicating the time for complying with the terms and conditions of the Order;
 - d) indicating the final date for giving notice of Appeal;
- 7.4.2 An Order shall be served on the Owner of the property and such other persons affected by it as an Officer determines, and a copy of the Order may be posted on the property in a location visible to the public.

7.5 Offence and Penalty

- 7.5.1 Every person who contravenes any provision of this by-law is guilty of an offence and on conviction liable to a fine not exceeding \$25,000 for a first offence and \$50,000 for any subsequent offence.
- 7.5.2 In addition to any other penalty prescribed by this by-law, any person who contravenes any provision of this by-law is guilty of an offence and is liable to a fine or penalty for each offence established pursuant to the Provincial Offences Act and is set out on Schedule "C" forming an integral part of this by-law.
- 7.5.3 Each day a contravention occurs constitutes a new offence.
- 7.5.4 Pursuant to Section 441 of the Municipal Act, if any part of a fine for a contravention of this by-law remains unpaid after the fine becomes due and payable under Section 66 of the Provincial Offences Act, R.S.O. 1990, c P.33, ("Provincial Offences Act") including any extension of time for payment ordered under that Section, the Municipality may give the person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than 21 days after the date of the notice. If the fine remains unpaid after the final date specified in the notice, the fine is deemed to be unpaid taxes pursuant to Section 351 of the Municipal Act and may be added to the Owner's tax roll and collected in the same manner as Property taxes.



PART 8 – COMING INTO FORCE

8.1 Coming into Force

8.2 This By-law shall come into force and effect on the date it is passed.

ENACTED AND PASSED on April 2, 2024

Mayor Kathleen Thorne Rochon

Melanie Ducharme, Clerk

Municipality of West Nipissing

DEMERIT POINT SYSTEM

SCHEDULE “A” TO BY-LAW 2024-23

Item	By-law Section	Short Form Wording	Demerit Points
1	2.2.2	Number of guests on Premises contrary to license	1
2	2.2.5	Park contrary to requirements of Zoning By-law	1
3	2.2.7	Fail to post required information on the interior of the short-term rental premises	1
4	2.2.10	Fail to respond to a concern or attend the premises, when required, within 60 minutes	1
5	5.1.3	Fail to pay fees within prescribed timelines	1
6	4.1.2.1	Fail to notify of any license change (s) within 7 days	1
7	2.1.1	Operate short-term rental without a license	1
8	2.1.2	Advertise short-term rental without a license	1
9	2.1.5	Operate a short-term rental for any commercial activity other than that of a short-term rental	1
10	2.1.6	Provide false information on short-term rental application	1
11	2.1.7	Operate short-term rental contrary to license class	1
12	2.1.9	Rent guest rooms contrary to approved license	1
13	2.1.11	Violate of the Short-Term Rental Code of Conduct	1
14	7.3	Hinder or obstruct an Officer while on duty	1
15	2.2.7	Remove required posted information on the interior of the short-term rental premises	1
16	2.2.8	Fail to make available the required information package for guests	1
17	7.5.3	Contravention of any order	1

Please note the following:

1. A short-term rental license shall be suspended for a period of one year when three demerit points or confirmed violations are determined within one year.
2. A short-term rental license is revoked when one additional demerit point or confirmed violation is received within one year of the license suspension date.



ACTION	OFFENCE	TIME	REMEDY TO RENEW LICENSE
SUSPENDED LICENSE	Three confirmed by-law violations on one short-term rental property	1 Year	One-year by-law violation-free from the date of the last offence, on this or any other property owned by same owner upon payment of the re-instatement fee.
	Three orders issued on one short-term rental property		One-year order-free from the date of the last order, on this or any other property owned by same owner upon payment of the re-instatement fee.
	Three demerit points confirmed on one short-term rental property		One-year violation, order, and demerit point-free on the same property upon payment of the re-instatement fee.
	Three demerit points confirmed on one short-term rental owner (for short-term rental operators with multiple short-term rentals)		One-year violation, order, and demerit point-free for the same owner on all applicable properties upon payment of the re-instatement fee.
REVOKED LICENSE	One additional confirmed by-law violation or order on a property under short-term rental suspension	Permanent	None
	One additional confirmed by-law violation or order against an owner under short-term rental suspension		
	Three demerit points confirmed against a property while on short-term rental suspension		
	Three demerit points confirmed against an Owner while on short-term rental suspension		

Municipality of West Nipissing
**SHORT TERM RENTAL ACCOMMODATION
 LICENSING FEES
 SCHEDULE “B” TO BY-LAW 2024/23**

LICENSE TYPE	FEE
Initial Licensing Fee – Class A	\$750.00
Initial Licensing Fee – Class B	\$750.00
Renewal Fee – Class A and B	\$250.00
Inspection Fee	\$200.00
Order Appeal Fee	\$250.00

LICENSE TYPE	EXPIRY DATE
Class A	One year from date of issuance
Class B	

APRIL 2024

Municipality of West Nipissing
**SHORT TERM RENTAL ACCOMMODATION
SET FINES - SCHEDULE "C" TO BY-LAW 2024/23**
PART I – PROVINCIAL OFFENCES ACT

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 SET FINES
1	Operate short term rental without valid license	2.1.1	\$1,000.00
2	Advertise, operate or permit advertising without a license	2.1.2	\$1,000.00
3	Publish or display representation of license without a license	2.1.3	\$1,000.00
4	Alter license	2.1.4	\$500.00
5	Operate commercial activity	2.1.5	\$750.00
6	Host special event	2.1.6	\$750.00
7	Provide false or incorrect information	2.1.7	\$1,000.00
8	Operate in contravention of a license issued	2.1.8	\$500.00
9	Operate in contravention of approved site plan and floor plan	2.1.9	\$500.00
10	Rent a room not identified and approved with the application	2.1.10	\$750.00
11	Permit a camping trailer, travel trailer, tent, utility trailer or any other mobile accommodation for purpose of short term rental	2.1.11	\$1,000.00
12	Permit overcrowding	2.1.12	\$750.00
13	Violate provisions of Code of Conduct	2.1.13	\$500.00
14	Remove information required pursuant to sec. 2.2.7 or 2.2.8	2.1.14	\$500.00
15	Exceed occupancy maximum	2.2.1	\$1,000.00
16	Fail to maintain Insurance minimum of Two Million (\$2,000,000.00) dollars	2.2.2	\$1,000.00
17	Fail to provide parking	2.2.4	\$500.00
18	Fail to indicate parking	2.2.4	\$500.00
18	Permit parking on non-hard-surface material	2.2.5	\$500.00
20	Fail to post required information	2.2.6	\$500.00
21	Fail to provide guest information package	2.2.7	\$500.00
22	Fail to include license number on rental listing	2.2.8	\$1,000.00
23	Fail to respond within 60 minutes to an emergency or contravention	2.2.8	\$1,000.00

Municipality of West Nipissing

CODE OF CONDUCT

SCHEDULE "D" TO BY-LAW 2024-23

1. The premise of this Code is that the short-term rental premises are, for the most part, located in residential neighborhoods and that the residents of these neighborhoods have the right to enjoy their own properties without being imposed upon by nuisance from others.
2. Objectives of this Code: The objective of this Code is to establish acceptable standards of behavior for renters, and their guests, to minimize any adverse social or environmental impacts on their neighbors and neighborhood.
3. The Renter acknowledges for themselves and on the behalf of others that they will be occupying a short-term rental accommodation that is located in a residential area.
4. The Guiding Principles for short term rental renters are:
 - (a) The premise that you are occupying is a home;
 - (b) Respect your neighbors; and,
 - (c) Leave it as you find it.
5. Maximum number of Renters and guests:
 - a) The maximum number of occupants within a dwelling that is being operated as a short term rental shall not exceed a total number based upon two (2) persons per bedroom plus an additional two (2) persons occupying a sofa-bed, day-bed, etc.
 - b) The number of non-occupying guests permitted at a short term rental premises must not be such that it may conflict with the residential neighborhood or amenity.
6. No person shall make noise so as to cause a disturbance or conduct themselves in a way that is likely to disturb area residents. Examples of noise that is likely to disturb residents include:
 - a) Loud music;
 - b) Outdoor or backyard gatherings involving excessive noise;
 - c) Late or early hour disturbances; and,
 - d) Yelling, shouting, singing and loud conversations.

Please be advised that the Municipality of West Nipissing Noise By-law No _____, as amended, is in effect 24 hours a day, 7 days a week. The noise by-law prohibits Sound or Vibration at any time, which is likely to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of the inhabitants of the Municipality of West Nipissing;

Renters and their guests are not allowed to disturb neighbors or interfere with their enjoyment of their properties, or the public realm, at any time of the day or night. Failure to comply with the conditions of the Municipality's Noise By-law may result in legal action.

7. Functions and Parties
 - a) Short term rental renters are not to host commercial functions;
 - b) So called "party houses" conflict with residential amenity and are not permitted; and,
 - c) Any gathering at a short term rental accommodation premise must not conflict with residential amenity and must comply with all the other requirements of this Code and the Municipality of West Nipissing's by-laws.
8. Access and Parking: Please familiar yourself and your guests with the approved parking plans for the premises so as to ensure ease of access with minimum disturbance to other residents or neighboring properties. All short term rental accommodations will have vehicle parking limits, please refer to Zoning By-Law 2014-45 and the approved plans for the premises.
9. Recycling and Garbage: Please familiar yourself and your guests with the guidelines and provisions that have been made for waste management and the day of the week in which waste collection is scheduled, if applicable. If curbside pickup is available, it should be noted that the "putting out" of waste on a non-scheduled day is not permitted.

Municipality of West Nipissing

SHORT TERM RENTAL ACCOMMODATION INSPECTION

SCHEDULE "E" TO BY-LAW 2024/23

Short-Term Rental Inspection Checklist			
Municipal Address of the Premises:			
STR License Application Number:			
Applicant Name:			
➤ EXTERIOR			
STAIRS AND GUARDS	Compliant	Non-Compliant	N/A
a) Exterior <i>guards</i> serving a <i>house</i> or an individual <i>dwelling unit</i> not less than 900 mm (2'-11") high where the walking surface served by the <i>guard</i> is not more than 1 800 mm (5'-11") above the finished ground level.			
b) <i>Guards</i> within <i>dwelling units</i> not less than 900 mm high.			
Stairs, porches, landings, treads, risers, guards and all supporting members intact and no evidence of cracked, rotted or deteriorated materials			
EXTERIOR LIGHTING	Compliant	Non-Compliant	N/A
Exterior steps, walks, parking spaces, etc. are adequately lit			
YARDS	Compliant	Non-Compliant	N/A
Yard free of debris, unusable vehicles, long grass and weeds, dilapidated structures, termites, rodents, dead or damaged trees, unsightly or damaged hedges and bushes			
➤ INTERIOR			
OCCUPANCY STANDARDS	Compliant	Non-Compliant	N/A
Non-habitable room is being used as a habitable room			
Basement having habitable rooms; the ceiling height is at least 2.1 meters (7 feet)			
If the basement is being used as a habitable area, the area complies with all requirement for ingress, egress, light, ventilation and ceiling height, any leaks in the walls and is the habitable area separated from the furnace room			
Kitchen has refrigerator, cooking stove, kitchen fixtures, fittings and they are maintained in good repair			
GENERAL MAINTNANCE	Compliant	Non-Compliant	N/A
Every supplied facility, piece of equipment or appliance is installed so that it will function safely and is maintained in good repair			
UTILITIES	Compliant	Non-Compliant	N/A
All services or utilities providing light, heat, refrigeration water or cooking facilities are connected			
FIRE PROTECTION	Compliant	Non-Compliant	N/A
Fire extinguisher in kitchen (ABC)			
Working smoke alarm on every level of the home. Note: Property owners are advised to document smoke alarm maintenance. Smoke alarms shall be tested annually and prior to each rental agreement. Smoke alarms (both battery operated and hardwired) shall be replaced within the time frame indicated in the instructions (typically every 10 years). Batteries shall be replaced annually.			
A working carbon monoxide alarm is required outside sleeping areas if the home contains a fuel burning appliance or an attached garage. Note: Property owners are advised to document CO alarm maintenance. CO alarms shall be tested annually and prior to each rental agreement. CO alarms (both battery operated and hardwired) shall be replaced within the time frame indicated in the instructions (typically every 7 years). Batteries shall be replaced annually.			

HEATING	Compliant	Non-Compliant	N/A
No sign of leaks, damage or deterioration to heating systems and proper connection to a chimney			
PLUMBING	Compliant	Non-Compliant	N/A
Water test report from the local Health Unit			
Unit has been provided with a water closet, a wash basin, a kitchen sink and a bathtub or shower			
Bathroom separated from other areas by walls and a door for privacy			
Sink, wash basin, bathtub or shower in the building and laundry facility being provided with adequate hot and cold water			
Hot water temperature is set to less than 120 F.			
ELECTRICAL	Compliant	Non-Compliant	N/A
Building and or dwelling unit connected to an electrical supply system			
Electrical wiring, equipment and appliances for use in the building installed and maintained in accordance with all applicable governmental regulations			
Open electrical wiring and frayed wiring			
Adequate, artificial, or natural light being provided in all rooms, stairways, hall and basement			
Electrical fixtures, switches, receptacles and connections in working order			
WINDOWS	Compliant	Non-Compliant	N/A
Every habitable room in the building except a kitchen has a window?			
Windows open and shut easily and area of openable portion comply with the requirements of the Ontario Building Code			
Windows have proper locking devices			
Except where a door on the same floor level as the bedroom provides direct access to the exterior, every floor level containing a bedroom in a <i>suite</i> shall be provided with at least one outside window that, <ul style="list-style-type: none"> a. is openable from the inside without the use of tools, b. provides an individual, unobstructed open portion having a minimum area of 0.35 m² (3.75sq.ft.) with no dimension less than 380 mm (15"), and c. maintains the required opening described in Clause d. without the need for additional support. 			
VENTILATION	Compliant	Non-Compliant	N/A
All bathrooms are ventilated by natural or mechanical means?			
Mechanical ventilation system in the bathroom and kitchen in good working condition			
EGRESS	Compliant	Non-Compliant	N/A
Passages from the interior of the building and or dwelling unit to the exit at or near grade level unobstructed and safe			
All exits within the building have clean, clear and unobstructed exit signs			
CAMPFIRES	Compliant	Non-Compliant	N/A
Campfires shall comply with West Nipissing Fire Service regulations and signed permission from the property owner.			

MEMORANDUM

TO: Jay Barbeau CAO

FROM: Alisa Craddock CPA, CMA

DATE: March 28, 2024

RE: Award of the Official Plan/Zoning Bylaw review

The Municipality received 4 valid proposals for the Official Plan and Zoning Bylaw review. The budget originally contemplated in 2023 was \$75,000 over two years. The 2023 allocation was placed in reserve. The estimates in the RFP responses ranged from \$95,435 to \$166,970. There is a proposed 2 year timeline to completion (early 2026). The highest scoring response is Planscape/SGL.

It is recommended that Council award the project to Planscape for \$95,435. This will commit funds into the 2025 budget. At future budgets, it will also be recommended to Council that an annual allocation to reserve for the regular and timed review of the Official Plan be established.

SCORING		J.L Richards	NPG Planning	Planscape/SGL	Re:Public Urbanism	Tulloch
Proposal Clarity/Presentation	30	26.3	25.3	27.3	23.7	DQ
5 Year approach	20	17.0	17.3	16.0	16.3	DQ
Municipal Planning & Qualifications	20	19.3	18.0	19.3	17.0	DQ
References	10	9.3	8.0	10.0	8.0	DQ
Fee Proposal*	20	5.0	10.0	15.0	5.0	DQ
TOTAL	100	77.0	78.7	87.7	70.0	0

Joie de vivre



www.westnipissingouest.ca

THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
STATEMENT OF REMUNERATION AND EXPENSES
For the year ended December 31, 2023
MEMBERS OF COUNCIL

(Section 284 (1) of the *Municipal Act 2001*, S.O. 2001)

	COUNCIL REMUNERATION	OTHER BENEFITS COST	REMUNERATION AND BENEFITS	CONFERENCES/S EMINARS (Schedule 1)	SUBTOTAL	OTHER BOARDS (Schedule 2)	TOTAL
COURCHESNE, Jerome	17,065.10		17,065.10	2,057.52	19,122.62	1,200.00	20,322.62
GAGNE, Daniel	17,065.10		17,065.10	2,034.40	19,099.50	2,025.00	21,124.50
NICOL, Kaitlyn	17,065.10		17,065.10	1,082.04	18,147.14	1,560.00	19,707.14
PELLERIN, Fernand	17,065.10		17,065.10	-	17,065.10	1,800.00	18,865.10
RESTOULE, Jamie	17,065.10	-	17,065.10	3,190.32	20,255.42	6,078.01	26,333.43
RIVARD, Kristopher	17,065.10		17,065.10	1,079.32	18,144.42	1,560.00	19,704.42
ROCHON-THORN, Kathleen	34,117.72	6,960.00	41,077.72	8,561.36	49,639.08	450.00	50,089.08
ST LOUIS, Roch	17,065.10		17,065.10	1,300.00	18,365.10	450.00	18,815.10
TESSIER, Anne	17,065.10		17,065.10	1,546.20	18,611.30	450.00	19,061.30
Totals	170,638.52	6,960.00	177,598.52	20,851.16	198,449.68	15,573.01	214,022.69

THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
PAYMENTS FROM BOARDS
For the year ended December 31, 2023

		OTHER BOARD REMUNERATION	OTHER BOARD EXPENSES	OTHER BOARDS TOTAL
COURCHESNE, Jerome	Au Chateau	1,200.00		1,200.00
GAGNE, Daniel	Au Chateau	1,575.00		1,575.00
GAGNE, Daniel	WNPSB	450.00		450.00
NICOL, Kaitlyn	WNES	1,560.00		1,560.00
PELLERIN, Fernand	Au Chateau	1,800.00		1,800.00
RESTOULE, Jamie	DNSSAB	4,153.01	125.00	4,278.01
RESTOULE, Jamie	Au Chateau	1,800.00		1,800.00
RIVARD, Kristopher	WNES	1,560.00		1,560.00
ROCHON-THORN, Kathl	Au Chateau	450.00		450.00
ST LOUIS, Roch	WNPSB	450.00		450.00
TESSIER, Anne	Au Chateau	450.00		450.00
Totals		15,448.01	125.00	15,573.01

THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
PAYMENTS FROM BOARDS
For the year ended December 31, 2023

		OTHER BOARD REMUNERATION	OTHER BOARD EXPENSES	OTHER BOARDS TOTAL
ANDERSON, CAMPBELL	Adjustment	675.00		675.00
ARCAND, MANON	Economic	300.00		300.00
DEMERS, JESSE	Economic	450.00		450.00
GAGNON, ROGER	Adjustment/ PAC	1,200.00		1,200.00
GAUTHIER, LOUISE	Accessibility	225.00		225.00
GAUTHIER, YVON	Accessibility	150.00		150.00
LEPAGE, BRUNO	Economic	375.00		375.00
MARCOUX, ASHTEN	Economic	375.00		375.00
MARTIN, JEAN-PIERRE	Economic	450.00		450.00
MOSSELER, ISABEL	Accessibility	225.00		225.00
PARSONS, DONALD	Accessibility	75.00		75.00
PROULX, CELESTE A	Accessibility	225.00		225.00
QUESNEL, RACHEL	Economic	300.00		300.00
SANDIFORD, JONATHAN	Adjustment	700.00		700.00
SEGUIN, JEAN-GUY	PAC	400.00		400.00
Totals		6,125.00	-	6,125.00

THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
WEST NIPISSING POLICE SERVICES BOARD
For the year ended December 31, 2023

Payments to Members of the West Nipissing Police Services Board pursuant to 283(3)

	REMUNERATION	REMUNERATION AND BENEFITS	OTHER EXPENSES	TOTAL
ANDERSON, Campbell	150.00	150.00		150.00
GAGNE, Daniel	450.00	450.00		450.00
LAFLECHE, Rachelle	450.00	450.00		450.00
SEGUIN, Jean-Guy	450.00	450.00		450.00
ST LOUIS, Roch	450.00	450.00		450.00
Totals	1,950.00	1,950.00	-	1,950.00

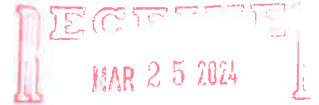
THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
WEST NIPISSING ENVIRONMENTAL SERVICES
For the year ended December 31, 2023

Payments to Members of the West Nipissing Environmental Services Board pursuant to 283(3)

	REMUNERATION	REMUNERATION AND BENEFITS	OTHER EXPENSES	TOTAL
BEAUDRY, Denis	1,560.00	1,560.00		1,560.00
MARLEAU, Raymond	1,560.00	1,560.00		1,560.00
NICOL, Kaitlyn	1,560.00	1,560.00		1,560.00
OLIVIER, Daniel	1,920.00	1,920.00		1,920.00
RIVARD, Kristopher	1,560.00	1,560.00		1,560.00
		-		-
Totals	8,160.00	8,160.00	-	8,160.00



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



SCHEDULE "C" OF BY-LAW 2023/27



NOTICE OF MOTION FORM

In accordance with Item 15.12 "NOTICE OF MOTION" of the Corporation of the Municipality of West Nipissing Procedural By-Law 2023/27:

Member of Council: Ferré Pellenin
(print name)

Hereby files a NOTICE OF MOTION to be included on the Agenda for the meeting of Council, which is scheduled to be held on: April 2
(enter date)

SUBJECT: Taxes Increase of 4.67% for 2024

and which NOTICE OF MOTION to read as follows:

Propose increase of 2.67% for 2024
instead of 4.67%
(Projected Project \$1,000,000 lower than
estimated)

Member of Council: Ferré Pellenin
(signature)

FOR CLERK'S OFFICE USE ONLY:	
Date received:	March 25/24
Time received:	2:00 pm. (approx)
Entered in Council Agenda for meeting date of:	April 2/24



West Nipissing Ouest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution # 2024-36
Title: Approve 2024 Municipal Budget Expenditures Estimates
Date: February 20, 2024

Moved by: Councillor Anne Tessier
Seconded by: Councillor Jérôme Courchesne

WHEREAS budget deliberations were held at Special Budget meetings on November 18, November 23, and November 30, 2023 to discuss general municipal expenditure estimates for the year 2024;

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of West Nipissing approves the general municipal expenditure estimates attached hereto as Schedule "A" for the year 2024.

CARRIED

2024 Expenditure/Revenue Summary (as recommended)

	2023 Approved Budget	2024 Recommended Budget	Variance \$
Revenues			
Property Taxation	19,911,445	21,139,539	1,228,094
Payments in lieu	556,150	573,350	17,200
OMPF	6,513,200	6,486,700	(26,500)
Other Revenues	5,108,370	5,470,450	362,080
Total Revenues	32,089,165	33,670,039	1,580,874
Expenditures			
HR Costs	9,125,225	9,942,445	(817,220)
Operating Expenses	8,065,235	8,190,331	(125,096)
Policing	4,684,750	4,357,938	326,812
Social Programs	5,976,301	6,260,021	(283,720)
Total Expenditures	27,851,511	28,750,735	(899,224)
Local Boards			
Police	13,662	13,662	-
Library	429,952	442,002	(12,050)
Cemetery	46,240	46,240	-
Total Board Expenditures	489,854	501,904	(12,050)
Total Expenditures incl. Boards	28,341,365	29,252,639	(911,274)
Surplus (Deficit)-Operating	3,747,800	4,417,400	669,600
Donations	-	-	-
Funding	(3,513,800)	(3,642,700)	128,900
Total Revenues-Capital Fund	(3,513,800)	(3,642,700)	128,900
Transfer to Reserve	3,534,000	4,199,000	(665,000)
Contribution from Reserve	(5,119,390)	(4,580,600)	(538,790)
Total Change in Reserves	(1,585,390)	(381,600)	(1,203,790)
Payments on Loans	213,800	218,400	(4,600)
Total Change in Financing	213,800	218,400	(4,600)
Capital Assets			
Capital expenditures-Infrastructure	4,658,000	4,671,100	(13,100)
Capital expenditures	3,975,190	3,552,200	422,990
Total Capital Assets	8,633,190	8,223,300	409,890
	3,747,800	4,417,400	669,600
Surplus (Deficit)	-	-	-



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

BY-LAW 2024/24

**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING
TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETING
HELD ON APRIL 2nd, 2024**

WHEREAS the Municipality of West Nipissing deems it desirable to confirm the proceedings of Council at its meeting held on the 2nd day of April, 2024, and each motion, resolution and other action passed and taken by the Council at its said meeting, is except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

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

ENACTED AND PASSED ON APRIL 2nd, 2024 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

KATHLEEN THORNE-ROCHON
MAYOR

MELANIE DUCHARME
CLERK